Gour Mahavidyalaya
Notice

Notice No. 76/2023

Date : 12-10-2023

NOTICE FOR STUDENTS TO ENROLL FOR 'EARN WHILE YOU LEARN'

All current students concerned are advised to apply for the 'Earn while you learn' programme within three days of this notice. Read and follow the rules and regulations given below for smooth functioning of the scheme.

Principal
Gour Mahavidyalaya
Malda

Principal
GOUR MAHAVIDYALAYA
Mangalbari, Malda.

Gour Mahavidyalaya

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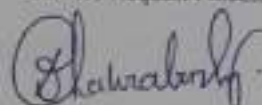Malda

Gour Mahavidyalaya

The College administration has decided to give some financial support to some of the students as remunerations on a 'per day' basis for their assistance to academic, library and administrative work in the college. The detailed guidelines approved by the IQAC for this Scheme is given as follows.
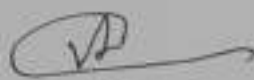
Guideline for Earn While You Learn

- All students who are directly enrolled in any of the Academic Departments of the college and who have not been awarded their Degrees/Certificates for which they have been enrolled are eligible for getting the benefit of the scheme (henceforth termed as 'Candidate').
- All Academic Departments, Central / Departmental Libraries and Administrative Office (henceforth termed as 'hosts') are eligible to get the benefits of the services of the students under this scheme.
- The Head/Coordinator of Academic Departments having eligible students for this scheme should prepare a pool of each Candidates and get it approved through the concerned Departmental Committee and subsequently send the list of Candidates to the IQAC Coordinator.
- The 'Hosts' would send a requisition to the IQAC Coordinator by filling the **'SERVICE REQUISITION FORM'**.
- Each interested Candidate must fill-up **'CANDIDATE APPLICATION FORM'** and submit it to the concerned HoD/Coordinator for the programme registration. After getting clearance they must fill up a **'CANDIDATE REGISTRATION FORM' Google-Form** and submit it with due time. Link of the Google form will be given in due time.
- Office of the Principal would issue an offer contract to the suitable Candidates and assign them to one of the Hosts. The Head/Coordinator/Librarian/Head Clerk 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/Coordinator/Librarian/Head Clerk 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 as per requirement. 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.
- All beneficiaries, Candidates and Hosts must abide by the rules/regulations communicated to them or published in the College Website regarding the Earn While You Learn scheme. The rules/regulations are subject to change if the Authorities desire.

Flow of Work:

Fill Up Service Requisition Form — Submit it to IQAC — Principal — Candidate — Fill Up Application Form — Get Clearance From the Department — Apply through Google Form

Service Request Process from Host   Candidate Application Process

IQAC Coordinator
Gour Mahavidyalaya

Principal
Gour Mahavidyalaya

Principal
GOUR MAHAVIDYALAYA
Mangalbari, Malda.

GOUR MAHAVIDYALAYA   EWYL

SCHEME: Earn While You Learn   **SERVICE REQUISITION FORM**

Host Department: _____

NAME of the Head / Coordinator: _____

E-mail:_____ Mobile:_____

Service Requirement

Nature of Service (Please Tick/Write the nature of service required)	Number of Candidates required	Expected duration of work	Any special preference (department/skill/ Experience etc. of the candidate)
Administrative Assistance (Scanning, data entry, analytical work, reports and presentations, program development, organizing events, etc.)			
Library Assistance and Work (helping in digitization, scanning, photography, catalogue related, data entry, training, exhibition, etc.)			
Any other (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/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 agree to maintain their attendance records and forward their remuneration bills on a monthly cycle. I shall immediately bring to the notice of the IQAC in case of any misconducts or grievances in relation to the assigned candidates.

_____

HOD/Coordinator/ Librarian/ Head Clerk (with Seal)

_____

Office Use

Received by _____ Requisition Number:_____

_____

IQAC, GOUR MAHAVIDYALAYA, MALDA, WEST BENGAL-732142

GOUR MAHAVIDYALAYA

SCHEME: Earn While You Learn

CANDIDATE APPLICATION FORM

NAME : _____

E-mail: _____

Guardian's Name: _____ Mobile: _____

Department: _____

Present Academic Program: ☐ B.A. ☐ B. Sc. ☐ BCA ☐ BVoc. ☐ Other

Name of Academic Program: _____

Enrolment Year: _____ Program Ends in (Year): _____ Current year: _____

Family Annual Income: Rs. _____ Receiving Any Scholarship: Y/N

If Yes, Mention the name of scholarship: _____ Scholarship Id: _____

Category: ☐ General ☐ SC ☐ ST ☐ OBC ☐ PWD

Gender: ☐ Male ☐ Female ☐ Other

Residential Address: _____

_____

Aadhar Number: _____ College ID. : _____

Bank Name: _____ Branch: _____

Bank Account Number: _____ IFSC: _____

Declaration:

I confirm that I have obtained necessary permission from my HoD/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 with Date

_____
Forwarded by
HOD/Coordinator (with Seal)

IQAC, GOUR MAHAVIDYALAYA, MALDA, WEST BENGAL-732142