

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
OFFICE OF THE DEAN (ACADEMIC)**

No. IITISM/DAC/427

30.01.2023

NOTIFICATION

**MODALITIES FOR ASSIGNING TUTORS/INSTRUCTORS
IN LARGE CLASSES**

The following modalities need to be followed for assigning tutors / instructors in large classes -

The classes of Departmental Elective (DE) and Open Elective (DE) courses having student strength of more than 80 students may be handled by utilizing the services of under loaded faculty members of the department in one of the following ways -

- (i) Split the course in more than one sections with separate instructors, provided the class timings of all the sections shall be the same. The originally assigned instructor shall then also be the course coordinator.
- (ii) Assign faculty as tutors to assist in organizing and evaluating quizzes, examinations and project according to the following formula –
 - (a) For a batch strength of more than 80 students, 1 tutor can be assigned.
 - (b) For a batch strength of more than 150 students, 2 tutors can be assigned.
 - (c) For a batch strength of more than 200 students, 3 tutors can be assigned.

The concerned HoDs may do the necessary adjustments as required.


Dean (Academic)

CC: Director / Dy. Director
All HODs
All faculty members
Dean (IS) – For necessary action
Webmaster