



Name of the Academic Unit : _____

REQUIREMENT OF ADDITIONAL STUDENT FOR DOING TA/RA DUTIES
[For students under SW, SF, CT, PS, SW-IITB-Monash, PMRF, EX(only in their 1st semester)]
OVER AND ABOVE THE TOTAL STRENGTH OF TAs/RAs IN THE DEPARTMENT
(Approval to be taken within 15 days from the start of the semester)

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For availing the fee concession for doing TA/RA duty, the student MUST pass the TA 101 course.

- Name of the Course Instructor : _____
- No. of TAs/RAs assigned for my Academic Activity (Teaching Assistantship) at present : _____

In addition to the TAs/RAs, assigned to me, I require an additional support for my Academic activity as detailed below for the current semester : Autumn / Spring _____ year.

The requirement of additional TA/RA is for my course(s) as detailed below:

Name of the Student : _____ Roll no. : _____

Name of Dept. in which the student is registered in : _____

Sr. No.	Course no.	Whether the course is Full/Half Semester	No. of students registered for this course	Academic responsibilities to be assigned
1.				
2.				

The certificate of completion of assignment shall be submitted by me within 15 days, after the end of the semester.

Date : _____ Signature of the Course Instructor

As proposed by the Course Instructor, I am willing to take up the TA/RA assignment in the current semester, for availing fee concession, as per rule. I hereby declare that I have **registered / completed** the TA 101 course. [I understand that, if I do not complete TA 101 by the end of the current semester, I will not be entitled for fee concession].

Date : _____ Signature of the Student

(Recommendation of the HoD)

For Jt. IITB-Monash university student*, the proposal should also be routed through IITB- Monash Academy.

Certified that the additional students for TA/RA duty is necessary for smooth conduct of business for the faculty / in the department.

The student assigned to the above Course Instructor is required for smooth conduct of the course as mentioned above. It is recommended that the above mentioned student be refunded of partial tuition fees for doing the above mentioned assignment. The fee concession may be granted, as per rule, to the student on certification of completion of assignment given by the Course Instructor.

*Competent Authority, Monash Academy Convener, DPGC/IDPC/PGC, with stamp & Date
(only, in case of Monash student is assigned duty)

Approval of the Dean (AP) :

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The HoD of the academic unit - with a request to forward the above approval alongwith the completion certificate (may be printed backside of this format/approval) after the end of the semester.



Name of the Academic Unit : _____

**CERTIFICATE OF COMPLETION FOR DOING TA/RA DUTIES
FOR AVAILING FEE CONCESSION
(To be submitted within 15 days, after the end of the semester)**

Kindly Note : (i) Student is required to submit original fee receipt along with this certificate.
(ii) Attach (or print this certificate on the back side of the approval) the original approval of the Dean (AP), taken earlier, with this certificate.

I, _____ (Name & Roll no. of the student), hereby declare that I have completed the TA/RA duty as assigned to me by the Course Instructor. I also declare that I have completed the course TA 101. The Fee concession, as per rule may be refunded to me. I am submitting the original fee receipt for the current semester (as attached).

Date : _____
Student

Signature of the _____

CERTIFICATE from the Course Instructor

Mr./Ms. _____ Roll no. _____ under _____ category, of the department of _____ was assigned to do additional TA/RA duties as described in the request and the approval of the Dean (AP) granted.

This is to certify that He/She has satisfactorily completed the TA/RA duties for my course _____ (course no.) as assigned to him/her in the current semester Autumn / Spring _____ year, in accordance with the approval of the Dean (AP). (approval attached).

Name of the Course Instructor : _____

Date : _____

Signature of the Course Instructor _____

(Approval of the HoD)

For Jt. IITB-Monash university student*, the certificate should also be routed through IITB- Monash Academy.

As per the above certification, the refund of partial tuition fees for the current semester may be processed as per rule, in r/o the above mentioned student.

*Competent Authority, Monash Academy
(only, in case of Monash student is assigned duty)

Convener, DPGC/IDPC/PGC, with stamp

Date : _____

Academic office

Date : _____

This is to convey the approval of the Dean (AP) for refund of partial tuition fees for **Ph.D. Rs.22,500/- (upto batch 2021) / Rs.21,250/- (from batch 2022 onwards)** and for **Masters' Rs.20,000/- (upto batch 2021) / Rs.35,000/- (from batch 2022 onwards)** to Mr./Ms. _____ roll no. _____, (dept. name:) _____ for doing the TA/RA duties. The original fee receipt, submitted by the student is attached. Request to kindly process the refund.

Assistant Registrar (Academic)

To
The Dy. Registrar (F&A)