

SRI VENKATESWARA COLLEGE OF ENGINEERING

(Autonomous - Affiliated to Anna University)

Pennalur, Sriperumbudur Tk - 602 117

APPLICATION FOR LAPTOP SCHEME

Name of the student :

Registration 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) :

Cut-off mark (For Regular) :

Marks (%) in Diploma (For Lateral Entry) :

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" will be made available to eligible UG students of First Semester regular and Third Semester Lateral Entry.
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 Application cannot be withdrawn after forwarded to the Dean (Students' Welfare).
6. Right to reject/accept the application lies with the management.
7. Students will be categorized under "Merit" or "Economic Means" or "Merit-cum-Means" based on the income and Cut-off mark. In case of Lateral entry students the marks obtained in Diploma will be considered.
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 before the given deadline.
9. Students should pay the installments on 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 %	<ol style="list-style-type: none">1. Cut-off mark should be 180 & above (For Regular) / Diploma mark should be 90 % & above (For Lateral entry)2. Subsidy on the installment will be cut if there is a backlog at the time of payment
Merit-cum-Means	35 %	<ol style="list-style-type: none">1. Cut-off mark should be 160 & above (For Regular) / Diploma mark should be 80 % & above (For Lateral entry)2. Annual income should not exceed Rs. 2.5 Lakh3. Subsidy on the installment will be cut if there is a backlog at the time of payment
Economic Means	35 %	<ol style="list-style-type: none">1. Annual income should not exceed Rs. 1.25 Lakh2. Subsidy on the installment will be cut if number of backlogs is exceeding two at the time of payment

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 Laptops 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.