

Indira Gandhi University

Meerpur, Rewari



Guidelines for Earn While You Learn Scheme

Introduction

The Indira Gandhi University has introduced the "Earn While You Learn" scheme for students of UTDs. Under this scheme, the DSW/Department/Branch will select regular and needy students and involve them in work in the office, library, laboratories and computer labs as per requirements. The students can be engaged in the labs for handling, maintenance, storage and upkeep of equipment in the laboratories. The students in the library can be involved in cataloguing, arrangement and display of books, repair of damaged books, issue and return of books etc. The students in the office can also be engaged in the preparation of statements, compilation and analysis of data, maintenance of student data, preparation of pay bills on the computer, store inventory, student attendance etc. Students will also engage in DSW/DYW office for preparation of various events run by the office like: Youth Festival, Bus Pass Handling/Distribution, Event management & planning, Data typing and keeping students/volunteers record, social media handling, capturing pictures of events. The computer skills of the students can be utilised positively and increase efficiency. Students will be paid at the rate of Rs.100 per hour, subject to a maximum of six hours per week per student.

Objectives:

The main objectives and other silent features of this scheme are given as follows:

- > To utilise the immense potential of students as an appreciated human resource.
- > To involve the students in the management and development of the University.
- > To give students hands-on experience and prepare them better for getting jobs in future.
- > To inspire young students to learn about the dignity of labour.
- > To prevent students from unnecessary distractions and engage them in meaningful and positive activities.
- > To get better work efficiency at a lesser cost.
- > To permit meritorious and needy students to earn a reasonable amount every month to meet their expenses.
- > The scheme envisages engaging students in small tasks in the University Campus and outside the Campus.

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Guidelines for Selection of Students for the Scheme

1. The concerned Department/Branch shall invite applications from eligible students of all classes for engagement under the "Earn While You Learn" Scheme.
2. Interested students may fill the prescribed application form by enclosing the bio-data and shall submit the same to the concerned Department/Branch office within the stipulated time.
3. The Selection Committee may conduct an interview and/or skill test, depending upon the nature and requirement of the assigned work.
4. The selection of meritorious and financially needy students shall be finalized by a duly constituted Committee.
5. The final list of recommended students shall be approved by the competent authority and shall be displayed on the notice board of the Department/Branch and/or uploaded on the Department webpage for information of all concerned.

The committee of the following will do the selection of meritorious and needy students for the scheme:

1. Chairperson/Head of Branch - Convener
2. Two Faculty Members (UTD)/Staff Members (Branches) - Members
(Nominated by Vice-Chancellor)

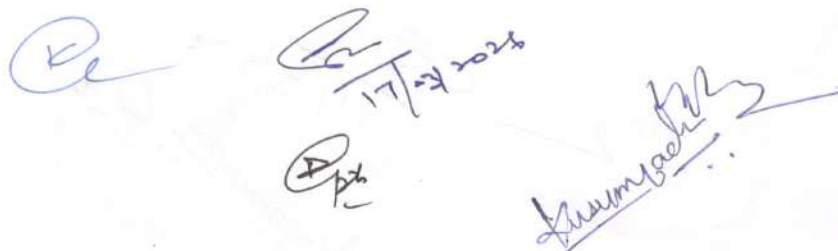
Timing of the Work

The students will be allowed to perform their tasks before and after the classes and during free periods only. The chairperson/branch head will ensure that no students shall bunk classes to perform her/his tasks under the scheme. If required, students can also be engaged on Sundays/holidays and after office hours.

Nature of Activities:

A. Activities Within the Campus

1. Laboratories: It will inculcate in them a sense of responsibility towards handling, maintenance and upkeep of all the equipment, storage of material and other ancillary tasks in the laboratories. For this, the preference would be given to the students from science streams so that they can perform their duties along with

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studies/experimentations. This assistance in the laboratory will be in regular university hours.

2. Library: Library Jobs involving them in maintaining and drawing catalogues, arrangement and display of books, stock verification, tasks related to repair of damaged books, issue and return of the books at the counter etc.
3. Assistance in the Computer Lab.
4. Assistance in the office work of the Department/Office and any other suitable job in the University campus.
5. Assistance in the O/o DSW/DYW for organizing various kinds of events/fests etc.
6. Assistance to the PRO Office/Social Media Incharge for Photographs, Videography, Social Media Engagement etc.

Guidelines

The Chairpersons/Branch Heads will adhere to the following guidelines:-

1. The students will be engaged for - office, lab, library, IT related works and in community services.
2. The students should be engaged by a Committee headed by Chairperson/Branch Head consisting of two other faculty members/branch officers.
3. The students will be engaged, if need be.
4. Payment to the students shall be duly verified by the Chairperson/Branch Head of the concerned Department/office.
5. Maximum 50 students can be engaged in a session under the scheme. However, more students may be allowed by the Vice-Chancellor.
6. The applicant must be a bonafide regular student of the University.
7. Academic performance and attendance record shall be considered.
8. Students involved in any disciplinary action shall not be eligible.
9. The number of students selected shall depend upon the availability of funds and work requirements.
10. Departments can engage one student under the scheme and maximum two students if the total students strength in a particular department exceed more than 200.
11. Chairpersons will ensure the regularity of the student(s) in the classes.
12. Final approval shall be obtained from the Vice-Chancellor.

Payment rules

1. Chairperson/Branch Head shall take the prior approval from the competent authority to engage the students under the scheme.

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2. The Department/Branch will engage the student(s). The department/branch shall maintain a proper attendance register for the students, which shall include details of working hours, nature of work done, etc.
3. After completion of the work/task, the chairperson/head of the branch shall verify the work of the student and will initiate the payment process by enclosing all necessary documents/registers.
4. Students will be paid at the rate of Rs. 100 per hour, subject to a maximum of six hours per week per student and 2400/- per month in her/his bank account only. No cash payment will be allowed.
5. The separate Budget Head created by the DSW office may be utilised for payment to the students.
6. The account branch will maintain proper records of all payments made to students under the scheme.

Format of Remuneration Bill/Payment Bill at Annexure-A.



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Indira Gandhi University
Meerpur, Rewari



इंदिरा गांधी विश्वविद्यालय
मीरपुर - रेवाड़ी

Annexure-A

(A State University Established under Haryana Act No. 29 of 2013)
Recognized u/s 12-B & 2(f) of UGC Act, 1956

REMUNERATION BILL EARN WHILE YOU LEARN

Student Details:

Name of Student	
Class	
Department	
Class Roll No.	
University Reg. No.	
Mobile No.	
Email ID	

Bank Details:

Account Number	
IFS Code	
Bank Name/Branch	

*Certified that all above details are correct

Signature of Student

Office Use only:

Total Work Hours	
Nature of Work Complete	
Date & Month	
Total Remuneration (In words also)	

*Certified that student completed the task as mentioned above and work for above mentioned hours.

Verified by:

Chairperson/~~HOD~~/Branch Head
(With Stamp)

17/03/2026
Kusum Yadav
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