

 MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: February, 2024
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1. Details of Class taken / Extension Lecture / Orientation / Workshop / Training Programmes Conducted

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
<i>Class taken: Topics covered</i>						
1.	1 st To 29 th Feb, 2024	Emerging technologies and their application to the IT field: 3D printing, virtual reality (VR), Drones, Artificial Intelligence (AI), Augmented Reality (AR), gaming, and machine learning.	ICT and Digital skills-UG-103	Sachin Prabhakar	BA-Pol Science. Sem-1	-

ERP Updation Detail

Radical Logix:

The following issues were resolved in ERP:

Item Description	Date of Updation	Remarks
1. Issues related to font size in the headers of certificates (Diploma, Bonafied and migration) have been addressed by maximizing it. The spacing between the second and third lines (Autonomous and Recognized) in Diploma and Migration certificates has been reduced to match the original copies. Adjustments have been made to justify the paragraph on Diploma and Migration certificates. The transparency of the Logo watermark, particularly in diploma and migration certificates, has been increased to prevent it from hiding or overlapping the content. Provision has been made to accommodate minor changes, especially in the header or footer, considering that some content may be altered later on. 2. Sajad Admad Dar roll no. 2208041 of B.A. Psychology deenrolled as approved by the Principal.	1 st to 29 th Feb, 2024	-

<p>3. Surbhi Sudan Roll. No. 2316010 of M.A. Pol Science deenrolled as approved by the Principal.</p> <p>4. Simarjot Singh roll no. 2308013 of B.A. Psychology deenrolled as approved by the Principal</p> <p>5. Arun Deep Singh Roll No. 2308016 of 1st year FYUP in Psychology deenrolled as approved by the Principal.</p> <p>6. Aashima Gupta D/O Sh. Rohini Gupta roll no. 2303010 deenrolled as approved by the Principal.</p> <p>7. Replaced Assistant Registrar (Exams) with Deputy COE in all the documents (Mark Cards/ Notifications/Date Sheets/ Certificate etc.).</p> <p>8. Resolved issue where card no. and roll no. of B.Ed. 1st year did not match in the Library module and all students were not showing in Library</p> <p>9. Deletion of vouchers, rights provided to Ms. Veena Puri in Fee collection module.</p> <p>10. Resolved issues related to fee analysis reports.</p> <p>11. Discount of Rs. 13000/= added in Fee Module as approved by the Principal.</p>		
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2. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	New Telephone installed at ext. no. 212	1/02/2024	-
2.	Repaired Landline 243,211,237,251,262,224,225,209,209,223,235	1,2,9,12,13,14,15,19,22, 27/02/2024	

3. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	03/02/2004	ICT & AV Support	ICT support at conference hall for meeting regarding NAAC 4 th cycle.	-
2.	05/02/2024		ICT support outside fee counter for farewell to class 12 th .	-
3.	08/02/2024		ICT support outside fee counter for founders day celebrations.	-
			ICT support to 'Sharing of best practices' for Smt. Shanti Gupta Center for Woman's study.	-

4.	15,16/02/2024		ICT support at auditorium for 4 th cycle of NAAC introduction to students.	-
5.	17/02/2024		ICT support to 31 st BOD meeting at conference hall. ICT support at auditorium for 'Hubs of Learning' PPT presentation by teachers	-
6.	19/02/2024		ICT support to NSS camp at M.Ed. Hall. ICT support to orientation programme (BDE 107) at class room 9.	-
7.	23/02/2024		ICT support to 15 th meeting of Governing Body at Conference room. ICT support to COL TEL Project meeting at Conference room.	-
8.	24/02/2024		ICT support to Diploma in ICT in Education at conference room. ICT support to valedictory function of NSS camp at auditorium. ICT support to COL TEL Project meeting at Conference room	
9.	26/02/2024		ICT support at auditorium for NET/SET orientation organized by Library Committee in collaboration with Placement Committee.	-
10.	28/02/2024		ICT support to visit to Inclusive School Programme from Lal Bhadur Shastri College at auditorium Plasma TV installed at HOD's rooms of SOE and SSSH	
11.	29/02/2024		ICT support to Role Play activity organized by Students of English	

Access

Additions in Equipment if any: Nil

Any Other: NIL

Prepared by: In-charge CET Date: 12/03/2024 <i>Sachin</i>	CET Head: <i>Moj</i>	Verified By: In-charge, IQAC <i>Kumar</i>	Approved by: Principal Date: <i>29/3/24</i>
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MIER College of Education (Autonomous)
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Monthly Report of
Incharge Computer Lab

QF No.: 00
Revision:
Month: February 2024

1. College Website & ERP Updation Details

S.No.	Item Description	Date of Updation	Remarks
1.	Uploaded Research Development Centre monthly reports from September to December 2023	05-02-2024	
2.	Uploaded Result of B.A. English-II (Withheld (D.E)) Session 2022-26		-
3.	Uploaded Result of B.A. English-I Withheld (D.E) Session 2022-26	08-02-2023	
4.	Uploaded an achievement (Design Patent) in Research and Development Centre		
5.	Uploaded an activity of SGCWS "Best Practices Exchange Programme"	12-02-2023	-
6.	Uploaded Re-evaluation result of B.Ed. Semester-II Session 2022-24	13-02-2023	
7.	Uploaded an activity of CET Annual Prize Distribution (COL)	15-02-2023	
8.	Uploaded an achievement "Awarded the degree of Doctor of Philosophy (Ph.D.) in Education" in News		
9.	Uploaded an IQAC activity Orientation on NAAC 4th Cycle Accreditation	17-02-2024	-
10.	Uploaded an activity of extension unit "Sensitization Program on Rights of a Voter"		
11.	Uploaded Result of B.Ed. Sem.-IV (Former student) Session 2020-22	26-02-2024	
12.	Uploaded an activity "Student Exchange Programme Between MIER College of Education and GHG Khalsa College of Education, Ludhiana" in MOU GHG		-
13.	Uploaded an activity of co-curricular unit "Annual Prize Distribution"	27-02-2024	

ERP Updation Detail			
1.	Marked attendance for B.A. Psychology and English Semester-I	February	-

2. Details of Classes taken / Workshop / Training Programmes Conducted

S.No.	Date	Activities Conducted	Topic	Target Group	Remarks
1.	February	Class taken for B.A Hons.- UG 103-Information Technology as per allotted time table	Introduction about drones, 3D printing, Virtual Reality and Artificial intelligence	B.A Hons. Sem.-I (Pol. Sc. And English)	-

3. Any Other:

- Leave applied for 12 Sub-staff members (Admin Block) in Facto-Hr
- Uploaded M.Ed. data for alumni Session 2016-18 in alumni portal
- Checking of answer sheets for B.A Hons. Semester I (Re-test Exam)
- Meeting with Mr. Khameer regarding Facto-Hr. on 16th and 18th of February
- Assisted Admission cell for admission process in the absence of admission team
- Meeting with Chairperson regarding Facto-Hr. portal

Prepared by: Incharge Computer Lab	Verified by: IQAC	Approved by: Principal
Date: <i>gphanso</i> 11-03-24	Date: <i>Sushil</i> 11/3/24	Date: <i>Shr</i> 28/3/24