**Annexure-1**

**Procedure for Implementation of**

**“Karmaveer Bhaurao Patil Earn and Learn Scheme”**

**for the Students of University Departments**

* Each Head/Director of the Department shall finalize the nature of work (e.g. Data Entry, Departmental Library Work, Laboratory Work, Research Project Work, Administrative Office Work, Field Work, IQAC Work, etc.) to be given to the student under Earn and Learn Scheme.
* The Head/Director of the respective Department shall give wide publicity to the Scheme and Expected Nature of Work to their students through use of various medium such as Prospectus, Website, Notices, Banners, Screen Display, Announcement, Counselling, Orientation, etc.
* Every interested student shall apply to the Head/Director of the respective Department in the prescribed format given in Annexure 2.
* The Head/Director of the respective Department shall constitute the Scrutiny Committee for scrutiny of applications of students comprising of -
1. Head/Director of the Department (Chairperson)
2. Senior Teacher in the Department (Convener)
3. Senior Lady Teacher in the Department (Member)
4. Student Representative (Member)
* The Head/Director of the respective Department shall assign the responsibilities of implementation of the scheme to the Convener of the Scrutiny Committee.
* The Convener of the respective Department shall forward the Proposal of selected students as per the format given in Annexure 3 to the Director, Students’ Development, University of Mumbai through his/her Head/Director.
* The Director, Students’ Development shall obtain the approval on the proposal from University Authorities and which will be intimated to the Head/Director of the respective Department.
* After intimation, the Convener of the respective Department shall assign the duties to selected student/s.
* The Convener shall maintain the record of attendance of the student/s as per the format given in Annexure 4.
* The Convener of the respective Department shall submit the Bill Claim as per the format given in Annexure 5 of the concern students to Finance and Accounts Officer, University of Mumbai after every month through his/her Head/Director and it is the duty of the Convener of the respective Department to see that the student receives his/her remuneration within 10 days after submission to the Accounts Section.