

University of Mumbai

No. SW/03/of 2019

Dr. Sunil Patil
I/c Director



Department of Students' Development
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CIRCULAR

Subject: Implementation of the "Karmaveer Bhaurao Patil Earn and Learn Scheme" for the Students of University Departments

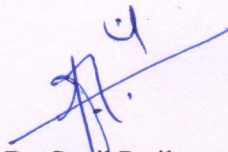
The idea in introducing this scheme is to facilitate the student to earn subsistence monetary benefits by voluntary efforts and instill in him/her a sense of dignity of work and boost self-confidence.

Each Department shall identify the list of activities that may be taken-up through this scheme. These activities could be specific to a Department or could be of general nature. The Department could identify their own requirements that can be fulfilled meaningfully through employing students. The modalities of assessment of work done by the students' supervision over the work etc., shall be left to the discretion of the Department.

The total work assigned to the student shall be maximum 3 clock hours per day, it will not be more than 20 clock hours per week and shall not be more than 500 clock hours during the academic year. The selected students shall be paid Rs.100/- per hour. The payment will be made on a monthly basis for the work done in the preceding month.

Procedure for Implementation of Scheme, Application Form, Proposal and Bill Claim Form are mentioned in Annexure 1 to 4.

Place: Mumbai
Date: April 5, 2019


Dr. Sunil Patil
I/c Director, Students' Development

To,
The Directors/Heads of the Departments of the University of Mumbai

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.

University of Mumbai**Application for Karmaveer Bhaurao Patil Earn and Learn Scheme****Academic Year:**

To,
The Head/Director,

University of Mumbai

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Subject: Application for Karmaveer Bhaurao Patil Earn and Learn Scheme

Respected Sir,

I am hereby submitting the application for Karmaveer Bhaurao Patil Earn and Learn Scheme. Kindly consider my application and place before the Scrutiny Committee.

My details are as under-

Full Name	(Surname) (Middle Name) (Father's/Husband's Name) (Mother's Name)
Department	
Course	
Class	
Roll No.	
P.G./M.Phil./Ph.D. Registration Number	
Date of Birth	/ /
Annual Income of the Family (Including all Family Members) for Last Financial Year	
Permanent Address	
Present Address	

Mobile Number	
Alternative Mobile Number (If Any)	
WhatsApp Number	
Email	
Amount of Fees Paid for the Course	Rs.
Name of the Hostel (If Residing in Hostel)	
Address of the Hostel (If Residing in Hostel)	
Phone Number of the Hostel (If Residing in Hostel)	
Type of the Hostel (If Residing in Hostel) (Government/University/Private)	
Monthly Fees Paid for Accommodation at the Hostel	Rs.
Half Yearly Fees Paid for Accommodation at the Hostel	Rs.
Have you Received any Scholarship/Freeship from Government Authorities in the Current Academic Year? (Yes/No)	
If Yes Give Details of Scholarship/Freeship	
Name of the Scholarship/Freeship	
Name of the Government Authority	
Amount Sanctioned	
AADHAR Card Number	
PAN Card Number	

C) Details of Bank Account of Student

Name of the Bank	
Name of the Branch	
Complete Bank Account Number	
IFSC Code	

Declaration from the Student

I hereby declare that the above information furnished by me is true to the best of my knowledge. In case if it is turned false I am personally responsible for the punishment and liable to be discontinued from receiving any benefit whatsoever.

Signature and Name of the Student

Place

Date

University of Mumbai**Proposal for Karmaveer Bhaurao Patil Earn and Learn Scheme for the Students of University Departments**

Sirs',

I am forwarding herewith a Scrutinized Proposal for the following student deserves to be enrolled in Karmaveer Bhaurao Patil Earn and Learn Scheme for your approval.

The details of the student and work assigned to him/her are as under-

Name of the Student	(Surname) (Middle Name) (Father's/Husband's Name) (Mother's Name)
Department	
Class	
Roll No.	
P.G./M.Phil./Ph.D. Registration Number	
Mobile No.	
WhatsApp No.	
Email	
Nature of Work Assigned	
Proposed Working Hours per Day	
Proposed Working Hours per Week	
Proposed Working Hours per Month	
Proposed Working Hours per Year	

Kindly consider the proposal and give approval for the same from the budget head: GENERAL FUND: STUDENTS CENTRE AT VIDYANAGARI 21. MEMBERSHIPS AND CONTRIBUTIONS (iii) "On the Campus" Employment of P.G. Students.

Place:

Date: / /20

Signature of Head/Director

(Seal of the Department)

Signature of Head/Director

Director, Students' Development

Registrar

Pro-Vice-Chancellor

Vice-Chancellor

Note: Please attach the Application Form of the student along with this proposal

University of Mumbai**Karmaveer Bhaurao Patil Earn and Learn Scheme for the Students of University Departments****Attendance Sheet**

Month	
Name of the Student	(Surname) (Middle Name) (Father's/Husband's Name) (Mother's Name)
Department	
Class	
Roll No.	
P.G./M.Phil./Ph.D. Registration Number	
Mobile No.	
WhatsApp No.	
Email	

Sr. No.	Date	Nature of Work Completed	No. of Hours Worked	Signature of Student	Signature of Convener

Place:

Date: / /20

Signature of Head/Director

(Seal of the Department)

Signature of Head/Director

University of Mumbai**Karmaveer Bhaurao Patil Earn and Learn Scheme
for the Students of University Departments****Bill Claim Form**

To,
The Finance and Accounts Officer,
University of Mumbai

I am forwarding herewith a Bill Claim Form for the following student enrolled in Karmaveer Bhaurao Patil Earn and Learn Scheme for further process at your end.

The details of the student and work assigned to him/her are as under-

A) Details of the Student

Month	
Name of the Student	(Surname) (Middle Name) (Father's/Husband's Name) (Mother's Name)
Department	
Class	
Roll No.	
P.G./M.Phil./Ph.D. Registration Number	
Mobile No.	
WhatsApp No.	
Email	

B) Details of the Work Assigned

Sr. No.	Date	Nature of Work Completed	No. of Hours Worked	Remuneration per Hour in Rs.	Remuneration per Day in Rs.
				100	
				100	
				100	
				100	
				100	
				100	
Total				---	

C) Details of Bank Account of the Student

Name of the Bank	
Name of the Branch	
Complete Bank Account Number	
IFSC Code	

Kindly accept the same and release the payment of the student from the budget head:
GENERAL FUND: STUDENTS CENTRE AT VIDYANAGARI 21. MEMBERSHIPS AND
CONTRIBUTIONS (iii) "On the Campus" Employment of P.G. Students.

Place: (Seal of the Department) Head/Director
Date: _____

Place: (Seal of the Department of Students' Development) Signature of Director,
Date: Students' Development Students' Development

Note: Please attach Original Proposal (Annexure 3) of the Student Sanctioned by University Authorities and Original Attendance Sheet (Annexure 4) along with this Bill Claim Form.