

## MINUTES OF MEETING WITH COORDINATORS

August 30, 2012

In Attendance: Dr. Astrid Kiehn, Dr. Vikram Goyal, Aditi Lal, Aarti Chand, Anulima Choudhary

The information obtained during our meeting with the TA Allocation coordinators has been compiled as follows.

### 1. The Current Allocation Process

#### 1.1. Coordinators' Take on the Current Allocation Process

- They find the current process tedious and time-consuming.
- Gathering the information regarding the courses and preferences of both the teaching assistants and the instructors is done manually (via emails, spreadsheets or personal interviews)
- Too many e-mails or shared documents are difficult to handle.
- Compilation of preferences of faculties and students and removal of clashes in time table are difficult at times.

#### 1.2. Functioning of the Current Allocation Process

At present, allocation is done manually by the coordinators taking into account a lot of parameters such as instructor and TA preferences, course requirements, applicant's qualification, etc.

- Firstly, the required TA capacity for a course is decided depending upon the strength of each course. Generally it is 1 TA per 20 students.
- For advanced courses, at least 1 PhD TA is compulsory.
- The TA-ship forms are sent to eligible candidates via email and require the candidates to fill their course preferences and submit them.
- This information is compiled and shared with the concerned faculty.
- Allotment is done manually on the set parameters and compiled information.
- 1st year course instructors are allowed to select their TAs first, followed by the 2nd year course instructors and subsequently advanced courses instructors from the list of students who applied for TA-ship and are eligible.
- The instructor may provide a list of students he prefers to work with depending on various factors. For example, an instructor might prefer a student working on a project under him.

## 2. Our Proposed Solution

### 2.1 Features Required / Not Required

- Website/Online portal preferred as a common interface for everyone which eliminates information exchange through too many emails, documents or personal meetings.
- No Mobile Application required for a process carried out only twice a year.
- TA-ship allotment need not be done on website as it is an np-complete problem and thus an optimum algorithm can't be designed to solve it.
- Instructors should be given right to change the course requirements whenever required. For instance, if an instructor is teaching a course for the first time or has changed course curriculum and/or teaching method - the TA requirements for that course will change consequently and this requires updating the website accordingly.
- While selecting a course, the applicant should be notified about the possible Time-Table clashes with other courses.
- Timetable changes should be reflected on the website as and when it happens and thus, old Time-table constraints should be replaced by the new ones.
- TA-ship forms should contain brief description of why a student is eligible for being TA of a particular course. For instance, the applicant got an 'A' grade in that course or he/she prefers theory over lab work as required for Discrete Mathematics course.
- Three course preferences per applicant is a must.