



MIER College of Education (Autonomous)
Accredited by the NAAC with 'A+' Grade

Monthly Report
of
Centre for Educational Technology

QF No.: 098C
Revision:
Month: November 2022

1. Details of Extension Lecture / Orientation / Workshop / Training Programmes Conducted

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	09,10,21/11 /2022	Hands on Session on Wi-Fi Set up, College email set up sync and Google classroom	Internet and E-mail	Mr. Rajan Slathia	BA 2022 batch students	-
2.	17,18,19/11 /2022	Hands on Session on Teach-Next on how to start and work through ICT hardware	Teach-Next	Mr. Rajan Slathia	New teaching faculty members	-
3.	03,04,10,11 ,17,18,24,2 5/11/2022	1. Introduction to Computer, evolution of computer devices, basic components of computer system and their interconnections, concepts in hardware, software: purpose and types of software, operating system 2. Introduction to Networks, Types of networks: LAN, MAN, WAN	Information Technology, UG-103	Mr. Rajan Slathia	BA- Psychology (Hons.), SEM- I Students	-

Objective Evidence in MIERPICS Folder ___ \\10.253.0.94\mierpix\mierpics\2022\Oct to Dec 2022\M C E

2. ERP Updation Detail

a. Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			

1.	Student eligibility and merit basis concession applied, credit note applied as per desired students from admission team's request and day book report, miscellaneous payment, new admission number updating issue, Fee receipts updated for scholarships, updated student defaulter list and other report issues resolved	01,02,03,04,17,18,19,21,22,23,25,29/11/2022	-
2.	Fee structure created and mapped for all 2021 batch students i.e., B.Ed., B.Ed.-Spl. - SEM-IV M.Ed., M.A., BA and Diploma-Guidance & Counselling	13,14/11/2022	
Admission			
3.	Admission reports, Enquiry management, registration management, student online registration on mobile issue and other issues resolved	01,03,08,09 29/11/2022	-
Examination			
4.	<ul style="list-style-type: none"> • Internal marks examination issue resolved • B.Ed. Sem-III, B.Ed.-Spl. -Sem- III & IV tabular report resolved • B.Ed.-Sem-I TR issues resolved • MA-SEM-III TR report generated • B.Ed. Sem-III and MA-SEM-III tabular report verified & result declared • B.Ed. Sem-IV tabular report verified • Internal & External marks updated and verified of Diploma G&C, B.Ed., B.Ed.-Spl- SEM-IV M.Ed., M.A.-SEM-III • Marksheet corrections updated of B.Ed., B.Ed.-Spl, M.Ed., M.A.-SEM-III 	01,02,03,04,09,10,11 14,15,16,19,24,25,28, 29,30/11/2022	-
Academics			
5.	M.Ed. SEM-III timetable updated	04,05/11/2022	-
6.	New UG Student photos updated by Mr. Naveen Gupta with ICT Incharge	17,18,19/11/2022	-

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
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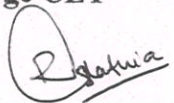
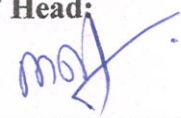
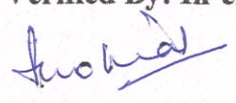
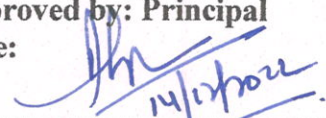
1.	Hardware maintenance to all UG, PG classrooms, Model Academy, Humming Buds school and CET Centre for smooth function of all ICT instruments	Full Month	-
2.	Dspace OER meeting with vendor for implementation	02/11/2022	FOR COL PROJECT

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full month	G-Suite	New students of BA Honours-Psychology, Political Science and English email Id created in G-Suite by Dr. Mool Raj as per new admissions entered in the system	
2.	05/11/2022	ICT & AV supported	<ul style="list-style-type: none"> New Diploma student's orientation in auditorium Inter-school play competition in auditorium 	-
3.	09,10/11/2022		Book talk library program for BA honors program	-
4.	19/11/2022		IQAC program with MOU partner colleges	-
5.	24/11/2022		Colloquium in auditorium with Head, CER Dr. Nishta Rana	-
6.	25/11/2022		<ul style="list-style-type: none"> Intercollege Symposium in auditorium Women awareness program with Dr. Bharti Tandon in auditorium 	-
7.	08,09,10,23/11/2022 2		Documentation	CET Monthly report prepared and CET calendar updated
8.	21,22,23,24,25.28/ 11/2022	NAAC data template/records prepared from July 2021 to June 2022		-

Additions in Equipment if any: NIL

5. Any Other: NIL

Prepared by: In-charge CET Date: 14/12/2022 	CET Head: 	Verified By: In-charge, IQAC 	Approved by: Principal Date:  14/12/2022
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