

**DEPARTMENT OF CIVIL ENGINEERING
IIT KANPUR**

April 20, 2021

Committee report on “allocation of student tutors and teaching assistants in CE department”
(revised based on the discussions held in the faculty meeting held on April 16, 2021)

General

Various guidelines have been developed by the department on allocation of teaching assistantship (TA) and student-tutorship from time to time. The purpose of this committee¹ is to compile all these past guidelines (and suggest new provisions, wherever necessary) so as to develop a comprehensive set of guidelines to facilitate smooth allocation of TA and student-tutor in the department. In doing so, the guidelines followed by a few other departments for student tutor allocation were also considered. The following guidelines are suggested:

The TA and tutor allocation will be coordinated by the Convener DPGC centrally. It is desirable to complete the TA allocation at least one week before the start of the semester², and tutor allocation by the start of pre-registration. Figure 1 schematically shows the timeline for various activities related to TA and tutor allocation. These activities are elaborated in the subsequent paragraphs.

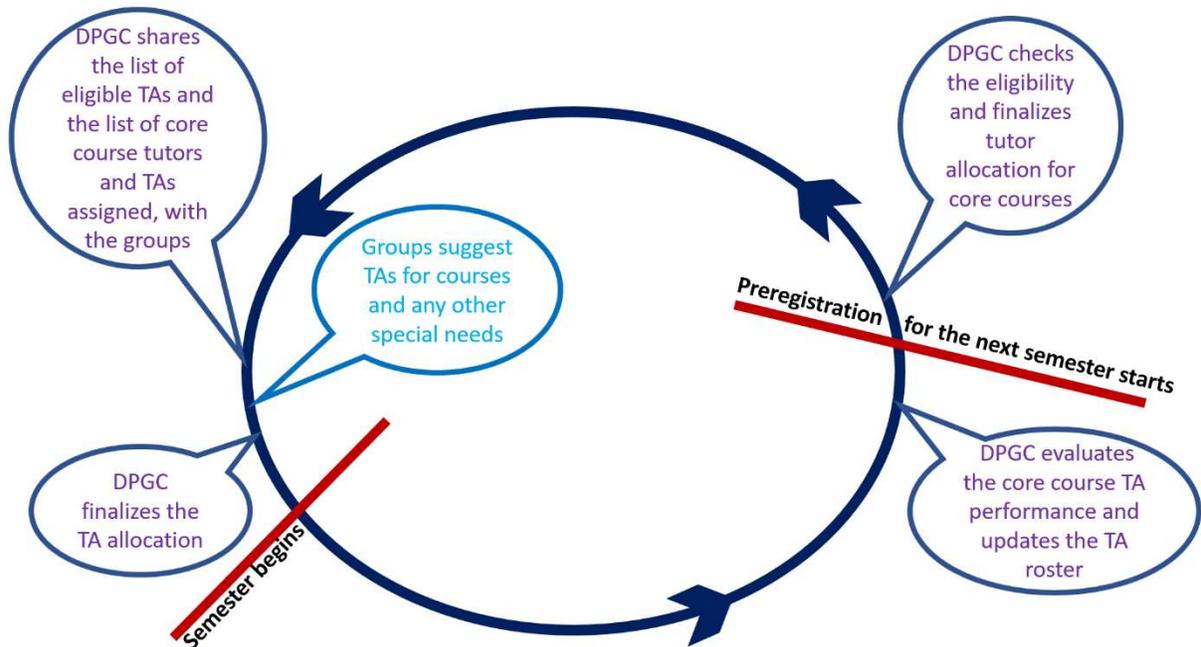


Figure 1: Schematic representation of the timeline for the activities related to TA and student-tutor allocation

Guidelines for TA allocation Each student (M.Tech. or Ph.D.) who is getting teaching assistantship is required to do eight hours per week of TA duty³, assigned by the department in each semester. Thus, a

¹ Formed by the HOD, e-mail dated January 18, 2021.

² Refer to the minutes of the DPGC meeting held on October 18, 2007.

³ Refer to Section 3.1 of the PG manual.

student who is (i) not getting any teaching assistantship (for example, a student under sponsored category, or, a student whose programme is continuing beyond the eligible scholarship period, etc.) or, (ii) on academic or other valid leaves will not be assigned any TA duty. For PMRF Ph.D. students, the TA rules will be governed by PMRF guidelines⁶. Following are some of the general guidelines to be followed for TA allocation:

- It is generally preferred to have the thesis supervisor and the TA-advisor different, if possible.
- A Ph.D. student who is in her/his tenth semester or, in the last semester whichever is earlier, and has otherwise completed the mandatory tutorship requirements, may be assigned TA duty with her/his thesis supervisor.

The suggested steps for allocation of TA-ship can be summarized as follows:

- After the pre-registration is complete, a list of all eligible TAs is created by the DPGC. This list and a list of students allotted for core course tutorship and TA-ship (the process is discussed in the next section) are shared with all the group representatives by the Convener, DPGC.
- The group representatives will suggest TAs for various courses (other than the core courses) at the time of course allocation, and any other specific TA requirement that the groups may have². A group need not have to suggest possible TA duty assignment for the remaining students, because, this will be done centrally by the DPGC.
- The DPGC will then finalize the TA allocation keeping in view of the input provided by the individual groups.
- The students with TA duties assigned to core courses are expected to attend the lecture and tutorial classes⁵.
- The TA-works that do not require knowledge related to specialization (for example, DUGC, DPGC, library, HOD, faculty search, SPO, SOCE, department webpage etc.) should be drawn from students with various specializations, and not necessarily from the students pertaining to the TA advisor's own group. This encourages cross-specialization interactions.
 - It is suggested that the first year M.Tech./ Ph.D. students should be assigned to various departmental activities/ responsibilities like DPGC, DUGC, various labs (including Varun lab), HOD, library, SPO, department webpage etc².
 - It is suggested that the Ph.D. students may be assigned for faculty search committee related TA works.

Guidelines for student-tutorship allocation

Gaining teaching experience through tutorship is a mandatory departmental requirement for every Ph.D. student.

Every PhD student will have to be a tutor for a core course, at least once during the Ph.D. tenure^{4,5} and may also tutor a departmental professional course with lab component (CE242, CE262, CE331, CE351, CE352 and CE412)^{4,5}. This is however not applicable to the PMRF Ph.D. students who are required to teach in colleges outside the institute as per PMRF guidelines⁶.

⁴ Refer to the minutes of the departmental faculty meeting held on November 6, 2015.

⁵ Refer to the minutes of the departmental faculty meetings held on April 10, 2017.

⁶ If they wish, they can choose not to do any tutor-ship (refer to the minutes of the departmental faculty meeting held on August 5, 2019).

The department has been offering regular tutorship to Ph.D. students⁷ for core courses namely, ESO202A, ESO208A, and TA101A. ESO202A and TA101A run every semester, while ESO208A and HSO201A are offered every even semester.

As per the current institute guidelines, students are not allowed to be a tutor in HSO201A and MSO203B. Thus, the department may approach the institute for allowing the Ph.D. students of CE department for tutorship in HSO201A and MSO203B⁸. For this, the DUGC CE and DUGCs of the concerned departments may move proposals to Senate through the SUGC for possible approval if the department so opines (separate proposal for seeking departmental mandate on this clause was discussed in faculty meeting on 16.04.21).

The suggested guidelines for tutorship allocation can be summarized as follows:

- The student, within six months of joining, will be asked to give two choices for core courses that she/ he can tutor⁴.
- A student becomes eligible to be a tutor of a course after her/his SOTA seminar. Further,
 - a student will be eligible to tutor a core course after doing TA-ship twice, in either of the two choices given by the student, and
 - a tutorship of a core course can be assigned to a student if she/he has completed TA-ship in that core course at least once.
- Depending on the departmental requirements, the DPGC will assign tutorship of a course to the student⁴. The student's convenience (for example, differently abled students) will be kept in mind during this allocation.
- Students may as well be assigned tutorship for COM200 or PG-lab courses. The recommendation of the DPGC member from the concerned specialization will be needed for assigning a student TA-ship for a PG-lab course⁴. However, fulfilment of tutor duties to these courses and other courses will not count towards satisfying the mandatory core course tutorship requirement as laid out in this document. A student can volunteer to do tutorship to more courses than required⁴.
- It is preferred to assign at least two TAs per core course tutor.
- The students with tutorship assigned to core course are expected to attend the lecture and tutorial classes.
- The DPGC will
 - maintain a roster for tutorship allocation of all the Ph.D. students and check for eligibility before assigning core course tutorship.
 - devise a mechanism to ensure that the students who performed poorly during TA-ship of a core course will not be given tutorship for that core course^{4,9}. In case of poor performance, the concerned student will be required to undertake one more core course TA-ship to prepare herself/himself for the tutorship.
 - ensure that mandatory requirement of core course tutorship is completed by the eighth semester after joining.
 - use discretion for special cases/ situations.

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⁷ and dual degree students under exceptional circumstances (refer to the minutes of the departmental faculty meeting dated November 24, 2015 and also footnote # 9

⁸ Some of the guidelines mentioned below will be relevant upon approval of this.

⁹ Refer to the minutes of the DPGC meeting held on September 18 and 23, 2015.