



OFFICE OF THE ACADEMIC AFFAIRS
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
Guwahati- 781039, Assam, India

Ref No. IITG/Acad/PG/CirOut/28/2021

Date: 20/08/2021

NOTICE

Sub.: Disbursement of Monthly Teaching Assistantship

In order to streamline the process of disbursement of Teaching Assistantship (TA) of eligible M.Tech/M.Des/MS(R)/Ph.D./Dual Degree students and to accommodate late recommendations at once, it has been decided that monthly TA will be released two times a month. As described below, one will be in the first week and the other will be in the third week of every month.

- **Period of TA:** From 21st day one month to 20th day of the next month.
- **Timeline for on time disbursement:**
 - Recommendations from Departments/Centres/Schools: During 21-23 of every month. If 23rd day of a month is a holiday, up to the next working day.
 - Processing by Academic Section: By 26th (or the next working day) of every month.
 - Disbursement by Finance & Accounts Section: In the first week of every month.
- **Timeline for late disbursement:**
 - Recommendations from Departments/Centres/Schools: During 05-07 of every month, for the above mentioned period of TA. If 07th day of a month is a holiday, up to the next working day.
 - Processing by Academic Section: By 10th (or the next working day) of every month.
 - Disbursement by Finance & Accounts Section: In the third week of every month.

The above is issued with the approval of the competent authority.

- Copy to: 1. All HoD/HoS/HoC
2. HoS, Finance & Accounts Section.
3. Office File.

**Jt. Registrar (Acad)
D. Sharma**

Joint Registrar (Academic Affairs)
Indian Institute of Technology Guwahati
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