

Standard Operating Procedures (SOP)

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 among the institutes for their cross check and display it on their official website, social media pages and notice board . 2ndly, institutes will cross check to reply within 7 days after publication of provisional merit list.
9. After removal of the discrepancies from provisional merit list -if any, then HEC will share the final merit list among the Institutes accordingly.
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 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.

Escalation of complaints/Queries :-

Steps		Process	
Immediate	Issue Reported	Call Center	https://onlinehelp.hec.gov.pk 051-111-119-432/0334
After 12 Hours	Issue Reported	Initial Support	rija@nexus.pk 0300-0541791 ajabbar@hec.gov.pk 03219663971 yamehmood@hec.gov.pk 03458339453
After 24 Hours	Escalation Level 1	Solution Manager Deputy Director	samiyatariq@nexus.pk 0300-0541774 gashah@hec.gov.pk 05190407380
After 48 Hours	Escalation Level 2	Regional Coordinator	maali@hec.gov.pk 05190407383
After 72 Hours	Escalation Level 3	Project Director	aamerkhan@hec.gov.pk 05190407382

Items to be Distributed.

Each student will be issued with following items with co-branding of the Prime Minister's Laptop Scheme.

1. Laptop Computer: Lenovo -K14
2. Backpack Bag: Lenovo

Storage Space

The following arrangements are required and so requested from every institution.

1. Shall ensure availability of appropriate room for the storage of delivered laptops till the distribution process is initiated and completed at the university.
 - a. The appropriateness of room means reasonable space to accommodate all the laptops & Backpacks as per defined standards.
2. The space required to store total laptops will be calculated and communicated to the university, at minimum in order to place pellets/ boxes.

3. Though, for the shifting of pellets/ boxes, M/s NRTC/MEGAPLUS will be arranging fork lifter (if required) as well as a couple of loaders, however institutions are advised to ensure availability of some loaders from their end as well.
4. It is recommended that focal person must calculate the pellets/boxes & No. of Laptops with Backpacks before signing the acknowledgment receipt.

Safety & Security

Every university needs to ensure that the Storage Room provided for the placement of laptops

1. Is secured by all means and well-guarded throughout till the completion of laptops distribution.
2. Has completely dried floor, protected from moist, seepage, etc.
3. Well managed fire extinguisher be installed as per SOPs.

Responsibility

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 Merit and Distribution list be provided by University/SFP dully signed by Super Fucal Person, Controller of examination and the VC office.
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.

The Acknowledgement recipients are enclosed at Annexure I,II & III

Annexures

Annexure – I- Laptop Delivery Receipt

Date _____

Serial No _____

Laptops Delivery Receipt

University / College Name: _____

Address: _____

City: _____

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

This is to certify that the representative of the university (as per details below) has received total number of Laptops and Backpack Bags as referred above, from the representative of Haier Pakistan (as per details below) meeting the following standard.

- (1) Each Laptop is in sealed box and having Product Serial No. printed on it.
- (2) Each Backpack Bag is in proper packing and having Product Serial No. printed on it.
- (3) We have checked the consignment and weigh the boxes of the laptops.

NRTC/MEGAPLUS Pakistan

University: _____

Representative Name: _____

Representative Name: _____

Designation: _____

Designation: _____

CNIC No: _____

CNIC No: (Please attach copy) _____

Phone No: _____

Phone No: _____

Mobile No: _____

Mobile No: _____

Email: _____

Email: _____

Signature & Stamp

Signature & Stamp

Annexure – II- 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 is certified that the set forth delivery and distribution has been made in accordance with approved policy.

University _____

Representative Name: _____

Designation: _____

CNIC No: _____

Mobile No: _____

Email: _____

Signature & Stamp

HEC

Representative Name: _____

Designation: _____

CNIC No: (Please attach copy) _____

Mobile No: _____

Email: _____

Signature & Stamp

Disclaimer form will be system generated (Annexure III)

Detail of Asset issued:

Name	Barcode Number/ IMEI	Sticker if any	Company
PM Laptop Scheme			Lenovo K-14
Laptop Bag			Lenovo

Detail Information

HEC Student Service Portal

Dear User,

You are Registered: Your Information is: User Validation: Validated Student

Name:

Father Name:

CNIC:

Degree Program:

University:

Department:

Phone:

Email:

Solemn Declaration:

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

- Student of any affiliated colleges.
- Student of any private sector higher education institutes
- Student of VU & AIOU .
- Student who have 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

Signature of Super person of University

HEC Representative

Name: _____

Name: _____

Name: _____