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NOTIFICATION

Consequent upon the decision of the Syndicate, The University of Haripur in its 26th meeting held on March 08, 2022 vide **Agenda Item-3,** the Competent Authority (Vice Chancellor) is pleased to notify the revised Policy and Procedure for engaging PhD and MS/M.Phil scholars as Research/Teaching Assistants (policy enclosed).

Assistant Registrar
(Establishment)

Copy to:

1. All Deans/Chairpersons/ HODs/HOSs
2. Director ASRB
3. Treasurer
4. Sub Auditor
5. PS to Vice Chancellor
6. PA to Registrar
7. Relevant file (s)

Annexure 16 (5-A)

POLICY AND PROCEDURE FOR ENGAGING PAID TEACHING/RESEARCH ASSISTANTS AT THE UNIVERSITY OF HARIPUR

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PREFACE

1. STATUTORY/LEGAL PROVISION

Section 6 of KP Universities Act, 2012 (Amended 2016) provides following powers to the University in this regard:

6(V)	**Engage**, where necessary, persons on contracts of **specified duration** and to specify the terms of such engagement.
6(xix)	Create posts for **teaching, research**, extension, administration and other related purposes and to appoint persons thereto.
6(xx)	Recognize selected members of the teaching staff of affiliated colleges or affiliated institutions admitted to the privileges of the University or such **other persons** as it may deem fit, as University teachers.
6(xxi)	Institute and award **financial assistance to students for fellowships, scholarships**, medals and prizes under conditions as may be prescribed by Regulations.

Section 25(2)(f) of the Act gives power to the Academic Council to: ***regulate the award of studentships, scholarships, exhibitions, medals and prizes***;

Section 29(1)(g) of the Act gives power to the Academic Council to make regulation of "***the institution of fellowships, scholarships, exhibitions, medals and prizes***".

2. RATIONALE:

i. **Global acceptance**

Teaching/Research Assistantship fully or partially paid through a scholarship or fellowship is a globally accepted academic engagement of students, particularly, of students pursuing PhD.

ii. **Cost effectiveness**

This engagement is cost effective in many respects. This provides students of high level studies with best academic performance for supporting senior faculty in their teaching, research and administrative responsibilities on significantly less cost as compared to hiring teachers on contract.

iii. **Quality assurance**

Through this policy the university is able to attract talented students that can strengthen the graduate program of the university.

iv. Such engagement provides supports these Assistants educationally and professionally in different forms including:

- Enhancing their teaching and research skills.
- Gaining administrative expertise in their field.
- Acquiring experience in leadership, interpersonal effectiveness, and performance evaluation.
- Enjoy collegial collaborations with advisors that may result in joint publications and other professional activities.
- Skills learned in assistantships prepare students not only for the academia, but also for corporate, government, and non-profit organizations.

DESCRIPTION

Paid Teaching/Research assistantship will be awarded on competitive basis on following conditions:

i. Full-Time, MS/MSc (Hons)/MPhil, and PhD students (preferably PhD student) of UoH.
ii. They will work under supervision of permanent faculty eligible for graduate students' supervision.
iii. The candidates with minimum 16 years schooling can apply for Teaching/Research Assistantship.
iv. Candidate with 16-year schooling will require to be resident at least for two years.
v. Candidate with M.Phil/equivalent qualification will require to be resident at least for one year.
vi. As part of their assistantship assignment, they will teach 3 to 6 Credit hours to undergraduate or Graduate students per week as per their eligibility or may conduct Ten hours of research work per week as per categories and criteria given below:

Research/Teaching Assistants may hold any of the following Assistantships:

Category 1: Hiring of Research/Teaching Assistant in the Funded Research Projects

- In this case Teaching/Research Assistant will be hired under a funded research project in the academic department according to provision of funds for Research Assistant in the project and University will pay stipend as described in Table.1.

Category 2: Hiring of Research/Teaching Assistant by the Academic Department

- Graduate Assistant can be hired by any department having enough DF (Departmental Funds) available. In this case, Department will pay the assistantship money to the teaching Assistant whereas University will pay stipend equal to 100% of semester fee. The departments which are deficient in DF may submit a request to the competent authority for payment of assistance ship money.

Category 3: Demand driven Hiring of Teaching Assistant in the Department for teaching:

If there is a pressing teaching demand in a department, the Teaching Assistant will be engaged from the enrolled PhD or MPhil student for teaching purpose.

Table. 1. Type, amount of Assistantship and stipend amount to be paid by the University

S.No.	Type of Assistantship	Amount of stipend	Semester fee waiver	Teaching workload
1.	Category 1 (Funded Projects)	According to the provision by funding agency	• Stipend equal to 100% semester fee will be paid by the University if the assistantship amount paid from the funded project is Rs. 25000 per month. • Stipend equal to 50% semester fee will	3 credit hours/week

			be paid by the University if the assistantship paid from the funded project is Rs.25000 to Rs.50,000/ month • If the assistantship amount paid from the funded project is Rs. 50,000/month or above, no extra stipend will be paid by the university.	
2.	Category 2 (University funded)	Rs. 15000/month by the Department	Stipend equal to 100 % semester fee will be paid by the University	6 credit hours/week
3.	Category 3 (Demand-based)	Rs. 25000/month as Teaching assistantship	Stipend equal to 50% semester fee will be paid by the University	6 credit hours/week

SELECTION PROCEDURE

Number of seats for Research/Teaching Assistant:

The number of seats for assistantship will be decided by internal members of Finance and Planning Committee (FMPC) of the UoH.

Proposed Selection Committee

- Dean (Concerned faculty)
- Chairperson /HoD of concerned Department
- Principal Investigator (P.I) in case of funded Research Project
- Director QEC
- Director ASRB/Secretary

Final approval for award of assistantship will be made by the Vice Chancellor on recommendation of the selection committee.

Application Procedure:

- In case of funded projects, Principal investigator project will apply for approval of graduate Assistant/Research assistant fromcompetent authority through concerned Dean.
- In case of other two categories, Chairperson/HoD concerned Department will apply for approval from competent authority through concerned dean with justification for the Research/Teaching Assistantship.

Parameters of Selection on recommendation of the Committee:

- Candidates must have regular admission to a program or be a current student with good academic standing (3.5 CGPA or higher).
- Must be full time student while holding the assistantship.
- Candidates must demonstrate the ability and willingness to perform the duties mentioned in the advertisement floated by the Department.
- Standardized test scores in GRE (Non-subject) entry test.
- Academic record.
- Statement of purpose.
- Research Proposal.
- He/she must not be already employed in any organization.
- Any other parameter considered by the selection Committee.

Merit Calculation Formula:

No.	Component	Marks
1.	BS (16 years schooling) / M.S(Hons)/ MPhil or Equivalent Degree	*50
2.	GRE Or Equivalent as per UoH semester rules (score of 60 % or more)	*30
3.	Interview by Departmental Admission Committee	20
4.	Total	100

- Note: Selection shall be made on the basis of cumulative merit determined from previous academic degree(s)/certificate(s), CGPA/average (semester system), and marks obtained in the written entry test (At par with admission parameters).
- The evaluation of the candidate will be done based on his/her obtained CGPA in the terminal degree
- *50 % weightage will be calculated as given in Annexure-I
- *30 % weightage will be calculated as given in Annexure-II

DUTIES AND RESPONSIBILITIES

Research/Teaching assistant will be obligated to maintain the highest standards of academic honesty and integrity and will follow the program, departmental, faculty and the University rules and regulations. The duties and responsibilities of Research assistants will vary from program to program. However, the duties and responsibilities may be as follow:

- Teaching/Research assistants will serve under the direct supervision of Faculty member of the concerned department.
- Teaching/Research assistants will not enroll in any course for which they are assigned assistantship responsibilities.
- A Teaching/ Research assistant who drops a course, withdraws from the University or resigns an assistantship before the end of the semester will be required to reimburse the whole paid stipend money and assistantship paid to him/her during that duration.
- A student may hold only one assistantship at a time.

TIME COMMITMENT

The time commitment for an assistantship is either Ten hours per week research work or (3 to 6 credit hours teaching) at the University. This time may include hours spent in preparation or in supporting work outside the classroom or laboratory. The work commitment shall be assigned to the Graduate/Research assistant at the commencement of each semester. If unable to perform any duty, the assistant will notify the irrespective supervisor of the circumstances as soon as possible.

FORMAL EVALUATIONS

Prior to the end of each academic year, the department will evaluate the performance of all graduate assistants. The graduate assistant will be given a written evaluation; a copy shall be kept on file in the department office for the duration of the appointment. The original evaluations shall be forwarded to the respective Dean's office to be filed in permanent archive records.

RENEWAL OF CONTRACT

Reappointment will be considered for those assistants who are making satisfactory progress toward completion of their degree program, have been performing well in their assistantships based on formal evaluations and the length of time they have held their assistantships. For all assistantships, the initial appointment is for one academic year. They may be reappointed for an additional year subject to the satisfactory completion of teaching and research responsibilities, satisfactory academic performance, and timely progress toward the degree. A written evaluation of teaching performance, including input from students as well as supervisors should be submitted in each semester to the concerned Dean to maintain a record of the evaluations.

TERMINATION OF TEACHING/RESEARCH ASSISTANT APPOINTMENT

Engagement will be curtailed, diminished or terminated at any time for any of the following reasons:

- Lack of funds.
- Failure of the student to maintain required performance/progress towards his/her degree program.
- No further need for the functions to be performed.
- Incompetence or misconduct of the Graduate Assistant or Fellow, Or,
- Failure to complete the degree requirements.

Termination of engagement will be initiated by the supervisor/senior faculty member to which the Graduate Assistant is assigned. The Supervisor will serve him/her written show cause notice.

On recommendation of the Supervisor, the Department Chair will forward a recommendation for termination to the Dean concerned. The letter should explain the basis of the recommendation for termination. The Dean of the faculty will review the recommendation for termination and may investigate the circumstances of the termination. After review, he may accept the termination. Only Dean of the concerned faculty may terminate any such engagement.

ANNEXURE-I

CGPA	Marks Assigned
4	50
3.99	49.5
3.98	49
3.97	48.5
3.96	48
3.95	47.5
3.94	47
3.93	46.5
3.92	46
3.91	45.5
3.9	45
3.89	44.5
3.88	44
3.87	43.5
3.86	43
3.85	42.5
3.84	42
3.83	41.5
3.82	41
3.81	40.5
3.8	40
3.79	39.5
3.78	39
3.77	38.5
3.76	38
3.75	37.5
3.74	37
3.73	36.5
3.72	36
3.71	35.5
3.7	35
3.69	34.5
3.68	34
3.67	33.5
3.66	33
3.65	32.5
3.64	32
3.63	31.5
3.62	31
3.61	30.5
3.6	30

ANNEXURE-II

GRE Score	Weightage
100	30
99	29.73
98	29.43
97	29.13
96	28.83
95	28.53
94	28.23
93	27.93
92	27.63
91	27.33
90	27.03
89	26.73
88	26.43
87	26.13
86	25.83
85	25.53
84	25.23
83	24.92
82	24.62
81	24.32
80	24.02
79	23.72
78	23.42
77	23.12
76	22.82
75	22.52
74	22.22
73	21.92
72	21.62
71	21.32
70	21.02
69	20.72
68	20.42
67	20.12
66	19.82
65	19.52
64	19.22
63	18.92
62	18.62
61	18.32
60	18.02

3.59	29.5
3.58	29
3.57	28.5
3.56	28
3.55	27.5
3.54	27
3.53	26.5
3.52	26
3.51	25.5
3.5	25

Marks obtained = GRE score/3.33

EVALUATION PERFORMA

Teaching Assistantship

Name: _____

Father Name: _____

Registration Number: _____

Department/ Institute: _____

Semester: _____ Contact _____

Date of Appointment: _____ Gender: Male ☐ Female ☐

Attendance Percentage: _____ **(75 % Attendance Mandatory for TAship Certificate)**

Comprehensive completed: Written | Yes | No | Oral | Yes | No |

I. Assigned courses:
1 _____
2 _____
3 _____

II. Class assignments evaluated:
1 _____
2 _____
3 _____

III. Course material developed:
1 _____
2 _____
3 _____

IV. Course material uploaded online
1 _____
2 _____
3 _____

V. Latest publications/resource material relevant to course distributed to class
1 _____
2 _____
3 _____

VI. Extra work done/Assigned

_____

_____

VII. Overall Performance

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

Supervisor **Chairman/Director**