|  |  |  |
| --- | --- | --- |
|  |  |  |
| 1. | Name of the department |  |
| 2. | Faculty member seeking assistance |  |
| 3. | Nature of assistance |  |
| 4. | Period for which assistance is sought |  |
| 5. | Approximate number of assistance required: (max. permissible is 50 hours per month or 120 hours in a term): |  |
| 6. | |  |  |  |  | | --- | --- | --- | --- | | Name of the student | Dept./Course | S.R. no. | Date of completion of comprehensive exam | | i) |  |  |  | | ii) |  |  |  | | iii) |  |  |  | |  |
| 7. | Whether the student(s) has passed the course for which assistance is sought. (If yes mention the term of having passed and the grade secured): |  |
| 8. | Whether the student has rendered assistance under SAP or not? (without financial compensation). If rendered, please indicate the Course number, period of assistance, and the number of hours (the duration of assistance should be between 60-120 hours in a term with the condition that it should not be more than 50 hours in a month) |  |
| 9. | Whether the student has secured D grade in any of the courses so far |  |
| 10. | Present work load of the student |  |
| 11. | Rate per hour recommended: |  |
| 12. | Has SAC representative of the department been consulted in identifying the student/s |  |
| 13. | Details of the course/s for which the assistance is sought by the instructor   |  |  | | --- | --- | | Course number | Number of students regd. for the course | |  |  | |  |
| 14. | Debit Head: (Please indicate with a tick): | Scholarships  Deptl. Working expenses  Identified project  Consultancy project |

**Signature of faculty member Signature of chairman of dept.**

**seeking assistance**

**Date:**

**GUIDELINES TO BE FOLLOWED BEFORE OBTAINING STUDENTS ASSISTANCE**

1. Students whose assistance is sought should have completed their comprehensive examination and should not have secured any D grade during their tenure
2. Prior approval of the deans should be obtained and the number of students registered for the concerned course should be reasonably large
3. Students whose services are to be utilized should belong to the research programs