

Department of Economics
Indian Institute of Technology Bombay

Teaching Assistance Duty Form

To be submitted to the 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 / E-mail

Mobile: _____ E- mail: _____

Weekly TA Work Report

To be filled up 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 TA Duties			
Remarks and Signature of Invigilation In-Charge (only if duty assigned)			

* Dates pertain to various weeks of a month Proposed Leave :

Reason for Leave (if applicable):

Arrangement made for TA duties while on leave:

Withhold Stipend* (Y / N if Yes, No. of Days)	
TA Supervisor's Signature	Invigilation In-Charge Signature* (only if Invigilation duty is assigned)

*Repeated Unsatisfactory Performance of TA Duties may lead to *withholding* of Teaching 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