

Standard Operating Procedures (SOP) for Laptop Distribution

Under Project

Prime Minister's Youth Laptop Scheme Phase-III

Introduction:

The Prime Minister Youth Laptop Scheme, an initiative under the Prime Minister's Youth Program is being executed by the Higher Education Commission, Islamabad. The project aims to provide free of cost laptops and all allied opportunities to the young and talented students studying in public sector Higher Education Institutions (HEIs) across the country including Gilgit-Baltistan and Azad Jammu & Kashmir.

ELIGIBLE UNIVERSITIES: -

Students studying in public sector Universities/ Degree Awarding Institutes and sub-campus duly recognized by HEC except Distance learning HEIs.

ELIGIBILITY CRITERIA: -

- a. The applicant must have a valid CNIC/ B-Form number.
- b. Must be valid student as of closing date for application submission i.e., 30th Jun 2023.:
- c. Student must be enrolled within timeline as mentioned in table below:

Degree Name	Duration	Date of Admission	
		after	before
PhD	5 Years	30-Jun-18	30-Jun-23
MS/ MPhil or Equivalent	2 Years	30-Jun-21	30-Jun-23
MBA	3.5 years	31-Dec-19	30-Jun-23
MBA	2.5 years	31-Dec-20	30-Jun-23
MBA	1.5 years	31-Dec-21	30-Jun-23
Masters (16 years)	2 Years	30-Jun-21	30-Jun-23
Undergraduate	5 Years	30-Jun-18	30-Jun-23
Undergraduate	4 Years	30-Jun-19	30-Jun-23

Ineligible:

Following students will NOT be eligible for laptops under this scheme:

1. Students enrolled at any private sector higher education institute (HEI).
2. Students enrolled at any government degree & postgraduate colleges and affiliated colleges.
3. Students who have already received a laptop under any Federal or Provincial Government scheme.
4. Foreign nationals, except students from AJK.

5. Any other students not listed eligible criteria and/ or as identified and decided by the Steering/Technical Committee.
6. If any student has not applied online or his/her application has not received through online portal.
7. The eligibility for laptop award will also be determined at the time of distribution. If student(s) failed to produce the required documents and proof of academic performance, against the data which made him/ her qualified for laptop, he/ she shall not be awarded with laptop.
8. Any selected student who passed out degree program prior to laptop distribution.

Distribution Strategy/Selection criteria: -

1. Once the student has applied online (before the deadline) through the HEC online portal. Then the System which can filter eligible and ineligible students accordingly.
2. The Focal Person of the relevant department will verify the student's data through their online focal person account, specifically, Name, CNIC, Department, Degree Level, Last exam percentage/ CGPA, etc.
3. The sole responsibility of the verification rests with the University Focal Person.
4. Any discrepancy found in student's data then it will be amended accordingly by updating/ editing student data after obtaining student record from the Institute or from the student themselves.
5. The focal person, upon the nature of the application can disapprove or verify the student or make the correction within given timeline.
6. Each Institute will be given their share of laptops based on a predefined quote as outlined in eligibility and merit criteria.
7. Once the deadline for verification from HEC has expired the automated process will run on the System to generate merit lists for each University by HEC.
8. Then HEC will share the provisional merit list or will give direct system-based access to focal person for their cross check and display it on their official website, social media pages and notice board .
9. After removal of the discrepancies from provisional merit list or incorporating the highlighted corrections -if any, then Focal person shall download to share the final provisional merit list to HEC dully endorsed by the VC and Controller offices.
10. Every Institute must display the final merit list on their Notice board, Website or Social Media page with a timeline for the distribution.
11. Similarly, Final Merit Lists will be published on an online portal, where every student and general public can view the merit status of each individual.

Distribution Criteria: -

The distribution criteria have been defined as follows.

1. Laptops will be purely distributed on merit basis in each degree program i.e. (PhD, MS/M.Phil. and 16 Years of education).
2. Share will be determined as per university enrollment and the laptops Quota for each degree program will be determined (i.e., University Quota, Campus Quota, Degree program Quota, Department Quota and Years wise distribution)

3. As per PM office directives Balochistan HEI's quota has been fixed i.e., 14% (14,000 Laptops) will be distributed in Balochistan HEI's. (Note: - Students from Balochistan's accredited universities would be accommodated under this allocated quota).
4. The remaining 86,000 will be allocated among public sector HEIs in accordance with their enrollment preferences.

Responsibility of University

1. Monetary Recovery shall be made from university, in case of Stolen/Missing/Burnt of Laptop and/or backpack after the delivery.
2. University/Super Focal Person shall be held responsible in case of any Issue in students' data verification or conflict in merit list due to improper verification.
3. Final/finalized provisional Merit and Distribution list be provided by University/SFP dully verified by Super Focal Person and endorsed by Controller and the VC offices.
4. Laptop Distribution Event/Ceremony arrangements including Security on the day of distribution along with prearrangement of transport & accommodation to HEC representative (s) shall be made by university.
5. Access arrangements during Laptops Delivery.
6. Main and Sub-campus laptops must be distributed among the selected students of the same campus.
7. Laptop must be awarded to selected student in person unless and otherwise any unavoidable medical condition with the supporting medical document then may be awarded to his/her parent or guardian.
8. Three formal Notifications in different time span within 10 days after distribution be served to unavailable selected candidate, if selected student doesn't respond or unable to collect his/her laptop within 10 days then such laptop (s) will be awarded to the waiting list candidates of same class/batch and/or institute if have the eligible candidates.
9. In case of any left-over laptops due to unavailability of Selected Students after three intimation or proven disqualification of selected students on the day of distribution or prior to distribution or after distribution then Super Focal Person shall inform to HEC for the next merit list, and HEC shall share the 2nd merit list from the waiting applicants.
10. Laptops must be distributed through online portal, however, in case of any unavoidable situation with valid justification then laptops can be distributed manually by keeping the proper record of issued serial numbers of laptops with the students record in soft (XLS/Excel) and hard as per acknowledgement as enclosed at Annex-II.
11. Laptop Distribution Annex-I along with Annex II (System Generated and/or Manual-if any) along with Excel Tracking sheet (Selected Student with assigned Laptop S.No.) must be shared with HEC within two days of distribution.

How to download the Final Merit List ? :

Process: Login from Super Focal Person Account then click on Merit List Tab then on View Final Merit list then click on View then click on Download Final Merit List.

The screenshot shows the 'VIEW FINAL MERIT LIST' page. The navigation menu includes Dashboard, Manage Department, User Management, Student Info Correction, Asset Assignment, Manage Student Enrollment, Merit List, and Notifications. The page content includes a list of instructions:

1. Final Merit list is Generated Once Provisional Merit List is Verified & Forwarded to HEC for Publish
2. Once Hec Publish Final Merit List , You Can view & Download It
3. Published Final Merit List is Automatically Reflected to Live Link For student (<https://lapt...details.php>)
4. No Change is acceptable Once Final Merit List is Generated

Annotations on the page:

- Step-01:** Points to the 'Merit List' tab in the navigation menu.
- Step-02:** Points to the 'View Final Merit List' option in the left sidebar.
- Step-03:** Points to the 'VIEW' button next to the 'Select University' dropdown.
- Step-04:** Points to the 'Download Final Merit List' button at the bottom.

How to issue the Asset/Laptop through Online Portal:

The screenshot shows the 'ASSETS ASSIGN TO STUDENT' page. The navigation menu includes Dashboard, Manage Department, User Management, Student Info Correction, Asset Assignment, Manage Student Enrollment, Merit List, and Notifications. The page content includes a search form and a table of assets.

Annotations on the page:

- Step-01:** Points to the 'Asset Assignment' tab in the navigation menu.
- Step-02 (Insert CNIC #):** Points to the search input field.
- Step-03:** Points to the 'SUBMIT' button.
- Step-04:** Points to the 'Assign To' button in the table.
- Step-05 (Insert Serial No. of Laptop through Barcode reader or Manual):** Points to the 'Enter serial Number' input field.
- Step-06:** Points to the 'Fetch Asset info' button.
- Step-07:** Points to the 'Assign' button in the table.

ID	ASSET NAME	SYSTEM NAME	MANUFACTURER	ACTI...
1308760	LaptopSchemeV13035	SPF4EYGS4	Lenovo	Assign

Annexure – I- Laptops Distribution Acknowledgement Receipt

Date _____

Serial No _____

Laptops Distribution Acknowledgement Receipt

University Name: _____

Address: _____

City: _____

Total Assets delivered to University			
Delivery Order S. No.	No. of Laptop Computers	No. of Backpack Bags	Date of Delivery
TOTAL			
Assets Distribution Acknowledgement			
Batch S. No.	No. of Laptop Computers	No. of Backpack Bags	Date of Distribution
TOTAL			

This certifies that the set forth delivery and distribution has been made in accordance with approved policy.

University _____

HEC

Representative Name: _____

Representative Name: _____

Designation: _____

Designation: _____

CNIC No: _____

CNIC No: (Please attach copy) _____

Mobile No: _____

Mobile No: _____

Email: _____

Email: _____

Signature & Stamp

Signature & Stamp

Annexure II- Students Disclaimer/Acknowledgment form while receiving the Laptop.

Detail of Asset issued:

Name	Serial No. or Barcode	Company
Laptop		Lenovo

Detail Information

HEC Student Service Portal

Dear User,

You are Registered: Your Information is Validated and Status is selected.

Name:

Father Name:

CNIC:

Degree Program:

University:

Department:

Phone:

Email:

Solemn Declaration:

I, _____ S/o _____, , solemnly declare that I am NOT a

- Student at any affiliated colleges.
- Student at any private sector higher education institutes
- Student of VU & AIOU .
- Student who has received a laptop under any Federal or Provincial Government scheme.
- Foreign national (except AJK).

I also understand that;

- The award of Laptop and accessories is on merit base.
- The award of Laptop and accessories to me is for assistance in my studies, and so the same cannot be sold to anyone.
- My university/ institute can ask me at any time to produce the laptop awarded to me, especially at the time of seeking clearance from the university/ institute for the award of degree.
- Failure in producing the laptop awarded to me, as and when asked, may lead to cancellation of my Registration with the university/ institute; OR legal action against me as per rules; OR both.

Higher Education Commission, Government of Pakistan reserves the right to take any or all legal action(s) against me, if the Terms of Award is breached.

Duly signed on _____.

Student's Signature

Name: _____

Signature of Super person of University

Name: _____

HEC Representative

Name: _____