


|   |   |  |  |
|---|---|--|--|
|  | <b>MIER College of Education (Autonomous)</b><br>Accredited by the NAAC with 'A+' Grade | <b>Monthly Report<br/>of<br/>Centre for Educational Technology</b> | <b>QF No.: 098C</b><br><b>Revision:</b><br><b>Month: November 2021</b> |
|---|---|--|--|

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

| S. No. | Date | Activities Conducted | Topic | Resource Person | Target Group | Remarks |
|--------|------|----------------------|-------|-----------------|--------------|---------|
| 1.     | -    | -                    | -     | -               | -            | -       |

Objective Evidence in MIERPICS Folder

### 2. Website & Academia ERP Updation Details

#### a. Website (Updated by Website In charge Mrs. Rohini Sharma)

| S. No. | Item Description                          | Date of Updation | Remarks |
|--------|---|------------------|---------|
| 1.     | Uploaded 12th Meeting of Governance Body  | 01-11-2021       | -       |
| 2.     | Uploaded 12th Meeting of Academic Council | 01-11-2021       | -       |

#### b. Academia ERP/ Camu ERP/Sonet ERP

| S. No.           | Item Description  | Date of Updation             | Remarks |
|------------------|---|------------------------------|---------|
| <b>Finance</b>   |   |                              |         |
| 1.               | Fee Concession/ Scholarship applied to 34 students w.r.t. different courses by Ms. Rohini and Mr. Rajan | Full Month                   | -       |
| 2.               | Daybook print & other report issue resolved   | 02,15,16,18,25,27,30/11/2021 | -       |
| 3.               | Fee structure mapped of Sem-III students for all courses in ERP   | 08/11/2021                   | -       |
| <b>Admission</b> |   |                              |         |
| 4.               | Student admission application issue resolved  | 15,20,22,24,25/11/2021       | -       |
| <b>Academics</b> |   |                              |         |

|    |   |                  |                     |
|----|---|------------------|---------------------|
| 5. | Promotion of Students to 3 <sup>rd</sup> semester for all UG & PG classes by Ms. Rohini and Mr. Rajan | 02,03,04/11/2021 | -                   |
| 6. | Time table updated for MA-SEM-III and Promoted M.Ed. students to III semesters                        | 11,12/11/2021    | -                   |
| 7. | Student ID generated in ERP for testing but still not working   | 17/11/2021       | Still under process |

### 3. Maintenance / Upgradation Details

| S. No. | Name of Activity   | Date of Updation    | Remarks   |
|--------|--|---------------------|---|
| 1.     | Hardware and Internet availability to all UG and PG staff members for taking online classes (by Mr. Sanjay Vishwakarma)  | Full Month          | -   |
| 2.     | Repaired audio instrument receiver and installed at Ext. No-215, 241, 229, 2228 (by Mr. Sanjay Vishwakarma)  | 02,09,12,16/11/2021 | -   |
| 3.     | New HDMI Cable placed with the system in Room no-8 (by Mr. Sanjay Vishwakarma)   | 10,11/11/2021       | -   |
| 4.     | UPS repaired in-room no-8 (by Mr. Sanjay Vishwakarma)  | 11/12/2021          | -   |
| 5.     | Issued IT Storage devices: <ul style="list-style-type: none"> <li>● 83th-Annual day CD-1 &amp; 2</li> <li>● 2-day international conference ICSSR 30, 31 August 2019 64 GB pen drive SanDisk</li> <li>● 84th foundation day model school 2019 Pendrive-16 GB</li> <li>● 77th foundation day CD-1 &amp; 2</li> </ul> | 26/11/2021          | -   |
| 6.     | DVR maintenance  |                     | As one of the DVR cameras was blurred and now clear |

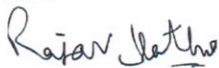


### 4. Technical Services / Support Provided

| S. No. | Date       | Area | Occasion / Problem  | Remarks |
|--------|------------|------|---|---------|
| 1.     | Full Month | NAAC | Updated records from July 2020 to June 2021 and in progress | -       |

|     |                           |                            |   |   |
|-----|---------------------------|----------------------------|---|---|
| 2.  | 08/11/2021                | Online Teaching            | ICT supported on Hybrid learning to UG classes  | - |
| 3.  | 10/11/2021                | ERP                        | Demonstration to the chairperson in ERP for access and permissions in various fields  | - |
| 4.  | 11/11/2021                | Online Guest Lecture       | ICT supported to online lecture "New Trends and Issues in Teacher Education: NEP 2020" in google meeting  | - |
| 5.  | 01/11/2021                | Online Meetings & Training | <ul style="list-style-type: none"> <li>MOU training with Saint Christopher College, Chennai in committee room</li> <li>Hands-on session training-2 to librarians on Library module</li> </ul> | - |
| 6.  | 17,18,24/11/2021          |                            | ICT supported to IQAC center  | - |
| 7.  | 22, 23,24/11/2021         |                            | ICT supported to NSS activity by Reeta mam  | - |
| 8.  | 25/11/2021                |                            | ICT supported to Induction program of new students in committee room  | - |
| 9.  | 22/11/2021                | Review meeting             | Quarterly review meeting and discussed new website, CET activities and Sonet ERP implementation stages with Dr. Mool Raj and Ms. Rohini   | - |
| 10. | 01/11/2021                | Online assessment/         | <ul style="list-style-type: none"> <li>Online open examination marks updated</li> <li>Checked Open book xerox papers submitted to COE deptt.</li> </ul>                                       | - |
| 11. | 15,16/11/2021             | Google classroom           | ICT Audio-video supported in Ms. Maneka classroom no-1, 7   | - |
| 12. | 24,25,26,27,29,30/11/2021 | Digital Banner & Program   | Women empowerment program as per order by Jt. Director, Mrs. Rupa Gupta   | - |

**Additions in Equipment if any:**

5. Any Other: NIL

|   |   |  |   |
|---|---|--|---|
| <b>Prepared by: In-charge CET</b><br><b>Date: 19-01-2021</b><br> | <b>CET Head:</b><br> | <b>Verified By: In-charge, IQAC</b><br> | <b>Approved by: Principal</b><br><b>Date:</b>  |
|---|---|--|---|

