IIT Madras

Offer letter for Teaching Assistant at IITM BS - Analog Electronics
2 messages

support ES <support-es@study.iitm.ac.in>   Sat, May 10, 2025 at 8:34 PM
To: Subhash <23f3000773@es.study.iitm.ac.in>
Cc: Bharathi ES <bharathi-es@study.iitm.ac.in>, Ambica Elango <ambica@study.iitm.ac.in>, mayur@study.iitm.ac.in, Srikanth Venkatesan POD <venkatesan@study.iitm.ac.in>, Victoria Rex <victoria@study.iitm.ac.in>, Sripriya V <sripriya@study.iitm.ac.in>, Jaya kamesh <jayakamesh@study.iitm.ac.in>, Ankit agarwal <ankit@study.iitm.ac.in>, Vasundhara T <vasundhara@study.iitm.ac.in>

Dear Venkata Subhash,

Hope you are doing well.

This is with regard to the interview held for the post of **"Teaching Assistant"** for the IIT Madras BS program. We are happy to inform you that we have found you suitable for the position.

As discussed during the interview, please note the following points:

1. **Internship duration:**
   - TA period will be for a minimum of **4 Months (May- September2025)**, subject to satisfactory performance by the intern.
   - Joining date : **15- 05- 2025**

2. **Timings:**
   - **Monday to Friday** - preferably 9 AM to 6 PM with half hr lunch break.
   - **Weekends** - you will be required to work on a need basis
   - You will be required to report to the office at IIT Madras for the timings given here. Work from home and leave in between will not be entertained during the duration of the internship.
   - Intern needs to work during quiz weeks also. No leave will be granted during quiz week.

3. **Tasks to be done during the Internship period:**

Following will be the tasks to be performed by a TA during TAship:

Tasks
Discourse Related 1. Topic/Tag consolidation 2. Answering questions on discourse/discussion forum

Live Session Related
    1. Sessions in local language
    2. Mock solution sessions

Tasks given by instructor   1. Notes/FAQ preparation

2. Preparing solutions for mocks/quizzes 3. Tasks to be decided by an instructor
Open live session   1. Subject specific doubt clearing session
Mentor-mentee sessions

Other tasks
    1. Help during Paradox event
    2. Operations related tasks (at least 5 hours per week)
    3. Miscellaneous tasks

Each week's task comprises approximately 15 to 20 hours of course related work as mentioned in the above table and remaining 10 to 15 hours related to operations/miscellaneous tasks decided by the instructor/supervisor.

4. **Evaluation of work:**
   - You will be required to log your work done everyday which will be monitored by the Reporting Instructor/Supervisor.
   - Nature of work allocated will include course content related tasks (taking live sessions, answering the questions on the forums, augmenting the content in the course, etc), operations related, interactions with students, etc.
   - Fortnightly review will be conducted by the Reporting instructor and if the review is not satisfactory, the Internship will be terminated.

5. **Remuneration:**

   If the internship of 4 months is completed satisfactorily as certified by the Reporting Instructor,
   - Certificate will be provided at the end of the internship duration.
   - The TAship amount of Rs. 15,000 per month will be credited to the student's bank account every month.
   - Maximum amount transferred to a student upon completion of satisfactory TAship will be Rs. 70,000 (Rs. 60,000 into the bank account, i.e. monthly Rs 15,000/- and remaining Rs. 10,000 into student wallet which can be used for registering courses in IITM BS program).

6. **Agreeing to these terms**
   Along with the above terms and conditions, you will also be required to sign a Non-Disclosure Agreement
   If you are agreeable to the afore-mentioned terms, kindly acknowledge this mail **with your consent within the next 3 days**.

Please acknowledge this email & confirm your joining date.
If we do not receive confirmation from you within the afore-mentioned date, this internship offer will be withdrawn.

Warm Regards
Victoria Rex
IITM BS-ES Office
3rd floor, ICSR Building, IIT Madras.
https://study.iitm.ac.in/es/

Subhash <23f3000773@es.study.iitm.ac.in>   Sun, May 11, 2025 at 10:13 PM
To: support ES <support-es@study.iitm.ac.in>
Cc: Bharathi ES <bharathi-es@study.iitm.ac.in>, Ambica Elango <ambica@study.iitm.ac.in>, mayur@study.iitm.ac.in, Srikanth Venkatesan POD <venkatesan@study.iitm.ac.in>, Victoria Rex <victoria@study.iitm.ac.in>, Sripriya V <sripriya@study.iitm.ac.in>, Jaya kamesh <jayakamesh@study.iitm.ac.in>, Ankit agarwal <ankit@study.iitm.ac.in>, Vasundhara T <vasundhara@study.iitm.ac.in>

Dear Victoria mam,

Thank you for offering me the position of Teaching Assistant. I am grateful for the opportunity and would like to **confirm my acceptance** of the offer.

I look forward to contributing to the program and working under the guidance of the instructors.

Warm regards,

Venkata Subhash

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