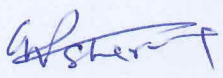


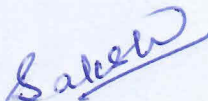
## Annual Report of Laptop Committee (2023-24)

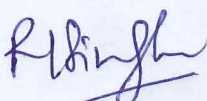
The laptop committee of the Ram Lal Anand College is oriented to look after the issue and return of the existing laptops in the college (that were received from the University more than a decade back) and upkeeping of laptops and their records. The committee issues laptops to the students in the beginning of each academic year (tentatively in the month of August/September) and receives laptops at the end of each academic year (tentatively in the month of April/May). In addition the committee also looks after any requirement of laptops to the faculty and non-teaching staff. Further, whenever there is an urgent demand of issue, return or replacement of laptops, the committee takes care of that also.

The major activities of the laptop committee in the academic year 2023-24 were as under:

1. At the beginning of the academic year the committee held a meeting on 1<sup>st</sup> September 2023 and decided to issue notice to students to apply for issue of laptops.
2. The committee again held a meeting on 14<sup>th</sup> September 2023 and decided to fix the dates for issue of laptops and also issue a notice to students for the same.
3. On 26<sup>th</sup> September 2023, the committee distributed laptops to 25 students.
4. In the 2<sup>nd</sup> tranche, on 29<sup>th</sup> Nov. 2023, the committee again issued laptops to 13 students who applied late were issued laptops. Before that the respective notice was also issued to the students to fill the online form for getting the laptops issued.
5. In addition, the emergent requirement of laptops by the faculty, non-teaching staff and others was also taken care of by the committee.
6. On 13<sup>th</sup> Feb. 2024, the committee held a meeting and verified the number of working/non-working laptops. A total of 410 laptops were identified/counted as in working condition and 85 laptops were counted as being issued to faculty/non-teaching/students. Therefore, the total number of laptops in working condition was 495.
7. In the month of April 2024, a notice was issued to students for returning the laptops before the end of classes (i.e. 12<sup>th</sup> May 2024) for the current academic year. Those students who did not return the laptops within prescribed were contacted telephonically as well as through email to return laptops at the earliest, otherwise they may not be allowed to sit in the exams.
8. All the students, except one, who were issued laptops in the academic year 2023-24 returned laptops. One student who could not return the laptops, was seriously ill was asked to return the laptop as soon as she gets well.
9. On 18<sup>th</sup> June 2024, the committee held a meeting to verify/match/update the offline and online records of issued/returned laptops and also prepare the annual report of the laptop committee.

  
(Prof. Neeraj Kumar Sharma)

  
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