

# Federal Urdu University of Arts, Sciences & Technology



## Prime Minister's Youth Laptop Scheme Phase-III

### Standard Operating Procedures (SOPs)

#### Laptop Distribution in Islamabad and Karachi Campuses

#### Laptop Distribution Guidelines

- Valid CNIC:** Ensure that the students' CNIC must be verified.
- Enrollment Timeline:** Students must be enrolled within the timeline specified in the table.
- Validity of Student Status:** The student's eligibility is determined based on their status as of the closing/ end date mentioned in the table.
- Result Verification:**
  - Verify the **Cumulative Grade Point Average (CGPA)** only (not GPA) of a student using official records from the examination section or department.
  - Ensure that **all subjects** have been successfully **passed**.
  - Match the **year of study** of the students with their status on June 30, 2023.
- In-Person Laptop Award:** Laptops should be awarded to selected students in person.
- Eligibility Confirmation:** The eligibility for the laptop award will be confirmed at the time of distribution. Students must provide the required documents and proof of academic performance. **Failure to do so will result in disqualification for the laptop.**
- Graduation Date:** Any selected student who graduated before June 30, 2023, is ineligible.

Degree Name	Duration	Date of Admission (After given dates )	End Date (Not Passed out before)
PhD	5 Years	30-Jun-18	30-Jun-23
MS/ MPhil	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

**Note:** Please ensure that Departmental Focal Persons must be present on the scheduled day of laptop distribution. In case of their absence, the distribution for those departments will be postponed.

## 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. **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.
3. **Main and Sub-campus laptops** must be distributed among the selected students of the same campus.
4. **Notification Process:** 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.
5. **Unclaimed Laptops:** 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.
6. **Distribution Method:** Laptops must be distributed through online portal, and a hard copy of the acknowledgement, as enclosed in Annex-I and Annex-II (*System Generated and/or Manual if any*), must be provided.
7. **Reporting to HEC:** Laptop Distribution Annex-I along with Annex II (*System Generated and/or Manual*) 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 displays the HEC portal interface for downloading the Final Merit List. The navigation menu at the top includes 'Dashboard', 'Manage Department', 'User Management', 'Student Info Correction', 'Asset Assignment', 'Manage Student Enrollment', 'Merit List', and 'Notifications'. The 'Merit List' tab is active. The sidebar on the left shows 'View Final Merit List' as the selected option. The main content area features a 'VIEW FINAL MERIT LIST' header and 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://laptopdetails.php>)
4. No Change is acceptable Once Final Merit List is Generated

Below the instructions, there is a 'Select University' dropdown menu with 'University' selected and a 'VIEW' button. At the bottom, a green 'Download Final Merit List' button is visible. The interface also shows 'Show 10 entries' at the bottom left.

## How to issue the Asset/Laptop through Online Portal:

The screenshot shows a web interface for 'ASSET ASSIGNMENT'. The navigation menu includes Dashboard, Manage Department, User Management, Student Info Correction, Asset Assignment, Manage Student Enrollment, Merit List, and Notifications. The main section is titled 'ASSETS ASSIGN TO STUDENT' and features a search filter set to 'CNIC'. A 'SUBMIT' button is visible. Below the search area is a table with columns: NAME, FATHER NAME, CNIC, ENROLLMENT NO, DEGREE PROGRAM, UNIVERSITY, TYPE, SCHEME YEAR, and ACT. A row in the table shows '22-2023' and an 'Assign To' button. Below the table is the 'Assign Associate' section with an 'Enter serial Number' field containing 'SPF4G4FYR' and a 'Fetch Asset info' button. At the bottom is a 'Detail Information' table with columns: ID, ASSET NAME, SYSTEM NAME, MANUFACTURER, and ACT. A row shows ID '1308760', ASSET NAME 'LaptopSchemeVI3035', SYSTEM NAME 'SPF4EYGS4', MANUFACTURER 'Lenovo', and an 'Assign' button. Seven blue callout boxes with arrows indicate the following steps:

- Step-01: Points to the 'ASSET ASSIGNMENT' header.
- Step-02 (Insert CNIC #): Points to the search filter.
- 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' field.
- Step-06: Points to the 'Fetch Asset info' button.
- Step-07: Points to the 'Assign' button in the detail table.

ID	ASSET NAME	SYSTEM NAME	MANUFACTURER	ACT
1308760	LaptopSchemeVI3035	SPF4EYGS4	Lenovo	Assign

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

\_\_\_\_\_  
Signature of Super person of University

\_\_\_\_\_  
HEC Representative

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_