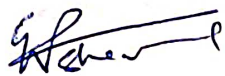


Annual Report of Laptop Committee (2021-22)

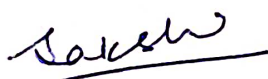
The laptop committee at Ram Lal Anand Institution is in charge of issuing and returning existing computers (which were received from the University over a decade ago), as well as maintaining laptops and records. The committee provides laptops to second and third-year students. However, the college also provides laptop computers to first-year Divyang students. In addition, the committee assigns students to teaching and non-teaching members of the college as and when needed.

The major activities of the laptop committee in the academic year 2021-22 were as under:

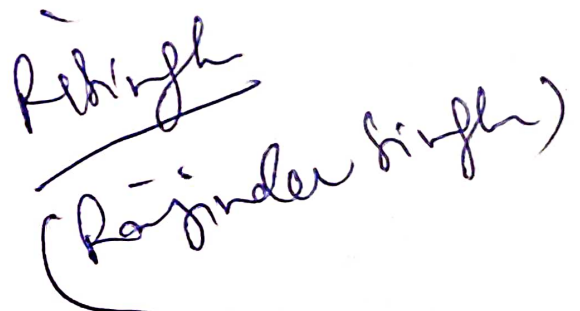
1. At the beginning of the academic year the committee held a meeting on 28th June 2021 to do the verification of the stock received from the previous committee.
2. A joint meeting of old and new committee was held on 7th July 2021 to do the verification of laptops.
3. On 4th August 2023 and found 982 laptops present after physical verification.
4. A meeting of laptop committee held on 18th August 2021 to decide to issue notice to students to apply for issue of laptops.
5. The committee again held a meeting on 7th September 2021 and decided to distribute laptops on 13th, 15th and 17th September 2021.
6. On 17th September 2021, the committee verified that it has distributed 117 laptops in the above 3 days.
7. A meeting of Laptop committee was held on 24th September 2021 to discuss on the matter that few students were left and are interested to get the laptop from the college. So the committee decided to issue the laptops in October.
8. A meeting held on 5th October 2021 decided to distribute the laptops for second trench on 8th and 12th October 2021.
9. In the 2nd tranche, the committee distributed 59 laptops and these records were verified on 12th October 2021.
10. A committee had another meeting on 26th October 2021 to organize the documents related to issued files and given the copy to the office.
11. A meeting was held on 10th January 2022 to issue the laptops to the pwd students.
12. In a meeting on 22nd February 2022 the committee decided to check the laptops and mark them as working & non-working.



(Neeraj Kumar Sharma)



SAIKSHI TAARISH KHANNA


(Rajinder Singh)