

Dr. Babasaheb Ambedkar Technological University

Earn and Learn Scheme

Rules:

- Applications will be invited by the Dean, Students' Welfare by giving a wide publicity.
- Only the students studying in the first and second year B. Tech. programs are eligible to apply.
- Students, who are interested to avail the Earn and Learn scheme, should apply to Dean, Students' Welfare by submitting an application in the prescribed format (*Annexure-1*).
- Students will be selected on the basis of their economic background.
- The selected students will be assigned work in various Departments/Sections of the University.
- For doing the assigned work, they will be paid @ Rs. 50/- per hour. Students will be permitted to work for a maximum of 8 hrs. per week, or 40 hrs. per month.
- Students will be provided with a bicycle. Hence, the students will be required to work till the total cost of the bicycle is recovered.
- Heads of the Departments/Sections will assign the suitable work to the students. They will also keep the record of the attendance and work done by the students on daily basis in the prescribed format (*Annexure-2*).
- On the recommendation by the Head of the Department/ Section, the earnings of the individual student will be calculated, and recorded.
- Only after the complete recovery of the total cost of the bicycle, students will be relieved by the concerned Head of the Department/Section.
- Students should work in the assigned Department/Section, whenever they are free from their academic schedule.
- If the student is discontinued due to any reason (leaving the University, failure in the academic year, completing the degree programme etc.), s/he must return the bicycle to the office of the Dean, Students' Welfare in the working condition. If the total cost of the bicycle is not getting recovered from the calculated earnings of a particular student, s/he should work for additional hours to ensure that the total cost is recovered. If this is not possible, s/he should pay the remaining amount.
- Students must return the bicycle back to the University after the completion of the Degree program in the working condition. No student will be eligible to get any document from the University (Mark Sheet, Provisional Certificate, Leaving Certificate etc.) unless s/he returns the bicycle in working condition.
- Students should use the bicycle carefully so that it could be returned in good condition. The same bicycle would be allotted to the needy students of the next batch.

- If the bicycle is lost by the student or severely damaged due to any reason, the student will have to pay the amount which would be calculated by the following formula:

$$\text{Cost of the bicycle} - \text{Total Earnings of the students till that date.}$$
- Student should do the routine maintenance of the bicycle through his/her own expenses.
- Students should ensure the safety of the bicycle by keeping it at safe place with lock.

Nature of the task to be given to the students:

Departments: Office work like maintenance and updating records, preparing reports etc. Laboratory work like preparing and updating laboratory manuals, maintenance and upkeep of equipment/ machinery/ instruments; helping the faculty in conducting Practicals, purchasing of laboratory accessories etc.; handling of departmental library etc.

Library: Helping in cataloguing, re-shelving of the books and journals in shelves, display of books, and binding of books etc.

Offices/ Sections: Helping in preparation of statements, compilation and analysis of data, maintenance of student and faculty data, preparation of reports, maintenance of records etc.

Stores: Helping in updating stores inventory, data entry, maintaining registers, etc.

Hostels: Maintenance of records, tracking of complaints related to electrical, civil, and plumbing work, ensuring the cleanliness inside and outside the hostel, keeping records in the mess, etc.

Computer centre: Helping in keeping records, upgrading the facilities.

Dr. V.G. Sargade Dean, Students' Welfare

Copy submitted for information to: Hon. Vice-Chancellor

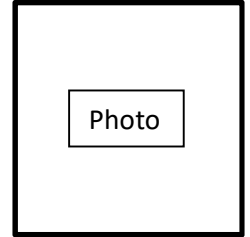
Copy to:

1. *All Deans*
2. *All the Heads of the Departments/Sections*
3. *Professor-In-Charge, Skill Development*
4. *Professor-In-Charge, Guest House*
5. *NSS Coordinator*
6. *Professor-In-Charge, Start-up*
7. *Registrar*
8. *All Hostel Rectors*

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EARN AND LEARN SCHEME

Application Form



1. Name of the Student (in capitals):
2. Name of the Course with year: B. Tech. in Year:.....
3. Registration/PRN No.:
4. Permanent Address:
5. Local Address:
6. Mobile No.:
7. E-mail:
8. Father's Occupation:
9. Total Income of the family per year (*Attach Income Certificate*):
10. Reasons to avail the scheme:

Declaration by the student

Ihereby declare that the above information furnished by me is correct to the best of my knowledge. I have read the rules of Earn and Learn Scheme and shall abide by it. I will also maintain the balance between my studies and work assigned under this Scheme.

Date:

Signature:

Dr. Babasaheb Ambedkar Technological University

EARN AND LEARN SCHEME

Daily Work Record

Name of the Student:

Department/Section:

Month and Year:

Date	Nature of Work done	Time Duration		No. of Hours	Signature of Student
		From	To		

**Name and Signature of the Head of the
Department/Section**