

**Tribhuvan University,
Institute of Engineering
Teaching/Instruction Assistant Recruitment Guideline, 2082**

1. Purpose and Scope

This guideline aims to establish a systematic framework for the recruitment of Teaching/Instruction Assistant (T/IA) from among the outstanding academic achievers of undergraduate programs conducted under constituent campuses of the Institute of Engineering (IOE). The primary objective is to engage competent graduates in academic and research activities for capacity building, academic excellence, and institutional research enhancement.

2. Approval of Positions

The Executive Committee of the Institute of Engineering (IOE) shall approve one (1) internal-source position of Teaching/Instruction Assistant (T/IA) for a maximum period of one (1) year, corresponding to an annual intake capacity of forty-eight (48) students in the respective programs.

3. Requirement and Application Procedure

Upon receiving a formal request from the respective department specifying the need for Teaching/Instruction Assistant (T/IA) to support laboratory classes and research activities, the constituent campus shall call for applications from interested candidates for the approved positions at least fifteen (15) days prior to the commencement of the semester.

Eligible applicants must be fresh graduates (those who have graduated in the most recent academic year) from the same campus. The selection shall be based on the merit order determined by the highest marks obtained, as recorded in the applicants' official transcripts. The campus shall publish the merit list accordingly.

4. Appointment and Tenure

Based on the approved positions and merit ranking, the Campus Chief shall appoint the selected candidates as Teaching/Instruction Assistant (T/IA) on a contractual basis for a period of up to six (6) months.

5. Duties and Responsibilities

The appointed Teaching/Instruction Assistant (T/IA) shall work under the direct supervision of the Head of Department and shall perform the following responsibilities during the semester:

- Conduct up to 30 periods of practical/laboratory classes per week as assigned by the department.
- Assist in academic, administrative, and research-related activities during non-class days as designated by the department.
- Maintain regular attendance through electronic attendance recording (twice daily) during office hours.

6. Remuneration and Facilities

The appointed Teaching/Instruction Assistant (T/IA) shall receive a monthly salary and leave facilities equivalent to those of the authorized deputy instructor of the Tribhuvan University, as applicable under institutional provisions.

7. Performance Evaluation and Extension

If the performance of the appointed Teaching/Instruction Assistant (T/IA) is found satisfactory and is recommended by the concerned Department, the campus may extend the appointment period for an additional term of up to six (6) months.

8. Effective Date

This guideline shall come into effect upon endorsement by the Executive Committee of the Institute of Engineering (IOE) and shall remain valid until amended or repealed by the same authority.