

## CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

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### **Earn While You Learn (EWYL) Scheme**

Central University of Punjab, Bathinda, supports to make the students self-reliant and develop their creativity and skills during their stay at university. The university encourages the students to take up part time jobs at the university to make them independent under the “**Earn While You Learn**” scheme on campus.

### **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 PG programme.
- The students should not be the recipients of fellowship/financial aid from any other funding agency, either private or public.
- **All 2<sup>nd</sup> and 3<sup>rd</sup> semester postgraduate students** (with above criteria) of the university departments can be considered for the assistance in library, laboratory, computer centre and store etc.
- 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 HoD 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 **30 hours/Month**.
2. The working hours will be before or beyond the regular scheduled classes and studies should not 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. **One section can have only up to 02 students to work under this scheme.**
8. **The academic departments cannot be given students under this scheme.**
9. Any student claiming false payments will be immediately terminated from the EWYL scheme and disciplinary action will be taken against him.
10. To accommodate more students to work under this scheme, one student can work for only one semester, the continuation of the student will be strictly based on the performance and high recommendation by the section coordinator.

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

**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.

**Offices:** 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.

Computer Centre, Day Care Centre, Cells, Museum, CIL etc. The students cannot work in the academic departments due to conflict of interest.

The above sections and job descriptions are only illustrative and not exhaustive.

### **How to Apply**

Interested 2<sup>nd</sup> and 3<sup>rd</sup> students may apply in the prescribed application form available on the university website ([http://cup.edu.in/cup\\_student-corner.php/financial\\_support.php](http://cup.edu.in/cup_student-corner.php/financial_support.php))

### **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. 100/- per hour and students would be permitted to work for **30 hours/month** 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 accepted throughout the year but will be assigned work as per the requirement from various sections/offices of the university.
- The EWYL Committee shall select the students on the basis of student's interest, expertise (if any) and the knowledge/skills the applicant has.
- The students working under this scheme should not be the recipients of any Fellowship from any funding agency, either Private or Public.
- For assigning the work preference shall be given to differently-abled/less-privileged/needy students, if such applications are high then the selection will be on merit to be determined on the basis of last examination result.

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# Central University of Punjab

Established vide Act No. 25(2009) of Parliament

## Earn While You Learn (EWYL) Scheme

### Application Form

Photograph of  
student

1. Name of the Student (In Capital) .....
2. Father's Name: .....
3. Mother's Name: .....
4. Date of Birth (in figures): .....Category:.....
5. Programme in which registered (Name of the Course with year):.....
6. Registration no.....
8. Name of the Deptt:.....
9. Any Financial assistance being received (Govt., Private or Public agency).....
10. Computer knowledge or any other expertise .....
11. Residential Address:.....
- Tel. No. & Mobile No..... Email ID:.....
12. Emergency Contact:.....

### **13. Declaration by the student**

I .....hereby declare that the above information furnished by me is correct to best of my knowledge. I have read the rules of Earn While YouLearn (EWYL) Scheme and shall abide by. I will also maintain the balance between my studies and job under EWYL Scheme.

Date:

Signature:

14. Recommended and forwarded by

HoD

EWYL committee

# ਪੰਜਾਬ ਕੇਂਦਰੀय विश्वविद्यालय

संसद के अधिनियम संख्या 25(2009) द्वारा स्थापित

विद्यार्थी का फोटो

## अर्न व्हाइल यू लर्न (EWYL) योजना

### आवेदन फार्म

- छात्र का नाम (स्पष्ट अक्षरों में) .....
- पिता का नाम: .....
- माता का नाम: .....
- जन्मतिथि (अंकों में): ..... श्रेणी: .....
- जिस कार्यक्रम में पंजीकृत हैं (वर्ष के साथ पाठ्यक्रम का नाम): .....
- पंजीकरण संख्या: .....
- विभाग का नाम: .....
- क्या कोई वित्तीय सहायता (सरकारी, निजी या सार्वजनिक एजेंसी से) प्राप्त हो रही है: .....
- कंप्यूटर ज्ञान या कोई अन्य विशेषज्ञता: .....
- आवासीय पता: .....  
टेलीफोन नम्बर और मोबाइल नम्बर ..... ईमेल आईडी: .....
- आपातकालीन संपर्क: .....

### 13. विद्यार्थी द्वारा घोषणा

मैं ..... घोषणा करता/करती हूँ कि मेरे द्वारा दी गई उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान के अनुसार सही है। मैंने अर्न व्हाइल यू लर्न (EWYL) योजना के नियमों को पढ़ लिया है और उनका पालन करूँगा/करूँगी। मैं अर्न व्हाइल यू लर्न योजना के तहत अपनी पढ़ाई और नौकरी के बीच संतुलन भी बनाए रखूँगा/रखूँगी।

हस्ताक्षर: .....

दिनांक: .....

### 14. अनुशंसित और अग्रेषित

विभागाध्यक्ष

ईडब्ल्यूआईएल समिति