

## PROFORMA FOR CLAIMING CREDITS FOR TEACHING ASSISTANTSHIP

(To be filled up and submitted by the Research Scholar at the end of the Semester)

Name of Research Scholar:

Registration No:

Department:

School:

Name of the Supervisor:

S. No.	Particulars	Hours Devoted	Credits Claimed	Credits Approved
1.	Independent teaching of a one-semester course of two credits ( 10 Credits)*			
2.	Shared teaching of a one-semester course of two credits (5 Credits)*			
3.	Involvement in assessment & evaluation ( 1 Credit for every 3 hours of work)			
4.	Examination invigilation duty (1 Credit for every 3 hours of work)			
5.	Guidance and monitoring of PG Students in labs and field work/training (1 Credit for every 3 hours of work).			
6.	Course development and development of reading list (1 Credit for every 3 hours of work)			

\* Independent teaching to a Research Scholar is to be given only if the workload of the teachers of the department is more than the UGC Guidelines.

Note: Credits claimed by the Research Scholar are to be supported by documentary evidence.

Signature of the Research Scholar

Signature of the Supervisor

Head of Department\Dean in case of SBMS

**To be submitted to the COE office at the end of the semester**

## **PROFORMA FOR CLAIMING CREDITS FOR PUBLICAITON WORK**

**(To be filled up and submitted by the RD Student at the end of the Semester)**

Name of Research Scholar:

Registration No:

Department:

School:

Name of the Supervisor:

<b>S. No.</b>	<b>Particulars</b>	<b>Number</b>	<b>Credits Claimed</b>	<b>Credits Approved</b>
1.	Popular Article published (2 Credits for each)			
	Paper presented in national seminars/ conferences/ workshops (2 Credits for each)			
2.	Paper presented in international seminars/ conferences/ workshops (4 Credits for each)			
3.	Paper published in approved refereed national journals (5 Credits for each)			
4.	Paper published in approved refereed international journals (10 Credits for each)			

Note:

1. Each Department/Centre/School shall be required to maintain an updated list of approved journals for publication to earn credit in the above mentioned category of publication.
2. Credits claimed by the Research Scholar are to be supported by documentary evidence.

Signature of the Research Scholar

Signature of the Supervisor

Head of Department\Dean in case of SBMS

**To be submitted to the COE office at end of the semester**