

No. DE/ADM/e-Gov/Laptop-stud/2013-14/1014
U.T. Administration of Daman & Diu
Directorate of Education,
Secretariat, Fort Area,
Mori Daman-396 220.

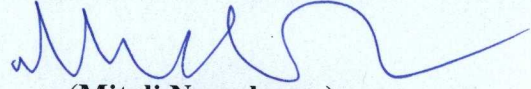
Dated: 30/10/2014.

NOTIFICATION

In exercise of the powers vested on him, the Administrator of Daman & Diu and Dadra & Nager Haveli is hereby pleased to notify the U.T. Plan Scheme, namely, "UDAAN"- Free Laptop to the students. The details of the scheme and the objectives, etc. are at Annexure - I.

This is issued with the approval of The Hon'ble Administrator of Daman & Diu and Dadra & Nager Haveli vide diary no.7330 Dated 24/10/2014 in supersession of earlier notification of the scheme.

By order and in the name of the
Administrator of Daman & Diu.



(Mitali Namchoom)

Addl. Secretary -cum -Director(Education),
Daman & Diu,
Daman

Copy to:

1. Staff Officer to the Hon'ble Administrator, Secretariat, Daman.
2. P.S. to the Development Commissioner, Secretariat, Daman.
3. P.S. to the Finance Secretary, Secretariat, Daman.
4. P.A. to the Secretary Education, Secretariat, Daman.
5. The Collector, Collectorate, Daman/Diu.
6. The Director of Accounts, Daman.
7. Dy. Director of Planning & Statistics, Secretariat, Daman.
8. The SIO, NIC, Secretariat, Daman to upload on official website of Daman.
9. The Head of Office, Govt. Printing Press, Daman to publish in O.G.
10. Guard File.

ANNEXURE - I

INTRODUCTION:

Information technology is major tool for developments in all sectors of life. Government is also using Information Technology in its day to day activities. Government of India has realized its utility in bringing transparency, increasing speed and efficiency in all government works. And therefore has initiated several projects under the e-mode for smart Governance under MMPs.

In view of the above, the priority given by the government, it is necessary for education system also to be upgraded to the level so that the students from school itself become E-SAVVY.

Thinking in this connection, The U.T. Administration of Daman & Diu intends to provide a basic platform to the students of U.T. of Daman & Diu by providing them with Laptop so that the students use the technology in enhancing their study skills and motivate to utilize e-services in their daily life.

Name of the Scheme or Award:

"UDAAN"



Name of the Department:

EDUCATION DEPARTMENT,

U.T. ADMINISTRATION OF DAMAN & DIU.

Objectives:

1. Free Distribution of Laptops to the students of XIth Std. of Government and Government aided Higher Secondary Schools, Daman & Diu.
2. Free Distribution of Laptops to the students of First Year Diploma of Government Polytechnic, Daman & Diu.
3. Free Distribution of Laptops to the students of COPA & IT Trades of Industrial Training Institutes, Daman & Diu.

Salient Features:

- To encourage the students for actively participating in the e-mode for smart Governance under MMPs. and become "E-SAVVY" from school level.
- To support and sustain ICT enabled activities and processes in order to improve access, quality and efficiency in the school system.
- To encourage youth to participate creatively in the establishment, substances and growth of a knowledge society leading to all round socio-economic development of the nation and global competitiveness.
- To support the students to use the technology in enhancing their study skills and motivate to utilize e-services in their daily life.
- Configuration of Laptop will be revised and decided every year based on latest technology, cost and curricula.

Pattern of Assistance:

The scheme is 100% U.T. sponsored Plan scheme.

Eligibility Criteria:

- Laptop will be issued to the students of Std. XI of all Govt. & Govt. Aided Schools of the U.T. of Daman & Diu including JNV, ITI (COPA & IT Trades Only) and first semester students of Govt. Polytechnic Daman & Diu.
- This benefit is only one time and not for students who avail transfer to other schools/stream/institute or Polytechnics of U.T. of Daman & Diu.
- Similarly repeater students who were earlier benefited of this scheme will not be considered again.
- All beneficiaries and his/her parents/guardian have to sign agreement documents with all terms and conditions (Annexed II).

Conditions for the forfeit of laptop:

- In case the student leaves the U.T. of Daman & Diu before completion of the course. Head Master/ Principal must forfeit laptop before issuing Leaving Certificate.
- In case of less attendance i.e. less than 75% during the month. Principal/Headmaster will forfeit Laptop of such students temporary not more than a week and if students fail to secure 75% attendance during academic year his/her laptop will be forfeited by Principal/Headmaster till the start of the new session.
- In case of any misuse of laptop by the student and found any illegal activities performed with the help of laptop or in the laptop then his/her laptop will be forfeited and legal procedure will be filed against his/her name.
- Student not carrying laptop regularly at school/Institute for study purpose, the Class Teacher is empowered to forfeit Laptop for a week.

- U.T. administration has the power to collect Laptop from student if the student left his/her studies in between study course.

General Conditions:

- Only fresh student who take admission in STD XI or first semester of Polytechnic in U.T. of Daman & Diu will get benefit of this scheme.
- Student must fulfill all criteria of eligibility.
- Student & his parents/ guardian have to sign agreement in prescribed format.
- Benefit of this scheme can be obtained once and not allowed if student change their stream/School/institute or take re-admission.
- School & Institute will not pay for repairing and other problems occurring in the laptop if laptop is out of warranty period or conditions.
- School / Institute will look for repairing etc. if the laptop is under warranty period.
- Principal/Head Master will approach service engineer directly for repairing of laptop.
- Laptop must be strictly used for learning purpose only.
- Student has to carry his/her laptop at school/Institute daily.
- Student has to return his/her laptop in case of violation of any of the conditions.
- Student has to take care and need to handle it with care till he passes out the stream/Course.
- Student has to produce his/her laptop whenever is asked for in school/Institute for checking or other work.
- In case of student changes his/her school/Institute. He / She have to submit his Laptop to the Principal before leaving the school and after finalizing his /her admission in new school/institute, he/she will intimate principal of both the school/institute. After ensuring about his/her admission and eligibility criteria, Principal of the old school will issue back to him/her. Principal of Old School have to intimate about this to department and new school too.
- For distribution and other policy making all rights are reserved by U.T. administration.
- U.T. administration has right to modify and drop the scheme at any time.

Procedure for smooth functioning of this scheme:

- Based on current curriculum of various courses and present hardware availability, Laptop configuration will be finalized every year by the Education Department with consultation with DDeGS/NIC.
- After declaration of SSC Board Examination Results, the Department of education will collect students list from all Secondary School of Daman & Diu within 10 days.
- Department will plan to purchase laptop with best supporting and useful configuration for students of Std. XI , ITIs (COPA & IT Trade only) and Diploma.

- Education Department will estimate requirements of Laptops based on SSC Board Examination results with 10% variation.
- After 30 days of scheduled start of school, Department will plan to distribute Laptop to the students.
- Principal of all Govt. & Govt. aided Higher Secondary Schools, ITIs and Polytechnics of U.T. of Daman & Diu will submit the actual list of students, enrolled in their school/Institute in class XI, COPA or IT Trades or 1st Semester in Diploma Course on or before actual date of distribution of laptop, which will be finalized each year.
- Principal of all Govt. & Govt. aided Higher Secondary Schools, ITIs and Polytechnics of U.T. of Daman & Diu will collect signed agreement document from students and his/her parents/guardian before actual distribution of laptop and this records will be maintained by Schools/Institutes. Principal has to submit such records whenever asked for.
- After inauguration distribution function of laptop, within a week distribution of laptop in all schools will be completed.
- Education Monitoring Committee will visit any time any school/Institute with at least five members of committee for verification about uses of laptop by students in school. And after each visit they will submit their reports directly to Secretary (Education), Daman & Diu. This kind of visit will be done surprisingly without any prior intimation to school/institute and students.
- Every year phone numbers & addresses of suppliers and its service stations with terms & conditions will be distributed to all concerned schools/institutes. So that Principal/ Head Master of concerned school/Institute can directly approach to service provider & avail services for repairing of laptops during warranty periods.
- In case of any dispute and fail to obtain service in time from supplier, the Principal of concerned school will approach to Dy. Director of Education for necessary action in this matter.

Various committees with their Function, Responsibility and Powers:

➤ Distribution Committee:

- ✓ Distribution Committee for laptop scheme is consists of following members:
 - Principal/Head Master of Concern School/Institute. Chairman
 - Representative of Education Department, member.
 - Teacher/Lecturer of Concern School/Institute, member.
 - Clerical Staff of Concern School/Institute, member.
- ✓ Function & Responsibility:
 - Submit student's list with all requisite information of students, who are eligible & beneficiary of Laptops under the laptop Scheme to Education Department in time.
 - Collect filled and duly signed agreement document from students.
 - Collect, Check & verify all information, required documents before distribution of Laptop.
 - Distribute Laptops to eligible students.

- Obtain sign form students on receiving Copy on duplicate. One for School record and one for Education Department.
- Submit Reports to the Education Department after distribution.
- ✓ Powers of committee :
 - To distribute laptop to the eligible students
 - To collect necessary documents & information from students.
 - To finalize eligibility of students to get benefit of this scheme.
 - To verify functionality of Laptop and if any defect found in Laptop then laptop will be rejected and stop distribution of such laptops to the students.

➤ Laptop Forfeit Committee:

- ✓ Laptop Forfeit Committee is consists of following members:
 - Principal/Head Master of concern School/Institute. Chairman
 - Computer Expert from concern School, member.
 - Lady Teacher/Lecturer of concern School/Institute, member.
 - Class Teachers/Lecturers of concern School/Institute, member.
 - Clerical Staff of Concern School/Institute, member.
- ✓ Function & Responsibility:
 - Forfeit Laptop of student in case the student leaves the U.T. of Daman & Diu before completion of the course.
 - Keep watch of student's monthly attendance of all students and In case of less attendance i.e. less than 75% during the month, then laptop will be forfeited temporarily for a week to improve attendance.
 - Encourage and find best solution for the students who left his/ her studies in between for continuing his/her studies. But if student denies for joining school again then collect Laptop from students.
 - Forfeit and reissue laptop in case of transfer from one school/institute to other school/institute.
 - Forfeit Laptop on recommendation of the Subject teachers of schools if the student is not utilizing laptop for learning purpose as per teacher's guidance. Forfeited temporarily for a week.
 - Each school submits their Laptop Forfeit Committee members list with their contact numbers and email addresses to Education Department.
 - Maintain records and Details about various forfeit operations and submit the report to the Education Department.
- ✓ Powers of committee :
 - Forfeit Laptop permanently or temporary.

➤ Monitoring Committee:

- ✓ Monitoring Committee for laptop scheme consists of the following members:
 - Secretary (Education), Daman & Diu, Chairman.
 - Director of Education, Daman & Diu, member.
 - Dy. Director of Education, Daman & Diu, member.
 - Asstt. Director of Education (Elementary Edu.), Daman & Diu, member.
 - Asstt. Director of Technical Education, Daman & Diu, member.

- Asstt. Director of Vocational Education, Daman & Diu, member.
 - Education Officer, Diu, member.
 - Principal, Govt. Polytechnic, Daman, member for concern District.
 - Principal, Govt. Polytechnic, Diu, member for concern District.
 - Principal, Govt. Collage Daman, Daman. , member.
 - Principal, Govt. Collage, Diu, Diu, member.
 - Nodal Officer, Vocational Education & NVEQF, Daman, member.
 - Principal/Head Master/In-charge of Concern School/Institute, member.
 - Nodal Officer, IT Projects (Education), Daman & Diu, member.
 - Nodal Officer, MMP (Education), Daman & Diu, member.
 - Representative of NIC, Daman or Diu, for concern District, member.
 - Representative of DIT/DDeGS, Daman & Diu, member.
 - Lecturer in Computer/IT department of Govt. Polytechnic, Daman, for concern District, member.
 - Lecturer in Computer/ IT department of Govt. Polytechnic, Diu, for concern District, member.
- ✓ Function & Responsibility:
- With prior permission from Secretary (Education), Daman & Diu minimum five members of the Committee can visit any schools/Institutes at any time without any prior intimation.
 - Committee will observe school/institute environments by surprised visits. And prepare reports and submit the same to Secretary (Education), Daman & Diu.
 - Committee will ask for the laptop from student for checking and if any illegal or pornographic video or picture found in laptop, then necessary action will be taken against the student.
 - Laptop will be forfeited by committee on the spot.
- ✓ Powers of committee :
- To forfeit Laptop for misuse.
 - To submit reports to Secretary (Education), Daman & Diu.

Annexure – II

U.T. Administration of Daman & Diu.
Office of the Asstt. Directorate of Education,
Jetty Road, Nani Daman-396210.

To,
The Dy. Director of Education,
Office of the Dy. Director of Education,
Jetty Road,
Nani Daman.

Sir,

I the undersigned _____ father/mother/guardian of
Master/Kumari _____, student of Std XI /ITI/ 1st Sem.
Diploma in _____ of _____ School/Institute,
Daman/Diu, hereby agree to all the terms and conditions mentioned below and I promise that my
child/ward will obey them. So you are requested to issue the Laptop to my child/ward for his/her bright
future and studies.

(Signature of Parent/guardian)

Terms & Conditions

- ✓ I will attend school/institute regularly accept some unavoidable condition like medical treatment etc.
- ✓ I assure that my attendance will be more than 75%.
- ✓ I will bring my laptop daily at the school/institute.
- ✓ I will utilize this laptop only for my classroom studies, Homework, assignments, other educational studies and as directed by my teachers.
- ✓ I will handle my laptop with care to avoid any physical damage.
- ✓ I will follow correct procedure to start and shutdown laptop.
- ✓ I will also care for regular charging of my laptop.
- ✓ I will bring fully charged laptop at school/institute.
- ✓ I will log off my laptop and put it in power save mode in idle condition.
- ✓ I will not use this laptop for any criminal activities.
- ✓ I will not utilize this laptop for watching any pornographic videos and pictures.
- ✓ I will not utilize my laptop in such a way so that it disturbs other classes and students.
- ✓ I will not use any password to lock my laptop.
- ✓ I will produce my laptop whenever asked for.
- ✓ I am aware of all the forfeit conditions.
- ✓ I will hand over my laptop when I am found at fault as per forfeit conditions or leave the institute before completion of the prescribed study course.
- ✓ I am aware that no replacement will be made in case of physical damage etc.

I have read all the terms and conditions and I promise that I will not violate any of the above rules and regulation.

(Signature of Student)

(Office use)

Laptop Details: _____

Date of Issue _____

Last Date of Warranty: _____

Student G.R. NO. : _____

Academic Year: _____

Signature of supplier

Signature of Principal

