

University of Calcutta
University with Potential for Excellence II
EARN WHILE YOU LEARN

The UGC assistance to this University under UPE II scheme includes a provision to give some financial support to some of the students (who are not getting any other fellowships) as remunerations on a 'per day' basis for their assistance to academic, library and administrative work in one of the Departments of the University. The detailed guidelines approved by the Steering Committee for this UGC Scheme are given as follows.

Guideline for Earn While You Learn

- All students who are directly enrolled in any of the Academic Departments/School/Centres of the University in one of its several Academic campuses and who have not been awarded their Degrees/Certificates for which they have been enrolled and who are not receiving any type of scholarships/fellowships are eligible for getting the benefit of the scheme (henceforth termed as 'Candidates').
- All Academic Departments/Research Centres/School, Central and Departmental/Campus Libraries and Administrative Offices (henceforth termed as 'hosts') are eligible to get the benefits of the services of the students under this scheme.
- The Head/Director/Coordinator of Academic Departments/Centres/School having eligible students for this scheme should prepare a pool of such Candidates and get it approved through the concerned DC or equivalent body/board/committee and subsequently send the list of Candidates to the DPO after getting it forwarded by concerned Secretary/Asst. Secretary of the faculty Council.
- The 'Hosts' would send a requisition to the DPO (by filling the SERVICE REQUISITION Form).
- Each interested Candidate must fill up a CANDIDATE REGISTRATION Form and submit it directly to DPO Office. All Candidates must submit a declaration form duly signed by their Supervisor (in case of Research Scholars)/Program Coordinator along with this to the effect that he/she has no objection and such activity will not affect academic/research activities of the Candidate.
- The DPO Office would issue an offer contract to the suitable Candidates and assign them to one of the Hosts. The Head/Coordinator/Director of the Host will be responsible to ensure that proper delegation of work, training, working space and basic facilities are provided to the Candidates and maintain a mandatory attendance record and send a copy of that record duly signed by the Head as well as the Candidate along with the remuneration bill for the Candidate.
- The rate of remuneration for the Candidates will be a consolidated Rs. 300.00 per day for a maximum 20 hours per week, 20 days per month. Only actual days of working will be considered for remuneration. However, the payment would be made subject to submission of bills on a monthly cycle. The Candidates must have personal bank account to which payment will be transferred by ECS. The tenure will be decided by the DPO in consultation with the Host.
- All beneficiaries, Candidates and Hosts must abide by the rules/regulations communicated to them or published in the University Website regarding the Earn While You Learn scheme of this University. The rules/regulations are subject to change if the Authorities so desire.

Development and Planning Officer
University of Calcutta

SCHEME: **Earn While You Learn****SERVICE REQUISITION FORM**

Host Department/Centre/School: _____

NAME of Head / Office-in-charge : _____

E-mail: _____ Mobile: _____

Office Address: _____

Service Requirement:

Nature of Service	Number of Candidates required	Expected duration of work	Any special preference (department/skill/experience etc. of the candidate)
Teaching Assistance (Preparing class notes/ presentations, helping in practical classes, assisting in tutorials, etc.)			
Administrative Assistance (Scanning, data entry, analytical work, reports and presentations, program development, organizing events, etc.)			
Library Assistance and Work (helping in digitization, scanning, photography, catalogue related, data entry, training, exhibition, etc.)			
Any other (Please mention here)			

Declaration:

I declare that I shall judiciously utilize the services and time given by the Candidate(s) and provide them all necessary facilities and support to work or provide their services in my Department/Centre /School /Library/Office and provide them necessary working space. I also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performances and future professional scopes. I shall not engage the candidates beyond office hours or for more than 20 hours per week for a maximum of 20 days in a month. I agree to maintain their attendance records and forward their remuneration bills on a monthly cycle. I shall immediately bring to the notice of the DPO in case of any misconducts or grievances in relation to the assigned candidates. I shall be responsible to ensure that their work benefits both the Department as well as the Candidates for future endeavors.

HOD/Coordinator/Director (with Seal)forwarded by _____
Secretary/Asst. Secretary (of Faculty)

SCHEME: Earn While You Learn

CANDIDATE REGISTRATION FORM

NAME : _____

E-mail: _____ Mobile: _____

Guardian's Name: _____

Department/Centre/School: _____

Present Academic Program: M.A. M. Sc. M. Phil. Ph. D. Other

Name of Academic Program: _____

Enrolment Year: _____ Program Ends in (Year): _____ Current year: _____

Category: General SC ST OBC PWDGender: Male Female

Residential Address: _____

Aadhar Number: _____ Any Other ID.: _____

Bank Name: _____ Branch: _____

Bank Account Number: _____ IFSC: _____

Declaration:

I declare that I am not receiving any other scholarships /fellowships /stipend /remunerations at present and I agree to immediately withdraw from this scheme in case any such financial support is obtained by me. I confirm that I have obtained necessary permission from my supervisor/program coordinator to lend my services under this scheme within office hours. I agree to accept the duties assigned to me under this scheme and will work with full integrity, sincerity and care. I shall maintain attendance as required by the host and will report to the Head of the Host Department where my duties will be assigned. I declare that the above information is true to my knowledge and I shall be subjected to 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.

Full Signature of Candidate_____
Forwarded by
Supervisor/ Program Coordinator/ HOD (with Seal)