


## Annual Report of Laptop Committee (2022-23)

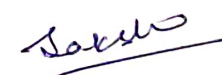
The laptop committee at Ram Lal Anand institution is responsible for the issue and return of existing laptops (received from University of Delhi) at the institution. The committee issue laptops to 2<sup>nd</sup> and 3<sup>rd</sup> years students. However, for divyang students, the college issues laptops to 1<sup>st</sup> year students also. In addition, the committee also issues students to teaching and non-teaching staff as per requirement.

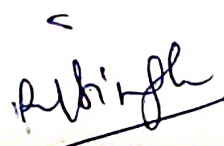
A summary of some the major activities of the laptop committee in the academic year 2022-23 were as under:

1. A meeting of laptop committee was held on 30<sup>th</sup> August 2022 to decide what is to be done for defaulters i.e. the college should contact the students who have not returned the laptops back to the college and return the same as soon as possible.
2. A review meeting for the same was held on 31<sup>st</sup> August 2022 & 1<sup>st</sup> September 2022.
3. In a meeting on 1<sup>st</sup> September 2022 the committee decided to issue notice to the students to apply for issue of laptops.
4. In a meeting held on 19<sup>th</sup> September 2022 the committee fixed the dates for issue of laptops as 27<sup>th</sup> September & 29<sup>th</sup> September 2022.
5. On 10<sup>th</sup> November 2022, the committee distributed 13 more laptops to those students who were not able to get it earlier.
6. On 1<sup>st</sup> December 2021, the committee members verified and cross checked the list of students who were issued laptops in the academic year 2022-23 and a final list was prepared and given to the office. The 7 defaulters from the session 2021-22 details were given to the office for necessary action.
7. A meeting was held on 23<sup>rd</sup> January 2023 to prepare a schedule to receive the laptops returned by the students in the office.
8. On 20<sup>th</sup> March 2023, the committee had a meeting to issue the notice to the students to return the laptops.
9. In a meeting held on 27<sup>th</sup> April the committee decided to reissue the notice to return the laptops latest by 8<sup>th</sup> or 10<sup>th</sup> May 2023.
10. Another meeting was held on 8<sup>th</sup> May 2023, the committee decided in consultation with Principal that if the student return the laptop in non-working condition then he/ she has to pay the fees of Rs. 2000/-. If the laptops were physically damaged then a fine of Rs. 3000/- may be imposed on them.
11. In a meeting on 25<sup>th</sup> May 2023, the members checked the and updated the records of laptop returned.

  
(Neeraj Kumar Shrivastava)

Manvesh  
(Manvesh NATH DAS)

  
(SAKSHI TARESH KHANNA)

  
(Ravi Singh)