	MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: July 2023

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
Class taken: - Topics covered						
1.		Basics of e-Learning Management System (ELMS), E-content development- creating content with audio and video through software and developing e-content (pdf, image, audio, video, blogs, forums etc.)	ICT and Digital skills- UG-203	Mr. Rajan Slathia	BA- Psychology (Hons.), SEM-II Students	-
2.	06 To 31/07/2023	• Preparation of a time table, marks list – Analysis of data and graphical representation • Prepared quiz and 2 papers for BA submitted to Dr. Monika internal examination committee member	Computer Applications- UG-207			-

Objective Evidence in MIERPICS Folder___ Not applicable

2. ERP Updation Detail
a. Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Student eligibility and merit basis 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	06,11,17,20,24,27, 31/07/2023	-

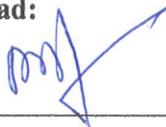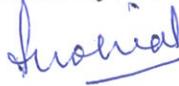| Examination			-
2.	• Student photos and data updated for respective examinations for student admit cards • Resolved issues related to student exam encode, fictitious number generation and award rolls issue resolved for Mrs. Poonam Soni • Internal Scheme mapped and verified for all courses • Marksheet corrections updated of M.Ed.-III, B.Ed.-Spl. -III, BA-Sem-III, • Internal marks entry mapping issues resolved with internal examination convenor Dr. Monika and Dr. Bindu • Examination marks and result notification issues resolved of M.Ed. and B.Ed.-SEM-II and result declared	01,02,05,06,07,08,09,12,13,17,21,23,25,27,30, /07/2023	

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance for all UG, PG classrooms, Model Academy School and CET Centre for smooth functioning of all ICT instruments (Laptops, LED TVs, Projectors and Amplifiers) by Mr. Sanjay Vishwakarma	Full Month	-
2.	Repaired landline telephone instrument at Ext. No-262, 229,209,223, 208,230,255,243,206,228,219(by Mr. Sanjay Vishwakarma)	01,04,06,07,10,12,19,20,25,28 /07/2023	-
3.	New Sony projector installed in Auditorium	26/07/2023	-
4.	Data provided to Radical Logix ERP and participated in online, Telephonic discussion for implementation of ERP in consultation with Dr. Mool Raj and Radical Logix ERP team-Mr. Vashishat	Full Month	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	3,4/07/2023	ICT & AV Support	ICT support for Dr. Kunal Anand's program in auditorium organized by Model Academy School	-
2.	06/07/2023		ICT support for Meeting with external outside members in committee room	-
3.	13/07/2023		ICT support for Humming bud school program	-
4.	15/07/2023		ICT support for Model Academy School capacity building program in auditorium	-
5.	17/07/2023		• ICT support for NSS Unit program in auditorium • ICT support for Celebration of International Literacy program in auditorium	-
6.	18,20/07/2023		ICT support for studies abroad preparation program in auditorium	-
7.	21/07/2023		ICT support for English Access Micro scholarship program in auditorium	-
8.	24/07/2023		• ICT support for Meeting of the governing body in committee room • ICT support for Cultural heritage program in auditorium	-
9.	25,26/07/2023		ICT support for Modal Academy School's Peer Education program in auditorium	-
10.	27/07/2023		ICT support for WWAO program in auditorium	-
11.	29/07/2023		ICT support for Modal Academy School's Beti Bachao Beti Padhoa program in auditorium	-
12.	31/07/2023		ICT support for Awareness program on Osteoporosis in auditorium	-

Additions in Equipment if any: NIL

5. Any Other: NIL

Prepared by: In-charge CET Date: 22/08/2023	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date: