MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: November, 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.	1st to 30th Nov, 2023	• Concept in Hardware, Software and Operating System, User Interface, File and Folder Management and Midterm Exam Question Paper setting.	ICT and Digital skills-UG-103	Sachin Prabhakar	BA-Pol Science. Sem-1	-
2.	28/11/2023	• Viva Voce of B.Ed. Sem II.	BDE-205	-	B.Ed. Sem. II	-

Objective Evidence in MIERPICS Folder___ Not applicable

2. ERP Updation Detail

RadicalLogix:

The following issues were resolved in the ERP:

1. Item Description	Date of Updation	Remarks
1. Unable to send user credentials to the students 2. Subject wise attendance, the no. of students and the total present and absent are not matching 3. Year not showing on ID Cards, 4. Graduation Marks not showing in students reg. (search, finalize) 5. History subject to be added in 1st year FYUP programme. 6. Permanent address not showing in student's registration. 7. Examination tabulation report issue.	1st to 30th Nov,2023	-

8. To configure the Final Year's RC in semester IV marks with the subjects and rest three semesters total will be visible at the bottom. 9. Fee Defaulter report to be updated 10. User Rights to Ms. Palak. 11. Defaulter list of BA Psychology 3rd Yr. not showing 12. Fee defaulter report issue / delete from radical 13. Income report-> Add income employee name not showing 14. Access Denied message for Report cards of all classes, as only M.Ed. is accessible that too has an overlapping issue. 15. Tabulation Reports are also not as per our requirements and not aligned with RC though it has been done for Sem. I B.A. programs results 16. De enrollment of students: Yashika Abrol , M.A. Pol. Sc. Roll no. 2316001, Sapna Bhardwaj, M.A. Pol Sc. R.No. 2316002, Seerat Sahiba FYUG Eng Roll No. 2310013, Kajal Tariq FYUG Eng. R. No 2310014, Riya Rajput B.Ed. Roll no 2302014 17. Removal of 42 students in fee defaulters report as they have paid fee through pervious S/W. 18. Library Management Alphanumeric codes required and bar codes issue. 19. Shifting of Palak Gupta from B.Ed. Spl to B.Ed. 20. To configure the new RC for B.Ed., B.Ed. Special, & M.Ed. Semester IV and Diploma, Semester II. (Done for M.Ed. but needs to be done for other programmes as well) 21. Basic details panel not ready for BA and Diploma 22. All BA Programmes, 1st year and Diploma Sem II Exam dropdowns not appearing in D/L, U/L Marks Excel, RC, Basic details Tabulation Report (Students need to be added to the courses). 23. Emp. name is not reflecting in the printed receipt of the income module. 24. Psychology, Sem-IV (Session 2021-2024), the portions marked with red have to be deleted 25. User rights to Mr. Ashwani Kumar. 26. Mapping of Sem –III of B.Ed., B.Ed. (Special), M.Ed. and M.Ed. (Special).		

3.Maintenance / Upgradation Details

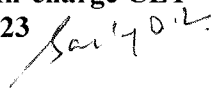| S. No.	Name of Activity	Date of Updation	Remarks
1.	Uploading of Photos of Alumni on https://alumni.miercollege.in	02,03 Nov, 2023	-
2.	Welcome Email to the Alumni.	04/11/23	-
3.	Diwali Message on https://alumni.miercollege.in.		
4.	Alignment of logo and text on https://alumni.miercollege.in	24/11/23	-
5.	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	-
6.	Repaired landline telephone instrument at Ext. No-215, 212, 221, 262 ,262,237,227,237 PNT lines & new Telephone receivers at Ext. no. 216,238 (by Mr. Sanjay Vishwakarma)	01,09,16,17,18,21,28,29/11/2023	-

3. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	01/11/2023	ICT & AV Support	ICT support for Rehearsal by the students in the Auditorium	-
2.	02/11/2023		ICT support for "Model Academy in collaboration with PNB organized Vigilance Banking Awareness Programme" at auditorium.	-

3.	03/11/2023		ICT support for Fresher's Party.	-
4.	04/11/2023		ICT support for Quarterly Review Meeting at Committee Room.	-
5.	06/11/2023		ICT support for Quarterly Review Meeting at Committee Room.	-
6.	06/11/2023		ICT support at auditorium for Lecture on Stress Management by Prof. Noam Shpancer.	-
7.	07/11/2023		ICT support for Model Academy Inter House Social Science Quiz.	-
8.	08 & 09/11/2023		ICT Support to Induction cum Orientation programme for students of B.Ed., B.Ed(ID), M.A. Political Science and Dip. G&C.	-
9.	10/11/2023		ICT support for Inter College Symposium on National Education Day.	-
10.	18/11/2023		ICT support for Orientation on "Zathro Reference Management Tool".	-
11.	20/11/2023		ICT Support for declamation competition on "Todays Reader Tomorrows Leader"	-
12.	21/11/2023		ICT support for National Integration Week , Inter college Performance Poetry Competition at Auditorium	-
13.	23/11/2023		ICT support for National Integration Week, Inter- Departmental Patriotic Dance Competition.	-
14.	25/11/2023		ICT Support at committee room for 30th meeting of Board of Directors.	-
15.	29/11/2023		ICT Support SOSS&H organized Interactive session By Dr.Ellora Puri.	-

Additions in Equipment if any: NIL

4. Any Other: NIL

Prepared by: In-charge CET Date: 11/12/2023	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date: