



Gujarat Technological University

(Accredited with A+ grade by NAAC)

Policy Document

on

Earn While Learn Scheme

**(Version 1, Effective from Financial Year 2026-27 &
Approved in the IQAC Committee Meeting: 01-2026)**

Background

Gujarat Technological University (GTU) was established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management for the advancement of the quality of life of mankind by creating centers and institutions of excellence in the above mentioned academic domains. GTU has received A+ Grade in the NAAC first cycle and secured rank in Top 100 Universities under State Public University category and ranked in Top 50 universities under Innovation category in NIRF- 2025.

GTU is a State University with more than 400 affiliated colleges in its fold operating across the state of Gujarat through its FIVE zones at Ahmedabad, Gandhinagar, Vallabh Vidyanagar, Rajkot and Surat. The University caters to the fields of Engineering, Architecture, Management, Pharmacy, Computer Science and Applied Science. The University has about 2, 25,000 students enrolled in a large number of Diploma, Undergraduate, Post Graduate programs along with the robust Doctoral program. GTU has successfully started its Post Graduate Schools in the area of Engineering, Management, Pharmacy and Applied Science and offering very unique UG/PG programs approved by respective regulatory bodies i.e. AICTE/PCI/COA.

EWLS Implementation at University:

EWLS Implementation: Financial Year 2026-27

Vision

To be a global university for the creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life.

Mission

1. To develop centres of academic excellence at university premises and at affiliated colleges in domains of science, engineering, technology, management, and environment for imparting comprehensive education, training, and research infrastructure as per the nation's requirements.
2. To build resources, facilities, proficiencies and other related infrastructure of global standard for the development of knowledge, skills, and competencies in the various educational domains
3. To develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs and professionals of tomorrow.
4. To build and enhance collaborations with other academic, research, industry, and government organizations as well as NGOs across the globe so that education, training and research at university and its affiliated colleges become aligned with national and global level requirements.
5. To encourage multidisciplinary research and develop flexible learning ecosystem.

CORE VALUES

- Excellence with value-based education.
- Responsiveness to society.
- Integrity and transparency.
- Mutual Respect.
- Sustainable development.

1. Preamble and Objectives of the Scheme:

1.1. The main objective of the scheme is to develop a student with a multidimensional personality with academic excellence which can excel in the professional career as well as contribute to the society on larger extent.

1.2. University encourages its students to take up Part Time Internship at different departments/sections of the University under the "Earn While Learn Scheme" (EWLS) scheme on campus. EWLS is aimed at developing the potential of the students as a valuable human resource, it involves them in understanding the dignity of workforce, gives them a hands-on experience and enhances their ability to face various issues related to the work environment.

1.3. Students will gain hands-on experience on real word issues related to their academic domain along with theoretical knowledge which will make them the most preferred choice for recruiters.

1.4. It inculcates the idea in the student about the dignity of the work and develops a work culture with the right attitude and aptitude.

1.5. It helps to channelize the un-utilized energy or skills of the young students in positive activities of section/department administration.

1.6. Students will draw insight into the world of work, know career prospects, acquire job skills, develop interpersonal relations, and cultivate social skills, enhance employment prospects, increase industrial contacts, improve self-confidence, job knowledge, job-seeking skills, and attitudes towards practical reasoning, develop greater maturity, and demonstrate competencies.

1.7. The spare time of each student selected will be fully utilized not only for their individual growth and development but also overall development of the organization and society at the large.

2. Eligibility:

2.1. Must be a full time student in Diploma/UG/PG of GTU Schools or GTU-ITR & completed 1st semester. The students of Semester II and onwards will be eligible to apply under this scheme.

2.2. The student must not be working anywhere in other organization on part time/full time basis

2.3. The applicant must meet the following requirements:

- Good academic record (Minimum CPI/SPI of 6 and above in previous semester)
- Having regularity in the respective program with attendance of 75% and above in previous semester.
- Good interpersonal relations with peers and shown a required sincerity and commitment as a student.

3. Application and Selection:

3.1 Internal Quality Assurance Cell of the university will invite the requirements of students under this scheme from Sections/Schools as per Annexure I. These compiled requirements will be shared to all schools.

3.2 School will invite the application from the interested and eligible students based on the requirement and scrutinize the applications as per Annexure - II

3.3 Schools will schedule the interview process for finalizing the suitable interns under the Earn While Learn Scheme. The final recommendation list will be sent to IQAC.

3.4 After the approval of higher authority of university for the recommendation list, IQAC will issue the final letters of internship to students. After the completion of internship IQAC will issue the certificate of completion.

3.5 The process to release the stipend on monthly basis has to be carried out by respective school/section who have appointed students under EWLS.

3.6 Selection will be done based on the performance of students in personal interview.

3.7 Formation of Interview Committee:

1. Director/Principal/Head of School (Chairperson)
2. IQAC representative (Member)
3. One Professor/ Associate Professor from any other University which is external to GTU (Member)
4. Section head/ Staff member/ Faculty from the section/school who have submitted the requirements of intern (Member).
5. Departmental IQAC Committee Coordinator of respective school/institute who organize Interview (Member Secretary).

4. Description of Work:

4.1 The incumbent student can be given the work in the different administrative departments /cells/PG schools/constituent college of university as per the need under the monitoring of the designated supervisor.

4.2 The students enrolled under the scheme are given the work which increase their technical, interpersonal and administrative skills.

4.3 The university section related work may be including assisting the section head or designated person for various administrative tasks of the section which may broadly include receiving, interpreting and processing the information related to section work, dealing with internal and external stakeholders of the university, preparing data base, reports, note for approval etc.

4.4 The student may also be assigned the work in the respective institutes of university like library work, institute database related work, assisting the faculties as a teaching assistant for specific tasks and other administrative work in different sections of University.

5. Time Duration and Confidentiality:

5.1 Interns may allow to work maximum for 2 hours a day under EWLS policy and maximum 50 hours per month.

5.2 The tenure of the work/internship would be initially for Six months. On the recommendation of the head of the section/school designated supervisor, the tenure may be renewed for every Six months up to the maximum time equivalent to the duration of the program in which student is enrolled.

5.3 In any case, the intern will not be exposed to any confidential work/data/information of the section/institute/university. He/she will be also asked to sign (**As per Annexure-III**) an undertaking which bond him/her for ensuring the confidentiality of all matters dealt by him/her during this internship.

5.4 The supervisor/head shall maintain the attendance of the students as per defined number of hours and days of work in paper/electronic form. On the basis of the attendance, the stipend must be processed by respective Section/School.

6. Stipend:

6.1 Students working under this scheme are paid a stipend of Rs. 100 per hour. Payment is made as per the attendance sheet, which is to be maintained by the assigned supervisor/institute/college/section of university.

6.2 Total number of maximum hours for the particular month shall be 50. The payment of stipend will be processed by concerned section/school/ITR at the end of every month.

6.3 In case if any students voluntarily discontinue the internship on his/her personal accord, the stipend shall be given based on total number of hours worked for that month and has to inform in writing to respective School and IQAC for record.

6.4 In case if a student fails to perform the assigned duties satisfactorily, is detained, or leaves the Institute without prior notice, the stipend shall be discontinued from the month in which the default occurs.

6.5 In case if the work for which the EWLS interns are appointed is completed at the section, the university may relieve the intern and the stipend shall be paid based on number of hours worked for the said month.

7. Other important terms:

7.1 Student will be given induction by the head of department or institute and shall be assigned under the designated employee as his/her supervisor.

7.2 Students shall be provided fair and equal opportunities to experience the true work culture of the organization same as other employees. It will be the responsibility of his/her supervisor to see that the intern should not feel any discrepancy due to his/her status as a student at section.

7.3 In any case, this internship shall not be having any relation with the formal recruitment process of the university and the interns will not have any rights or claims on the formal recruitment of the university either on contract or permanent positions.

7.4 At the end of successful completion of the internship, the University shall furnish the Certificate of Internship to the students.

7.5 This Internship will not be clubbed under students' academic curriculum.

7.6 Students have to attached previous semester result showing CPI/SPI, Percentage of attendance for respective semester and cancelled cheque copy or first page of Bank passbook copy with the application.

Annexure-I

Requirement form for Section/School/Constituent Institute of GTU to take student Intern under Earn While Learn Scheme

Sr. No.	Particular	Details
1.	Name of Section/ School/ Constituent Institute	
2.	Name of Section Head	
3.	Description of the work which will be carried out by student intern (list down the specific tasks in bullet points)	
4.	Any specific skills required for the same (in bullet points only)	
5.	No. of intern required.	
6.	Any other remark	

Signature of Head/Director/Principal

Annexure-II

Application form for Students for Earn While Learn Scheme

Applied for Name of the Section/School/ Institute	
Applied for Name of the Work Profile/Activity	

Sr. No.	Particular	Details
1.	Name of Student	
2.	Enrolment No.	
3.	Name of Program in which studying	
4.	Semester	
5.	Name of School/Institute	
6.	SPI/CPI of previous semester	
7.	Overall percentage of Attendance in previous semester	
8.	Skills (Mention any specific skills for the above Post/Section/ School in bullets points only)	
9.	Mobile No.	
10.	Email ID	
11.	Name as per Bank records	
12.	Bank Name	
13.	Bank A/C No.	
14.	IFSC Code:	

Signature of Student

Signature of Director/Principal

Annexure-III

Undertaking from Student to work under Earn While Learn Scheme

I, _____ (Full Name of Student), residing at _____, a bonafide student of _____ (Programme & Semester) at _____ (School/Institute), hereby give my consent and undertake the following in connection with my student internship under the *Earn While Learn* Scheme of the Gujarat Technological University.

1. I confirm that I am voluntarily applying for engagement under the *Earn While Learn* Scheme and that I clearly understand it is not an employment but a support/learning opportunity.
2. I will sincerely perform the duties and responsibilities assigned to me during the tenure of this scheme with honesty, punctuality, and discipline.
3. I will abide by the rules, regulations, and guidelines prescribed by the University for the *Earn While Learn* Scheme.
4. I will maintain proper conduct and decorum, and will not misuse the resources, facilities, or opportunities provided under this scheme.
5. I will not claim this engagement as a regular appointment, permanent job, or basis for any future employment with the University.
6. I understand that my continuation under this scheme is subject to satisfactory performance, attendance, and conduct, and can be terminated at any time if I am found violating rules or failing in my responsibilities.
7. I declare that the information provided by me at the time of application is true to the best of my knowledge. In case of any misrepresentation or concealment, I shall be liable for immediate termination from the scheme.
8. I shall not hold the University responsible for any injury/accident/loss occurring during the discharge of duties under this scheme.
9. I accept that the stipend fixed by the University shall be binding and final, and I shall not demand any additional remuneration.

I hereby undertake to comply with all the above terms and conditions sincerely.

Place: _____

Date: _____

Signature of Student

Name: _____

Enrolment No.: _____

Mobile No.: _____