



**Doon University, Dehradun**

**Office of the Registrar**

No.404/R-DU/2022 Dated-23 June 2022

**Office Order**

With a view to give students hands-on experience, develop them for future jobs, and to encourage them for diversification of activities beyond the syllabus, the University has introduced 'Earn while you learn scheme' with the approval of the Academic Council and the Finance Committee of the University. This scheme has been introduced for meritorious and needy students enrolled with the Doon University. The rate of remuneration for the Candidates as approved by the Finance Committee are as consolidated as follows:

Service	Recommended Remuneration	Capping Limit per month	Norms
Software Development	Rs. 250.00 per hour	12000/- INR	• Maximum 3 hrs per working day (during Semester)
Teaching Assistant (PhD research scholar students only)	Rs. 500.00 per hour	12000/- INR	
All other work (library (arrangement and display of books, issue and return of books, etc), laboratory (equipment handling, maintenance, office administration especially Student Section (data handling, data preparation, filing work, drafting work), Examination department data entry work)	Rs. 100.00 per hour	6000/- INR	• Maximum 6 hrs per holiday (during Semester)

Detailed guidelines along with application forms for applying for the scheme will be available in the University website. Willing scholar/students and hosts department may obtain the guidelines and forms from the website.

(Dr. M. S. Mandrawal)  
Registrar

Copy to:

1. P.A. to V. C. for kind information of Hon'ble Vice Chancellor.
2. Finance Controller.
3. All Heads and I/c Head for information.
4. University Librarian/SPO
5. Dr. Narendra Rawal, Coordinator, 'Earn While You Learn Scheme'.
6. Deputy Registrar/Assistant Registrars Account/Admin

(Dr. M. S. Mandrawal)  
Registrar

# Doon University

## Earn While You Learn Scheme Ordinance

With an objective to give students hands-on experience, develop them for future jobs, and to encourage them for diversification of activities beyond the syllabus, ‘**Earn While You Learn (EWYL)**’ scheme was introduced. The scheme was launched for meritorious and needy students enrolled with the Doon University. The applications are invited at the start of an academic year. The incumbent student is given work in the different areas including library (arrangement and display of books, issue and return of books, etc), laboratory (equipment handling, maintenance, conduct of practical – only for PG/Ph.D students), office administration especially Student Section (data handling, data preparation, filing work, drafting work), Examination department data entry work, or they are engaged as teaching assistant (Ph.D. research scholar only), as well software development work of university for developing software module for various applications with multiple functionality . Students are required to maintain a good academic and conduct record for the continuation of the scheme.

### **Guideline for Earn While You Learn**

All students who are directly enrolled in any of the Academic Schools / Departments / Centres of the University and who have not been awarded their Degrees / Certificates for which they have been enrolled and who are not receiving any type of scholarships / fellowships are eligible for getting the benefit of the scheme (henceforth termed as ‘**Candidates**’).

All Academic Schools / Departments / Research Centres / Sections / 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 Dean / Head / Incharge / Co-ordinator of Academic Schools / Departments / Centres having eligible students for this scheme should prepare a pool of such Candidates and get it approved through the concerned Departmental Committee or equivalent body and subsequently send the list of Candidates to the Co-ordinator, EWYL scheme after getting it forwarded by concerned School / Department / Centre.

The 'Hosts' would send a requisition to the Co-ordinator EWYL scheme (by filling the SERVICE REQUISITION Form).

Each interested Candidate must fill up a CANDIDATE REGISTRATION Form and submit it directly to Co-ordinator EWYL scheme. All Candidates must submit a declaration form duly signed by their HOD /Supervisor (in case of Research Scholars) 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 Co-ordinator EWYL scheme would issue an offer contract to the suitable Candidates and assign them to one of the Hosts. The Head / Coordinator / Incharge 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 as

<b>Services</b>	<b>Recommended Remuneration</b>	<b>Capping Limit per month</b>	<b>Norms</b>
Software Development	Rs. 250.00 per hour	12000/- INR	<ul style="list-style-type: none"> <li>• Maximum 3 hrs per working day (during Semester)</li> <li>• Maximum 6 hrs per holiday (during Semester)</li> </ul>
Teaching Assistant (PhD research scholars only)	Rs. 500.00 per hour	12000/- INR	
All other work (library (arrangement and display of books, issue and return of books, etc), laboratory (equipment handling, maintenance, office administration especially Student Section (data handling, data preparation, filing work, drafting work), Examination department data entry work)	Rs. 100.00 per hour	6000/- INR	

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 Co-ordinator EWYL scheme 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.

**HOST SERVICE REQUISITION FORM**  
**Earn While You Learn Scheme**  
**(Doon University, Dehradun)**

Host School/Department/Centre/Section: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of Head/Office-in-charge: \_\_\_\_\_

Office Address: \_\_\_\_\_

Service Requirement:

Nature of Work	Number of Candidates Required	Expected duration of work	Any Special preference (Departmental/Skill/Experience etc. of the candidate)
Teaching Assistant			
Software Development			
Any Other Work			

**Declaration:**

I declare that I shall judiciously utilize the services and time given by the candidates and provide them all necessary facilities and support to work or provide their services in departments/centre/Library/Projects/Research/Office and provide them necessary working space. I also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performance and future professional scopes. I shall not engage the candidates more than 3 hours per working day (during semester) and more than 6 hours per holiday (during semester). I agree to maintain their attendance records and forward their remuneration bills on a monthly cycle. I shall immediately bring to the notice of the coordinator EWYL Scheme in case of any misconducts or grievances in relation to the assigned candidates. I shall be responsible to ensure that their work benefits both the department as well as the candidates for future endeavors.

HOD/Coordinator/In-charge

(With Seal)

## Instructions for Host Department:

1. Host department shall judiciously utilize the services and time given by the candidates and provide them all necessary facilities and support to work or provide their services in departments/centre /Library/Projects/Research/Office and provide them necessary working space.
2. Host department also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performance and future professional scopes.
3. Host department shall not engage the candidates more than 3 hours per working day (during semester) and more than 6 hours per holiday (during semester).
4. Host department must agree to maintain their attendance records and forward their remuneration bills on a monthly cycle.
5. Host department shall immediately bring to the notice of the coordinator EWYL Scheme in case of any misconducts or grievances in relation to the assigned candidates.
6. Host department shall be responsible to ensure that their work benefits both the department as well as the candidates for future endeavors.
7. Host department shall send the teaching load of all faculties including guest faculties in case of teaching assistant with host requisite form.
8. All the payments will be done in digital mode only.
9. Host department will ensure that all the candidates must follow the values and ethics during the work and have to be in formal dress.

Coordinator EWYL Scheme

**CANDIDATE REGISTRATION FORM**  
**Earn While You Learn Scheme**  
**(Doon University, Dehradun)**

NAME : \_\_\_\_\_ User id. \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_

Father's Name: \_\_\_\_\_

School/Department/Centre: \_\_\_\_\_

Name of Academic Program: \_\_\_\_\_ Semester: \_\_\_\_\_

Enrolment Year: \_\_\_\_\_ Last Declared Result: \_\_\_\_\_

Category:  General  SC  ST  OBC  EWS

Gender:  Male  Female

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Any ID Proof.: \_\_\_\_\_

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. 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

\_\_\_\_\_  
Supervisor/Program Coordinator

\_\_\_\_\_  
Forwarded by  
Head/In-charge  
(With Seal)



## Instructions for Candidates:

All the students (UG/PG/Ph.D.) will be eligible for Earn While You Learn Scheme with conditions that:

1. He is not receiving any other scholarships/fellowships/stipend/remunerations at present.
2. He has obtained at least 7.0 CGPA upto previous declared result, and in case of Ph.D. candidate he/ she should published at least one research paper in UGC Care Journals after two years of his/her Ph.D. registration or communicated at least one paper in UGC Care Journals after one years of his/her Ph.D. registration.
3. Candidate work shall be satisfactory, if any time his / her performance is not good he/she would be excluded from the scheme.
4. All the payments will be done in digital mode only.
5. Work allotment to the students will be based on his / her performance in academic / research / skill.
6. All candidates must follow the values and ethics during the work and have to be in formal dress.

Coordinator EWYL Scheme