



Dempo Charities Trust's

SHRINIVASSA SINAI DEMPO COLLEGE OF COMMERCE & ECONOMICS

Cujira-Bambolim, Goa

Post Graduate Department of Commerce

TEACHING ASSISTANT POLICY

Introduction: The Teaching Assistant Policy framed for the Post Graduate Department of Commerce establishes guidelines and expectations for the selection, roles and responsibilities, professional conduct, evaluation, feedback and termination of teaching assistants within the academic institution.

Objective:

1. The purpose of this policy is to ensure a consistent and effective support system for faculty and students, promoting an optimal learning environment.
2. To motivate advanced learners to participate in coaching desired students thereby fostering a spirit of 'learning from peers' & 'group learning'.

Selection Process: Teaching Assistants (TA) will be selected on the basis of performance in the undergraduate program. The top 10% of the students scoring the highest marks in the undergraduate program will be eligible to be selected as TA. In addition, the students should possess aptitude in the subject, effective communication skills and the ability to work collaboratively.

Roles and Responsibilities:

1. **Support Faculty:** Learn from the teacher as an "Understudy" thereby extending the profile of a teacher to the teaching assistant. Teaching assistants are expected to assist faculty members in supporting the



- delivery of course content by conducting additional tutorials, demo lectures and practice sessions, thereby handholding the desired students.
2. **Maintain confidentiality:** Teaching Assistants must uphold the confidentiality of student information and other confidential materials.
 3. **Timely Communication:** Teaching Assistants should promptly respond to faculty and student inquiries, demonstrating professionalism and providing accurate information.
 4. **Classroom Management:** Teaching Assistants are responsible for maintaining a respectful and inclusive classroom environment, fostering student engagement and participation.
 5. **Professional Development:** Teaching Assistants are encouraged to engage in professional development opportunities to enhance their teaching skills and knowledge.
 6. **Professional Conduct:**
 - Respectful Behaviour:* Teaching Assistants must treat faculty, staff, and students with respect, professionalism, and fairness.
 - Academic Integrity:* Teaching Assistants should uphold academic integrity standards, reporting any instances of plagiarism, cheating, or other violations to the appropriate authorities.
 - Conflict Resolution:* Teaching Assistants should handle conflicts or disagreements with professionalism, seeking guidance from faculty or higher authorities when necessary.
 7. **Evaluation and Feedback:**
 - Regular Evaluation:* Teaching Assistants should undergo periodic evaluations by faculty members to assess their performance, provide constructive feedback, and identify areas for improvement.
 - Student Feedback:* Teaching Assistants may be subject to student evaluations, providing an opportunity for students to express their opinions and suggestions regarding the Teaching Assistant's teaching and support.
 8. **Termination:**
 - Grounds for Termination:* Teaching Assistants may be subject to termination if they consistently fail to fulfill their responsibilities, violate institutional policies, or engage in unethical conduct.

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