

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

Date: 10.01.2022

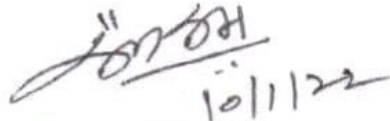
The *Indian Institute of Tourism and Travel Management* initiated a scheme "Earn While You Learn" to provide financial support to its students as remuneration on 'per hour' basis for their assistance in academics, library, administration, projects, and research work etc. in any of the departments of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

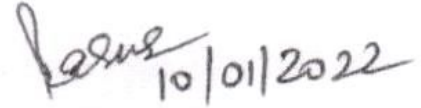
- ❖ All beneficiaries, candidates and hosts must abide by the rules/regulation communicated to them or published in the Institute website regarding the 'Earn While You Learn' scheme of this Institute. The rule/regulations are subject to change with the approval of competent authority.



(Dr. Kamakshi Maheshwari)
Assistant Professor



(Dr. Saurabh Dixit)
Associate Professor



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