**SRI VENKATESWARA COLLEGE OF ENGINEERING**

(Autonomous Institution - Affiliated to Anna University)

Pennalur, Sriperumbudur Tk - 602 117

**APPLICATION FOR LAPTOP SCHEME**

**Name of the student :**

**University Register Number :**

**Course : B.E. / B.Tech.**

**Branch :**

**Semester & Section :**

**Status : Day scholar / Hosteller / Private Hostel**

**Residential Address :**

**Father’s Name, Occupation and Address**

**with Phone Number :**

**Father’s income (To be filled compulsorily) :**

**Mother’s Name, Occupation and Address**

**with Phone Number :**

**Mother’s income (if applicable) :**

**Academic Performance in I Semester (After Review)**

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| --- | --- | --- |
| **Subject Code** | **Subject Name** | **Grade** |
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| **GPA\* :** | | |

**\*Mention GPA only if all the papers are cleared in the semester.**

**Marks (%) in Diploma (for Lateral entry students):**

**Declaration & Undertaking by Student**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Reg. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby understand the terms and conditions of the Laptop Scheme laid down by the College and apply for the same.

I further solemnly declare that the particulars furnished above are correct and if they are found to be false, I agree to refund the entire cost of Laptop in one lump sum amount and accept any further disciplinary action as decided by the College in such cases.

**Signature of the Student with date**

**Declaration & Undertaking by the Parent/Guardian**

I understand the terms of the Laptop Scheme and am allowing my Son/Daughter/Ward as above to apply for the Scheme. I further undertake that the installments will be paid within the due dates, as laid down by the College, without fail.

**Signature of the Parent/Guardian with date**

**To be filled by Faculty Advisor / HoD**

**Faced any disciplinary action (if yes furnish details) : YES / NO**

Information provided by the student has been verified and found to be correct and ensured that a proper income certificate is attached.

**Recommendations:**

**Signature of the Faculty Advisor with Date**

**Remarks of HoD**

**Signature of HoD with Date**

**Laptop Scheme - Instructions**

1. The "Laptop Scheme" is available to all students of Second Year UG Classes.
2. Students are required to apply for the Laptop Scheme only in the prescribed format.
3. Students must obtain the consent of the parents / guardians to permit their son/daughter/ward to subscribe to the scheme and commit to pay the amounts as and when the installments fall due.
4. Students must submit applications with copies of the income certificates of parents / guardian.
5. Application cannot be withdrawn after forwarded to Dean (Students' Welfare).
6. Right to reject/accept the application lies with the management.
7. Students will be categorized under "Merit" or "Merit-cum-Means" or "Economic Means" based on the income and Grades (after review) obtained in the I Semester examinations. In case of Lateral entry students the marks obtained in Diploma should be given.
8. Each selected student will be issued with a Laptop of specifications decided. The college will bear the complete cost of the Laptop initially. Subsequently, students will have to pay the value of the Laptop at subsidized rates in Four equal installments at Six monthly intervals, commencing from January (to be paid within 15 days of the commencement of the semester).
9. Students should pay the installments in time and return of Laptop is not acceptable. Any student leaving the college for any reasons, prior to the payment of final installment is required to pay all the dues without subsidy.

**Subsidy**

|  |  |  |
| --- | --- | --- |
| **Category** | **Subsidy on the installment amount** | **Conditions** |
| Merit | 25 % | * No standing arrears * GPA in I Semester should be above 8.5 |
| Merit-cum-Means | 25 % | * No standing arrears * Annual income should not exceed Rs. 2.5 Lakh |
| Economic Means | 40 % | * Annual income should not exceed Rs. 1.25 Lakh * Maximum standing arrears limited to two |

**Custody and Stock verification of the use of Laptops**

The Laptops will be held in the Stock Register and issued to the students. During annual stock verification, the Lap[tops will have to be produced for physical verification. The Laptops will be taken off the Stock Register as soon as the students pay the last installment.