

ACADEMIC SECTION
INDIAN INSTITUTE OF SCIENCE

R(II)Circular/SAP/2013

July 2, 2013

Circular

Sub : Mandatory assistance under Students' Assistance Programme.

The revised guidelines of Students Assistance Programme as approved by the Senate and Council of the Institute are hereby notified. These guidelines are effective from August 1, 2013. These are applicable to students admitted from 2011 and onwards. The approved guidelines are :

1. Rendering Assistance under SAP is mandatory for all regular Ph.D and Int.Ph.D students and optional for M.Sc (Engg) students.
2. Students who are to be engaged in SAP should have their candidacy confirmed for the programme of study.
3. Students should have secured grade 'C' or above in the course or in an equivalent Course in which assistance is rendered. The decision of defining equivalence of the course will vest with DCC.
4. The mandatory assistance to be rendered by the student under SAP need not be confined to the department to which the student is attached.
5. The mandatory period of assistance under SAP need not be limited to only teaching assistance. This could include Tutorials, laboratory, even maintenance of machines of the departments etc. Any activity which could be classified as an academic assignment by DCC is acceptable under SAP.
6. For students of interdisciplinary programmes, the DCC of the departments to which students are attached will have to take the responsibility.
7. The DCC of the departments will decide on the assignment of Courses to be entrusted to the students.
8. To declare that the student has rendered the mandatory assistance under SAP, the duration of assistance should be between 60-120 hours in a particular term subject to the condition that it should not be more than 50 hours per month.
9. The declaration that the student has rendered the mandatory assistance under SAP is compulsory to hold the colloquium of the student.
10. For the mandatory one term assistance under SAP, no financial compensation is admissible.
11. All the students who have rendered mandatory assistance under SAP may be issued a Certificate.

*Mr Prasad
Kind send the scanned
copy to all faculty.*

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Copy to Ms

*Mulhika also
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12. At Departmental level, Certificates for best assistance rendered under SAP may be issued. The number of awardees for such certificates could be decided by DCC and the Chairman of the Department.
13. The students who are to be engaged for a second and subsequent terms will have lower preference compared to the mandatory term students.
14. The rate of payment for assistance rendered after the mandatory service will be at 100/- per hour. The work load on students engaged in teaching assistance should be limited to 50 hours per calendar month and 120 hours per term.
15. The current procedure of forwarding the proposal for engaging student assistance for second and subsequent terms when financial assistance is involved will continue to be approved by Deans. These proposals have to be sent to the Deans within one month of the commencement of the term.
16. If any proposal is received from the Departments for engagement of ME/M.Tech students, Deans will take a view.
17. The Research Supervisor of the student has to send the request to DCC of the Department for assigning mandatory assistance work for his/her student during period under SAP before the start of a particular term.
18. The Departments will have to intimate the academic section within 2 Weeks of the beginning of the term the students identified for mandatory assistance for that term with all relevant details of their engagement.
19. The DCC and Chairman of Department will decide the number of students to be allowed for each course/particular assignment in consideration of actual requirements.
20. The mandatory assistance under SAP is applicable to all students who joined for Ph.D and Ph.D(Int) programme through the 2011 admission and onwards.

The Departments are requested to communicate in writing to Academic Section the details of engagement of students on or before August 15, 2013.


Assistant Registrar
Academic

To

1. All Chairpersons of Departments
2. Director
3. Associate Director
4. Deans
5. Registrar
6. Office copy