

## Laptop Distribution Report

The unprecedented and never before seen catastrophe of the global pandemic bolstered the notion of making use of every possible resources and the wish to give back to the world which was reeling under tremendous pressure grew even more and the AEPIC initiative of distributing laptops with uploaded study materials was a reflection of this philanthropic aim. The young learners are the reason that teachers exist and constantly update themselves and this time it demanded technical intervention as virtual lectures became the panache for the socially distanced universe. To help out the needy and academically sound students carry on with online lectures, the team AEPIC, under the guidance of the Principal, decided to take the steps forward to initiate the program of Content Uploading and Laptop Distribution for students coming from economically compromised background.

The program unfurled in 3 phases of Content Uploading and Laptop Distribution, Round 1, Round 2 and Round 3. Departments such as BA English Hons. , BSc. Maths Hons., B.A Sociology, B.A Psychology, B.A Hindi Hons., B.A Sanskrit Hons., B.A Pol.Sc. Hons, B.A Economics Hons., B.com Hons., B.Com Prog. , co-operated with this initiative by selecting by uploading the designated and numbered computer for each students with required materials, in a phased manner. Afterwards, the exercise of distributing the laptops to the students was conducted by the TICs of various departments and acknowledgements were received for the same.

In this whole exercise the following steps were taken:

1. Student applications were invited through **Google forms**, and analysis of the collected data was done.
2. **Prepared and shared with TIC Content uploading list** (consisting laptop number for a particular student) of student of various courses for 3 Rounds and each round 5 to 6 days were engaged
3. **Numbered each laptop** for each student and placed them in Computer Lab-1
4. **Circulated a Instruction sheet for content uploading** for all teachers who loaded the content for all papers in the laptop marked for their respective students
5. For the easy and smooth functioning **flow diagrams** also were circulated for students to pay fee, for teachers to upload content, for TIC's to distribute laptop and for non- teaching staff for issuing laptops to TIC with proper date and timings.

6. **Content Uploading:** The teachers played a big role to upload the content for their subjects on allotted date in pre- numbered laptops for 3 Rounds under the Supervision of Faculty Coordinator and Technical team
7. **Laptop Distribution:** Laptop Distribution was carried out from the office windows of Kautilya Bhawan under the supervision of Vice- Principal Technical team helped in the process. The following documents were collected while issuing the laptops on rent basis:
  - i. Id Card/Aadhar Card
  - ii. Filled Undertaking Forms provided by college
  - iii. Laptop rent receipt.

All COVID related guidelines were followed during the process – facemasks, proper social distancing and sanitization

In all 466, Google form applications were screened for laptop distribution. Total 266, students paid the rent for taking laptops. After the completing 3 rounds of laptop distribution, the students who had paid the rent and could not come to collect laptop were followed by the respective TICs and were issued the same at a mutually convenient date and time. So far, a total of 255 laptops have been distributed successfully. The lists of students from each course who were issued the laptop after paying the nominal rental of INR 500/- is attached. 11 students who paid the rent and have not been able to come to college will collect the laptop in next semester.

This mission of content loading and distributing laptop was successful due to meticulous planning, strategic plan and participative management involving Principal, Vice Principal, Bursar, AEPIC, DIC, teaching and non- teaching staff.