	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 2022
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1. Details of Extension Lecture / Orientation / Workshop / Training Programmes Conducted

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	21 st Feb. to 05 March 2022	1. Role of Digital Literacy in Professional Life 2. Trends and Opportunities in Using Digital Technology in Workplace 3. Internet Basics 4. Introduction to MS Office Tools- Office, Excel, PowerPoint 5. Quiz Conducted	Digital Literacy & MS office	Mr. Rajan Slathia & Ms. Rohini Sharma	B.A. (Hons) Psychology Sem-I students	-

Objective Evidence in MIERPICS Folder <https://drive.google.com/drive/folders/1wRPgHZL5xbE0MNCZfNXKY1b5Vc8nY-5?usp=sharing>

2. Website & Academia ERP Updation Details**a. Academia ERP/ Camu ERP/Sonet ERP**

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Fee Concession/ Scholarship applied to 2 students w.r.t. different courses	10,28/02/2022	-
2.	Cross-verified verification issues in the concession report, Balance fee report, daybook report, Credit note and other reports	01,02,03,04,07,08,21, 22,23,24/02/2022	Resolved
Academics			
3.	PG SEM-II multiple internal Internship and dissertation subject's marks entry permission provided to Mr. Naveen in the ERP	17/02/2022	-
4.	Removed and updated 6 students list that are not eligible from ERP	28/02/2022	-
Examination			

5.	Cross-verified different report issues and checked with Mr. Umesh, updated mark sheets, Watermark logo, Tabular reports, Result Notification, in new ERP and conveyed to Mr. Shivam through email, WhatsApp	01 To 10,16,17,18,19,21,22, 23,24,25,28/02/2022	Resolved and in progress
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3. Maintenance / Upgradation Details

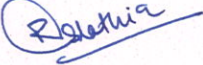
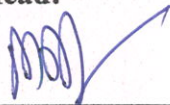
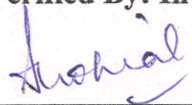
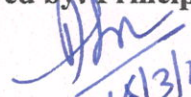
S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG and PG classrooms and CET Centre for smooth function of all ICT instruments (by Mr. Sanjay Vishwakarma)	Full Month	-
2.	New audio receiver provided to Ms. Nishi's and Ms. Ruchi's desk in admin block respectively	01,15/02/2022	-
3.	Repaired BSNL telephone lines in reprography room	02,04/02/2022	-
4.	Repaired audio instrument receiver and installed at Ext. No-234, 218, 225, 255, 217, 227, 228, 217, (by Mr. Sanjay Vishwakarma)	03,08,09,10,15,21/03/2022	-
5.	Hardware & cleaning maintenance in Model Academy school (by Mr. Sanjay Vishwakarma)	08,25/02/2022	-


4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	02/02/2022	IQAC Cell	ICT Supported and updated screenshots of different classes for NAAC purpose	-
2.	04,07/02/2022		Edited and uploaded a video of Dr. Nishta Rana on the official college youtube channel as requested by IQAC for NAAC purpose	-
3.	02,04,09,16,17 /02/2022	Google Classroom	Classroom created for PG SEM-III students-MOOC course and ICT supported to PG students & librarian Ms. Eesha	-
4.	05,06/02/2022	DVR Camera	Downloaded Camera-5 & 3 recordings of 5,6,7/02/2022 date as per the order of Chairperson and showed for security purpose	-
5.	16/02/2022		ICT Supported to evaluation program in committee room	-

6.	16,17/02/2022	Audio-Video settings	ICT supported to Model academy school event and testing in B.Ed. Hall	-
7.	18/02/2022		ICT supported to Board of Meeting in committee room	-
8.	19/02/2022		ICT supported to hybrid program in BED auditorium of Model Academy school	-
9.	25/02/2022		ICT supported during "Almashine" -Alumni software demo meeting in committee room	-

Additions in Equipment if any:**5. Any Other:** NIL

Prepared by: In-charge CET Date: 15-03-2022 	CET Head: 	Verified By: In-charge, IQAC 	Approved by: Principal Date:  16/3/2022
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Seen

19/3/22