



महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

क्रमांक एफ-13 ()शैक्ष-प्रथम/मदसविवि/2026/

दिनांक :- .06.2026

कार्यालय-आदेश

विद्या परिषद् की 81वीं बैठक दिनांक 27 जनवरी, 2026 के निर्णय संख्या 07 एवं प्रबंध बोर्ड की 114वीं बैठक दिनांक 17 मार्च, 2026 के निर्णय संख्या 03 की अनुपालना में विश्वविद्यालय परिसर में Learn-Earn-Perform (Scheme) (LEaP) को प्रारम्भ किये जाने हेतु अधिसूचना क्रमांक 14228-258 दिनांक 25.04.2026 जारी की गई थी। उक्त अधिसूचना के क्रम में संकायाध्यक्ष स्नातकोत्तर अध्ययन के द्वारा उपलब्ध करवाई गई SoPs For LEaP नियमावली (संलग्न) को विश्वविद्यालय में मान्य एवं प्रवृत्त किया जाता है।

उक्त आदेश सक्षम स्तर से अनुमोदित है।

कुलसचिव

क्रमांक एफ-13 ()शैक्ष-प्रथम/मदसविवि/2026/

दिनांक :- .06.2026

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. समस्त विभागाध्यक्ष / प्रभारी, मदस वि.वि., अजमेर।
2. वित्त नियंत्रक / परीक्षा नियंत्रक, मदस वि.वि., अजमेर।
- ✓ 3. वैब एडमिनिस्ट्रेटर, मदसविवि, अजमेर को प्रेषित कर निवेदन है कि महाविद्यालयों एवं विद्यार्थियों के सूचनार्थ उक्त कार्यालय आदेश को विश्वविद्यालय की वेबसाइट पर अपलोड करने का श्रम करावें।
4. कुलगुरु सचिवालय, मदस वि.वि., अजमेर।
5. निजी सहायक-कुलसचिव, मदस वि.वि., अजमेर।

सहायक कुलसचिव (शैक्षणिक-1)



Signed by: SURAJ MAL
RAO, Assistant
Registrar
Date: 2026-06-16
17:18:11 +05:30

v-1.0

SoPs for LEaP

A. SELECTION OF CANDIDATES

1. Annual / Semester-wise Notification

Each department shall issue a short notice specifying:

Number of LEaP positions (UG/PG separately).

LEaP Positions -

One LEaP Award for every ten students; and where the number is more than 30 for every 15 students

No awardee must be availing the advantage of any other scheme.

Nature of work

Hours and Expected Skills

2. Eligibility Screening (Objective Filters)

Minimum Criteria

Regular enrolled student

Minimum 60% marks or equivalent CGPA

Disciplinary Record (Student with dissatisfactory discipline record shall not be entertained)

Minimum 75% attendance (relaxable in justified cases)

3. Weightage-Based Selection Formula

To avoid favoritism, the following a 100-point system shall be used

Component	Weight
Academic Performance	40
Skill Relevance	20
Interview/Interaction	20
Attendance/Discipline	10
Socio-economic need (optional)	10

4. Skill Mapping (Mandatory)

Applicants must indicate:

Digital skills / IT Skills

Subject skills

Language skills

Departments should match skill to work, not randomly assign.

5. Interview (Short and Structured)

(5–10 minutes per candidate)

Focus of the Interview should be :

Willingness

Time availability

Basic competence

6. Preparation of Merit List

Category-wise (UG/PG)

Waitlist (at least 20%)

7. Tenure

One semester (extendable based on performance)

B. DECIDING WORK PARAMETERS (Avoiding Misuse)

1. Work Categorization Framework

Each department must define work under 3 categories:

Category A: Academic Work

Lab assistance

Content preparation

Category B: Research Work

Data collection

Literature review

Project assistance

Category C: Institutional Work

1. Documentation

2. Digitization

3. Event management

4. Horticulture

5. Environment

6. Filing/Editing/Secretarial Work

7. Social Media - Reel creation/Media etc.

8. Any other as per requirement on the campus.

3. Workload

Every awardee shall work at least for 3-4 hours on the given assignment.

4. Task Definition System

Each student must receive a weekly task sheet:

Task description

Expected output

Deadline

Supervisor name

No vague task such as 'help in office';

5. Output-Based Measurement

Instead of only attendance, elaborate the quantum and output:

C. EMOLUMENTS

1. Monthly Payment

UG 3,000 – 5,000

PG 5,000 – 8,000

(with a ceiling of Rs.20,000/- for UG Students and Rs.25,000/- for PG Students per annum)

2. Payment Conditions

Payment be released only if:

Minimum 75% attendance

Work certified by Supervisor

No disciplinary issue

D. MONITORING & CONTROL MECHANISM

1. Three-Level Verification

Student submits work log

Supervisor verifies

Department Coordinator approves

2. Monthly Evaluation Sheet

Parameters:

Work quality (40%)

Regularity (20%)

Initiative (20%)

Behaviour (20%)

3. Red Flag Triggers

Immediate review if:

Fake attendance

No defined work output

Student used for purely clerical/personal work

E. PRACTICAL IMPLEMENTATION FLOW

Department identifies work → prepares Work Bank

Notification issued

Applications received → screened → interviewed

Merit list prepared

Students assigned to supervisors

Weekly task system activated

Monthly evaluation → payment

F. WHAT MUST BE AVOIDED (COMMON FAILURES)

Random selection without criteria

Same students continuing indefinitely

Work without defined outputs

Payment without verification

Treating LEaP as casual labour

(Prof. Subhash Chandra)

Dean - PG Studies

Maharshi Dayanand Saraswati University, Ajmer