



Formerly known as
Dhirubhai Ambani Institute of Information and Communication Technology

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Teaching Fellow Policy

The Teaching Fellow (TF) Program at DAU, Gandhinagar, is a unique initiative aimed at strengthening the teaching learning experience in undergraduate (UG) and postgraduate (PG) programs. The program offers enthusiastic and motivated individuals an opportunity to actively contribute to course delivery while gaining hands-on experience in academic instruction and student engagement. Through close collaboration with experienced faculty members, Teaching Fellows can refine their pedagogical skills, deepen subject knowledge, and develop essential academic and professional competencies to pursue a career in academia or research, while also contributing meaningfully to the institute's culture of academic excellence and innovation.

Job Category: Full-Time Contractual Positions

Compensation & Terms: The appointment will be initially for **one year** and may be renewed based on performance and institutional requirements. After successful completion of one year, teaching fellows may be provided with a teaching fellow completion certificate. Additionally, selected candidates will be encouraged to apply for the PhD program of DAU as per the available guidelines.

Candidates with a Master degree will receive a monthly compensation/stipend (consolidated) of **Rs. 55,000/- per month** and candidates with a Ph.D. degree will receive a starting compensation/stipend (consolidated) of **Rs. 65,000/- per month**.

The Institute places the highest priority on the continuity of its academic programs and discourages mid-semester withdrawals from the offered position. To ensure this commitment, a token amount from the monthly stipend will be reserved separately which will be refunded upon successful completion of the semester.

Role Summary: Teaching Fellows (TF) will actively contribute to the teaching-learning process in both undergraduate and postgraduate courses (**3 courses per semester**). Typically, faculty members will lead lectures and discussions during either the morning or afternoon sessions, while TFs will be responsible for coordinating the complementary session. They are expected to attend and participate in faculty-led sessions and oversee the other sessions, ensuring smooth conduct of activities and student engagement.

Responsibility/Duties of Teaching Fellow (TF)

- Physical presence during lab, setting up Lab and leading lab sections that complement course lectures.
- Assist in designing lab assignments, demonstrating experiments and prepare solutions. Handling online lab assignment/report submissions.
- Preparing lab manual.
- Assist in grading of lab assignments and reports.
- Formal office hour to interact and communicate with students.
- Taking attendance in labs and tracking student participation. Managing announcements and deadlines.
- Provide administrative support via Learning Management System (LMS).
- Helping faculty in preparing instructional and reading materials.
- Other academic support tasks as assigned by the faculty or Academic Office.

Eligibility

- Minimum Master's Degree and skills/qualifications mentioned in the call for TF advertisement.
- Strong academic background from a reputed Institute/University with good academic record.
- Prior experience in teaching, research, or industry preferred.
- GATE/NET qualified candidates will be given preference.

Desired Skills

- Relevant domain knowledge and technical skills as mentioned in the advertisement.
- Proficiency in English with excellent written and verbal communication abilities.
- Enthusiastic, eager to learn, and approachable with a student-friendly attitude.

How to Apply

Interested candidates should email their updated CV, including complete contact details, to the **Office of the Dean-AP at dean-ap_office@dau.ac.in** Please mention “**Application for Teachings Fellow**” in the subject line of the email.

Terms of Appointment

- The position is purely contractual.
- The position is offered on an annual contract, renewable subject to satisfactory performance and continuing requirement.
- TFs must assist three courses per semester.
- TFs may work with more than one faculty member but not exceeding the maximum course load permitted.
- Reporting to: Faculty Mentor and PG Convenor.

Process

- Requirement for TFs in each semester will be generated by Post Graduate Committee (PGC).
- Teaching Fellow Advertisement will be placed on institute website and relevant portals.
- Applications will be shortlisted by PGC.
- Final selection subject to shortlisting and interview by a selection panel, and approval by Dean (AP) and Director.
- Offer letters will be released by HR as per institute policy.
- All TFs will undergo official orientation processes designed and recommended by the PGC.

Teaching Fellow Guidelines

- The requirement of TF per course that has lab-credit is computed on the basis of 1 TF for every 60 students (or as decided by the PGC) registered in the course.
- A TF is required to mark his/her presence in the attendance machine placed at the Main Security Gate, and also during the labs.
- If a TF is not present on time, he/she will be marked as late. Four such instances will result in the deduction of 1 day's stipend.
- If a TF do not mark at all, he/she will be considered absent and hence, lose one day's stipend.
- Some TFs may be assigned the role of a head TF (in consultation with the Instructor and prospective TF).
- Post Graduate Committee allocates TF for the courses.

- TFs allocation list is announced to all faculty and students. The approved list of TFs in the beginning of every semester is also forwarded to HR office.
- TFs getting appointed as JRF in external funded projects at DAU or receiving fellowship from the project must inform the course-instructor/PG-Convenor/HR-office prior to formally joining the project. In such cases TF will be discontinued. However, such TFs must complete the already assigned TF task in consultation course-instructor (in the respective course in that particular semester).
- HR office addresses all TF matter related to the attendance policy, leave and how they will get stipend in their bank account.

Confidentiality

TFs are required to maintain confidentiality of student records and performance data. Disclosure of any confidential information is strictly prohibited except as required for academic purposes with authorized personnel.

Termination and Suspension

Continuation of the stipend for all TFs depends on meeting the academic requirements. The TF may be suspended or terminated under the following conditions:

- Stipend may be discontinued if a TF fails to deliver labs and tutorials as per the course outcomes.
- Each TF must fill out the Teaching Assistant form and submit it to the PG Convenor as per existing procedure on or before the 25th of every month after taking a signature from his/her reporting course instructor. If he/she fails to submit it, the stipend for the month may not be released.
- Violation of the scholarship agreement by accepting external financial aid without prior approval.
- As per other terms and conditions mentioned in the appointment letter.

Approved by:



(Prof. (Dr.) G. Venkatesh)

Director - SOT



Approved by:



(Prof. (Dr.) Tathagata Bandyopadhyay)

Director General