

Department of Economics
Indian Institute of Technology Bombay
Teaching Assistance Duty Form

To be submitted to Economics Department Office by the 26th of every month

Student Name (Category#) _____ Roll. No. _____

#Please mention if TA duties have been accepted in lieu of waiver of tuition fee Y N

Preferred mode of communication about TA duties: Mobile/Email

Mobile: _____ Email ID _____

Weekly TA Work Report

To be filled in by the Student			
Dates* (from.....to.....)	Nature of Work Done	Student's Signature	TA Supervisor's Signature
TA Supervisor's remark (if any) on Monthly Duties			
Remark and signature of invigilation in charge, only if duty assigned			

*Dates pertain to various weeks of a month

Proposed Leave(if any)

Reason for leave(if applicable):

Nature of arrangement made for TA duties while on leave:

Withhold Stipend*(Y/N then-No. of days)	
TA Supervisor's Signature (at the end of the month)	Invigilation In Charge Signature* (only if Invigilation duty is assigned and at the end of the month)

*Repeated unsatisfactory performance of TA duties may lead to withholding of assistantship

<u>For Economics Dept Office Only</u>	
No. of days attended	
No. of days on leave (paid/unpaid)	
No. of days assistantship withheld.....	
No. of days assistantship released	