

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

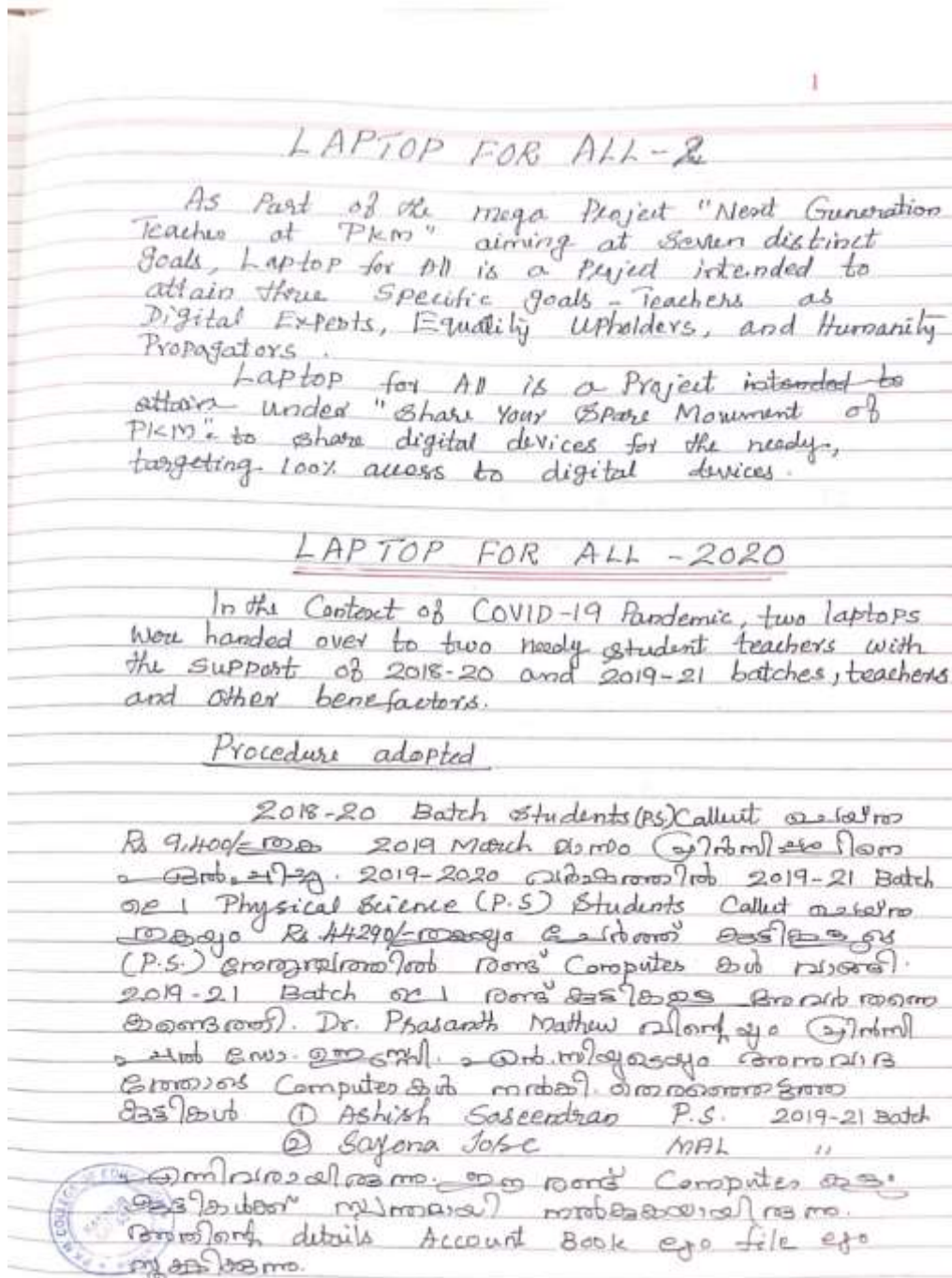
6.2.4: Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions / decisions

MINUTES OF THE MEETING



Minutes of the meeting

Minutes



- LAPTOP FOR ALL - (അന്തിമ) 2021-2022 Academic Year ലെ നടത്തിപ്പായി ഓഗസ്റ്റ് 2020 മാർച്ച് മാസത്തിലെ Staff Council യോഗത്തിൽ തീരുമാനിച്ച ചർച്ച നടന്നു.
- (i) Online & offline ചർച്ചകളിൽ ഉൾപ്പെട്ട welfare scheme ന്റെ പ്രയോജനം ഒരു ഭാഗമായി നൽകി തുടങ്ങാൻ ഉദ്ദേശിക്കുന്നു.
 - (ii) വിവിധ തരം Learning devices (IT) Callit ചെയ്യാൻ ഉദ്ദേശിക്കുന്നു. സ്കൂൾ നിലവിലുള്ള വിവിധ തരം വിദ്യാർത്ഥികൾക്ക് ഉപയോഗിക്കാൻ.
 - (iii) Schools & Institutions ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു (Computers, Phones etc) & അതിൽ ഉപയോഗിക്കാൻ നൽകി തീരുമാനിക്കുന്നു. - Working Condition.

ഇങ്ങനെ പ്രയോജനപ്പെടുത്താൻ ഒരു കമ്മിറ്റി നിയമിക്കുന്നു. 2021 ലെ പ്രവർത്തന നടത്തിപ്പിനാവശ്യമായ തീരുമാനങ്ങൾ എടുക്കുന്ന കമ്മിറ്റി നിയമിക്കുന്നു.

- കമ്മിറ്റി അംഗങ്ങൾ
- 1. പ്രിൻസിപ്പൽ - ചെയർമാൻ
 - 2. Dr. Pradeesh Mathew - Co-ordinator (Vice-Principal)
 - 3. Head Convenor - Welfare Committee - Member
 - 4. I & A C - Co-ordinator - "
 - 5. Chair's Person - Student's Union - "


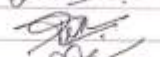
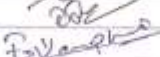



2021-2022

Online a lomo idarano mis-2 (sajjoranjilab) karyajayasa karyajayasa karyajayasa.


Meeting held on 01/06/2021 at 4:15 PM at Principal's Chamber.

Members Present

- 1. Dr. Jerry N.C 
- 2. Dr. Phasanth Mathew 
- 3. Dr. Veena Appukuttan 
- 4. Dr. Sinoj Joseph 

Resolutions and discussions





- 1) University, Govt. me (sajjoranjilab) mima... m... College m... m... m... m...
- 2) ...
- 3) Computer, phone ...
- 4) Data Collect ...
- 5) College with Covid Interventions Programms ... '2020 2021' ...
- 6) ...
- 7) ...
- 8) ...
- 9) Dr Jerry N.C. ...
- 10) Money Transaction ... Dr. P.M & Dr JNC ...


Principal
2021-2022
Principal's Chamber



Meeting held on 25.06.2021 at 3 PM.

Members Present

- 1. Dr. Jessy N.C 
- 2. Dr Prasanth Mathan 
- 3. Dr Veena Appukuttan 
- 4. Dr Binaj Joseph 

Agenda: Computer Order Placing req:

Discussions and decisions

- 1. Dr. Jessy N.C eyes on the computer order placed in the past. She mentioned that she had a meeting with the shop owner and discussed the details of the computer order. She mentioned that the order was placed in the past and the details of the order were discussed. She mentioned that the order was placed in the past and the details of the order were discussed.
- 2. The shop owner mentioned that the computer order was placed in the past and the details of the order were discussed.
- 3. The shop owner mentioned that the computer order was placed in the past and the details of the order were discussed.
- 4. The shop owner mentioned that the computer order was placed in the past and the details of the order were discussed.



വിട്ടുപോയ കഴിഞ്ഞ വർഷം 0808 നിലവിൽ
ജനറലിക്.

5. Shopkeeper Bank Account ൽ Sponsors
ഒരു (1) അക്കൗണ്ട്.

USA, UK തുടങ്ങിയ രാജ്യങ്ങളിൽ നിന്ന്
അക്കൗണ്ട് നമ്പർ നൽകുന്നതിൽ സഹായിച്ചു
കൂടുതൽ സഹായത്തിൽ അക്കൗണ്ട് തുറന്നു
കുറഞ്ഞ ഒരു Personal Account നൽകുന്നു
Principal or Vice Principal യുടെ അക്കൗണ്ടിൽ
അക്കൗണ്ട് നമ്പർ നൽകുന്നു.

6. Sponsors നെ കൂടുതൽ സഹായിക്കുന്നു

[Handwritten Signature]
12/7/21



അ. അ. എ. എ. എ. എ.
കോ. നമ്പർ 268818
അ. അ. എ. എ. എ. എ.
കോ. നമ്പർ 268818
കോ. നമ്പർ 268818

Computes details
 Order Placed
 Bank details } All documents file ചെയ്തത് ന്ബർദിശണം.

Account Book - ന്നാൻ ചിലവ് ഉൾക്കൊള്ളി 204600 ന്ബർദിശണം

Accounts details ഓൺലൈൻ ഓക്കൺ സ്പോൺസർ ന്ൻ
 തിരഞ്ഞെടുക്കൽ : 30.06.2021

SPONSERS ന്ൻ ന്നാൻ ചിലവ് ചെയ്യാൻ ചെയ്യാൻ

1. Alex Jacob USA : One Computer
2. N.C. Lukose (Brother of JNC) : One Computer USA
3. Shally Thoompanal USA : One "
4. Lallymal Joseph USA : One "
5. Louis Lukose UK : one "
6. Rani Grace Jacob USA : Half amount of one Computer

Bank transaction ന്ൻ (ചിലവ് ചെയ്യാൻ ചെയ്യാൻ Accounts ന്ൻ
 ഉൾക്കൊള്ളാൻ ചെയ്യാൻ. ന്ൻ file ചെയ്യാൻ
 ന്ൻ ചെയ്യാൻ.

ചിലവ് ചെയ്യാൻ ചെയ്യാൻ ചെയ്യാൻ.






1. Shally Thoompanal	: Rs. 39000	6/7/21	} 6 Comp } tens
2. Lallymal Joseph	: Rs. 39009	10/7/21	
3. Alex Jacob	: " 39048	9/7/21	
4. N.C. Lukose	: " 39000	2/7/21	
5. Louis Lukose	: " 38973	7/7/21	
6. Rani Grace Jacob	: " 24236	27/7/21	
7. N.C. Lukose	: " 14787	"	
(N.C. Lukose total - 39000 + 14787 = 53787)			



Meeting held on 14.07.2021 at 11.30 AM

Agenda : Inauguration of LAPTOP FOR AIT-2021

Members Present

- 1. Dr. Jerry N.C. 
- 2. Dr. Prasanth Mathew 
- 3. Dr. Veena Appakuttan 
- 4. Dr. Binay Joseph 
- 5. Mr. Sayoj V.V. 

Discussions and Decisions.

Dr. Jerry N.C. & Dr. P.M ഉം പ്രവർത്തനങ്ങൾ നടത്താൻ തീരുമാനിച്ചു. അതേ 6 Computers ഉം ഒരു Smartphone ഉം ലഭിച്ചിട്ടുണ്ട്. Dr. JNC യുടെ ശ്രദ്ധയിൽ 6 Computers 2019-2021 Batch മാർച്ചിൽ ഉൾക്കൊള്ളാൻ ഉദ്ദേശിച്ചിരുന്നു. Smartphone ഉം ലഭിച്ചിരിക്കുന്നു. അതിന് അനുമതി നൽകി Dr. Abin Jose ന്റെ അനുമതിയും ഉണ്ട്. Stop കൺസൺസ് മെമ്പർമാർക്ക് കൺസൺസ് മെമ്പർമാർക്ക് നൽകാൻ ഉദ്ദേശിച്ചു. പ്രവർത്തനങ്ങൾ നടത്താൻ തീരുമാനിച്ചു. മെമ്പർമാർക്ക് നൽകാൻ തീരുമാനിച്ചു.

- 1. July 2021 First Semester Exam നടത്താൻ അനുമതി നൽകാൻ തീരുമാനിച്ചു.
- 2. 30.6.2021 ന് നടന്ന Higher Education Minister ന്റെ Meeting ന്റെ ഭാഗമായി 'Let us go digital' പ്രവർത്തനങ്ങൾ College ന്റെ ഔദ്യോഗിക വെബ്സൈറ്റ് മെമ്പർമാർക്ക് നൽകാൻ തീരുമാനിച്ചു.




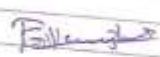



Meeting held on 2/8/2021 at 11:30 AM

Agenda @LAPTOP FOR ALL-2021 നിയമാവലി

അംഗീകരിക്കാൻ
② 2 പ്രവർത്തികൾ ഉൾപ്പെടെയും അടിയന്തര
ബോധിപ്പിക്കാൻ

Members Present

- 1. Dr. Jerry X.C. 
- 2. Dr. Phasanth Mathew 
- 3. Dr. Veena Appukuttan 
- 4. Dr. Sinej Joseph 
- 5. Mr. Sayoaj V.V. 

നിലവിൽ ഹിജെക്ടാണിരിക്കുന്ന 2020-22
Batch ലെ 50 ക്ലാസ്സുകളിൽ നിന്ന് 4 ക്ലാസ്സുകളുടെ
അളവിലേക്ക് ലിമിറ്റിനെക്കുറിച്ച് അറിയാൻ. A2 ഉൾപ്പെടെ
Computes ഭാഗത്ത് ഇനം മാറ്റിയിട്ടുള്ളത്. Optional
Teachers ന്റെ അടിസ്ഥാനപ്രകാരം കൂടുതൽ
പ്രവർത്തികൾ കൂടുതൽ 4 ക്ലാസ്സുകളെ അനുബന്ധ
ബോധിപ്പിക്കാൻ അംഗീകരിക്കുക.

A/8/2021 ബോധിപ്പിക്കൽ 2 മനോഹര കോളേജിൽ
അതിൽ Computes കളെക്കുറിച്ച് അറിയാൻ നിർദ്ദേശം നൽകുന്നു
നിയമാവലി പ്രകാരം അറിയാൻ അറിയാൻ
ഇനം മാറ്റം ലിമിറ്റിനെക്കുറിച്ച് 6-ാമത്ത് Computes ക്ലാസ്സിൽ
നിന്ന് A2 ഉൾപ്പെടെ നൽകുന്നു. അറിയാൻ അറിയാൻ
നൽകുന്നു.

നിയമാവലി പ്രകാരം അറിയാൻ അറിയാൻ
ഒന്നാം പാർട്ടി ഭാഗത്തുകൂടി ചെയ്യുക.



അയ്യപ്പം കോളേജ് ഓഫ് എഡ്യൂക്കേഷൻ
1. P.M. നമ്പർ 801/2021

LAPTOP FOR ALL - 2021

The following students were the beneficiaries of
the Laptop for all project of PKN-2021
Date: 4-08-2021

- 1. Anjali R Malayalam 2020-22 batch
- 2. Adithyan Y Malayalam 2020-22 batch
- 3. Aparna U Malayalam 2020-22 batch
- 4. Soorya Babu Malayalam 2020-22 batch.

[Handwritten Signature]
4/8/2021



[Handwritten Signature]
കോ. അധ്യക്ഷ. ഓഫ്. എഡ്യൂ.
അയ്യപ്പം കോളേജ്
പതിമൂന്നാം
പാലക്കാട് ജില്ലയിലെ
അയ്യപ്പം റോഡ്
ഫോൺ - 670631

LAPTOP FOR ALL 2021 - LAPTOP 114-2

Name of the student with and date	Registration No. and date	Date of Receipt	Details of Computer given	Signature of the student	Date of Return	Remarks	Signature for student
1. Anjali R. 2021-22 batch 21/21/21	2021-22 batch 21/21/21	06-08-2021	Serial No-SCG1069LPR Laptop Core-i3-HP + charge 12-2 + Charger (New Warranty) - New purchase - 06/08/2021		18-03-2022	Checked and received in good condition (Laptop and charger)	
2. Anuradha 2021-22 batch 06/26/2022	2021-22 batch 06/26/2022	06-06-2022	Serial No-SCG1069LPR		15-07-2022	Checked and received in good condition (Laptop and charger)	
3. Anura Ag 2021-22 batch 21/21/21	2021-22 batch 21/21/21	10-08-2021	Serial No-SCG1069LPR L2A-1		08/11/2021		

LAPTOP FOR ALL 2021 - Laptop No-3

Name of the student/Associate with Serial No.	Date of Receipt	Date of Receipt	Details of Computer given	Serial No.	Date of Return	Remarks	Signature for the student
2. ADARSH S. 2021-22 books No. 1	12/01/2022	04-01-2022	Serial No. 5561064KRD Laptop No 10, HP & Charge cable (New Warranty) New Pack on 12/01/22	5561064KRD	18-02-2022	Checked and received in good condition (Laptop and Charge)	
			In Original Group				
2. Akshay Kumar 2021-22 books No. 1	12/01/2022	06-06-2022	Serial No. 5561064KRD	5561064KRD	15-07-2022	Checked and received in good condition (Laptop and Charge)	
			In Original Group				
3. Lini Prasad 2021-22 books No. 1	12/01/2022	10-02-2022	Serial No. 5561064KRD	5561064KRD	14-02-22	Checked and received in good condition (Laptop and Charge)	
			In Original Group				






LAPTOP FOR ALL 2021 - LAPTOP NO-4

Name of the Student	Date of Admission	Details of Computer Given	Date of Return	Remarks	Signature of Student
1. Soorya Das 2019-2020 2019-2020	27/02/2020 28/02/2020	Serial No. SCG1064 HPL Keyboard - HP + Mouse - 2.4 Ghz (Wireless) Webcam - HP	19-03-2020	Checked and returned in good condition (except with change)	[Signature]
2. Adarsh 2021-2022 2021-2022	12/02/2021 12/02/2021	Serial No. SCG1064 HPL	15-03-2021	Checked and returned in good condition (except with change)	[Signature]
3. Vaidya M. D 2021-2022 2021-2022	14/02/2021 14-02-2021	Serial No. SCG1064 HPL	15-03-2021		[Signature]

Meeting held on 05.10.2021 at 3.40 PM.

Agenda : Ashly Thomas (2020-22 batch, Physical Science) യുടെ കമ്പ്യൂട്ടർ ശേഷി കണ്ടറിയൽ. തിരഞ്ഞെടുക്കൽ.

Members Present :

- 1. Dr. Jessy N.C. 
- 2. Dr. Prasanth Mathew 
- 3. Dr. Veena Appukuttan 
- 4. Dr. Sinej Joseph
- 5. Mr. Sayoj V.V. 
- 6. Minimal Simon 

കമ്പ്യൂട്ടർ ശേഷി കണ്ടറിയൽ യോഗം (4.10.2021 ന് ചേർന്നത്) - നിരവധി കമ്പ്യൂട്ടറുകൾ
 - ശ്രീമതി അനൂപമിന് തിരഞ്ഞെടുക്കലും ചെയ്തു.
 - നിരവധി കമ്പ്യൂട്ടറുകൾ ഉൾപ്പെടെ Laptop കളിക്ക്
 - ഭവനത്തിൽ നിന്നും തിരഞ്ഞെടുക്കൽ നടത്തി.

Added beneficiary to Laptop for All-2021

S. Ashly Thomas Physicist 2020-22 batch







ഡോ. ജെസ്സി എൻ.സി
 ഓഫീസ് നമ്പർ 458918
 പ്രിൻസിപ്പൽ
 പി.ജെ.എസ്.എസ്.എസ്.എസ്.എസ്.എസ്.
 മലപ്പുറം ജില്ലാ കോളേജ്
 കോളേജ് റോഡ്, കോട്ടയം
 686002-670431



LAPTOP FOR ALL 2021 - LAPTOP IN (SIN)

Name of the student	Appn No	Date of Receipt	Details of Computer Specimen	Signature	Date of Return	Remarks	Signature of Student
1. Ashly Thomas 2020-22 batch Singapore	L2A/2021/01	07-10-2021	L2A-6 Serial No: SGG10664PX Laptop Case 12-8-P + Sticker 10-2 + charge + Mem. Verifier Nela Ardana / Singapore	[Signature]	18-02-2022	Checked and received in good condition (Laptop + charge)	[Signature]
2. ROSHA D RAY 2021-23 batch England	L2A/2021/01	07-10-2021	L2A-6 Serial No: SGG10664PX	[Signature]	08-02-2022	Checked and received in good condition	[Signature]
3. Nourah H 2021-23 batch Morocco	L2A/2021/01	22-07-2021	L2A-6 Serial No: SGG10664PX	[Signature]	15-02-2022	Checked and received in good condition (Laptop + Charge)	[Signature]
4. Rima R 2021-24 batch Indonesia	L2A/2021/01	10-07-2021	SGG10664PX L2A-6	[Signature]	28-11-21		[Signature]

LAPTOP - No - 7.

Received new Laptop and Charger with Carry bag
HP ISS-FFQ2627TU-117H i3/8GB/512 GB/15.6 W/N.H+
OFFICE/PR along with to BITU Rs 43500/- sponsored
by Mrs. Cyraac Abraham, PPA provided on 28th Nov 2022





සම. පාලන මණ්ඩලය
සමස්ත පාලන මණ්ඩලය
විකල්ප පාලන මණ්ඩලය
අධ්‍යක්ෂ (පාලන)
අංක. 006/2022/අ.ප.ප.ව.අ.අ.
2022-07-03

LAPTOP FOR ALL

LAPTOP No-5

Name of the student	Applicable / Date	Date of Receipt	Name of Computer/Program	Signature	Date of Return	Remarks	Signature
1. Alex Jey 2021-22 4th Sem Melayalam	12/02/2022 05/02/2022	06-02-2022	LQA-5 and No. 502/004022	[Signature]	15-02-2022	Checked and received in good condition. (Keyboard Change)	[Signature] [Stamp]
2. Padma S 2021-22 4th Sem Melayalam	12/02/2022 05-02-2022	10-02-2022	No-5 C.G.1064022 LQA-5	[Signature]	21/02/22	initially completed	[Signature]

LAPTOP FOR ALL			LAPTOP NO. 7			
Name of the Budget holder (Name of the Dept)	Appn No. & Dtd. Date	Date of Receipt	Details of Goods of issue	Date of Release	Remarks	Signature of the Officer
1. Anjali Choudhary 2021-22 Home Kalyanpur	LPA/2021/2021	22-07-2022	LPA-7 Serial No. 51027022 HT/IT (Unit 012-2 Sec 1/PSD/1102 500/A-1/Enforce/ 2020/24404 (P.S. 2022)	15-07-2022	Checked and received in good condition (Laptop changed)	
2. As per the decision of the committee, considering the urgency of the need of six copies of the college, the Laptop No. 7 is allotted to the Govt. NMC accreditation works, especially for the studies room.		9-08-2022	LPA-7 S.No. 51027022			

Meeting held on 6-06-2022 at 4 pm.

Venue: Principal Room

Agenda:

1. Presentation of the report of the Laptop for all-2021

2. Decision on the allotment of laptops for the applicants
Laptop for all-2022

Members Present

1. Dr. Jessy N.C.
2. Dr. Pransith Mathew
3. Dr. Vena Appulunan
4. Dr. Sing Joseph
5. Minimal Simon (Sikarunya)

[Handwritten signatures and initials]

The report of the Laptop for all-2021 project was submitted by Dr Pransith Mathew. Five students of 2020-22 batch benefited from the project.

LAPTOP FOR ALL - 2022

The applications received from the student teachers were analysed and the committee recognizing the genuinity, decided to hand over the laptops of the following six students (laptop for 2022)

1. Anusree K, English, 2021-2023
2. Alex Rose, Malayalam, 2021-2023
3. Anghasthamban, Malayalam, 2021-2023
4. Manjula N, Mathematics, 2021-2023
5. Madhusha P, Physical Science, 2021-2023
6. Rasha B-Roy, English, 2021-2023

[Handwritten signature]
6/6/2022






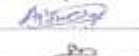


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 മെട്രിക് നമ്പർ: 6.2.3
 ഓഫീസ് നമ്പർ: 468912
 വിതരണ
 ഐ.ടി.സി. കോളേജ് ഓഫ് എഞ്ചിനീയറിംഗ്
 95712, കൊല്ലം ജില്ല
 ഫോൺ: 0474-270431

Meeting held on 10-8-2022 at 4:30 pm
Venue: Principal's Room.

Agenda

1. Decision on applications received from 2022-2024 batch for laptops
2. Report presentation of laptop for all-2022.

Members Present.

1. Dr. Deepy K.C., Principal 
2. Dr. Pranjith Mathew, Vice Principal 
3. Dr. Veena Appukutty, IADC 
4. Dr. Inoj George 
5. Aithyayan K 
6. Minimal Simon (Sr. Manager) 

The report of the Laptop for all 2022 project was presented by Dr. Pranjith Mathew. Seven students of 2021-23 batch benefited from the project.

LAPTOP FOR ALL - 2023

The applications received from the 2022-24 batch were analysed and considering the need and genuinity, the committee decided to allot the laptops to the following students:

- | | | |
|---------------------------------------|----------------|---------------|
| 1. Robin Jose | Mathematics | 2022-24 batch |
| 2. Linet Presha Mathew, Nehruva Simon | Mathematics | 2022-24 batch |
| 3. Zameer K.R | Malayalam | 2022-24 batch |
| 4. Reshna S | Malayalam | 2022-24 batch |
| 5. Vrintha M.O | Social Science | 2022-24 batch |

The committee also decided to allot one laptop for the GSR - NABC accommodation costs of student IADC of the college.

Dr. Pranjith Mathew also reported that one laptop is having complaint and is giving for service.


10/8/2022




Dr. Pranjith Mathew, Principal
Principal's Room
10/8/2022
Principal's Office
Phone: 944726-87001

LAPTOP No- 8

Received a second hand (used) laptop purchase:
ACER Device ID-70D927A7-AD77-46EA-93AC-3810F4D3EE71
AND E-300 ARI+HD, Graphics 1.20 + RAM 2.00 G.B. - ASPIRE 5250
From a sponsor Mrs. Meeky N.C., c/o D. S. Dary N.C.
on 15- August 2023.



Handwritten text in Tagalog:
Nagkaroon ng isang gamit na laptop na ibinigay sa
amang sponsor na Mrs. Meeky N.C. sa
15 Agosto 2023.


Translation of Minutes and Action Taken Report


P.K.M. COLLEGE OF EDUCATION
MADAMPAM, KAITHAPRAM P O, KANNUR – 670631
(Govt. Aided Teacher Education Institution affiliated to Kannur University)
Recognized by NCTE and included under UGC 2(f) & 12B category
Accredited by NAAC with 'A' Grade, (Second cycle -4 point scale), RUSA 2.0 beneficiary
E-mail: pkmcedn@yahoo.co.in, Website: - www.pkmcollege.org
Tel: 0460 2230929, Fax: 04602 232449

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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