



**TA Work Reporting Form**

Mr./Ms. \_\_\_\_\_ Enrolment No. \_\_\_\_\_ Period of reporting \_\_\_\_\_ (month/ Year).

Leave taken during this period: \_\_\_\_\_

Actual No. of hours worked per week (average over the month other than leave): \_\_\_\_\_

Actual contract hours (in class) per week (with course number): \_\_\_\_\_

Hours of additional load per week: \_\_\_\_\_ (Please specify the type of activity): \_\_\_\_\_

(E.g. exam duty, checking assignment, resource material, PPT slides, etc.)

Comment/suggestion/any other info:

**Signature of student with date**

Comment from TA supervisor (if any):

Name of the TA supervisor 1: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of the TA supervisor 2: \_\_\_\_\_ Signature: \_\_\_\_\_

- ❖ *This form duly signed should reach the department office before 20<sup>th</sup> of the month, failing which appropriate action will be taken.*
- ❖ *All the TAs are supposed to mark their attendance on all working days in the attendance register.*
- ❖ *If leave is essential during classes, please arrange replacements. Emergencies should also be informed to the programme coordinator and TA supervisor.*