



**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:

$$\text{Honorarium} = (C1 * m) + (C2 * n)$$

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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