



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A++ GRADE' UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

## NOTIFICATION

(26/April/GEN/05)

**Ref.: 89<sup>th</sup> University Council Resolution No.89.60 dated 16.01.2026**

In pursuance of the above University Council Resolution, it is notified for the information of all concerned that the Guidelines of "Earn While You Learn Scheme" for all the students of the University of Jammu is hereby adopted. The expenses in the Earn While You Learn Scheme shall be met out of the Local Fund of the Department. The guidelines are given in **Annexure**.

Sd/-  
DEAN ACADEMIC AFFAIRS

No. F.Acd/I/26/165-230

Dated: 29/04/2026

Copy to:-

1. Special Secretary to the Vice Chancellor for kind information of the Hon'ble Vice-Chancellor pls.
2. Sr. P.A. to the Dean Academic Affairs
3. All Heads of the Teaching Departments
4. Rectors/Directors of the Offsite Campuses
5. Sr. P.A. to the Registrar/Controller of Examinations/Director, DIQA/CD&OE
6. Director, CITES&M with a request to direct the concerned for uploading the notification on the University website.
7. Joint Registrar (Academic Affairs/Finance)
8. Chief Accounts Officer
9. Assistant Registrar (Admission/Accounts)
10. I/c Coordination
11. G.F.

*Abulca*  
9/4/26  
Joint Registrar (Academic)  
*Abulca* 9/4/26  
*Taj* 8/4/26  
*Abulca* 8/4/26

Guidelines of "Earn While You Learn Scheme" (EWYLS)  
for the students of the University of Jammu

The University syndicate in principle approved the "Earn While You Learn Scheme" for the students of University of Jammu vide Resolution. No 120.57 dt: 09.10.2023 and subsequently a committee was constituted comprising of the following members to formulate modalities w.r.t. Earn-While-You-Learn Scheme as per the UGC Guidelines for Equitable Opportunity to the Socio-Economically Disadvantaged Groups (SEDs) in HEIs; vide order No. F.Acd./I/24/14483-14502 dated 05.03.2024.

1. Dean, Faculty of Education Convener
2. Dean, Faculty of Mathematical Sciences
3. Director, DIQA
4. Joint Registrar (Academics)
5. Assistant Registrar (Academic Affairs) Member Secretary

The committee met on 27.03.2024, 09.08.2024, 14.08.2024, 11.10.2024, 08.11.2024 and prepared the modalities as reproduced below.

**Draft Modalities:**

"Earn and Learn Scheme" has been implemented worldwide. In India, UGC's EWYL Programme was announced in 2004 as part of the comprehensive scheme for universities with potential with excellence. In Madras University, over 100 students doing postgraduate courses, who are financially backward assist various offices and technical work in Madras University along with their studies. Presently, this scheme is operative in many universities in the country.

The scheme has been in operation in the Ministry of Tourism, Government of India since 2012, providing part-time employment to the enrolled students in a college or university, enabling her/him to earn to pay educational expenses. It is available to undergraduate and post graduate students willing to work as trainees in tourism sensitizing entrepreneurs with aspirations of employment in the sector. An aspirant trainee is estimated to be earning over the tenure of the course duration around an amount of Rs.50,000 to Rs.1,00,000.

The Earn-while-You-Learn (EWYL) scheme is a means to help the SEDGs students earn and support their education and acquire skills and capabilities that would enhance their employability. It attempts to mitigate the economic hardships of learning and enhance the learner's adaptability. Both will improve the quality of education and make it a purposeful endeavour. It provides the students opportunities to develop their personality, gain technical skills and build their entrepreneurial ability, which would help them to take up professional assignments relatively quickly. Under this scheme, opportunities for part-time engagement are provided to needy students. The indicative list of such engagement opportunities may include working on research projects with an assistantship, Library assignments, Computer services, Data entry, Laboratory assistance etc.

The effectiveness of any learn-and-earn program depends on its adherence to four foundational pillars: academic rigor, relevant work experience, student financial support and stakeholders' investment in learn-and-earn programs. These pillars are held in place by a

commitment to ensuring accountability, giving students the opportunity for career exploration and professional development and conferring credentials.

Giving the students an opportunity to acquire work experience while learning is extremely important. There is no doubt that it can provide skills of employability and strengthen students' preparedness to find successful careers and thus the idea is in sync with the essence of the National Education Policy 2020.

There are many benefits for EWYL Scheme. Most important is mitigation of economically backward students hardships in education due to income shortage, inculcation of dignity of labour including values of hard work among students, enhancement of skills adding to employability, strengthening of resourcefulness to take up better jobs in the future, development of personal interest and preference in the fields of learning, reduction of the sense of alienation in the students minds about what they learn and transformation of higher education into a self-directed, personal and life-related enterprise.

What earnings the students make can provide motivation for learning and successfully complete their academic programmes. Students draw insight into the world of work, know career prospects, acquire job skills, develop interpersonal relations, cultivate social skills, enhance employment prospects, increase industrial contacts, improve self-confidence, job knowledge, job-seeking skills, attitudes towards practical reasoning, develop greater maturity and demonstrate competencies.

### Objectives

#### **Guidelines for 'Earn-While-You Learn Scheme'**

Dean Placements, University of Jammu shall be the coordinator EWYL scheme. All students who are directly enrolled in any of the 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 Departments / Research Centres / Sections / Campus Libraries/Guest House and Administrative Offices (henceforth termed as 'Hosts') are eligible to get the benefits of the services of the students/scholars under this scheme.

The Dean / Head / Incharge / Co-ordinator of Departments / Centres having eligible students for this scheme should prepare a pool of such candidates (students/scholars) who are not getting any financial assistance and get it approved through the concerned Departmental Affairs Committee (DAC) or equivalent body and subsequently send the list of Candidates to the Co-ordinator, EWYL scheme (Dean Placements in case of University of Jammu) after getting it forwarded by concerned School / Department / Centre/Campus.

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 (available on the website) and submit it directly to Co-ordinator EWYL scheme of their respective department. 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 Coordinator EWYL i.e, Dean Placement, University of Jammu Office would issue a letter 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.

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 from time to time.

#### Kinds of Jobs

Under this scheme, the candidates could work in the following areas:

1. Laboratories
2. Library
3. Office
4. Guest House

a. In the labs/workshops the candidates can be engaged for being responsible for handling the equipment/machinery, its maintenance and upkeep, storage of equipment and upkeep of Laboratories/Workshops. Senior candidates shall be useful for conduct of practical and jobs training in the Workshops. Similarly, the junior candidates under this scheme would be engaged for library jobs such as cataloguing, arrangement and display of books, repair of damaged books, issue and return of books etc. Presently the libraries are under staffed and due to this, the proper utilization of library is not being achieved by the students and the staff, therefore, the junior candidates may be engaged in the libraries.

b. The candidates can also be engaged for performance of various office jobs like preparation of statements, maintenance of service records, compilation and analysis of data, maintenance of students' data, preparation of pay bills on Computer, Store inventory, students' attendance, hostel records etc. Since the candidates are having the knowledge of computers, this skill of theirs can be utilized in positive way thereby increasing the efficiency.

c. The above job descriptions are only illustrative and not exhaustive. Other jobs/ areas except menial jobs could be added subsequently based on the feedback from Departments and students.

#### Objectives

1. To provide opportunities to students to earn while learning to meet their expenses.
2. To expose the students to the world of work before actual employment.
3. To give students hands on experience to boost confidence to face the world of competition.
4. To instil the students with a sense of belongingness and involvement in the development of the College/Institution.
5. To inculcate in the students values of hard work and dignity of labour.

6. To channelize the energy of the young students in positive activities by setting up of Equal Opportunities Cell for the purpose of sensitization of all stakeholders, policy implementation, monitoring, equalizing access to inclusive quality higher education, ensuring respectful dignity, promoting egalitarian and constitutional values and grievance redressal in Higher Education Institutions.

#### Measures to achieve the objectives:

1. Make admissions processes more inclusive.
2. Make the curriculum more inclusive.
3. Remedial coaching and coaching for competitive examination for candidates from disadvantaged educational backgrounds.
4. Ensure sensitization of faculty, counsellors, and students on the gender-identity issue and its inclusion in all aspects of the HEI, including curricula.
5. Strictly enforce dignity of labour, no-discrimination and anti-harassment rules.
6. Develop a roadmap that contains specific plans for action on increasing participation from SEDGs, including but not limited to the above items.

#### Payment

For doing the above jobs the students shall be paid @ 200 per hour and students would be permitted to work for maximum eight hours per week and this ceiling on working hour is stipulated that the jobs are not pursued at the cost of study. The candidate can thus earn maximum @ 6400 per month while pursuing study in the Institution.

The wages for each of the candidate will be a consolidated amount on an hourly basis for the part-time service they render, a maximum of 08 hours per week, 20 days per month. The payment may be made on an actual basis. 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. The services of the student will be rendered after class hours or weekends.

#### Selection Procedure

Dean Placements to seek requisition form all departments/HoDs and identify the jobs to be assigned, then the applications from candidates desirous of taking job would be invited immediately on the beginning of the academic session by the Head/Rector/Director after identifying the areas where the candidates are required to be engaged after analysing the exact requirement of the manpower. The Departmental Affairs Committee consisting of HoD and other members of the Department/Centre shall recommend the candidates in order of merit which is to be determined on the basis of last examination result to the Dean Placement. However, in specific cases due weightage may be given to candidate on the basis of participation in co-curricular activities and knowledge and skill in the use of computer/other softwares.

## Funding

The payment of candidates under the scheme would be met out from funds such as wages and student fund etc. available with the Institution/Local fund of the Department. With the introduction of this scheme, it is expected that the staff shortage being faced the University of Jammu would be tackled to a large extent, besides making work oriented and financially independent. This scheme shall be implemented from the ensuing session 2025-26.

In order to keep vigil on the deployment of students and payments to be made to them the following restrictions are required to be imposed:

1. The students should not be deployed in excess of the non-teaching vacant post to be identified for this purpose and the confidential task be not assigned.
2. Enrolment register is to be maintained by the HoD/Rector/Director/Officer concerned which should contain full particulars of the student so enrolled specifying the work to be allocated to him mentioning therein actual hours for which he has to work.
3. The concerned HOD/Branch Officer is to verify the work done and to pay it in accordance of attendance He/she will record certificate on the payment voucher that the student has actually done the work for which remuneration is being paid to him.
4. The HoD is to satisfy himself/herself personally and to verify the above facts before releasing the payment.
5. The Provision for stipend/honorarium should be got made in the Regular Budget and the expenditure should be incurred within the budget available for the Departments/Offices where local fund is unavailable.
6. The HoD has to maintain the entire record and will produce the same for scrutiny as and when desired by the Audit or Representative of the Directorate.

## Important Instructions for Students

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

1. He/she is not receiving any other scholarships/ fellowships/ stipend/ remunerations at present.
2. He/she has obtained at least 45% marks in the last declared result, and in case of Ph.D. candidate he/she should have published at least one research paper in UGC Care Journal after two years of his/her Ph.D. registration or communicated at least one paper in UGC Care Journal after one year of his/her Ph.D. registration.
3. Candidates' work must 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 the candidates must follow the values and ethics during the work and have to be in formal dress and as per the directions issued by the controlling office.

Host Department/Centre/School: \_\_\_\_\_  
 Name of Head / Office-in-charge: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Office Address: \_\_\_\_\_

**Service Requirement:**

Nature of Service	Number of Candidate s required	Expected duration of work	Any special preference (department/ skill/ experience etc. of the candidate)
Teaching Assistance (Presentations, helping in practical classes, assisting in tutorials, etc.)			
Administrative Assistance (Data entry, analytical work, program development, organizing events, etc.)			
Library/Laboratory Assistance and Work (Helping in digitization, photography, catalogue related, data entry, training, exhibition, etc.)			
Any other in the Guest House /Hostels for upkeep/Menu updation/ cookery/ upkeep and housekeeping-likewise (Please mention here)			

**Declaration:**

I declare that I shall judiciously utilize the services and time given by the Candidate(s) and provide them all necessary facilities and support to work or provide their services in my Department/Centre /School /Library/Office and provide them necessary working space. I also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performances and future professional scopes. I shall not engage the candidates beyond office hours or for more than 20 hours per week for a maximum of 20 days in a month. 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 Dean Placement Office (DPO) in case of any misconduct or grievance 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 endeavours.

\_\_\_\_\_ forwarded to \_\_\_\_\_  
 HOD/Rector/Director/Officer (with Seal)

*[Handwritten Signature]* 6 *[Handwritten Signature]*

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)

