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

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

| Sr. No. | Date | Activities Conducted | Topic | Resource Person | Target Group | Remarks |
|---|---|---|---|---|---|---|
| *Class taken: Topics covered* | | | | | | |
| 1 | 11<sup>th</sup> To 31<sup>st</sup> October 2023 | • Introduction to computers, evolution of computer devices, components of computer system | ICT and Digital skills- UG-103 | Sachin Prabhakar | BA-Pol Science. Sem-1 | - |

**Objective Evidence in MIERPICS Folder___ Not applicable**

## 2. ERP Updation Detail
### RadicalLogix:

| Item Description | Date of Updation | Remarks |
|---|---|---|
| 1. Shifting of Abhishek Kathariya Adm. no.- MCE23200085 from MA(Eng) to B.Ed Spl. Education<br>2. Fee and other structure with Breakup for Year II & III, (Sem III & Sem IV) of BA Eng, BA Psych., BA Pol Sc., B.Ed., B.Ed Spl, M.Ed. & M.Ed Spl and Year III (Sem V & Sem VI) of BA Psych Hon programmes. Sem I fee dues can be in July and Sem II can be in Jan.<br>3. Configuring the fees properly for B.A Psychology IIIRD Year including all heads<br>4. Unable to generate and print codes and enter marks.<br>5. Session 2022-2023 is not appearing in dropdowns of some modules/ report<br>6. Rights to generate of ID Cards to Mr. Abhi Dabgotra Emp. ID 11052 (DTP operator)<br>7. Session Details for the tentative start of Classes/ Attendance and exams.<br>8. Exams not appearing for Sem II B.Ed & B.Ed Spl. Session 2022-24 in Date Sheet and generate hall ticket<br>9. Changes in ID Card, Validation shown as 31-Mar-2023 to be changed till 30-Sep-2024.<br>10. Month wise student fee detail, Sample file Send. | 9<sup>th</sup> to 31<sup>st</sup> Oct, 2023 | - |

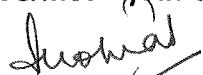| | |
|---|---|
| 11. Photos are not appearing in students' profiles, as we uploaded their photos individually at admission time through onlineregmier.radicallogix.com | |
| 12. To Add discount options i.e. Rs 20,000/- & 40,000/- in Fees | |

## 3. Maintenance / Upgradation Details

| Sr. | Name of Activity | Date of Updation | Remarks |
|---|---|---|---|
| 1. | Hardware maintenance and switching on/off the systems for all College 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-247, 213, 251, 248 , PNT lines | 4,19,28,30/10/2023 | - |
| 3. | Replaced projector of  Computer Lab Admin Block to School Computer Lab | 12/10/2023 | |

## 4. Technical Services / Support Provided

| Sr. | Date | Area | Occasion / Problem | Remarks |
|---|---|---|---|---|
| 1. | 3/10/2023 | | New Telephone receivers installed at Ext. no. 216, 238 | |
| 2. | 5/10/2023 | | ICT support for Introduction cum Orientation Programme for the students of UG Programmes session 2023 at Auditorium by Mr. Sanjay Vishavkarma | - |
| 3. | 11/10/2023 | | ICT support for Halloween Celebration by Model Academy at Auditorium | - |
| 4. | 16/10/2023 | ICT & AV Support | ICT support for Book Review Programme oorganised by Library Committee | - |
| 5. | 18/10/2023 | | ICT support for Smt. Shanti Gupta Center for Women Studies, screening interview for gender studies by Mr. Sanjay Vishavkarma. | - |
| 6. | 20/10/2023 | | ICT support for Guest Lecture cum interactive session on Mental Health by Dr. Rajinder Kumar oraganised by School of Social Sciences & Humanities | - |
| 7. | 27, 28/10/2023 | | One Speaker Repaired and installed at Auditorium . | |
| 8. | 31/10/2023 | | ICT support for National Unity Day Celebration at Auditorium. | - |

**Additions in Equipment if any: NIL**

5.    **Any Other:**  NIL

| Prepared by: In-charge CET Date: 07/11/2023 | CET Head: | Verified By: In-charge, IQAC | Approved by: Principal Date: |
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