

CIRCULAR

Sub:- Earn While You Learn Scheme - Guidelines for implementation - reg

The Digital University of Kerala has decided to implement the Earn While You Learn Scheme in the University by offering paid Internship Programs for the students for carrying out Research/Development Projects offered by various schools, centers and faculty members. The program is funded through the school fund allocation or through externally funded projects.

Following are the general guidelines to be followed to implement the scheme.

1. The applicant should be a full-time master's student of DUK.
2. The student should have met the required admission requirement to be eligible to apply for the EWYL scheme.
3. Students enrolled in traditional teaching based master programs require to spend at least one semester before starting the EWYL scheme. School chair may seek special approval if there is any deviation from this, based on the decision of the school faculty committee.
4. Students enrolled in experience or problem based master programs can start the EWYL scheme from the first semester on-wards. School chair may seek special approval if there is any deviation from this, based on the decision of the school faculty committee.
5. Students who have completed the course in DUK in the previous academic year are also eligible. Such students need to have at least B grade or above in the first two semesters of their study. School chair may seek special approval if there are any exceptional cases, based on the decision of the school faculty committee.
6. The engagement of the student will be at the role of an R&D intern.
7. The specific technical skills required to be engaged in the projects will be specified by the project coordinator or faculty supervisor.
8. The selection of the candidates should be done through a circulation of the notification among all eligible students, an application process and an appropriate test and/or interview process.
9. The selection process is done by the project coordinator and the minutes of the selection process should be sent to the placement office for obtaining approval from the governing committee of EWYL. The minutes approved by the governing committee shall be sent to the office of HR for issuing the Offer letters . The Offers will be issued from the HR office with a copy to the Academic Office, School / Centre in which the students are engaged for the project, Placement Office, Finance, EWYL Coordinator and the recruiting Faculty/ Project Coordinator.
10. The payment to be provided for the selected candidates can be recommended by the project coordinator following the regulatory norms of the university taking into account the quantum/complexity of the work involved, experience required for the project, and relevant norms from the funding bodies. The payment may be released as a monthly stipend or as a onetime remuneration.
11. A maximum remuneration of 40K per month can be offered to the R&D intern.
12. If the funding for the EWYL scheme is through a funded national project, the fellowship amount



can be paid as per the norms of DST/MeitY.

13. After the completion of the academic program at DUK, an R&D intern may be allowed to work on similar terms up to a maximum of eighteen months from the date of completion of the program. Such extensions may be done every six months with a review process as decided by the coordinator of the project. The minutes of the review process with recommendations from the committee has to be send to the HR office of DUK at least one week prior to the completion of the current contract for the intern.
14. A failure of a course subject during the period of study will automatically lead to automatic disqualification from EWYL engagement.
15. On satisfactory performance of the work delivered by the student (monthly/one time), the project coordinator should issue a progress report/work completion certificate to the student with a copy to the academic office and finance office to release the payment. (one time or monthly payment as communicated earlier).
16. The finance department on receipt of the work progress report/work completion certificate from the project coordinator , shall transfer the payment to the student.
17. Any disputes or grievances of the students arising as part of the EWYL program can be brought to the notice of chair of the Monitoring committee
18. The decisions of the Monitoring committee will be final. This will be placed in the academic council for approval.

19. These guidelines shall be revised from time to time by the governing committee of the EWYL program
as per the requirements subject to approval by academic council.

Registrar

To
All Deans/ Faculties
All Centres / Sections
SF

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

