

Central University of Jammu

Guidelines

for

“Earn While You Learn”

Scheme



जम्मू केन्द्रीय विश्वविद्यालय / **Central University of Jammu**

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Policy on “Earn While You Learn” Scheme

Introduction:

Central University of Jammu, takes an initiative to make the students self-reliant and develop their creativity and skills during their stay at university. The aim of this scheme is to give students hands-on experience and develop them for a future job, and to encourage them for diversification of activities beyond the syllabus, 'Earn while you learn scheme' is introduced for meritorious and needy students enrolled under the Central University of Jammu.

The incumbent student is given work in the areas including Laboratory (equipment handling, maintenance), Library (arrangement and display of books, issue and return of books, etc), office administration especially the student section (data handling, data preparation, filing work, drafting work), or they are engaged as a Teaching Assistant (postgraduate students only). Students are required to maintain a good academic record and conduct for the continuation of the scheme. In a week, a maximum of ten hours of work can be assigned to the student and payment is calculated on an hourly basis. Students can contact the Director/Head/Section of the respective department/section to learn more about this scheme.

Objectives of the scheme are to:

- Utilize the immense potential of students as a valuable human resource.
- Involve the students in management and development of the institution.
- Give students hands on experience and thereby prepare them for jobs in future.
- Encourage young students to learn about dignity of labour.
- Prevent students from avoidable distractions and engage them in meaningful, positive activities.
- Enable meritorious and needy students to earn a reasonable amount every month to meet their expenses.

TOP BENEFITS OF EARN WHILE YOU LEARN PROGRAMME

- Exposes the students to the real world of work. This help inculcate in the students dignity of labour and values of hard work
- Add value to the resume of students and prepare them for taking up jobs in future
- It promotes belongingness and encourages involvement of students in management which will further contribute towards the development of University as well
- Students get hands on experience thereby prepares them better for taking up jobs in future.

- Enables the students to explore their subject preferences and this in turn helps them to develop them into a career.
- Helps to utilize the immense potential of students as a valuable human resource.

Eligibility

- Students who are registered in CUJ for any programme having at least 75% attendance.
- All UG, PG and Ph.D. 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.

Earn While You Learn (EWYL) scheme

Under the scheme the students can be assigned various tasks as listed below in the university campus:

1. Laboratories

In the labs/workshops the students can be engaged for making them responsible for handling the equipment/machinery after proper training, its maintenance and upkeep, storage of equipment and upkeep of Laboratories/Workshops. Preparing protocol handouts for practicals and research work.

2. Library

The students engaged for library jobs such as cataloguing, replacement of books, journals in shelves display of books and, scribe for Specially abled (VH).

3. Office

The students can also be engaged for performance of various office jobs like preparation of statements, data entry, translation, Editing and publishing, compilation and analysis of data, maintenance of student and faculty data and help in preparation of reports,

4. University Stores

Store inventory, data entry, maintaining registers.

5. Media and Computer Centre

App development, programming languages, Social media promotion, video making, graphic designing, content writer, digitization

Hostel/Mess

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

6. Event Management

7. Fund raising Activities

8. Eco guide and Tourism,

The above job descriptions are only illustrative and not exhaustive.

How to Apply

Interested students may apply in the prescribed application form available on www.cujammu.ac.in

Payment

For doing the above jobs the students may be paid @ Rs. 50/- per hour and students would be permitted to work for maximum 3 hours a day (before or beyond the regular scheduled classes) and 6 hours (on holidays and Weekend) 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.

Certificate will be provided to the students who worked und this scheme.

Funding

The payment of students under the scheme would be met out from the University IRG collected from various sources or any other relevant budget head.

Rules

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

1. The students may not be deployed in excess of the non-teaching vacant posts to be identified for this purpose.
2. Students may be assigned a task for maximum 3 hours per day and and 6 hours (on holidays and Weekend).
3. The working hours will be before or beyond the regular scheduled classes.
4. The EWYL committee shall make the recommendation for the selection of candidates.
5. The working hours for all categories of assistants shall be evenly distributed over a period of one month.
6. 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.
7. 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.
8. The accounts section has to maintain the entire record and will produce the same for scrutiny as and when requested by the audit.
9. Any student claiming false payments will be immediately terminated from the EWYL scheme and disciplinary action will be taken against him.