



Sanjivani Rural Education Society's

Sanjivani College of Pharmaceutical Education & Research (Autonomous)

NBA and NAAC 'A' Accredited

At: Sahajanandnagar, Post: Shingnapur- 423603, Tal: Kopargaon, Dist: Ahmednagar (MS)

Approved by AICTE
& PCI, New Delhi

Affiliated to Savitribai Phule Pune University, Pune
University ID: PU/AN/Pharm/81/2004

Web Site: www.sanjivanipharm.org.in
Email: principalbpharm@sanjivani.org.in

Ph: (02423) 222862, 223362,
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EARN AND LEARN POLICY

Sanjivani College of Pharmaceutical Education and Research, Kopargaon (SCPER)

Policy for Implementation of Karmaveer Bhaurao Patil Earn and Learn Scheme

(As per the Guidelines of Savitribai Phule Pune University, Pune)

1. Short Title

Sanjivani College of Pharmaceutical Education and Research, Kopargaon (SCPER) Policy for Karmaveer Bhaurao Patil Earn and Learn Scheme.

2. Preamble

Savitribai Phule Pune University, through its Board of Student Development (BSD), implements the **Karmaveer Bhaurao Patil Earn and Learn Scheme** to support economically weaker students by providing them with opportunities to work within the college while pursuing higher education. The scheme embodies the ideals of **Karmaveer Bhaurao Patil**, emphasizing dignity of labour, self-reliance, and equal access to education.

SCPER is committed to implementing this scheme in accordance with the directions issued by Savitribai Phule Pune University and the Government of Maharashtra.

3. Vision

To empower financially disadvantaged students through work-based learning while nurturing responsibility, self-confidence, discipline, and employability.

4. Mission

- To provide financial assistance to deserving students.
- To reduce educational discontinuation due to economic hardship.
- To develop work ethics and professional values.





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- To promote holistic student development.

5. Objectives

The Scheme aims to:

- Provide financial support to needy students.
- Promote dignity of labour.
- Develop self-reliance and confidence.
- Encourage disciplined work culture.
- Improve employability skills.
- Reduce dropout rates.
- Assist students in completing higher education successfully.

6. Scope

This policy shall apply to all eligible undergraduate and postgraduate students admitted to SCPER.

7. Eligibility Criteria

Students shall be eligible if they:

- Are admitted as regular students of SCPER.
- Belong to economically weaker families.
- Have satisfactory academic performance.
- Maintain prescribed attendance.
- Exhibit good conduct and discipline.
- Submit all required documents.

Preference shall be given to:

- Students from economically weaker sections.
- Rural students.





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- Orphan or single-parent students.
- Students facing genuine financial hardship.
- Meritorious students with limited financial resources.

8. Constitution of Earn and Learn Committee

The Principal shall constitute the committee comprising:

Designation	Role
Principal	Chairperson
Earn & Learn Coordinator (BSD)	Convener
IQAC Coordinator	Member
Office Superintendent	Member
Librarian	Member
Faculty Representative	Member
Accounts Officer	Member

The committee shall supervise implementation, selection, monitoring, and evaluation of the scheme.

9. Selection Procedure

The selection process shall include:

- Notification inviting applications.
- Submission of prescribed application form.
- Verification of documents.
- Assessment of financial need.
- Personal interaction/interview.
- Preparation of merit-cum-need list.
- Approval by the Principal.
- Submission of proposal to the Board of Student Development, SPPU, wherever applicable.





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10. Documents Required

Applicants shall submit:

- Application Form
- College Identity Card
- Admission Fee Receipt
- Aadhaar Card
- Income Certificate
- Previous Year Marksheet
- Bank Passbook Copy
- Passport Size Photograph
- Any additional documents prescribed by SPPU.

11. Nature of Work

Students may be assigned suitable work in:

- Library
- Administrative Office
- Examination Cell
- Computer Centre
- Laboratories
- IQAC
- Student Development Office
- Departmental Office
- Seminar and Conference Management
- Digital Documentation
- Data Entry
- Campus Maintenance
- Green Campus Activities
- Record Management
- Sports Department

Students shall not be assigned hazardous or academic teaching responsibilities.





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12. Working Hours

- Working hours shall be as prescribed by SPPU.
- Duty hours shall not interfere with regular classes.
- Daily attendance shall be maintained.
- Work allocation shall be supervised by the respective department.

13. Honorarium

- Honorarium shall be paid as per SPPU/College norms.
- Payment shall be based on certified attendance and satisfactory work.
- Payment shall be made through the student's bank account.
- Unauthorized absence shall not be eligible for payment.

14. Responsibilities of Students

Students shall:

- Perform assigned work sincerely.
- Maintain punctuality.
- Follow college rules and regulations.
- Protect college property.
- Maintain confidentiality of institutional records.
- Wear the College Identity Card during duty.
- Maintain discipline and professionalism.

15. Responsibilities of Supervisors

Supervisors shall:

- Assign appropriate work.
- Maintain attendance records.





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- Guide students during work.
- Verify completed assignments.
- Submit monthly work reports to the Scheme Coordinator.

16. Monitoring and Evaluation

The Earn and Learn Committee shall:

- Monitor attendance.
- Review work performance.
- Verify payment records.
- Conduct periodic evaluation.
- Submit annual implementation reports to the Principal and SPPU, wherever required.

17. Grievance Redressal

Students may submit grievances relating to:

- Selection process
- Work allocation
- Attendance
- Honorarium
- Workplace issues

The Earn and Learn Committee shall examine grievances, and the decision of the Principal shall be final.

18. Code of Conduct

Students shall:

- Maintain honesty and integrity.
- Follow institutional discipline.
- Respect faculty, staff, and fellow students.





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- Avoid misuse of institutional resources
- Complete assigned work responsibly.

Violation of the Code may result in:

- Written Warning
- Suspension from the Scheme
- Cancellation of Scheme Benefits

19. Record Maintenance

The College shall maintain:

- Application Register
- Selection Register
- Attendance Register
- Work Allocation Register
- Honorarium Register
- Bank Payment Records
- Utilization Certificates
- Annual Reports
- Audit Records

20. Expected Outcomes

Implementation of this policy shall:

- Enhance access to higher education.
- Promote dignity of labour.
- Strengthen financial support for needy students.
- Improve communication and interpersonal skills.
- Develop leadership and teamwork.
- Reduce dropout rates.
- Foster self-confidence and employability.





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21. Review of Policy

This policy shall be reviewed **once every academic year** or earlier if amendments are issued by **Savitribai Phule Pune University**, the **Board of Student Development**, or the **Government of Maharashtra**.

22. Approval

This policy shall come into force after approval by the **College Development Committee (CDC)** and the **Principal of SCPER**.

Prepared By

Board of Student Development (BSD)
SCPER

Approved By

Principal
SCPER

Effective From

Academic Year: 2026-27

Review Cycle

Annually

This policy reflects the objectives and implementation framework of the SPPU Board of Student Development's Karmaveer Bhaurao Patil Earn and Learn Scheme, which supports economically disadvantaged students through campus-based work opportunities while promoting dignity of labour and self-reliance.




DIRECTOR
Sanjivani College of Pharmaceutical
Education & Research
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