



SOUTH ASIAN UNIVERSITY

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CIRCULAR FOR STUDENTS

As part of the Work & Earn programme of the University the following opportunity is being offered for students:

- **Data Entry in Spreadsheet Templates for SAU ERP System**

Each student who is selected for this programme would be offered payment at the rate of Rs 30 per record. The data to be transcribed is available in hard and soft copy in different formats. It is expected that:

1. Students would work in pairs with suitably alternating roles to (i) enter data, and (ii) verify the entered record.
2. Each student pair would work so as to be able to finish at least 100 records in seven days.
3. About 10 student pairs (viz. 20 students) would be needed for this task.
4. The data will be entered into pre-designed spreadsheet templates.
5. Work can commence as soon as possible, but must be completed within the stipulated time frame.
6. Data entry/verification will be done in General Computer Lab (Room No. 219).
7. Partial, inaccurate or incomplete work is liable to attract an appropriate financial penalty.

Students interested in participating in this programme must give their written consent to the undersigned. This consent must be deposited in Room No 217 latest by 2:30PM on 3rd December 2015.

This is issued with the approval of the competent authority.

Assistant Director (ICT)

To: All Students, SAU

Copy to:

1. PS to President/ Vice President/ Registrar / DF
2. All Deans and Chairperson of faculties
3. Asst. Dean (Students)
4. All Notice Boards



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