

**SGT's Policy Guidelines**  
**For**  
**Inclusion and Support for Socio-Economically Disadvantaged**  
**Groups (SEDGs)**  
**Under**  
**Equitable Opportunity for the Socio-Economically Disadvantaged**  
**Groups (SEDGs) in the HEIs**  
**&**  
**National Education Policy 2020**  
**w.e.f. October 2024**



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## **1. Introduction**

SGT University is committed to fostering an inclusive environment where all students have equal access to educational opportunities and resources regardless of their socio-economic background. Recognizing the diverse challenges faced by students from socio-economically disadvantaged groups (SEDGs), this policy aims to provide comprehensive support and ensure equity in education.

At SGT University, we believe that every student deserves the chance to achieve their full potential. We are dedicated to creating a supportive and nurturing environment that addresses the unique needs of SEDG students. By implementing targeted initiatives and programs, we strive to remove barriers to education and provide the necessary tools and resources for success.

This policy outlines our commitment to supporting SEDG students through financial aid, academic assistance, emotional and psychological support, and career development opportunities. It also emphasizes the importance of building an inclusive campus culture that values diversity and promotes a sense of belonging for all students.

By integrating national development concerns, emerging career opportunities, and e-learning resources, we aim to equip our students with the skills and knowledge required to thrive in a rapidly changing world. Additionally, our "Earn While Learn" scheme provides students with the opportunity to gain work experience and financial independence while pursuing their studies.

SGT University is dedicated to continuously evaluating and improving our policies and practices to ensure they effectively address the evolving needs of SEDG students. Through collaboration with faculty, staff, and external partners, we are committed to making higher education accessible and equitable for all.

## **2. Objectives**

- To identify and support students from socio-economically disadvantaged backgrounds.
- To provide comprehensive financial, academic, and emotional support.
- To create an inclusive campus culture that respects and values diversity.
- To ensure equitable access to educational opportunities and resources.
- To address national development concerns and emerging career opportunities.
- To integrate e-learning resources and an "Earn While Learn" scheme.
- To conduct outreach programs in special education zones.

## **3. Scope**

This policy applies to all SGT University SEDG students.

## **4. Definitions**

- **Socio-Economically Disadvantaged Groups (SEDGs):** Individuals or groups who experience barriers to full participation in society due to economic, social, or cultural factors.
- **Special Education Zones:** Areas designated for targeted outreach and support for SEDGs.

## 5. Policy Provisions

### 5.1 Identification and Outreach

- Data Collection:** Conduct regular surveys and use existing data to identify students from SEDGs.
- Outreach Programs:** Develop outreach programs in collaboration with local communities and schools, especially in special education zones, to encourage students from SEDGs to apply to SGT University.
- Sensitization Programs:** Implement programs to raise awareness about the challenges faced by SEDGs and promote inclusivity within the university community.

### 5.2 Financial Support

- Scholarships and Grants:** Establish scholarships, grants, and bursaries specifically for students from SEDGs.
- Earn While Learn Scheme:** Implement a scheme that allows students to earn money through part-time work on campus, providing them with financial support while gaining work experience. Ensure fair and transparent remuneration for students participating in the Earn While Learn scheme.

### 5.3 Academic Support

- Bridging Courses:** Offer bridging courses for students with learning deficiencies and inadequacies to help them transition smoothly into university life.
- Orientation Courses:** Provide comprehensive orientation courses for new students to familiarize them with university resources, academic expectations, and support services.
- Mentoring Programs:** Implement mentoring programs where faculty and senior students provide guidance and support to disadvantaged students.
- Tutoring Services:** Offer free or subsidized tutoring services to help students with their academic work.
- E-Learning Resources:** Provide access to a wide range of e-learning resources to support the academic needs of SEDG students.

### 5.4 Emotional and Psychological Support

- Counselling Services:** Ensure that counselling services are readily available and accessible to students in need.

- B. **Support Groups:** Establish peer support groups for students from similar backgrounds to share experiences and provide mutual support.
- C. **Workshops and Seminars:** Conduct workshops and seminars on stress management, time management, and other relevant topics.

### 5.5 Inclusive Campus Culture

- A. **Awareness Campaigns:** Run awareness campaigns to educate the university community about the challenges faced by SEDG students and promote inclusivity.
- B. **Cultural Sensitivity Training:** Provide cultural sensitivity training for faculty, staff, and students.
- C. **Inclusive Policies:** Ensure that all university policies and practices promote inclusion and do not inadvertently disadvantage any group.

### 5.6 National Development Concerns and Emerging Career Opportunities

- A. **Career Counselling:** Provide career counselling and guidance on emerging career opportunities relevant to national development.
- B. **Skill Development Programs:** Offer skill development programs aligned with national priorities and emerging job markets.
- C. **Industry Partnerships:** Establish partnerships with industries to provide internships, apprenticeships, and job placements for SEDG students.

### 5.7 Monitoring and Evaluation

- A. **Regular Reviews:** Conduct regular reviews of the policy and its implementation to ensure effectiveness and make necessary adjustments.
- B. **Feedback Mechanisms:** Establish mechanisms for students to provide feedback on the support they receive and any challenges they face.
- C. **Impact Assessment:** Conduct impact assessments to evaluate the outcomes of the policy and its contribution to student success.

## 6. Conclusion

SGT University is dedicated to creating a supportive and inclusive environment for all students. This SEDG policy is a step towards ensuring that socio-economically disadvantaged students can succeed academically and personally. Through comprehensive support and continuous evaluation, the university aims to address the needs of these students effectively. This SEDG policy ensures a holistic approach to supporting socio-economically disadvantaged students, encompassing financial, academic, emotional, and career-oriented dimensions. Regular monitoring and feedback mechanisms will help in refining and improving the policy's effectiveness over time.



# SGT's Earn While Learn Scheme (EWLS)

## Introduction:

The National Education Policy (NEP) 2020 has laid emphasis on addressing the challenges of students belonging to Socio Economically Disadvantaged Groups (SEDGs). It is also imperative for achieving the Sustainable Development Goals (SDGs), SDG-4 (quality education), SDG-5 (gender equality), SDG-1 (no poverty), and SDG-8 (decent work and economic growth).

The Earn While Learn (EWL) scheme aims to help the SEDGs students enrolled in SGT University (SGTU) to support their education themselves through earnings accrued from different activities in their University / Institute. Such engagement of the students will help them acquire skills, prepare them for career, provide hands on training, strengthen their biodata for future jobs, strengthen their networking, enrich student – institute relationship, expose them to different challenges, software development, social media handling, understanding the ground realities, make them ready for community engagement and outreach activities, and capabilities that improve their adaptability and employability while reducing their financial hardships. The students opting for Earn-while-Learn will get ample scope for personality development, upgrading technical skills, and capitalize on their entrepreneurial abilities.

## Scheme Guidelines:

1. The Earn While Learn scheme aims to provide opportunities to needy students who are currently enrolled in SGTU to opt for part-time work in their place of study, i.e. Institute/University.
2. Part-time working opportunities may be available in areas like the library (cataloguing, shelving, arrangement, display of books, issue and return of books, etc), laboratory works only for PG/Ph.D. students, helping in office administration (data handling, data preparation, filing work, data feeding, typing, checking, scanning, printing, filing work, drafting, etc.), Examination section work, software development work, social media handling, digital content preparation for the university/institute running software modules for various applications, etc.
3. subject to the condition that the students opting for the Earn-while-Learn scheme will not be entitled to any relaxation in their academic activities or extracurricular activities and maintain good academic records.
4. The bonafide students who are enrolled in the University and studying in any of the Faculties / Schools / Departments / Library / Centres / Sections / Cells / Units / Administrative Offices of the University and who have not been awarded their Degrees / Certificates for which they have been enrolled (hereafter referred as **Candidates**) are eligible for participate in the scheme and after enrolment in the EWL scheme will be designated as **Office Interns**.
5. All Faculties / Schools / Departments / Libraries / Centres / Sections / Cells / Units / Administrative Offices (hereafter referred to as 'Hosts') are eligible to get the services of the students under the Earn-while-Learn scheme.

6. The scheme shall be operational at both levels i.e. University and Institute through a faculty member / officer designated as **Coordinator of EWL scheme** under SEDG Cell nominated by the competent authority at respective levels. The Coordinator of EWL Scheme will be compiling the requirements of Office Interns from the Hosts and invite eligible Candidates for participating in the EWL scheme. The coordinator will maintain all the confidentiality in implementing the scheme.
7. The Coordinator of EWL scheme will be acting as member secretary and be solely responsible for the proper functioning of the EWL scheme.
8. The selection of candidates shall be made through a selection carried out by the EWL Implementation Committee of SEDGs Cell and approved by the competent authority for their enrolment as Office Interns. One faculty member from each faculty nominated by the dean will assist the SEDGs cell for implementation of the scheme.
9. The Dean of Faculty / Coordinator / Head of Departments / Centres having eligible students will prepare a pool of such Candidates. Each interested Candidate must fill up an **EWL CANDIDATE REGISTRATION FORM** and submit it to the Coordinator EWL scheme through their Dean/HOD /Supervisor (in case of Research Scholars) stating that he/she has no objection to the participation of the Candidate as Office Intern and the Institute / Department will not be responsible for any effect on the academic/research activities of the Candidate due to engagement as Office Intern.
10. The Head of the Hosts will compile the requirements of Office Interns and submit it to the Coordinator EWL Scheme by filling out the **EWL-OFFICE INTERN REQUISITION FORM**.
11. The Coordinator EWL Scheme will be carrying out the process of engaging Office Interns through the EWL Implementation Committee of SEDGs Cell and shall keep a complete record of engagement and payments made therein following due administrative procedures.
12. After completing the due process of engagement of Office Interns, the Coordinator EWL scheme will submit the selected details of Candidates to the HR for the office contract and assign them to one of the Hosts along with the duration of the engagement.
13. The Head of the Host will be responsible for ensuring that proper delegation of work, training, working space, and basic facilities are provided to the Office Interns and attendance record is maintained and a copy of that record duly signed by the Head as well as the Office Intern along with the remuneration bill of the Office Intern for payment for the actual days of working.
14. All beneficiaries, Candidates, Office Interns, and Hosts must abide by the rules/regulations communicated to them or notified by the University from time to time through its website. These rules are subject to change at any time as desired by the University Authorities.
15. Eligible students can be engaged up to maximum 20 hours per week, 20 days per month and 4 months per a year.
16. Eligible students have obtained at least 6.0 CGPA or 55% marks up to the previously declared result, and in the case of PhD candidate, he/ she should have one satisfactory RDC report / published at least one research paper in SCI / Scopus / UGC Care Journals or communicated at least one paper in UGC Care Journals along with valid Ph.D. registration.
17. The Office Intern's work must be satisfactory, and the engagement as an Office Intern may be terminated at any time in case her / his performance is not satisfactory. Such a candidate will not be eligible to participate in the EWL scheme.

18. In case of any misconduct by the candidate, the necessary disciplinary action will be taken against the concerned as per the rules.
19. Work allotment to the Office Interns will be based on his / her abilities and performance in academic/research/skills possessed.
20. All Office Interns must abide by the instructions of the Coordinator EWL Scheme.

### **Benefits of the Earn-while-Learn Scheme:**

Some of the benefits that the students may access through the Earn-while-Learn scheme include the following:

1. It will enhance employability skills and career preparedness.
2. The Earn-while-Learn Scheme initiative will help to reduce the dropout rate.
3. The proper and effective implementation of the scheme will minimize parents' economic burden.
4. This initiative will have a positive impact on the student's career. On one hand, students will earn some extra money, while on the other, they will get work experience and hands-on training while studying, something that needs to be encouraged in our education system.
5. Acquisition of work experience and hands-on practice during learning and provide a means of education to socio-economically disadvantaged students.
6. It will make students more resourceful due to their work experience and acquire job skills which will open various career opportunities to take better jobs in the future and enhance employment prospects.
7. It will increase networking possibilities for the students.
8. It will facilitate students to acquire the requisite competence and attitude etc.
9. It will add value to the resume of students.

### **The rate of remuneration for the Office Interns will be consolidated as**

<b>Sl. No.</b>	<b>Services</b>	<b>Recommended Remuneration</b>	<b>Capping Limit per month</b>	<b>Norms</b>
1.	Software Development	Rs. 250.00 per hour	15000/- INR	Maximum 3 hrs per working day
2.	Teaching Assistant (PhD research scholars only)	Rs. 300.00 per hour	18000/- INR	
3.	Library (cataloguing, shelving, arrangement, display of books, issue and return of books, etc),	Rs. 100.00 per hour	6000/- INR	Maximum 3 hrs per day on holidays

4.	Laboratory works only for PG/Ph.D students, helping in office (data handling, data preparation, filing work, data feeding, typing, checking, scanning, printing, filing work, drafting, etc.).	Rs. 100.00 per hour	6000/- INR
5.	Examination section work	Rs. 100.00 per hour	6000/- INR
6.	Social media handling, digital content preparation for the university/institute running software modules for various applications, etc.	Rs. 100.00 per hour	6000/- INR
7.	Other tasks as decided by the Hosts from time to time.	Rs. 100.00 per hour	6000/- INR

### **Instructions for Hosts:**

1. The host department shall judiciously utilize the services and time given by the Office Interns and provide them with all necessary facilities, equipment, and support to work or provide their services in their department, section, centre, library, projects, research, office, etc. and provide them necessary working space.
2. Host departments also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performance and future professional scopes.
3. The host department shall not engage the candidates for more than 3 hours per working day (during the semester) and more than 6 hours per holiday (during the semester).
4. The host department must agree to maintain their attendance records and forward their remuneration bills on a monthly cycle.
5. The host department shall immediately bring to the notice of the coordinator EWL Scheme in case of any misconduct or grievances in relation to the assigned candidates.
6. The host department shall be responsible for ensuring that their work benefits both the department as well as the candidates for future endeavours.
7. The host department shall send the teaching load of all faculties, including guest faculties, in case of teaching assistant with the host requisite form.
8. All the payments will be done in digital mode only.
9. The host department will ensure that all the candidates follow the values and ethics of the workplace and must be in formal dress.
10. The Host Department must abide by the instructions of the Coordinator EWL Scheme.





# SGT University Outreach Program for SEDGs

## 1. Introduction:

Outreach is an activity of providing services to populations who might not otherwise have access to those services. A key component of outreach is that the groups providing it are not stationary but mobile; in other words, they are meeting those in need of outreach services at the locations where those in need are. In addition to delivering services, outreach has an educational role, raising the awareness of existing services.

Outreach is often meant to fill in the gap in the services provided by mainstream (often governmental) services and is often carried out by those who have zeal, enthusiasm, passion, motivation and determination for social services.

The term outreach, which applies to community outreach and outreach counselling and refers generally to 'efforts to increase the availability and utilization of services, especially through direct intervention and interaction with the target population. The Community Outreach Program gives students the opportunity to get involved in community service on a regular basis.

## 2. Objectives of Outreach Programmes:

- a) To provide facilities for improving the conditions of life specifically for the socio-economic disadvantaged groups.
- b) To stimulate self-reliance and self-development in local communities.
- c) To encourage, train and enable local people to assume community responsibilities.
- d) To encourage all segments of society, irrespective of caste, creed, religion or economic situation to cooperate on long-term development.
- e) To create an awareness of self-worth.

## 3. Functions of Outreach Committee:

- a. The out-reach committee of each faculty will incorporate 5-10 SEDGs Students so that they participate every ongoing outreach activity of the university.
- b. This program helps to uplift and support those who need certain services.
- c. The out-reach committee will encourage and support the students from SEDGs to make a successful transition to higher education.
- d. The out-reach committee will provide services such as language translation, recording services, and assistive technologies.
- e. Outreach Committee will organise professional, academic, and career counselling are to be made available to all the students;
- f. The counsellors to ensure the physical, psychological, and emotional well-being of the SEDGs students.



# SGT University Bridge Course for SEDGs

## 1. Introduction

Bridge courses are helpful, especially for newly admitted students in the transition to studying in higher education institutions. It is aimed at helping the moderate and below moderate level students belonging to the SEDGs at the entry-level to bridge the gap between the subjects studied at the previous level and those to be examined at the entry level of the new academic programme that the students have been admitted to. It provides an adequate foundation in the core subjects so that such students do not have difficulty when the classes commence.

## 2. Objectives of Bridge courses:

- a) To facilitate the students to overcome challenges in their learning process.
- b) To assist students with different learning abilities and multiple challenges to perform at optimal level.
- c) To act as a buffer for the new students.
- d) To provide adequate time to the SEDGs students for smooth transition.
- e) To provide knowledge on core courses and prepare the students for the identified courses which will commence in the forthcoming sessions/semesters.
- f) To equip the students with the necessary knowledge and confidence to take on more challenges.

## 3. Measures of Bridge courses:

- A. Bridge courses for students with learning difficulty and challenges could be conducted for all Semesters of all courses and for such duration as needed by SEDGs. These classes are conducted for students to assist them in achieving expected competencies in subjects. Bridge courses can also be taken from online platforms such as SWAYAM.
- B. Orientation courses may be conducted for the freshers to enable them for smooth transition. These courses may include mathematics, computers, communication skills, accounting, etc., designed to connect a student's previous course.
- C. The bonafide students who are enrolled in the University and studying in any of the Faculties / Schools / Departments / Library / Centres / Sections / Cells / who have not been awarded their Degrees / Certificates for which they have been enrolled are eligible for bridge course and can request the same to the SEDGs Cell.
- D. The SEDGs cell shall be further request to individual faculty to conduct the bridge course for that specified subjects. The conduction of the course will be monitored by the cell.

- E. Regular sessions shall be conducted to strengthen their English reading, writing, & speaking skills. Prior to the beginning of the campus placement, training sessions for Personality Development, Grooming Group Discussion & Interview skills shall be conducted.
- F. The SEDGs cell shall be prepare a list suggestive of course online can be provided to the seeking students.

