



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

**Monthly Report**  
of  
**Centre for Educational Technology**

**QF No.: 098C**  
**Revision:**  
**Month: August 2022**

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
<b>Moodle Activities from S.No. 1 To 9 [MOOCS]</b>						
1.	1 To 31 August	Module covered No: 4 Assignment conducted: 1 Quiz organized: NIL Test assigned: NIL Discussion forum: 1 Module Feedback: 1	Barriers in Leadership	Dr. Mool Raj	M.Ed.-SEM-IV	-
2.	1 To 31 August	Module covered No: 3 Assignment conducted: 1 Quiz organized: 1 Tests assigned: 1 Discussion forums: 2 Module Feedback: 1	Approaches to Teaching Science	Dr. Nishta Rana	M.Ed.-SEM-II	-
3.	1 To 31 August	Module covered No: 4 Assignment conducted: NIL Quiz organized: 1 Test assigned: 1 Discussion forum: 1 Module Feedback: 1	Curriculum Development & Evaluation	Dr. Bindu Dua	M.Ed. & MA-SEM-IV	-
4.	1 To 31 August	Module covered No: 4 Assignment conducted: NIL Quiz organized: NIL Test assigned: NIL	Educational Management Techniques	Dr. Bharti Tandon	M.Ed. & MA-SEM-IV	-

		Discussion forum: 1 Module Feedback: 1				
5.	1 To 31 August	Module covered No: 4 Assignment conducted: 1 Quiz organized: 2 Test assigned: 1 Discussion forums: 2 Module Feedback: 1	Educational Administration	Dr. Sayka Bano	M.Ed. & MA-SEM-IV	-
6.	1 To 31 August	Module covered No: 5 Assignments conducted: 1 Quizzes organized: 1 Test assigned: 1 Discussion forums: 3 Module Feedbacks: NIL	Assessment Strategies & Practices	Dr. Rohinika Sharma	B.Ed.-Spl. -SEM-II	-
7.	1 To 31 August	Module covered No: 4 Assignments conducted: 1 Quizzes organized: 1 Test assigned: 1 Discussion forums: 2 Module Feedback: 1	Pedagogy of Science	Dr. Monika Bajaj	B.Ed.-SEM-II	-
8.	1 To 31 August	Module covered No: 4 Assignments conducted: 1 Quizzes organized: 1 Tests assigned: 1 Discussion forums: 2 Module Feedback: 1	Pedagogy of English	Dr. Reeta Dwivedi	B.Ed.-SEM-II	-
9.	1 To 31 July	Modules covered No: 3 Assignments conducted: 3 Quizzes organized: 1 Tests assigned: 1 Discussion forums: 2 Module Feedback: 1	ICT in Education	Ms. Rohini Sharma	B.Ed.-SEM-II, Section-A	-

10.	18/08/2022	Created G-suite login & Hands on session training provided on ERP (for student attendance, internal marks entry, Google classroom and reports), teach next classroom	Hands on Session training on ERP, G-Suite	Dr. Mool Raj & Mr. Rajan Slathia	New PG Staff- Ms. Priyanka & Lovely	-
11.	Full Month	1. Introduction to browsers and browsing world-wide web & websites 2. Online Softwares/ packages including MS Office & G-Suite applications	ICT in Education, BDE-204, Theory	Mr. Rajan Slathia	B.Ed.-Section-B	-

**Objective Evidence** <https://miercollege.moodlecloud.com/login/index.php>, <https://classroom.google.com/u/0/c/NTIxOTcvOTkwMDg0>

## 2. ERP Updation Detail

### a. Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
<b>Finance</b>			
1.	Student eligibility and merit basis concession applied, credit note as per desired students from admission team's request and day book report, miscellaneous payment, fee balance updated and other report issues resolved	01, 02, 03, 04, 06, 07, 16, 29, 30, 31/08/2022	-
<b>Admission</b>			
2.	Admission reports, Enquiry management, filters, document verification, registration management, student ID generated, student online registration on mobile issue resolved and other issues resolved	01, 02, 03, 04, 06, 26, 27, 29/08/2022	Student ID issue not resolved
<b>Examination</b>			

3.	<ul style="list-style-type: none"> <li>▪ Batch scheme mapped; Marks sheet BED- SEM-II corrections resolved</li> <li>▪ New exam session created for all courses i.e., B.Ed., B.Ed.-SPL &amp; M.A. M.Ed.-SEM- IV with Mr. Umesh, Exam Centre Master, Subject-wise enrollment, Date-Sheet generation, consumption statement, Fictitious Number generated,</li> <li>▪ Proceed to external COE process and verified internal marks from ERP for M.Ed., B.A. B.Ed. &amp; B.Ed. Spl. SEM-I &amp; III and student exam attempt unfair, attendance updated and external marks updated with Mr. Umesh</li> <li>▪ Conduct of exam updated, subject wise student enrollment, date sheet generated for BED, BED-SPL, MA &amp; MED-SEM-IV With Mr. Umesh,</li> <li>▪ TR report generated, result TR verified, internal marks updated, verification &amp; proceeding and corrections resolved for B.Ed., B.Ed.-SPL &amp; M.Ed.-SEM-II</li> <li>▪ Diploma G&amp;C examination, conduction, session updated, batch scheme mapped, scheme prepared, enrolling settings, course subjects added, attendance updated,</li> </ul>	01, 02, 03, 04, 06, 08, 09, 10, 16, 18, 20, 23, 24, 25, 27, 29, 30, 31/08/2022	Internal exam marks are not uploading in UG- B.Ed. & B.Ed. Spl. for SEM-II and conveyed to Mr. Shivam (ERP representative)
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### 3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG, PG classrooms, Model Academy, Humming bud school and CET Centre for smooth function of all ICT instruments (by Mr. Sanjay Vishwakarma)	Full Month	-
2.	Repaired landline telephone instrument at Ext. No- 214, 226, 238, 252, 241(by Mr. Sanjay Vishwakarma)	18,20,22,25,29/08/2022	-
3.	Name Board of UG department updated and corrected by Mr. Sanjay Vishwakarma	31/08/2022	-

**4. Technical Services / Support Provided**

S. No.	Date	Area	Occasion / Problem	Remarks
1.	01,02,03,09, 10,18,20,23,27 /08/2022	Audio-Video support	AV supported to Humming Bud school program, Mr. Vikrant Mahajan, Model Academy School program, Principal Dr. Adit Gupta's awareness for IQAC inspection to students, School Peer Educator program, Model Academy School sales Bingo program, School Alumni interaction in auditorium and committee room by Mr. Sanjay Vishwakarma	
2.	17/08/2022		AV supported to Intercollege debate competition in auditorium	
3.	06/08/2022		Supported ICT in committee room for MOU meeting	-
4.	26/08/2022		Supported ICT on Women Equality Day in auditorium	-
5.	30, 31/08/2022		Cross-verified & checked all the technologies used in college for External Peer Review of IQAC team with Dr, Mool Raj & Mr. Sanjay Vishwakarma	-
6.	10 To 17/08/2022	Internal Papers	Internal papers BED-204, ICT in Education checked	
7.	01, 02, 03, 04, 16/08/2022	Online Quiz	Supported ICT to B.Ed. & B.Ed. SEM-II B.Ed.- SEM-II checked online on Quizziz platform	-
8.	26, 27/08/2022	DVR-Camera	Recorded and show video to student and their parent of 10K theft	Nothing is found
9.	22 To 31/08/2022	Reports & Documentation	NAAC External Peer documentation, activities updated on MIER website	-
10.	25/08/2022	Banner & Video editing	Video updated & edited as per order of Jt. Director Mrs. Rupa Gupta	-
11.	30, 31/08/2022	Library	Issue master, fine report and other reports issue resolved for External Peer IQAC inspection	-

**Additions in Equipment if any:**

5. Any Other: NIL

<b>Prepared by: In-charge CET</b> <b>Date: 07/09/2022</b> 	<b>CET Head:</b>	<b>Verified By: In-charge, IQAC</b>  2/19	<b>Approved by: Principal</b> <b>Date:</b>  7/9/2022
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