



## **UNIVERSITY INSTITUTE OF APPLIED MANAGEMENT SCIENCES**

SOUTH CAMPUS, (BEHIND P.U. ALUMNI HOUSE), PANJAB UNIVERSITY, SECTOR-25, CHANDIGARH-160014  
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Ref. No.1093/UIAMS/D

Date: 11.2.2020

### **NOTICE (For enlisting for “Earn while One Learns” scheme)**

UIAMS is enlisting the students for the following activities under Scheme of “Earn While One Learns Scheme” as per PU guidelines (attached).

**Honorarium:** Rs.100/- (One hundred only) per hour as per P.U. rules.

**Last Date of Application:** 12<sup>th</sup> February 2020 upto 4:00 pm in the office of University Institute of Applied Management Sciences, South Campus, Panjab University

**Desired Skills:** Computer Skill/ Data Entry/ Telecalling/ Multimedia/ Content Writing/ Graphic Designing/ Digital Marketing.

<b>Sr. No.</b>	<b>Activity</b>	<b>Number of Students Reqd.</b>	<b>Reqd. hours per month for each Students</b>
1	Digital Marketing of UIAMS	4	10
2.	IQAC Cell	2	10
3.	Alumni Relationship Cell	4	10
4.	Placement Cell	4	10

**The application, in the prescribed Proforma mentioned below, must be forwarded through the Head of the Department/Institute of Panjab University, Chandigarh.**

**Director**

**PROFORMA**  
**(For enlisting for “Earn while One Learns” scheme)**

**THROUGH PROPER CHANNEL**

**The Director**  
UIAMS,  
Panjab University,  
Chandigarh

**Through:    The Head of the Department/Institute, Panjab University, Chandigarh**

**Subject:     Application for enlisting for “Earn While One Learns” Scheme.**

1.     Name of the student                 : \_\_\_\_\_
2.     Father’s Name                        : \_\_\_\_\_
3.     Class/Course                         : \_\_\_\_\_
4.     Department/Institute               : \_\_\_\_\_
5.     Desirable Skills                     : Computer Skill/ Data Entry/ Telecalling/ Multimedia/  
Content Writing/ Graphic Designing/ Digital  
Marketing/Related departmental work, if any.
6.     Preferred time / Availability       : \_\_\_\_\_

Undertaking: I \_\_\_\_\_ (Name) am not availing any scholarship / fellowship / financial aid from any government / non government source.

Signature of student  
Mobile: \_\_\_\_\_

Head of the Department/Institute  
With Stamp

**PANJAB UNIVERSITY, CHANDIGARH**

No. 8641-8840/SIV  
Dated 6/12/19 fc

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,

This is in continuation to our office Circular No.8225-8425/A dated 27.11.2019 regarding implementation of "Earn While One Learn Scheme. The recommendations of the committee dated 03.12.2019 has been approved by the Vice Chancellor, the revised guidelines are as under :

**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 NIRF data, IQAC report, digitization of legacy data in various administrative offices.
- f) Any other activities with the special permission of worthy Vice - Chancellor.

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

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

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

Contd./2



"In case of non-teaching department / administrative office (such as IQAC Cell, Administrative Office etc.) the maximum number of students which can be engaged in a month shall be as per the lowest slab, i.e. 5 only. In case of A.C. Joshi Library the maximum number of students which can be engaged in a month shall be as per the maximum slab, i.e. 15"

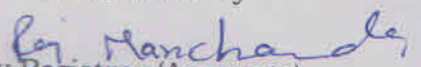
### **3. Procedure for assignment of work**

- a) Whenever there is a need to engage students for the prescribed assignments (as per para 2 above) the concerned head of the teaching/administrative department shall assess the total estimated number of working hours to be put in to complete such assignments. On the basis of such assignment the concerned HOD shall seek the application 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 students/research scholar of the other departments also.
- b) The notice/circular of 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. Accounts-II on or before 5<sup>th</sup> 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

  
Deputy Registrar (Accounts)

**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 chèque 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
<b>Total Amount</b>				

- (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**