 <b>MIER College of Education (Autonomous)</b> Accredited by the NAAC with 'A+' Grade	<b>Monthly Report of Centre for Educational Technology</b>	<b>QF No.: 098C</b> <b>Revision:</b> <b>Month: September 2023</b>
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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
1.	18 <sup>th</sup> September 2023	<b>Training of Teachers on Internal Examination &amp; Student Attendance modules in College ERP</b>	<b>Radical Logix (Employee Portal)</b>	Prof. Mool Raj & Ms. Rohini Sharma	All Faculty members	
2.	20 <sup>th</sup> September 2023	<b>Training of teachers on Using Interactive Panels</b>	<b>Using Interactive Panels</b>	Mr. Shashank, People Link	All Faculty members	
3.	25 <sup>th</sup> to 27 <sup>th</sup> & 29 <sup>th</sup> , September 2023	<b>Workshop on Blended Course Development using Moodle for teachers</b>	<b>Blended Course Development</b>	Prof. Mool Raj	All Faculty members	

**Objective Evidence in MIERPICS Folder** \_\_\_ Sr. 1 & 3 MCE/2023/July to Sep/ Center For Education Technology/ & Sr. 2. MCE/2023/July to Sep/ Interactive panel teaching

**2. ERP Updation Detail**

**a. RadicalLogix ERP**

S. No.	Item Description	Date of Updation	Remarks
<b>Students/ Class/Subject Modules</b>			
1.	User enrollment, student lists, class lists, de-enrolments, course-programme mapping, teacher-course mapping.	05 to 30 September 2023	-

<b>Examination</b>			
2.	<ul style="list-style-type: none"> <li>• Student photos and data updated for respective examinations for student admit cards</li> <li>• Resolved issues related to student exam encoding, tabulation and award rolls issue resolved.</li> <li>• Exam mapped and verified for all courses by Radical</li> <li>• Marksheet corrections updated of FYUP &amp; BA</li> <li>• Marks entry and uploading by COE section.</li> <li>• Examination marks and result notification and result declaration process issues were resolved by Radical support</li> </ul>	01,02,05,06,07,08,12,13,21,23,25,27,30, /09/2023	-

### 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-241, 238, 245, 238, 218, 216, 214 (by Mr. Sanjay Vishwakarma)	04,13,15, 16, 20,27, 29 /09/2023	-
3.	Data provided to Radical Logix ERP and its implementation with Radical Logix ERP team	Full Month	-



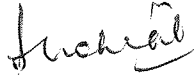

### 4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	05/09/2023	ICT & AV Support	ICT support for Teacher Day programme in auditorium organized by Model Academy School & College	-
2.	08/09/2023		ICT support for a programme in the auditorium organized by Model Academy School	-
3.	12/09/2023		ICT support on mike settings for Humming buds	-

4.	15/09/2023	ICT & AV Support	ICT support for Model Academy School capacity building program in auditorium	-
5.	18/09/2023		ICT support for screening interviews of students of Gender Champion Club organized by CWS in committee room	-
6.	18,20,22, 27,29/09/2023		ICT support for the training programmes on TEL Policy, Radical ERP, Interactive Panels, AI in Education and Moodle	-
7.	19/09/2023		ICT support for an interactive session organized by Alumni Committee	-
8.	21/09/2023		ICT support for an orientation programme on N-List by Library committee	-
9.	25/ 09/2023		ICT support for NSS Day celebration programme in auditorium	-

**Additions in Equipment if any: NIL**

**5. Any Other: NIL**

<b>Prepared by: In-charge CET</b> <b>Date: 12/10/2023</b> 	<b>CET Head:</b> 	<b>Verified By: In-charge, IQAC</b> 	<b>Approved by: Principal</b> <b>Date:</b>  17/10/2023
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