Form No: F4

 **INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

 **OFFICE OF THE DEAN (ACADEMIC)**

**HONORARIUM FOR TEACHING ASSISTANCE FOR SUMMER SEMESTER**

Session \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

1. Name of TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Admission No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Particulars of Bank Account (Essentially required for bank transfer)

Name of the beneficiary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SBI Address/ Branch with code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWIFT/RTGS Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Details of classes taken and amount claimed:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Course Instructor** | **Sub. Code** | **Sub. Name** | **Type of classes (Theory & Tutorial Classes / Practical session)** | **No. of Hours/ Sessions** | **No. of Registered Students** | **Total** |
|  |  |   |  |  |  |  |
|  |  |  |  |  |  |  |

Total amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature ……………………………………

**Notes: 1.Please attach the signed copy of attendance sheet as downloaded from MIS.**

 **2. To be handed over to Course Instructor for submitting it to Academic Section along with**

 **Form F3 of Instructor.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Concerned Course Instructor ………………………………….\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount recommended for reimbursement is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOD/ …………………………………… Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For Office use only***

Bill forwarded for ₹ \_\_\_\_\_\_\_\_\_\_\_\_\_ and entered in the remuneration bill register at Sl. No. \_\_\_\_\_\_

Page No \_\_\_\_\_

Jr. Superintendent Dy. Registrar (Acad) Dean (Acad)

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The honorarium for Summer Semester may be paid as per the following formula:

Honorarium = (C1\*m) + (C2\*n)

Where, C1 = Amount per lecture hour & m = lectures

 C2 = Amount per registered student & n= no. of students registered

|  |  |  |
| --- | --- | --- |
| **Type of Courses** | **C1** | **C2** |
| Theory & Tutorial Classes | ₹ 1500/- per lecture hour | ₹ 2000/- per registered student |
| Practical Session | ₹ 1500/- per session | ₹ 2000/- per registered student |
| Non-contact Classes | Nil | ₹ 4000/- per registered student |

Lower and upper cap to get honorarium for a course is ₹ 25,000/- per course and ₹ 2,00,000/- per course, respectively. The honorarium amount exceeding ₹ 1,00,000/- shall be credited to the PDF of the concerned faculty member.

For faculty engaged with multiple courses, the honorarium shall be calculated on individual course basis. In case a course is shared between more than one instructor/tutor, the honorarium and PDF will be splitted according to their teaching loads.

One TA may be allowed for 30 students. TAs will be paid an honorarium of ₹ 7000/- in a course.

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