



# P.K.M. COLLEGE OF EDUCATION

MADAMPAM, KAITHAPRAM P. O., KANNUR – 670 631

(Govt. Aided Teacher Education Institution affiliated to Kannur University)

Recognized by NCTE included under UGC 2(f) & 12(B) category

Accredited by NAAC with 'A' Grade, (Second cycle -4 point scale), RUSA 2.0 beneficiary

**6.2.4: Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions / decisions**

## ACTION TAKEN REPORT



## Action taken report with seal and signature of the Principal

### Action Taken Report

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Tel: 0460 2230929, Fax: 04602 232449

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14-07-2021at 11.30 am

**Action Taken Report - Laptop for All Inauguration:**

Laptops were swiftly provided to students in preparation for July's first-semester exams. The Laptop for All initiative strategically aligned with the Higher Education Minister's "Let Us Go Digital" program, fostering synergy. The program is set to inaugurate on July 31, with a special felicitation for sponsors' representatives. It was unanimously decided that the college manager will actively participate in this significant event, highlighting institutional commitment. The actions aim to ensure timely laptop distribution, express gratitude to sponsors, and underscore the college's dedication to digital education.



  
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Meeting held on 25-06-21 at 3pm

### Action Taken Report - Computer Order Placing Regulation Meeting (25-06-21)

#### Agenda:

The primary agenda for the meeting was to establish regulations for placing orders for computers, focusing on financial transactions and leveraging external support.

#### Action Taken:

##### 1. Leveraging Principal's Foreign Friends:

- The committee explored the possibility of seeking assistance from foreign friends of the principal for financial support in procuring computers.

##### 2. Sponsorship and Computer Ordering:

- Decided to place an order for 8 computers based on sponsorship.

- Emphasized that the procurement process would be contingent on securing the necessary funds.

##### 3. Financial Transaction and Courier Service:

- Determined that once funds were available, the computers would be ordered through a courier service.

- Highlighted the importance of securing the best possible deal, including exploring wholesale prices for 13 computer configurations, based on Dr. Prasanth Mathew's suggestions.

##### 4. Payment Challenges and Order Cancellation:

- Faced challenges as the college was unable to make the required payment.

- Consequently, the order was canceled, and sponsors were approached to send the funds directly to the bank account of the computer shopkeeper.

- Recognized that friends from the US and UK might encounter transaction difficulties, leading to the decision to provide a personal account for transactions.

##### 5. Communication with Sponsors:

- Details regarding the changes in the transaction process were thoroughly discussed with the sponsors, ensuring transparency and understanding.



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### Action Taken Report - Online Class Support Meeting (1/6/2021)

In response to the ongoing online classes and the challenges faced by students, a meeting was held on 1/6/2021 at 4:15 p.m. in the principal's chamber. The meeting aimed to discuss various aspects related to supporting students during online learning.

#### Decisions and Discussions:

##### 1. Review of Rules and Regulations:

- The committee reviewed the rules and regulations set by the university and government to ensure compliance in their actions.

##### 2. Student Environment Support:

- Emphasis was placed on creating a conducive environment for students engaged in online learning, considering the challenges posed by the virtual classroom setting.

##### 3. Data Collection on Students without Devices:

- A decision was made to collect data about students who lacked access to computers and phones for online classes.

##### 4. Integration with College Intervention Programs - Oppam 2021:

- The Laptop for All program was aligned with the college intervention program, Oppam 2021, to maximize impact and outreach.

##### 5. Involvement of Teaching and Non-Teaching Staff:

- The committee decided that decisions made within the meeting should be discussed with both teaching and non-teaching staff to ensure a collaborative approach.

##### 6. Dependency on Alumni:

- The committee considered involving alumni for support, recognizing their potential contribution to the initiative.

##### 7. Leveraging Principal's Foreign Friends:

- The committee explored the possibility of seeking assistance from foreign friends of the principal as a means of support.

##### 8. Money Transaction Discussions:

- Detailed discussions regarding financial transactions took place, outlining the financial aspects of implementing the decisions made during the meeting.



  
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Meeting held on 2-1-21 at 11.30 am

Action Taken Report - Laptop for All Meeting (2-1-21):

In the meeting held on 2-1-21 at 11:30 am, key decisions were made regarding the Laptop for All program. Four students from the 2020-22 batch, as per the recommendations of optional teachers, requested laptops. They were promptly invited to collect the laptops from the college before 4-8-2021. The distribution followed the sanction letter guidelines of the Laptop for All program. Out of six new laptops, four were provided to the identified students.

Additionally, the principal and the entire team presented and unanimously accepted the rules and regulations for the Laptop for All initiative. This step ensures clarity and conformity in the implementation of the program. The proactive response to student requests and the approval of regulations demonstrate the institution's commitment to facilitating digital access for students while maintaining adherence to defined guidelines.



  
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### Action Taken Report - Laptop for All (2020)

The Laptop for All initiative is a part of the larger project, "Next Generation Teaches at P.K.M.," which has seven distinct goals, including making teachers digital experts, equality upholders, and humanity propagators. The Laptop for All project, under the "Share Your Spare Movement of P.K.M.," aims to provide digital devices to the needy, with a target of achieving 100% access to digital devices.

#### Actions Taken:

1. COVID-19 Context: Given the challenges posed by the COVID-19 pandemic, two laptops from the 2019-21 batches were handed over to needy students with the support of the 2018-20 batch and 2019-21 batch teachers.

#### 2. Funding Collection:

- Students from the 2018-20 batch in the physical science stream collected Rs 9,400 and handed it over to the principal.

- An additional amount of Rs 44,290 was collected by the physical science students through their initiative.

#### 3. Laptop Procurement and Distribution:

- With the collected funds, two laptops were purchased and provided to two needy students (Ashish Saseendran of Physical Science and Sayona Jose of Malayalam) from the 2019-21 batch.

- The entire process was conducted under the guidance of Dr. Prasanth Mathew and the principal, with detailed records kept in the account book and files.

#### Decision-Making Process for Subsequent Years:

##### 1. Staff Council Meeting (March 2020):

- A staff council meeting was held in March 2020, where decisions were made concerning online learning and student welfare schemes.

- It was decided that staff should actively participate in collecting funds and supporting others in need.

##### 2. Formation of Committee: committee for laptop for all was formed .



  
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