

PANJAB UNIVERSITY, CHANDIGARH

No. 8225-8424
Dated: 27/11/19

To,

All the Chairpersons/Coordinators of all Centres/
Heads of the Departments/Branches/
Directors of Regional Centres/Principals of Constituent Colleges,
Panjab University, Chandigarh.

Subject: Procedure for implementation of Scheme of "Earn While One Learns Scheme".

Dear Sir / Madam,

In supersession to this office Circulars No, 5728-5925/FDO dated 28.09.2018 and No. FC/19/10943 dated 29-09-2019. The Vice-Chancellor in anticipation of the approval of syndicate has approved the following rules for the Scheme "Earn While One Learns".

1. Work Assignments eligible for "Earn While One Learns Scheme"

The students can be engaged for the following work assignments eligible under the scheme of "Earn While One Learns Scheme"

- (a) To operate the Libraries and Laboratories beyond the normal office hours or on holidays.
- (b) Assignments pertaining to mini IQACs of the Teaching Departments or in the office of Director IQAC.
- (c) Assignments pertaining to placement related activities in departments.
- (d) Assignments pertaining to department level Alumni Associations.
- (e) Time bound assignments pertaining to compilation NIRF data, IQAC report or digitization of legacy data in various administrative offices.
- (f) Any other activities with the special permission of the worthy Vice-Chancellor.

2. Working hours under "Earn While One Learns Scheme"

- (a) No student/research scholar shall work under this scheme for more than 40 hours in a month (students/research scholars who are availing any kind of Govt. fellowship/scholarship shall not be eligible for this scheme).
- (b) The maximum number of students which a department can be engage in a month under this scheme shall be as under:-

Students Strength	Maximum number of students which can be engaged in a month	Total working hours in a month
Upto 100	05	200
101 to 200	10	400
200 or more	15	600

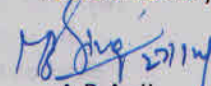
3. Procedure for assignment of work

- a) Whenever there is a need to engage students for the prescribed assignments (as per rule 1 above) the concerned head of the teaching/administrative department shall assess the total estimated number of working hours to be put to complete such assignments. On the basis of such assignments the concerned HOD shall seek the applications from the students/research scholar for the identified assignments through departmental notice board. A circular (through email) shall also be forwarded to all other departments seeking applications from the students/research scholars of other departments also.
- b) The notice/circular must specify the nature of work assignments to be carried out, the tentative working hours per month as well as the last date of receipt of application.
- c) The application of students/research scholars shall be screened by; in case of teaching department by the academic/administrative committee of the department and in case of administrative departments/offices by a committee to be constituted by the Registrar.
- d) After screening of the applications, the concerned committee shall recommend the names of students/research scholars to DSW. The DSW after verifying the due compliance of the procedure and other names of the scheme shall issue administrative orders for engagement of the concerned student/research scholars for the prescribed assignment within 3 working days from the date of receipt of request.

4. Preparation and Processing of Bills

- (a) After the end of each month the concerned HOD shall prepare a bill in the prescribed format (**Annexure-A**). Such bill shall be submitted to the office of A.R.A-II on or before 5th of the concerned month.
- (b) The office of ARA-II shall scrutinise those bills within 3 working days and submit it to the audit for final pass and payment order.
- (c) The audit shall process such bills within 2 working days. After getting those bills cleared from the office of ACLA, the office of ARA-II shall submit such bills to Cheque Writing Section within 1 working day.
- (d) The Cheque Writing Section shall issue cheque payment advice to the Bank for credit of amount to respective beneficiaries within 1 working day.

Yours sincerely


A.R.A.-II

PANJAB UNIVERSITY, CHANDIGARH

Annexure -A

**Bill for the payment of Honorarium to the students
(Under Earn While One learns Scheme)
Month _____ Year _____**

1. Name of the Student _____ Roll No. _____
2. Class _____ Deptt. _____
3. Bank Account No. _____ IFS CODE _____ (For the first bill, please attach the copy of cancelled cheque OR copy of self attested bank statement).
4. DSW's Sanction Order No. _____ Dated _____

Date	Time (From ___ to ___)	Description of work	No. of hours	Total Amount@ Rs. 100/- per hour
		Total Amount		

- (i) Certified that I have worked _____ hours as per details provided above and I am not claiming amount for more than 40 hours in a month.
- (ii) I have worked on all the above mentioned dates and time personally.
- (iii) Certified that I am not availing any type of fellowship.

Signature of the claimant

Certificate from Head of the Department

1. Certified that _____ (Name of the Student) has actually worked as detailed mentioned above and is not availing any type of fellowship.
2. Certified that the required task/work has been completed satisfactorily by the student during the above date he /she was on the roll of concerned Department / institute.

**Signature of Head of the Department
with office stamp**