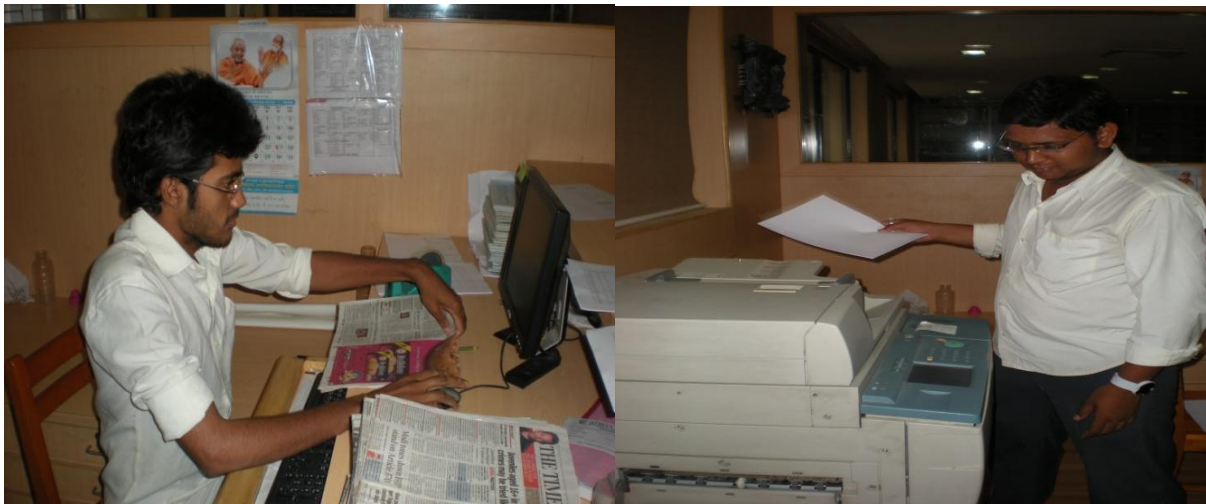




## Earn While Learn Scheme

This scheme was started by the Library and Learning centre as we wanted some students took to work in the department so that we can understand their information requirements. The objective was to create a sense of responsibility, improve their skills, get inputs for types of services that will be useful for students and faculty on the campus and all this not for free but with a stipend which would be of Rs.50/- to100/- hour. The students are given the jobs of newspaper article documentation; Good reads from Magazines and other trade literature for faculty and also notice boards; website designing and other modules programming for the library. We have so far 12 students and paid total amount Rs.141876/- who have taken the benefit of the scheme. The outcome is they understand the value of money; we get genuine inputs for the services and their needs of information helping us in marketing the library services.



**Registrar  
Atmiya University  
Rajkot**

Atmiya University, Rajkot-Gujarat-India



 <b>ATMIYA UNIVERSITY</b>	<b>NAAC – Cycle – 1</b>	
	<b>AISHE: U-0967</b>	
	<b>Criterion 4</b>	<b>I&amp;LR</b>
	<b>KI 4.2</b>	<b>M 4.2.1</b>



**ATMIYA UNIVERSITY**

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

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**Standard Operating Procedure (SOP)**

**Earn While You Learn Scheme for the University Students**  
(wef 1<sup>st</sup> Sept.,2022)

**1. Purpose & Scope**

Atmiya University has in place the scheme “Earn While You Learn” to provide financial support to University students as remuneration on ‘Per hour’ basis for their assistance in academics, library, administration, projects, research work etc. in any of the Departments / Centers of the University. The purpose of the documents is to describe standard process to be followed related to the same and is applicable to all.

**2. Objective**

1. To enhance operational effectiveness of Earn While You Learn Scheme.
2. To avoid duplication of the efforts and optimize resource through well-defined process.
3. To simplify and standardize related process in the university.

**3. Description of procedure**

1. All the regular students who are enrolled at the University and who have not been awarded their degree/certificates for which they have been enrolled are eligible for getting the benefit of the scheme (henceforth termed as ‘Candidates’).
2. All academic departments, centers, library, and administrative offices at the University (henceforth termed as ‘Hosts’) are eligible to get the benefit of the services of the student as trainee under this scheme.
3. Office of Dy. Registrar (henceforth termed as ‘Nodal Office’) will execute and oversee matters related to this scheme.
4. The ‘Host’ would submit the requisition of trainee to the nodal office by filling Trainee Requisition Form with a clear mention of training office and faculty member/staff. Once approved from the office of Vice Chancellor, the same will be advertised/circulated by the nodal office.
5. Against the trainee post advertised the eligible and interested ‘Candidate’ must submit ‘Candidate Registration Form’, duly approved by their Head of the Department/Center,



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directly to concern training office/faculty member at the 'Host'. All 'Candidates' must submit a declaration form duly signed by parents along with 'Candidate Registration Form'.

6. The concerned training office and faculty member/staff with permission from the head at the 'Host' and the 'Nodal Office' would undertake the selections process and offer contract to suitable 'Candidates'. Selection process should be well defined and transparent.
7. The 'Host' will be responsible to ensure proper delegation of work, training working space and basic facilities are provided to 'Candidates'. The concerned training office and faculty member/staff should maintain attendance record and send a copy of the record duly signed by the concerned head as well as the candidate along with remuneration bill for the candidate to the 'Nodal Office'.
8. The rate of the remuneration would be a consolidated at 50 Rs to 100 Rs per hour for 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 monthly cycle. The candidate must have personal bank account, PAN to which payment will be transferred. The tenure will be decided by the Host.

**4. General**

1. All the beneficiaries, 'Candidates' & host must abide by the rules and regulations communicated to them or published in the university website regarding 'Earn While You Learn Scheme'. The rules and regulations are subjected to change with the approval from authority.

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