SOUTH ASIAN UNIVERSITY

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F. No: SAU/8-61/2014   Date: 29th July, 2015

CIRCULAR FOR STUDENTS

WORK EARN PROGRAMME

 The South Asian University has introduced the Work Earn Programme to allow students to perform certain tasks in the specific areas of the university and earn some remuneration from them. Through this Programme, students will be paid as per the approved rates by the university depending upon the number of confirmed slots worked by them. **The work earn program is only for Masters Students.**

The following 10 slots under Work Earn Programme are available to students w.e.f. 17-08-2015 upto 10th December, 2015, for the Monsoon Semester & 11-01-2016 to 25-05-2016, for the Winter Semester.

Work Earn program schedule at the Akbar Bhawan campus

1. **SAU Library:** The Work Earn Programme in the Library has the following responsibilities

   i)   To provide assistance to library patrons. If unable to answer question, call on library professional.
   ii)   To assist users with the OPAC (online Public Access Catalogue) and other online resources.
   iii)   To provide patrons with directional information in locating materials.
   iv)   To answer telephone reference questions or refer caller to the librarian on duty.
   v)   To sort books and loads on book trolley/trucks, and book shelves.
   vi)   To maintain the book stacks by shelf reading and shifting materials as required.
   vii)   To file loose leaf materials.
   viii) To check bibliographies/ Book lists in the online catalogue.
   ix)   To perform other tasks assigned.
   x)   To continue to learn and to ask questions while volunteering in the library.

 Time slots in the library are as follows:

   1. Monday- Friday   : 5pm to 9pm (04 hours)
   2. Saturday- Sunday   : 9am to 12noon (03 hours)
                                         12 noon to 3pm (03 hours)
                                          3pm to 6pm (03 hours)
                                         6 pm to 9pm (03 hours)

An initiative of the South Asian Association for Regional Cooperation (SAARC)
Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka

2.   **General Computer Lab in the 2nd Floor**: The Work Earn Programme in the General Computer Lab has the following responsibilities.

> i)   Ensure that the lab is operated as directed by the ICT personal.
>
> ii)   Ensure that the system are shut down at closing time in the manner prescribed by the ICT personal.
>
> iii) The students who are using the lab during this time slot have to sign the register provided while entering the lab and leaving the lab with time and this has to be ensured by the student in charge under the work earn programme.

Student volunteers should report to the lab by 8.45pm on the day of their duty. In case the student volunteer assigned for a particular day fails to turn up by the 9.15pm latest, the lab will be closed for that day.

Time slots for the general Computer Lab are as follows:

> 1. Monday to Sunday   : 9pm to 12 (Midnight) 03 hours

3.   **Students' Activity Centre in the Ground Floor (Porta Cabin Area):** The Work Earn programme in the Students Activity Centre has the following responsibilities.

> i) Have to count the equipment/ furniture provided for the centre and enter in the register while taking over the duty and signing off from the duty.
>
> ii) Have to ensure of making entries/ getting signature from the users in the register provided while entering and leaving.

Time Slots for the Students' Activity Centre are as follows:

> 1. Monday- Friday   : 6pm to 9pm (03 hours)
>
> 2. Saturday- Sunday   : 9am to 12 noon (03 hours)
>   12 noon to 3pm (03 hours)
>   3pm to 6pm (03 hours)

- Students of Masters Program who are interested to join Work-Earn programme may please inform the same in writing to the undersigned latest by 10th August, 2015. While doing so,

students must indicate specific tasks which they want to take, and the timings that they are convenient with. It is expected that each individual time slot period on any given date would be handled by a single student only and there would be no need to further split on these slots. **For Library, the willingness may be submitted directly to the Assistant Librarian at the Library.**

- Students must also bear in mind, the need to balance these responsibilities with the time they would need, to pursue their studies and other activities.

- Students selected for the Work- Earn Programmes wold be properly briefed about their responsibilities and must perform these with full diligence and devotion. A roster will be drawn up to ensure that the maximum number of students interested can avail of these programmes.

- Students will not be allowed to cut out the names of other student in the roster and write his/her name by changing the duty dates that has been displayed on the Notice boards. The number of hours per student shall not normally exceed 30 hours per month.

- Students will be paid Rs 60/- per hour under these Work Earn Programmes.
  Allotment of Work Earn Programme slots shall be made to students who are not getting any financial assistance (Silver Jubilee Scholarships (SJS), President's Scholarships, and financial assistance under Cat-1 and Cat-2) Allotment of WEP shall be made in the following manner:

i) Students getting no financial assistance- 70% of total hours.
ii) Student getting Cat-4 financial assistance- 20% of total hours.
iii) Students getting Cat-3 financial assistance-10% of total hours.

AD-HSS

To: All Students, SAU

Copy to:
1. PS to President/ Vice President/ Registrar
2. All Deans and Chairperson of faculties
3. Dir(F)/AD (I)/ Asst. Dean (Students)/ Asst. Librarian
4. AD (ICT): to kindly upload on website for internal circulation
5. All Notice Boards.