Guidelines for providing free laptops to +2 pass- out meritorious students in the State under State Youth Policy, 2013

The State Government has recently announced a progressive youth policy for the benefit of young generation of Odisha. One of the objectives of the youth policy is to have access to laptops in case of meritorious +2 pass out students, which will definitely help them to meet their learning requirements, but also help them to meet the challenges of rapidly changing scenario in day to day life.

* The meritorious students who pass out +2 level from CHSE, Odisha would be eligible to receive laptop under the scheme.
* The merit list shall be drawn among the students who have passed in 1st division only. After such coverage, if any surplus is found in allotted number of laptops for SC & ST students in different streams (Arts, Science, Commerce), then it should be equally distributed (50:50) between SC & ST students.
* Merit list of 15000 candidates for this purpose shall be drawn on the basis of the marks scored in CHSE exam in respective streams.
* Laptops would be distributed in 30 Nodal Centers (list enclosed).
* The Principals of the colleges, declared as Nodal Centers shall distribute the laptops to the students out of the approved list.
* The I.T Dept. will deliver the laptops to respective Principals of the nodal colleges.
* The Principals of these Nodal Centers shall appoint one dedicated and reliable teacher of the college who shall be responsible for the safe keeping and smooth distribution of laptops.
* Govt. have approved a committee at the District level with the following members to monitor the entire process.

1. District Collector : Chairperson
2. Principal of Nodal College : Convenor
3. Teacher of Nodal College in Charge of Laptops : Member

* The Principal of Nodal Colleges may appoint more officials to assist him/her for safe keeping and smooth distribution of laptops.
* The list of eligible students will be given on-line to the Principals of the respective Nodal Centres.
* Before distributing the laptop to the beneficiary, the Principal of the concerned Nodal Center shall ensure the authenticity of the student by keeping a certificate of identification from the concerned Principal/ Head of the institution from where the student has passed along with Original Admit Card of CHSE/College Identity Card.
* In case, a student is unable to receive by person, in that case delivery of laptops to respective students can be made basing on authorization letter given by such students with justified ground and countersigned by the concerned Principal/Head of the institution from where the student has passed. The person who will receive the laptop on behalf of the student will have to submit the identity proof (Voter ID/ PAN Card/ Adhar Card/ Driving License/ BPL Card/ Bank Pass Book with photographs).
* After delivering of laptops at the nodal center, the I.T. Officials will verify each and every laptop and give certificate to the effect that “the\_\_\_\_\_\_\_\_ no. of laptops delivered to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nodal Centre on \_\_\_\_\_\_\_\_\_ are found to be O.K. & without any technical problems and/or \_\_\_\_\_\_\_\_\_ no. of laptops out of \_\_\_\_\_\_\_\_\_\_\_\_ delivered at the nodal center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are found to be defective. Hence, these computers will be replaced on or before \_\_\_\_\_\_\_\_\_\_\_”.
* At each stage of handed over and taken over of Laptops physically, it shall be accompanied by a “Receipt of Acknowledgement” by students to Principals of Nodal Centre and Nodal Centre Official to IT Department Officials or their authorized persons.
* The Nodal Center shall keep the account of distribution in the following format and submit it to the HE Deptt. at the end of this process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Name of the Student with  CHSE Roll No. | Serial No. of the  instrument | Date of Receipt | Remarks |
|  |  |  |  |  |

**Receipt of Acknowledgement-cum-Undertaking**

**(By the Student to Principal, Nodal Centre)**

**Name of the Nodal Centre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, Sri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, bearing the CHSE Roll No \_\_\_\_\_\_\_\_\_\_of AHSE,2013(Arts/Science/Commerce) and passing out from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College received the laptop from the Nodal Centre on Dt.\_\_\_\_\_\_\_\_\_\_\_ and also undertake that this laptop will not be transferred to anybody under any circumstances and it will be solely used by me for learning process.

Date: Signature of the Student

**Receipt of Acknowledgement-cum-Undertaking**

**(By the authorized person to the Principals, in case the student could not turn up to receive the Laptop due to unavoidable reason)**

**Name of the Nodal Centre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I,Sri/Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,Father/Mother/\_\_\_\_\_\_(Relationship with the Candidate) received the laptop on behalf of \_\_\_\_\_\_\_\_\_\_ (Name of the Candidate). He / She has passed +2 (Arts/Commerce/Science) with Roll No.\_\_\_\_\_\_\_\_\_\_\_\_\_/AHSE, 2013 from \_\_\_\_\_\_\_ College . I undertake to hand over this Laptop to the candidate only and not to anybody under any circumstances and it will be solely used by the candidate for learning process. Date: (**Signature of the Parents/\_\_\_\_\_\_\_\_\_\_\_\_**)