

# MANUAL FOR WORK STUDY

## Work Study Programme

Work Study Programme was initiated in the year 2019, under the initiative of Mrs. Amelia Merry Arücho. It is a programme intended to impart work experience to students while studying in the College. Two students, who fulfil the required criteria, will be selected for the programme in a semester. A student will be given a one-time opportunity for the programme.

The Administrator, Mr. Albert Arücho, is In-charge of the Programme.

A student will receive an honorarium of Rs. 1500/- (Rupees One Thousand Five Hundred) per month while attending the Programme.

The Programme is open to the 3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> Semesters students.

Two students will be selected for the Programme.

The criteria for selection for the Work Study Programme shall be:

1. Good attendance (80% and above in all subjects and in all semesters),
2. Good academic performance (No backlog in any semester), and
3. Performance in the interview.

The duration of the programme will be 3 (three) months from the date of commencement.

A student will work for a maximum of 8 (eight) hours per month. Honorarium will be paid only for 8 (eight) hours for a month. Honorarium will not be given for any excess hour(s) in any month. In other words, a student is not entitled to claim honorarium for 2 (two) or more months for work done in a month.

A student will only work during off periods and any other free time. The programme should not conflict with the regular classes of the student. He/She should work during the allotted time designated by the College. He/She must follow and strictly comply with the College policies and guidelines.

If a student, who is selected for the Programme, misses two consecutive hours without prior information to the In-charge of the Programme, he/she may be disqualified from the programme.

A Certificate of Completion will be awarded on completion of the Programme.

## Application for Work Study

1. Collect the Application Form from the College Office.
2. Submit the filled in Form to the Principal.

## Interview

The date of interview will be notified.

Any student, who fails to turn up for the interview, stands disqualified for the programme.

Principal

# WORK STUDY EMPLOYMENT CONTRACT

This contract is an agreement between Model Christian College (employer)  
and ..... (employee).

## Work Study Details

1. Address: .....  
.....  
.....

2. Programme: ..... Major: .....

3. Semester: .....

4. Phone No.: .....

5. Email: .....

## Purpose of this Contract

Model Christian College will teach and train the Work Study at the College during the allotted time designated by the College. During the term of this contract, the Work Study must follow and strictly comply with the College policies and guidelines.

## Duration of this Contract

The student will commence work on ..... of February 2025. This contract is only valid for three months.

## Schedule

The student will work for a maximum of 8 hours per month. The student will work only during off periods and any other free time and that it should not conflict with the regular class hours.

## Conditions

A student will work for a maximum of 8 (eight) hours only per month. Honorarium will not be given for any excess hour(s) in any month. A student will not be entitled to claim honorarium for 2 (two) or more months for work done in a month.

In the event of the student missing two consecutive hours without prior information to the In-Charge of the Programme, he/she may be disqualified from the Programme.

Signature of In-Charge  
with Date and Seal

Signature of Student  
with Date