Ref. No: CUPB/CC/15/EC-15/30

Dated: 05-8-2015

NOTIFICATION No 30

In pursuance to Item No. EC:15:15:46 of the Minutes of the 15th Meeting of Executive Council of Central University of Punjab, approval of the Executive Council to the recommendation of the Academic Council (Item No:AC:7:2015:41) is hereby conveyed for implementation of **the Earn While You Learn Scheme** for the students of the University as per the guidelines enclosed with the notification.

Competent Authority approved the constitution of the Committee comprising of the following members as detailed hereunder for allocating and monitoring of the students under the above scheme:

1. Registrar - **Chairperson**
2. Dr. Vinod Kumar, Assistant Professor
3. Dr. Kiran K. Singh, Assistant Professor
4. Dr. Monisha Dhiman, Assistant Professor - **Convener**

This is issued with the approval of the Competent Authority

Registrar

Copy to:
1. Vice Chancellors Secretariat: for kind information of the Vice Chancellor
2. Dean Academic Affairs for information
3. Controller of Examination for information
4. All Deans/CoCs/OICs/Section Heads for information
5. Accounts officer for information
6. System Analyst for uploading on the University website
7. Concerned file

EARN WHILE YOU LEARN (EWYL) SCHEME

Objectives

1. Exploit the immense potential of students as a valuable human resource.

2. Involve the students in management and development of the institution.

3. Give students hands on experience and thereby prepare them for jobs in future.

4. Encourage young students to learn about dignity of labour.

5. Prevent students from avoidable distractions and engage them in meaningful, positive activities.

6. Enable meritorious and needy students to earn a reasonable amount every month to meet their expenses.

Eligibility

- Students who are registered in CUPB for any programme.

- The students should not be the recipients of fellowship/financial aid from any other funding agency, either private or public.

- All post graduate students (with above criteria) of the university departments can be considered for the assistants in library, laboratory, computer Centre and store.

- A supervisor may be nominated to monitor the progress work and maintain the attendance record under each category and he/she may countersign with the COC for forwarding the monthly claims.

In order to keep vigil on the deployment of students and payments to be made to them the following restrictions/ rules are required to be imposed:

1. Students may be assigned a task for maximum 1 hour per day during the weekdays and 4 hours/day during the weekends.

2. The working hours will be before or beyond the regular scheduled classes and studies should get affected due to working under EWYL scheme.

3. The EWYL committee shall make the recommendation for the selection of candidates.

4. Enrolment register is to be maintained by the concerned faculty/staff which may contain full particulars of the enrolled student and details of the work to be allocated to him mentioning therein actual working hours.

5. The concerned faculty/staff is to verify the work done and will record on the payment voucher that the student has actually worked for which the remuneration is being paid

6. The accounts section has to maintain the entire record and will produce the same for scrutiny as and when requested by the audit.

7. Any student claiming false payments will be immediately terminated from the EWYL scheme and disciplinary action will be taken against him.

Under the Earn While You Learn (EWYL) scheme the students can be assigned various tasks as listed below in the university campus:

Laboratories: In the labs/workshops the students can be engaged for making them responsible for handling the equipment/machinery, its maintenance and upkeep, storage of equipment and upkeep of Laboratories/Workshops. Senior students shall be useful for conduct of practicals.

- Preparing protocol handouts for practicals and research work.

- Helping the faculty in the purchase of essential laboratory accessories.

- Maintenance of stock registers and other record in the laboratory.

Library: The students engaged for library jobs such as cataloguing, re-shelving of the books and journals in shelves, display of books, repair and binding the books.

Office: The students can also be engaged for performance of various office jobs like preparation of statements, compilation and analysis of data, maintenance of student and faculty data and help in preparation of reports.

University Stores: Store inventory, data entry, maintaining registers.

Hostel/Mess: Maintenance of hostel records such as student's attendance, general cleanliness in the mess and hostel.

The above job descriptions are only illustrative and not exhaustive. Other jobs/areas may be added subsequently based on the feedback from university staff and students.

Computer Centre

Day Care Centre

How to Apply

Interested students may apply in the prescribed application form available on the university website (www. cup.edu. in).

Payment

The accounts section of the university may be directed to maintain the entire record and budget head. For doing the above jobs the students may be paid @ Rs. 40/- per hour (Minimum wages notice attached) and students would be permitted to work for maximum 1 hours a day during weekday and 4 hours/day during weekends and this ceiling on working hour is stipulated that the jobs are not pursued at the cost of study.

Selection Procedure

The applications from students would be invited any time a need of additional help is felt by any center/office of the university. The EWYL Committee shall select the students on the basis of students' interest, expertise (if any) and the knowledge/skills the applicant has.