University of Management & Technology

Teaching Assistant Policy

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1 Objective

This policy establishes a transparent, merit-based, and ethically governed framework for the appointment and management of Teaching Assistants at UMT. It aims to enhance academic delivery, support student learning, and provide professional development opportunities while ensuring accountability and academic integrity.

2 Scope

This policy applies to all campuses and academic units of UMT and governs the eligibility, appointment, responsibilities, conduct, workload, and compensation of Teaching Assistants. Any exception to this policy shall require proper justification and approval from the competent authority.

3 Policy Statement

UMT shall appoint Teaching Assistants through a transparent and merit-based process to support academic delivery and student learning. Teaching Assistants shall work under the supervision of faculty members and shall not assume faculty responsibilities for teaching or academic decision-making.

4 Eligibility Criteria

4.1 Eligibility for Teaching Assistants

a. The candidate must be enrolled in a graduate degree program (MS/MPhil/PhD). Undergraduate students from 5th semester onward may also be considered where suitable graduate students are not available.

b. Undergraduate students shall not serve as TAs for MS/MPhil/PhD-level courses.

c. For undergraduate students, preference shall be given to candidates who have passed the relevant course with at least A- grade and have a minimum CGPA of 3.3 on a 4.0 scale.

d. For MS/MPhil/PhD students, the minimum CGPA shall be 3.0 on a 4.0 scale.

e. The candidate must have no adverse disciplinary history and must be able to maintain professional boundaries with students.

f. Candidates must have completed or be serving under the OPS Peer Tutoring Program and fulfill all TA orientation, ethics, and Code of Conduct requirements.

g. A TA shall be appointed only under a full-time faculty member.

4.2 Non-Eligibility / Rejection Criteria

a. Undergraduate students enrolled in 1st to 4th semester are not eligible.
b. Candidates below the required CGPA threshold are not eligible.
c. Candidates who have not studied/passed the relevant course (undergraduate students) are not eligible.
d. Candidates already engaged in another paid academic role at UMT, including RA, instructor, intern in another department, or any role creating conflict of interest, shall not be appointed unless specifically approved by the competent authority.
e. Candidates with a time clash, particularly where class attendance or TA availability is affected, shall not be appointed.
f. Candidates with unresolved disciplinary matters or documented misconduct shall not be appointed.
g. Applications shall be rejected if the required student-strength criteria are not met.

5 Allocation Criteria

a. TA allocation shall be based on student strength and academic need. There shall be no distinction between cohort and regular courses for the purpose of TA remuneration or student-strength threshold.

Student Strength in an Eligible Course / Assigned Sections	TA Entitlement
150 Students across all Sections	1x TA @ Rs 12000 per month
300 students and above across all sections	Second TA may be assigned

b. A maximum of two (2) Teaching Assistants shall be authorized overall per faculty member, irrespective of the number of courses or sections assigned.

c. The cumulative student strength across all assigned sections/courses shall be considered for determining TA entitlement in accordance with the thresholds specified in the table above.

d. TA allocation shall be finalized as early as possible in the semester to avoid delayed on boarding and ineffective utilization.

6 Remuneration and Payment

a. Payment shall be subject to completion of approved duties, submission of activity logs, supervising faculty verification, and departmental/OHCM processing.

b. Financial aid or other university support status shall be cross-verified, wherever required by applicable university rules, before compensation is processed.

c. No TA is allowed to receive any payment, gift, favor, or financial benefit directly or indirectly from students. Any such act shall be treated as serious misconduct.

7 Responsibilities

a. Assist in grading sessional assessments.

b. Assist in tutorials and LMS management

c. Not allowed to conduct full lectures independently.

d. Maintain coordination with faculty.

e. Maximum workload 20 hours/week.

f. Not involved in mid-term and final exam evaluation.

g. Assist faculty strictly in accordance with the rubrics/answer keys provided; not authorized to independently prepare assessments, determine grading criteria, or enter marks in the G-Portal.

h. Not permitted to access or retain faculty credentials, or to take assessment material from university premises without authorization.

i. Encouraged to participate in relevant class sessions, subject to scheduling coordination.

j. Maintain a weekly activity log recording hours worked, tasks completed, and student contact, to be countersigned by the supervising faculty on a monthly basis.

7.1 Professional Conduct and Ethical Responsibilities

a. Teaching Assistants are required to uphold the highest standards of professional and ethical conduct.

b. Any misuse of authority, including solicitation of favors, exploitation of position, or harassment of students.

c. Particularly gender-based harassment shall constitute serious misconduct and will invite strict disciplinary action under university policies.

d. TAs are strictly prohibited from soliciting or accepting any payment, gift, or financial favor from students, whether directly or indirectly.

e. Unauthorized communication or interaction with students outside official academic platforms and university premises is prohibited.

f. Off-campus and after-hours misconduct shall be treated with the same seriousness as on-campus violations.

g. All TAs are required to sign a written TA Code of Conduct at the time of appointment, covering academic integrity, professional boundaries, and financial conduct; the Code shall be renewed each semester.

7.2 Orientation

a. A mandatory orientation session shall be conducted for all newly appointed TAs by the concerned department (or school) at the start of each semester, covering scope of responsibilities, compensation entitlements, the Code of Conduct, professional ethics, and reporting procedures.

b. Attendance at the orientation session is a precondition for commencement of TA duties.

c. Monthly review meetings shall be held between the supervising faculty and the TA, with documentation of assigned tasks and performance feedback.

7.3 Performance Evaluation

a. Each TA shall undergo mid-semester and end-semester evaluation by the supervising faculty, using a transparent rubric assessing task performance, adherence to weekly hours, class participation (if applicable), and professional conduct.

b. Evaluation records shall be retained in departmental files and considered prior to any renewal of TA appointment.

7.4 Student Grievance Mechanism

a. Each department shall establish a confidential feedback and complaint channel for students and faculty to report TA-related concerns.

b. The reporting channel may include an official digital form, designated email, sealed physical submission, or another approved confidential mechanism.

c. Students shall be clearly informed that TAs cannot demand money, gifts, favors, private tutoring payments, or unofficial dealings.

d. Complaints involving harassment, financial misconduct, intimidation, confidentiality breach, favoritism, or academic irregularity shall be escalated immediately.

e. Complainants shall be protected against retaliation, and sensitive matters shall be handled confidentially as per university rules.

f. A formal escalation pathway shall be followed: Supervising Faculty → COD → Dean/Director → Student Disciplinary Committee OHCM / Relevant University Committee.

7.5 Policy Procedure

a. Submit application with CV, CNIC, transcript, Peer Tutor Certificate, and latest photo.

b. Selection through department level committee interview.

c. Selection committee to comprise the Chairperson, the concerned faculty member, and a Student Advisor; interview outcomes and approval decisions to be formally documented.

d. The nominating faculty member and the COD/Dean/Director shall review the candidate's academic standing, disciplinary history, and professional conduct prior to approval.

e. Approved list and Contract Form to be submitted to OHCM within the 3rd week of the semester for selection.

f. To avoid delay in TA payments, PAN Form to be submitted to OTR through OHCM one week before semester end.

g. A semester-wise record shall be maintained by each department/School to track TA appointments, submission dates, and OHCM/Finance confirmations.

h. The concerned School/department shall provide a clear reporting structure for TAs to complete assigned tasks and maintain attendance.

8 Compliance and Enforcement

a. Concerned Schools/Departments and course instructor engaging a Teaching Assistant shall maintain continuous oversight, including monthly review of TA activity logs, to ensure compliance with institutional policies and academic integrity standards.

b. Proper records of all TA assignments, evaluations, and grievances shall be maintained by the concerned School/Departments for accountability purposes.

c. Non-compliance may result in non-payment or termination of TA and cautionary letter to relevant faculty.

9 Review and Amendment

This policy shall be reviewed every three years or earlier if required due to changes in academic regulations, university governance, audit observations, or operational needs. Amendments shall be approved by the competent authority as per UMT policy approval procedures.

10 E-Approval ID: 7278





Appendix A: TA Code of Conduct and Undertaking

I understand that my role as a Teaching Assistant is limited to approved academic support under direct faculty supervision. I shall maintain confidentiality, uphold academic integrity, follow rubrics and instructions, use only official communication channels, maintain professional boundaries, and avoid any conflict of interest. I shall not solicit or accept money, gifts, favors, or any financial benefit from students. I understand that any violation may result in termination, non-payment, disciplinary action, and/or other action under university rules.

Name: _____ Student ID: _____ Program: _____

Course/Section: _____ Supervising Faculty: _____

Signature: _____ Date: _____

Appendix B: Weekly TA Activity Log Format

Week/Date	Assigned Task	Hours Worked	Student Contact / Activity	Output Completed	Faculty Signature

Appendix C: TA Performance Evaluation Rubric

Evaluation Area	Indicators	Rating (1-5)	Remarks
Task Performance	Completion, accuracy, timeliness, reliability		
Academic Support Quality	Use of rubrics, consistency, clarity, usefulness to students		
Professional Conduct	Ethics, boundaries, confidentiality, respectful behavior		
Attendance / Hours	Activity logs, availability, punctuality		
Communication	Coordination with faculty, appropriate official communication		
Student Feedback	Concerns, appreciation, complaints, responsiveness		
Compliance	Code of Conduct, policy limitations, reporting obligations		

Appendix D: Summary of Key Revisions Incorporated

The following key revisions have been incorporated in the **Final Revised Version dated 01 September 2026**, following review of Version 1 dated 31 August 2026:

S. No.	Area	Version 1 – 31 August 2026	Final Revised Version – 01 September 2026	Rationale / Purpose
1	**CGPA and Grade**	For undergraduate students, preference shall be given to candidates who have passed the relevant course with at least **A grade** and have a minimum **CGPA of 3.5/4.0**. (Existing Policy)	For undergraduate students, preference shall be given to candidates who have passed the relevant course with at least **A⁻ grade** and have a minimum **CGPA of 3.3/4.0**.	To **broaden the pool of eligible undergraduate candidates** while retaining a defined minimum academic standard for appointment as TAs.
2	**Undergraduate Semester Requirement**	Undergraduate students from **7th and 8th semester** may be considered. (Existing Policy)	Undergraduate students from **5th semester onward** may be considered.	To **increase the pool of eligible undergraduate students** and provide greater flexibility in appointing suitable TAs.
3	**Eligible Student Categories**	**BS/MS/MPhil students** (Existing Policy)	**BS/MS/MPhil/PhD students**	To **expand the eligible student pool** by allowing suitably qualified PhD students to serve as TAs.
4	**TA Allocation Principle**	TA allocation based on student strength and academic need, with provisions for both section-wise and cumulative student strength.	TA allocation continues to be based on student strength and academic need, with a **uniform cumulative approach across assigned sections/courses**.	To establish a simpler, more transparent and consistently applicable allocation mechanism.
5	**First TA Threshold**	Two criteria were provided: **100 students per section** and **150 students across all sections**.	The **100-students-per-section criterion has been removed**. The first TA is linked to **150 students across all sections**.	To eliminate overlapping allocation criteria and avoid ambiguity in determining entitlement.
6	**TA Remuneration in Allocation Table**	The table contained two rates: **Rs. 12,000/month** for the section-wise criterion and **Rs. 15,000/month** for the 150-student cumulative criterion.	A **uniform rate of Rs. 12,000/month** is specified for the TA entitlement in the allocation table.	To standardize remuneration and simplify financial administration.
7	**Multiple Sections/Courses**	Cumulative student strength was considered **after excluding 100**	Cumulative student strength across **all assigned**	To simplify calculation and eliminate the need

		students per section already covered under the section-wise criterion.	**sections/courses** is considered directly in accordance with the thresholds in the allocation table.	for section-wise deductions.
8	**Overall Policy Structure**	Included the allocation provisions together with detailed faculty course-load tables.	It is streamlined to focus principally on **TA allocation thresholds, entitlement, maximum allocation and timely deployment**.	To improve policy clarity and reduce duplication with other institutional policies.
9	**Administrative Simplicity**	Required interpretation of section-wise and cumulative thresholds and adjustment for students already covered under the section-wise criterion.	Uses a **single cumulative student-strength mechanism**.	To facilitate consistent implementation by Schools/Departments and easier verification by OHCM/Finance.