

MANAGEMENT DEVELOPMENT INSTITUTE

Circular No. MDI/BoG-Circ./2021-22/04 dated: 7th June 2021

The Board of Governors in its meeting held on 27th May 2021 has approved the policy for engagement of Teaching cum Research Assistants at Management Development Institute.

A copy of the policy is attached herewith.



Dr. Antony Jose

Secretary, Board of Governors & MDI Society

All Concerned

MANAGEMENT DEVELOPMENT INSTITUTE

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Policy for Engagement of Teaching cum Research Assistants

- 1. Purpose:** With the aim of fostering a sound academic environment for faculty working at MDI, it is felt that faculty should be in a position to devote most of their time in quality teaching and research saving their time from routine responsibilities of academic administration. In pursuance of this aim, the Board of Governors of MDI, in its meeting of 23rd January 2021 has approved a revision of the policy related to the Faculty Performance & Incentive System, wherein a faculty member has to earn a minimum of 400 work units (300 earlier) to be eligible for award of any extra incentives.

In order to release faculty time from the burden of academic administration, and thereby paving the way for faculty to earn the minimum 400 work units, now required, it has been decided to provide all faculty members with additional support staff for shouldering the routine administrative responsibilities that may hamper enhanced faculty performance.

- 2. Designation:** The support staff engaged for this purpose will be designated as Teaching-cum- Research Assistants (TRA).
- 3. Eligibility:** All TRA should have in the relevant field from a recognized Institution:
 - a. A minimum second class master's degree or
 - b. A PhD degree.
- 4. Faculty Entitlement:** In the first year (academic year 2021-22), each faculty member is entitled to be provided with one TRA for 10 months. From the next academic year (i.e.

2022-23) onwards, a faculty member is entitled for a TRA if s/he has earned atleast 400 work units in the previous year.

5. TRA Selection Norms:

- a. There will be a continuous rolling advertisement for requirement of TRA on the MDI website calling for applications from suitable candidates.
- b. Those found suitable by the concerned faculty member will be called for an interview with a panel comprising of:
 - i. The faculty concerned
 - ii. One more faculty member from the same or any other functional area as recommended by the concerned faculty.
 - iii. Respective Area Chair or a faculty member nominated by the Area Chair.
- c. The recommendations of the panel will be sent to the Administration Dept. for issuance of appointment letter, subject to verification of his/her academic qualifications.

6. Terms of Engagement:

- a. The engagement will be for a period of 10 months in a year as desired by the Faculty concerned.
- b. Renewal of engagement, wherever recommended by the concerned faculty member, will generally be done only after a gap of 2 months.
- c. The candidate will be entitled to only five days of leave with prior approval of the concerned faculty during the engagement.
- d. The TRA shall receive a monthly stipend of:
 - i. Rs.20,000/- if s/he has only a post-graduate degree (with minimum second class)
 - ii. Rs.25,000/- if s/he has a PhD.
 - iii. The TRA will not be entitled to any other payments/ allowances.
- e. All rules of discipline, as applicable to MDI employees will also apply to the TRA.
- f. The engagement can be terminated with a month's notice on either side.

7. Job Description:

- a. One TRA will be assigned to a single faculty member.
- b. The TRA will assist the faculty member in liaising with administrative departments/ programme offices
- c. The TRA will assist the faculty member in evaluation work, examination/invigilation work, maintaining attendance, marking C.P. solving simple doubts of students and other teaching related work.
- d. The TRA will also assist the faculty member in research work being carried out by the faculty, in a manner desired by the faculty.
- e. Any other work assigned by the faculty that reduces the administrative burden on the faculty.

8. Infrastructure:

- a. Normally, no additional infrastructural facilities will be extended to TRAs.
- b. The concerned faculty will share the office infrastructure provided to her/ him, with the TRA assigned. Whenever the concerned faculty desires the TRA not to remain in the faculty-office, the TRA may sit and work in any common area on the campus, like the computer center, library, etc. or can work from home.

9. TRA performance:

- a. It will be the responsibility of the concerned faculty to assign regular work to the TRA.
- b. The concerned faculty will submit a detailed account of the work done by the TRA at the end of 9 months of his/her appointment.
- c. If an TRA is found underperforming or has attitude/behavioural problems, the engagement can be terminated with the recommendation of the concerned faculty.
- d. Notwithstanding any of the above conditions, the Director may, at any time, terminate the engagement of an TRA with a notice period of one month, in larger institutional interest.

10. Policy Implementation:

- a. A rolling advertisement for TRA will be forwarded by Administration Dept. to the IT Dept for uploading on the MDI website.
- b. Once the Advertisement is uploaded, the Admin. Dept. will duly notify all concerned about the advertisement.
- c. Responses received against the advertisement will be scrutinized by the individual faculty, and faculty members who choose to engage an TRA should inform the administration.
- d. The Admin. Dept will then issue a letter of engagement to the TRA concerned.
- e. If for any reason, the engagement of the TRA has to be discontinued, the conditions 9(c) and 9(d) above will apply.
