



Earn While You Learn Programme

Sardar Patel University of Police, Security & Criminal Justice

Project Coordinator

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About the Project

‘ *Earn while you learn* ’ is a pioneering project of SPUP and the concept underlying it is to help students find part-time work on the campus to meet their educational/living costs while simultaneously helping them gain work experience and inculcate work values.

Objectives

The project aims:

- To inculcate in them values of work and sense of responsibility.
- To provide them with work experience and necessary life skills related to the student's chosen field of work.
- To help them become self-reliant
- To provide them a platform where they can learn to work in teams and develop their leadership skills.
- To imbue in them a sense of onus in building the institution.
- To provide the students an opportunity to help them finance a part of their education/living expenses.

Financial Assistance

The students will be awarded financial assistance based on nature of work and amount of time spent on work. In order to ensure that academic performance of students does not suffer on account of participating in this program, maximum time limit at work has been kept at 20 hours per week per student (on working days - 2 hours per day and on holidays - 4 hours per day). The financial assistance given as remuneration for work will not exceed Rs. 20,000 per academic year - earned by an individual student per semester. The student, with advice from his/her work supervisor will chalk out a schedule in accordance with the remuneration limit decided before hand. Work will include carrying out responsibilities assigned in the field of academics as well as other in-house work. A list of current work available on the campus is provided in annexure A. This part time campus work project and its associated programmes will be administered by the office of the Project/Program Coordinator, who will be assisted by other committee members (nominated by Dean, Student Affairs, from time to time)

Students' eligibility criteria

A students' eligibility for the aforementioned program would be determined by his/her financial need and academic performance to be decided by the ELP (Earn While You Learn program) committee constituted by the Vice Chancellor. This project/ program would be considered as a self-help component in the holistic development of the student.

The remuneration earned would supplement a students' other financial assistance like studentship/stipend/scholarship and must be used to defray the cost of attending SPUP, Jodhpur. Students have to ensure that their academic performance and classroom attendance would not be affected by the programme.

A minimum of first division marks is mandatory for a student to be eligible for this program. If a student does not fulfill the required criteria of minimum marks/division or maintain it in subsequent semesters, the project coordinator may choose not to assign him/her further work. Any waiver would be decided on a case to case basis by the Dean, student affairs on the suggestions of the committee.

It is of vital importance that the student acknowledges the shared responsibility among the Project Coordinator, the work supervisor and himself/herself. The work supervisor would be responsible in monitoring the students' work hours and consequent remuneration/earnings. The tenure of work would end with one semester and students will have to submit a fresh application if they want to continue their work in the next semester. Separate rules would be applicable to work assigned during vacations.

Mode of Application and Selection

All the relevant jobs for the students will be published on the University's website within 10 days of the beginning of the academic session. Interested students may fill up the form and submit it to the Project Coordinator within 5 days of the announcement, failing which the students' application will not be entertained.

The application format will be published on the website mentioning the nature of the job and mentioning the limit of work hours and category of job as well. If the number of applicants exceeds the limit set for a particular job, then the Committee will decide the candidature of students based on their academic performance, financial need and skills/suitability. The final decision will rest with the Dean, Students' Affairs.

Students will submit a self declaration form about his financial needs and the student's eligibility will be decided after assessment / interview by the Committee.

Any department or an instructor, who wants to involve students or delegate any specific work of the department to the students, will submit a formal request to the Committee for any job they would be offering. As and when the jobs are available in various centres of the University, they will be notified separately.

To review the job posted, to increase or decrease, or to remove any student from any particular job position and other relevant decisions will be taken by the ELP Committee members chaired by the Dean, Students Affairs. A meeting of the Committee would be held every two months' time with a prior notice of 7 days to the Committee Members. However, the meeting can be held at any time with the prior notice of one day on urgent cases.

Monitoring and Supervision

- Coordinator of the project / programme will be nominated by the Dean, Students' Affairs
- Student will have to report, daily or as per work timings which would be worked out with the work Supervisor.

- Work Supervisor will verify the work done at the end of the month and all the verified forms will be submitted to Project Coordinator for further necessary action.
- If a student fails to report and is unable to continue the work, it should be informed to the Project Coordinator as soon as possible.
- Work Supervisor will be responsible to define the *chart of responsibility and checklist of the duty assigned* for the relevant job positions, while submitting a copy of it to the committee.

Job Categories:

- A. Teaching / Research / Project work
- B. Physical Activity
- C. Others (Non-Academic)

Note: Remuneration will be based on these three categories as well as the usage of equipment. For e.g. If the equipment which is being used in a job is of university then the remuneration will be less or if equipment is also of student then the remuneration will comprise of work done + equipment usage charges

A note of caution: if the work assigned to a student is not found satisfactory, he will be given an initial cautionary warning failing which, the Committee would be informed by the Coordinator of the same and the process of replacing or republishing the work assigned will be decided by the Committee.

Annexure A

Job Classification based on Categories