

Indian Institute of Tourism and Travel Management

SCHEME: "Earn While You Learn"

CANDIDATE REGISTRATION FORM

NAME: _____

E-mail: _____ Mobile : _____

Guardian's Name: _____

Department/Centre: _____

Present Academic Program: B.B.A. TT M.B.A. TTM Ph.D. Other

Name of Academic Program: _____

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

Category: General SC ST OBC PWD

Gender: Male Female

Residential Address: _____

Aadhar Number: _____ Any Other ID.: _____

Bank Name: _____ Branch: _____

Bank Account Number: _____ IFSC: _____

Declaration:

I declare that I am not receiving any other scholarship/fellowship/stipend/remunerations at present and I agree to immediately withdraw from this scheme in case any such financial support is obtained by me. I confirm that I have obtained necessary permission from my supervisor/program 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 for is found false.

Full Signature of Candidate

Forwarded by
Program Coordinator/HOD/Faculty (With Seal)

Indian Institute of Tourism and Travel Management

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TRAINEE REQUISITION FORM

Host Department/Centre: _____

Name of Head/Office-in-charge: _____

E-mail: _____ Mobile: _____

Office Address: _____

Service Requirement:

Nature of Work	Number of Candidates required	Expected duration of work	Any special preference (departmental /skill/ experience etc. of the candidate)
Teaching Assistance (preparing class notes/ presentations, helping in practical classes, assisting in tutorials, etc.)			
Administrative Assistance (Scanning data entry, Analytical work, reports and presentations, program development, organizing events, etc.)			
Library Assistance and Work (helping in digitalization, 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 candidates and provide them all necessary facilities and support to work or provide their services in departments/Centre/Library/Projects/Research/Office and provide them necessary working space. I also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performance and future professional scopes. I shall not engage the candidates beyond office hours or for more than 20 hours per week for a maximum of 20 days in month. 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 Nodal Officer in case of any misconducts or grievances in relation to the assigned candidates. I shall be responsible to ensure that their work benefits both the department as well as the candidates for future endeavors.

HOD/Coordinator/Director (With Seal)

Officers/Faculty

Indian Institute of Tourism and Travel Management
(An Autonomous Body Under Ministry of Tourism Govt. of India)

Date: 10.01.2022

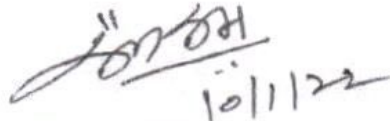
The *Indian Institute of Tourism and Travel Management* initiated a scheme "Earn While You Learn" to provide financial support to its students as remuneration on 'per hour' basis for their assistance in academics, library, administration, projects, and research work etc. in any of the departments of the Institute. The detailed guidelines are given for your necessary approval: -

- ❖ All students who are directly enrolled in any of the academic departments/centers of the Institute in one of its several academic campuses and who have not been awarded their degree/certificates for which they have been enrolled are eligible for getting the benefit of the scheme (henceforth termed as 'Candidates').
- ❖ All academic departments/research centers, central and departmental/campus libraries and administrative offices (henceforth termed as 'hosts') are eligible to get the benefit of the services of the students under the scheme.
- ❖ The Head/Director/Coordinator of academic departments/centers having eligible students for this scheme should prepare a pool of such candidates and get it approved through the concerned department or equivalent body/board/committee and subsequently send the list of candidates to the Nodal Officer after getting it forward by concerned Department.
- ❖ The '*Hosts*' would send a requisition to the concerned department/division/faculty (by filling the *TRAINEE REQUISITION* Form).
- ❖ Each Interested Candidate must fill up a *CANDIDATE REGISTRATION* Form and submit it directly to concerned office/faculty. All candidates must submit a declaration for duly signed by their parents.
- ❖ The concerned Officer would issue an offer contract to the suitable Candidates and assign to one of the hosts. The Head/Coordinator/Director 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 mandatory attendance record and send a copy of that record duly signed by the head as well as the Candidate along with the remuneration bill for the candidate.
- ❖ The rate of remuneration for the candidate will be consolidated at **Rs. 50/- to 100/- per hour** for a **maximum 20 hours per week, 20 days per month**. Only actual hours 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, PAN to which payment will be transferred by Account department. The tenure will be decided by the concerned division/department/faculty in consultation with the hosts.

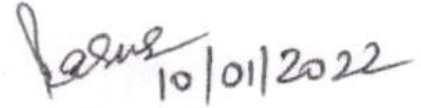
- ❖ All beneficiaries, candidates and hosts must abide by the rules/regulation communicated to them or published in the Institute website regarding the 'Earn While You Learn' scheme of this Institute. The rule/regulations are subject to change with the approval of competent authority.



(Dr. Kamakshi Maheshwari)
Assistant Professor



(Dr. Saurabh Dixit)
Associate Professor



(Dr. Chandra Shekhar Barua)
Nodal Officer, IITTM-Gwalior