**Veer Madho Singh Bhandari Uttarakhand Technical University
Dehradun (Uttarakhand) - INDIA**

Earn While Learn Scheme

Introduction:

The National Education Policy (NEP) 2020 has laid emphasis on addressing the challenges of students belonging to Socio Economically Disadvantaged Groups (SEDGs). It is also imperative for achieving the Sustainable Development Goals (SDGs), SDG-4 (quality education), SDG-5 (gender equality), SDG-1 (no poverty), and SDG-8 (decent work and economic growth).

The Earn While Learn (EWL) scheme aims to help the SEDGs students enrolled in Veer Madho Singh Bhandari Uttarakhand Technical University (VMSBUTU) to support their education themselves through earnings accrued from different activities in their University / Institute. Such engagement of the students will help them acquire skills, prepare them for career, provide hands on training, strengthen their biodata for future jobs, strengthen their networking, enrich student – institute relationship, expose them to different challenges, software development, social media handling, understanding the ground realities, make them ready for community engagement and outreach activities, and capabilities that improve their adaptability and employability while reducing their financial hardships. The students opting for Earn-while-Learn will get ample scope for personality development, upgrading technical skills, and capitalize on their entrepreneurial abilities.

Scheme Details:

The Earn While Learn scheme aims to provide opportunities to the needy

students who are currently enrolled in VMSBUTU to opt for part time works in their place of study i.e. Institute/University. The part time working opportunities may be available in the areas like in the library (cataloguing, shelving, arrangement, display of books, issue and return of books, etc), laboratory works only for PG/Ph.D students, helping in office administration (data handling, data preparation, filing work, data feeding, typing, checking, scanning, printing, filing work, drafting, etc.), Examination section work, software development work, social media handling, digital content preparation for the university/institute running software modules for various applications, etc. subject to the condition that the students opting for Earn-while-Learn scheme will not be entitled for any relaxation in their academic activities, extracurricular activities, and maintain good academic records.

The bonafide students who are enrolled in the University and studying in any of the Institutes / Schools / Departments / Library / Centres / Sections / Cells / Units / Administrative Offices of the University and who have not been awarded their Degrees / Certificates for which they have been enrolled (hereafter referred as **Candidates**) are eligible for participate in the scheme and after enrolment in the EWL scheme will be designated as **Office Interns**.

All Institutes / Schools / Departments / Library / Centres / Sections / Cells / Units / Administrative Offices (hereafter referred as **'Hosts'**) are eligible to get the services of the students under Earn-while-Learn scheme.

The scheme shall be operational at both levels i.e. University and Institute through a faculty member / officer designated as **Coordinator of EWL scheme** nominated by the competent authority at respective levels. The Coordinator of EWL Scheme will be compiling the requirements of Office Interns from the Hosts and invite eligible Candidates for participating in the EWL scheme.

There shall be a **EWL Implementation Committee** (hereafter referred as Committee) comprising of a three member committee consisting of Registrar,

Approved in 15th Meeting of Executive Council of Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun held on 05th October 2023

Page **2** of **9**

Finance Controller, Coordinator EWL scheme of the University in the University, and the Director, Accounts Officer / Finance Officer, and Coordinator EWL scheme of the Institute in the Institute. The Coordinator of EWL scheme will be acting as member secretary and be solely responsible for the proper functioning of the EWL scheme under superintendence of the respective administrative set up. The selection of candidates shall be made through a selection carried out by the EWL Implementation Committee and approved by the competent authority for their enrolment as Office Interns.

The Director of Institute / Coordinator / Head / Incharge of Faculty / Schools / Departments / Centres having eligible students will prepare a pool of such Candidates. Each interested Candidate must fill up a EWL CANDIDATE REGISTRATION FORM and submit it to the Coordinator EWL scheme through their HOD /Supervisor (in case of Research Scholars) stating that he / she has no objection to the participation of Candidate as Office Intern and the Institute / Department will not be responsible for any affect on the academic/research activities of the Candidate due to engagement as Office Intern.

The Head of the Hosts will be compiling the requirements of Office Interns and submit it to the Coordinator EWL Scheme by filling the EWL-OFFICE INTERN REQUISITION FORM.

The Coordinator EWL Scheme will be carrying out the process of engaging Office Interns through the EWL Implementation Committee and shall keep complete record of engagement and payments made therein following due administrative procedures.

After completing the due process of engagement of Office Interns, the Coordinator EWL scheme will issue an offer contract to the selected Candidates and assign them to one of the Hosts along with the duration of engagement. The Head of the Host will be responsible to ensure that proper delegation of work, training, working space and basic facilities are provided to the Office Interns and

Approved in 15th Meeting of Executive Council of Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun held on 05th October 2023

Page **3** of **9**

attendance record is maintained and send a copy of that record duly signed by the Head as well as the Office Intern along with the remuneration bill of the Office Intern for payment for the actual days of working. The payment of remuneration bills will be made subject to submission of bills on a monthly cycle. The Office Interns must essentially have personal bank account to which payment will be electronically transferred under direct benefit transfer.

All beneficiaries, Candidates, Office Interns, and Hosts must abide by the rules / regulations communicated to them or notified by the University from time to time through its website. These rules are subject to change any time as desired by the University Authorities.

The rate of remuneration for the Office Interns will be a consolidated as

Services	Recommended Remuneration	Capping Limit per month	Norms
Software Development	Rs. 250.00 per hour	12000/- INR	• Maximum 3 hrs per working day
Teaching Assistant (PhD research scholars only)	Rs. 500.00 per hour	12000/- INR	• Maximum 6 hrs per day on holidays
All other works - library (cataloguing, shelving, arrangement, display of books, issue and return of books, etc), laboratory works only for PG/Ph.D students, helping in office (data handling,	Rs. 100.00 per hour	6000/- INR	

data preparation, filing work, data feeding, typing, checking, scanning, printing, filing work, drafting, etc.), Examination section work, social media handling, digital content preparation for the university/institute running software modules for various applications, etc. or as decided by the Hosts from time to time.			

Instructions for Hosts:

1. Host department shall judiciously utilize the services and time given by the Office Interns and provide them all necessary facilities, equipment, and support to work or provide their services in their department, section, centre, library, projects, research, office, etc. and provide them necessary working space.

2. Host department also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performance and future professional scopes.

3. Host department shall not engage the candidates more than 3 hours per working day (during semester) and more than 6 hours per holiday (during semester).

4. Host department must agree to maintain their attendance records and

Approved in 15th Meeting of Executive Council of Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun held on 05th October 2023

Page **5** of **9**

forward their remuneration bills on a monthly cycle.

5. Host department shall immediately bring to the notice of the coordinator EWL Scheme in case of any misconducts or grievances in relation to the assigned candidates.

6. Host department shall be responsible to ensure that their work benefits both the department as well as the candidates for future endeavors.

7. Host department shall send the teaching load of all faculties including guest faculties in case of teaching assistant with host requisite form.

8. All the payments will be done in digital mode only.

9. Host department will ensure that all the candidates must follow the values and ethics during the work and have to be in formal dress.

10. Host Department has to abide by the instructions of Coordinator EWL Scheme.

Instructions for Candidates:

All the bonafide students studying in UG/PG/Ph.D. with enrolment in the University will be eligible for Earn While Learn Scheme subject to the following conditions.

1. She / He has obtained at least 6.0 CGPA or 55% marks upto previous declared result, and in case of Ph.D. candidate he/ she should have one satisfactory RDC report / published at least one research paper in SCI / Scopus / UGC Care Journals or communicated at least one paper in UGC Care Journals alongwith valid Ph.D. registration.

2. Candidate's work has to be satisfactory and the engagement as Office Intern may be terminated any time in case her / his performance is not satisfactory. Such candidate will not be eligible for participating in EWL scheme.

3. In case of any misconduct by the candidate, the necessary disciplinary action will be taken against the concerned as per rules.

4. All the payments will be done in digital mode only.

5. Work allotment to the Office Interns will be based on her / his abilities, performance in academic / research / skills possessed.

6. All Office Interns must demonstrate high integrity, follow the values and ethics during the working and have to be in decent formal dress.

7. All Office Interns have to abide by the instructions of Coordinator EWL Scheme.

Approved in 15th Meeting of Executive Council of Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun held on 05th October 2023

Page **6** of **9**

Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

HOST SERVICE REQUISITION FORM

Earn While Learn Scheme

Name of Host : _____

E-mail:_____ Mobile:_____

Name of Head/Office-in-charge: _____

Office Address: _____

Service Requirement:

Nature of Work	Number of Candidates Required	Expected duration of work	Any Special preference (Departmental/Skill/Experience etc. of the candidate)
Office Work			
Software Development			
Teaching Assistant			

Declaration: I declare that I shall judiciously utilize the services and time given by the Office Interns and provide them all necessary facilities, equipments, and office support to work or provide their services in departments/centre/Library/Projects/Sections/Office and provide them necessary working space. I also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performance and future professional scopes. I shall not engage the candidates more than 3 hours per working day (subject to upper limit of remuneration) and more than 6 hours per holiday (subject to upper limit of remuneration). I agree to maintain their attendance records and forward their remuneration bills on a monthly cycle. In case of any misconducts or grievances in relation to the Office Intern(s), I shall immediately bring to the notice of the Coordinator EWL Scheme. I shall be responsible to ensure that their work benefits both the Host as well as the Candidates for future endeavors.

HOD/Coordinator/In-charge
(With Seal)

Date:

Note: Please attach the present work load details in justification of the request made above compulsorily.

Approved in 15th Meeting of Executive Council of Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun held on 05th October 2023

Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun
CANDIDATE REGISTRATION FORM
Earn While Learn Scheme

NAME : _____ Roll No. _____

E-mail: _____ Mobile: _____

Father's Name: _____

Institute /Faculty / School/Department/Centre: _____

 Name of Academic Program: _____ Semester: _____

Enrolment Year: _____ Last Declared Result: _____

Category: ☐ General ☐ SC ☐ ST OBC ☐ EWS ☐

Gender: ☐ Male ☐ Female

Residential Address: _____

_____

Any Valid Government ID Proof: _____

PAN Card Details: _____

Bank Name: _____ Branch: _____

Bank Account Holder Name: _____

Bank Account Number: _____ IFSC: _____

Declaration:

I declare that I have read the EWL Scheme document thoroughly and have permission from my Parents / Guardian / Family / Head of Department / Supervisor/Faculty Coordinator to lend my services under EWL Scheme. I agree to accept the duties assigned to me under this scheme and will work with full integrity, commitment, sincerity and care. I shall maintain attendance as required by the host and will report to the Head of the Host where my duties will be assigned. I declare that the above information is true to the best of my knowledge. I shall be abiding by the EWL Scheme rules / regulations and will be subjected to the disciplinary actions and will refund the entire amount received by me in case any of the information given by me in this form is found false or any misconduct on my part.

_____   _____

Full Signature   Date: Forwarded by
of Candidate   Head/In-charge
                                                        (With Seal)

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Approved in 15th Meeting of Executive Council of Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun held on 05th October 2023

Page **9** of **9**