

University of Calcutta
Faculty of Education Journalism and Library Science
(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.

Applications are invited in prescribed format (Candidate Registration Form, UPE-II; Earn While You Learn Scheme) from the students under the Faculty of Education, Journalism and Library Science, University of Calcutta for "Earn While You Learn Scheme" under UPE-II. Those who had applied earlier may apply to provide additional information if they desire so. Application to be submitted to the Secretary of the Faculty

LAST DATE OF SUBMISSION OF APPLICATION : 30.08.2018

Guideline for Earn While You Learn

- All students who are directly admitted in any of the Academic Departments/School/Centres of the University in one of its several Academic campuses under the Faculty of Education, Journalism and Library Science 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 sent the list of Candidates to the concerned Secretary/Asst. Secretary of the faculty Council.
- The 'Hosts' would send a requisition to the Secretary (by filling the SERVICE REQUISITION Form).
- Each interested Candidate must fill up a CANDIDATE REGISTRATION Form and submit it directly to the concerned Head of the Department's 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 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.
- Ph.D. students already enrolled and not getting any financial assistance is also eligible to apply.
- Dean, University Librarian & Secretary of the faculty, will prepare final lists of the candidates and will send to the DPO. DPO will issue offer letter.

Secretary (Acting)
Faculty of Education, Journalism and Library Science
University of Calcutta

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)