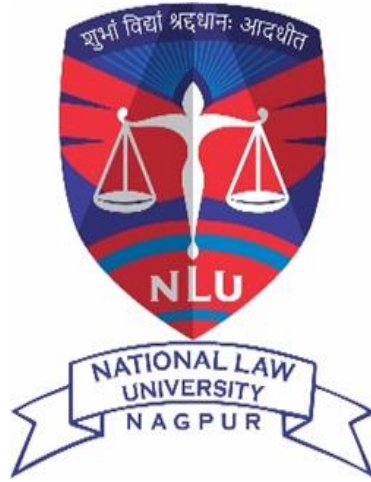


MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR



MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR TEACHING ASSISTANTSHIP POLICY, 2024

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MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR TEACHING ASSISTANTSHIP POLICY, 2024

Maharashtra National Law University, Nagpur aims to promote academic excellence and foster an environment of intellectual growth and innovative learning. This policy postulates that the senior students of undergraduate degree course, students of postgraduate degree course, and scholars of Ph.D. programme are engaged as teaching assistants to supplement the learning process and mentoring of fellow students. The University believes that teaching assistants shall play a pivotal role in not only nurturing the fellow students but also contribute in the growth of academic pursuits of the University. This policy of the University promotes intellectual learning by offering core teaching by the members of University Teaching Service and supplementary or extra teaching by the senior students of undergraduate degree course, students of postgraduate degree course and scholars of Ph.D. programme. In order to ensure a fair and effective selection and performance of teaching assistants, following policy has been framed.

1. Title and Application of the Policy

- (i) This policy shall be called the Maharashtra National Law University, Nagpur Teaching Assistantship Policy, 2024.
- (ii) This policy shall apply to all members of the University Teaching Service and students of undergraduate, postgraduate degree courses and scholars of Ph.D. programme.

2. Definitions

In this policy, unless the context otherwise requires:

- (a) '*Act*' means the Maharashtra National Law University Act, 2014 (Maharashtra Act No. VI of 2014).
- (b) '*Coordinator*' means and includes coordinator appointed under heading (4) of this policy.
- (c) '*He*' wherever the pronoun 'He' and its derivatives are used for any person it shall include male, female and transgender.
- (d) '*Registrar*' refers to the Registrar of the University under Section 29 of the University Act, 2014.
- (e) '*Review Committee*' means and includes members of the University Teaching Service constituted by the Vice-Chancellor for selection of teaching assistants.
- (f) '*Student*' means all existing students enrolled in any course offered by the University.
- (g) '*Subject teacher*' means a member of the University Teaching Service who has been assigned the subject for teaching by the Curriculum Development Committee of the University.
- (h) '*University*' refers to the Maharashtra National Law University, Nagpur established by the Act No. VI of 2014.
- (i) '*University Premises*' means and includes permanent campus of the University and any other premises under the control of the University.
- (j) '*Vice-Chancellor*' refers to the Vice-Chancellor of the University under Section 28 of the University Act, 2014.

3. Eligibility Criteria for Teaching Assistantship

The following students on roll of the University shall be eligible to apply for the position of teaching assistant:

1. who are currently pursuing Ph.D. Programme;
2. who are currently pursuing Post degree course;
3. who are currently studying in the Fourth Year and Fifth Year of Undergraduate degree courses;
4. secured a minimum 7.00 CGPA in previous completed year and 7.50 CGPA in the subject that the student has opted to assist in teaching;
5. cleared all subjects in the previous semesters;
6. not a fee defaulter;
7. not found indulged in any form of indiscipline in the previous year(s); and
8. demonstrates proficiency in research, writing, and communication.

4. Appointment of Coordinator

1. The Vice-Chancellor shall, from time to time, appoint a faculty member as a coordinator to oversee the application process, appointment and overall functioning of the teaching assistants.
2. The coordinator shall organise an orientation programme for all the teaching assistants, about their roles and responsibilities and also the evaluation method under this policy.
3. The coordinator shall create a proforma based on this policy for evaluation of teaching assistant and circulate the same among the students.
4. The coordinator shall liaison between the subject teachers and the teaching assistants in fostering teaching learning pedagogy.
5. The coordinator shall assist the review committee in selection process by inviting online expression of interest from the eligible students and placing record before the review committee.
6. The coordinator shall prepare a pool of students who are duly selected along with a list of waitlisted candidates.

5. Application Process

Interested eligible students shall:

1. submit their duly filled-in application within the specified time period;
2. submit an updated curriculum vitae detailing their academic and professional experiences; and
3. submit a brief Statement of Purpose (SoP) expressing their interest in the position and the subject opted for in the application.

6. Selection of Teaching Assistant(s)

1. Selection of teaching assistants shall be conducted by a review committee of teachers constituted by the Vice-Chancellor from time to time.
2. The selection process includes the following steps:
 - (a) A review committee shall evaluate all applications;
 - (b) Shortlisted students shall be called for an interaction;
 - (c) The review committee while shortlisting the students may take into consideration the following:
 - (i) communication skills;
 - (ii) research skills;

- (iii) genuine enthusiasm about teaching and mentoring fellow students;
 - (iv) knowledge of the subject that the student is interested in teaching;
 - (v) ability to manage multiple tasks efficiently;
 - (vi) ability to work collaboratively with other teaching assistants and subject teachers;
 - (vii) ability to adjust teaching methods to diverse learning needs; and
 - (viii) ability to maintain professional and ethical conduct.
3. Final selection shall be based on a combination of academic qualifications, experience of internships, Statement of Purpose (SoP) and performance during interaction;
 4. The teaching assistant shall be allowed to assist only one subject during the semester.
 5. The students of a course shall be divided into equal or almost equal groups; however, each group shall not exceed thirty (30) students at a time.
 6. There shall be one teaching assistant for a group of students for each subject.
 - (a) the review committee shall keep in view the number of groups for each class/subject and recommend a pool of teaching assistants accordingly to the Vice-Chancellor for final selection.
 - (b) the review committee shall be at liberty to calculate the number of teaching assistants as per the available pool from the fourth and fifth year students of Undergraduate degree course, students from Post degree course and scholars of Ph.D. programme.
 - (c) the review committee shall ensure each group of students must get a teaching assistant to support the subject teacher for supplementary or extra learning.

7. Role and Responsibilities of Teaching Assistants

The selected teaching assistants shall have the following core responsibilities:

1. Teaching assistant shall take classes only for first, second and third-year students of undergraduate degree courses.
Provided that ordinarily there shall not be teaching assistants for fourth and fifth year student of undergraduate degree course.
Provided further that on written request of the students from fourth or fifth year of undergraduate degree course, the coordinator may request the subject teachers and other teachers of the domain area to conduct supplementary classes.
2. Teaching assistant shall assist subject teacher(s) in conducting supplementary or extra classes;
Provided that the fundamental teaching shall be done by the assigned subject teacher during scheduled teaching hours.
3. Teaching assistant shall conduct a minimum of three (3) classes in a week, under the supervision and as per the instructions of the subject teacher; however, the maximum number of classes shall be decided by the subject teacher(s) based on the requirement of the subject.
4. If the teaching assistant is unable to take assigned classes as per the teaching schedule, he shall be required to conduct such missed out classes beyond teaching schedule which may fall on weekends.
5. Teaching assistant shall maintain attendance register of his classes and submit the same to the subject teacher on completion of his assignment.

6. Teaching assistant shall provide assistance in execution of mandatory and recommendatory readings mentioned in the course outline of the subject.
7. Teaching assistant shall provide academic support to students in solving the previous year question papers and research.
8. Teaching assistant shall bring to the notice of the subject teacher the challenges he is facing while conducting the classes.
9. Teaching assistant shall sign in the register to mark his attendance and report to the coordinator.
10. Teaching assistant shall adhere to the examination and other regulations of the University.

8. Guidelines for Subject Teachers

Subject teachers shall not engage teaching assistants in any of the following academic activities:

1. preparation of course outline and reading material;
2. preparation of question papers and key of answers;
3. evaluation of answer scrips and project assignments;
4. granting access to faculty ERP account; and
5. delegation of core teaching during schedule teaching hour(s).

9. Duration of the Teaching Assistantship

1. Teaching assistantship shall be of one semester and they are eligible to re-apply or apply fresh.
2. Teaching assistants are expected to meet their respective subject teacher(s) on all working days during the semester and update them of their progress in conducting classes.
3. The responsibilities of teaching assistants shall commence with effect from the date of notification for conducting classes of the allotted group of students.

10. Maintenance of Records during the Programme

Teaching assistant shall maintain a diary from the date of reporting to the concerned subject teacher until their responsibilities come to an end. The diary shall contain details of tasks performed by the teaching assistant and shall be counter-signed by the subject teacher(s). On completion of the assignment at the end of the semester, the diary shall be submitted to the subject teacher for evaluation.

11. Work Expectations

Teaching Assistants are expected to:

1. fulfil the responsibilities outlined in their assignment;
2. maintain confidentiality of the students and subject information;
3. attend regular briefings with the subject teacher;
4. improve upon performance on regular feedback from the subject teachers; and
5. maintain a professional and respectful attitude towards teachers, staff members and fellow students.

12. Evaluation of Teaching Assistant Assignment

1. Teaching Assistant shall be evaluated by the subject teacher(s) and students of a group assigned to him.

2. Average marks of assessment of subject teacher and students shall be the marks of the teaching assistant which shall be considered by the examination committee, in lieu of the exempted project component of the same semester.
3. The coordinator appointed by the Vice-Chancellor shall assist the subject teacher(s) and the teaching assistant for the evaluation.
4. The subject teacher shall submit the final marks of teaching assistants to the examination committee.
5. The coordinator shall provide evaluation proforma to the subject teacher(s) and the students as provided in the Schedule of this policy.

Note: Teaching assistants shall be evaluated as per the proforma mentioned above. They shall be evaluated on five grades by the subject teachers and the group of students they have taught. The evaluation by the subject teachers and students will be out of 100 and an average of both evaluations shall be the marks received by the teaching assistant. A weightage of 25% of the secured average will be considered as marks against the project component.

Example: Suppose a teaching assistant 'A' secures 70/100 marks from subject teacher and 80/100 marks from his group of students. An average of both the evaluations is $150/2 = 75$ marks. A weightage of 25% of the secured average will be considered as marks against the project component. 25% of 75 marks is $75 \times 0.25 = 18.75$ marks. Therefore, the final marks of the teaching assistant are 18.75 as secured against the exempted project component.

13. Opting out of the Teaching Assistant Responsibilities

1. Teaching Assistant may be permitted to opt out from his responsibilities during the semester by the Vice-Chancellor on the written recommendation of the subject teacher and the coordinator.
2. Teaching assistant shall inform the subject teacher in writing about his opting out from the responsibilities, a minimum of ten (10) working days in advance.
3. Teaching assistant while submitting in writing to the subject teacher about his opting out from the responsibilities shall submit a detailed report along with annexure, if any, to the subject teacher.
4. The subject teacher and students from the group so assigned shall evaluate a teaching assistant based on the supplementary or extra teaching completed till the date he submitted his report to the coordinator and subject teacher.
5. Average marks of both the assessments, as referred above, shall be the marks of the teaching assistant which shall be considered by the examination committee, the marks obtained against the exempted project component.

Provided that, the teaching assistant has completed a minimum of two- third assignment assigned to him by the subject teacher.

Provided further that, in case a teaching assistant opt out from the assignment before completing less than two-third of the assignment, he shall not be evaluated under this policy; however, he shall be required to complete his exempted project assignment.

Provided further that, if a teaching assistant secured less than 12.5 marks against a total of 25 marks either from teaching assistant assignment or project assigned, he shall be required to redo his exempted project assignment afresh and submit the same to his subject teacher for evaluation as per Examination Regulations of the University.

6. If any teaching assistant permitted to opt out by the competent authority, the coordinator shall ensure a new teaching assistant is assigned to the group of students, who are left with no teaching assistant. The new teaching assistant shall be the one who was second in the order of the merit at the time of assessment. Further, if such candidate is not available in the pool, the coordinator shall invite fresh expression of interest.

14. Removal of Teaching Assistant

1. Teaching assistant may be removed by the Vice-Chancellor on the recommendation of the subject teacher and coordinator for poor performance or non-seriousness on the teaching assistantship or indulging in any interdisciplinary activities during the teaching assistantship.
2. Before removal of the teaching assistant, a fair opportunity shall be provided and after recording the reasons for such removal by the coordinator the same shall be placed before the Vice-Chancellor for necessary action.
3. Teaching assistant shall not be entitled for any benefits under this policy upon his removal from the teaching assistantship.

15. Grievance Redressal Mechanism and Clarification of Doubts

1. Teaching assistant may express his challenge(s) or grievance to the subject teacher who shall help him out in resolution of such challenges or grievance.
2. If any challenge(s) or grievance are not addressed by the subject teacher, the teaching assistant shall approach the coordinator for redressal of the same.
3. All such challenges or grievances shall be resolved within five (5) working days from the date of receipt of such challenges or grievance.
4. An appeal against the decision of the coordinator shall be made to the Vice-Chancellor within three (3) working days, whose decision shall be final and binding.

16. Benefits of Teaching Assistantship

1. *Project Component Exemption:* Teaching assistant shall be exempted from one project component of a subject (for 25 marks) in the same semester of undergraduate and postgraduate degree courses.
2. *Experience Certificate:* On completion of all assigned duties, teaching assistants shall be provided an experience certificate, duly signed by the competent authority.
3. *Résumé Upgradation:* Teaching experience adds value to a student's *résumé* as it demonstrates skills like time management, team work, communication and inter personal skills.
4. *Enhancement of Knowledge:* Teaching reinforces the student's own understanding of the subject(s).
5. *Development of Leadership Skills:* The teaching assistant role helps in developing leadership and classroom management skills.
6. *Personality Development:* Regular interaction with students provides an insight for personal growth.

SCHEDULE- I
Teaching Assistant Evaluation Proforma

Evaluation System: Each parameter carries 10 marks making a total of 100 marks.

A. Course/Class Organisation and its planning by the Teaching Assistant

Sl. No.	Description	Faculty	Student
1.	Preparation for each lecture		
2.	Command over domain knowledge		
3.	Placing the query in a systemic framework		
4.	Providing judicial pronouncements and academic literature		
5.	Participation and moderation of class discussions		
6.	Innovation in teaching pedagogy		
7.	Helpfulness and responsiveness to students		

B. Communication Skills of the Teaching Assistant

Sl. No.	Description	Faculty	Student
8.	Command over the spoken and written language		
9.	Summarizing lectures in simple and understandable manner		
10.	Ability to encourage students' involvement in the class discussion		

Registrar
Maharashtra National Law University, Nagpur