



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

Monthly Report
of
Centre for Educational Technology

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

1. Details of Activities Conducted

Class Taken

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	First 3 Days in a week of January month	1. Concepts in hardware, software: purpose and types of software, operating system, user interface, file and folder management 2. Introduction to Networks, Types of networks: LAN, MAN, WAN, Network topologies: Star, Bus, Tree Mesh	Information Technology, UG-103	Mr. Rajan Slathia	BA-Psychology (Hons.), SEM-I Students	-

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	03,05,07,10,11,13, 16,18,20,21,25,27, 31/01/2023	-

Admission		
2.	Admission reports, Enquiry management, registration management, student online registration on mobile issue, Student course changed and other issues resolved	14,15,22/01/2023
Examination		
3.	<ul style="list-style-type: none"> • M.Ed.-Sem-II, internal marks entered, verified and processed to external COE dept. • Tabulation report of M.Ed.-Sem-2 proceed and verified with Mr. Umesh • Result declaration of M.Ed.-Sem-II • B.Ed. Sem-IV, B.Ed.-Spl. -Sem-IV individual marksheet downloaded and merged with Mr. Umesh and corrections updated • M.Ed. Sem-IV Tabulation report verified and updated • Updated consolidated report of M.Ed. Sem-IV • Verified B.Ed.-Sem-IV re-appear marksheets with Mr. Umesh • M.Ed.-Sem-II tabulation report and student pictures for marksheets updated with Mr. Naveen • M.Ed.-Sem-II and B.Ed. Sem-II result updated • Marksheets corrections updated of B.Ed., B.Ed.-Spl., M.Ed., M.A.-SEM-II & IV 	03,04,05,08,10,16,19,21,24,27,30/01/2023
Academics		
4.	Student ID card updated and library issues resolved	03,04,10,17,18,19,20/01/2023
5.	2 students of M.Ed.-2021 batch inactive from ERP as per PG dept.	04/01/2023
6.	BA-Sem-III, BA-SEM-I for Psychology, Political Science and English, M.Ed.-Sem-I timetable updated in ERP for attendance and issues resolved	05,07,20,21,23,24/01/2023
7.	Updated Ms. Nandhini & Ms. Saloni ERP rights of teacher in ERP	17,18,19/01/2023

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG, PG classrooms, Model Academy and CET Centre for smooth functioning of all ICT instruments	Full Month	-
2.	Repaired landline telephone instrument at Ext. No- 206, 248, 215, 241, 230, 215 (by Mr. Sanjay Vishwakarma)	02,07,09,17,18,21,23,24,27/ 01/2023	-
3.	2 New telephones placed on CET and psychology lab at Ext. No-206	09/01/2023	-
4.	DVR-2 camera maintenance and power supply replaced	03,04/01/2023	DVR-2 camera power supply was short circuited
5.	Updated laptop list that needs to be updated for fast SSD hard-disk and mailed to Mr. Naresh	12,16,18/01/2023	-

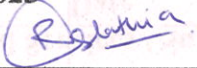

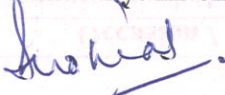

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full month	G-Suite	New students of BA Honours-Pyschology, Political Science and English, B.Ed., B.Ed.-Spl. M.Ed. and M.Ed.- Spl. email Id created in G-Suite by Dr. Mool Raj as per new admissions entered in the system	-
2.	10/01/2023	ICT & AV Support	<ul style="list-style-type: none"> Supported to new students of M.Ed.-2022 student's orientation in committee room Supported to Modal Academy School program-IPS Orientation in committee room 	-
3.	11/01/2023		Supported to Modal Academy School program with JK Public School in Auditorium	-
4.	12/01/2023		Supported to Vivekananda program of B.Ed. dept. in Auditorium	-
5.	20/01/2023		Supported to Mental Health program in Auditorium	-
6.	31/01/2023		<ul style="list-style-type: none"> Gave technical Support for Colloquium Organised by Research & Development Centre in Auditorium 	-
			<ul style="list-style-type: none"> Supported Alumni Interaction program in Auditorium 	-

7.	04,10/01/2023	Documentation	NAAC data template/records prepared from July 2021 to June 2022 updated	-
8.	11,12,18,19,27/ 01/2023		Student defaulter list updated	-
9.	19,20,21,23,24,27/ 01/2023		CET Advisory PPT prepared	-
10.	05,06,07,10,19,27, 30/01/2023		BA- Psychology papers checked and updated award roll	-

Additions in Equipment if any: NIL

5. Any Other: NIL

Prepared by: In-charge CET Date: 20/02/2023 	CET Head: 	Verified By: In-charge, IQAC 	Approved by: Principal Date: 
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