



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 2023

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
<i>Class taken: Topics covered</i>						
1.	1 st To 30 th August 2023	<ul style="list-style-type: none"> Being safe and responsible online – protecting privacy and data, being responsible online, digital wellbeing. How to be an online learner, digital citizenship, digital communication and social networking Sessional Work 	ICT and Digital skills-UG-203	Mr. Rajan Slathia	BA-Psychology (Hons.), Sem-II Students	-
2.		<ul style="list-style-type: none"> Internet: Surfing educative websites, downloading, taking a print out, creating E-mail ID and website/ e-portfolio Sessional Work 	Computer Applications-UG-207			-

Objective Evidence in MIERPICS Folder ___ Not applicable

2. ERP Updation Detail

a. Sonet ERP/RadicalLogix

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	<p>Sonet ERP</p> <ul style="list-style-type: none"> BA Psychology 2021-24 Mark sheet Corrections Mark sheets for the BEd, Bed Spl Sem-I, and MEd-Sem-I-2022 Batch need to be corrected Backup of ERP 	2, 4, 24 /08/2023	-

	<ul style="list-style-type: none"> Month-wise circulation report of books from July 2022 to June 2023 for NAAC <p>Radical ERP</p> <ul style="list-style-type: none"> Finalization of Admission, Fees and Exam Module Setting of other modules started 	1 st To 30 th August 2023	
Examination			
2.	<ul style="list-style-type: none"> Exams module settings in Radical ERP 	1 st To 30 th August 2023	-

3. Maintenance / Upgradation Details

S. No.	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-200, 228, 215, 238, 223, 219, 243, 241, 226, 227 & PNT lines (by Mr. Sanjay Vishwakarma)	3, 5, 4, 9,16,22,28 /08/2023	-
3.	Data provided to Radical Logix ERP and participated in online, telephonic discussion for implementation of ERP in consultation with Prof. Mool Raj and Radical Logix ERP team - Mr. Veshesh	Full Month	-

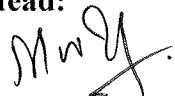
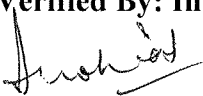

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	01 & 02 /08/2023		ICT support for Life Skill programme in the auditorium organized by Model Academy School	-
2.	03 & 04/08/2023		ICT support for rehearsal by dance teachers & students	-

3.	05/08/2023	ICT & AV Support	ICT support for Investiture Ceremony of Model Academy school	-
4.	07/08/2023		An old projector from the hall was installed in Lecture Room 1 for better quality display	-
5.	08/08/2023		ICT support for NSS Unit programme on millets promotion	-
6.	09/08/2023		ICT support for a visit by Chenab College.	-
7.	14/08/2023		ICT support for programmes in the auditorium <ul style="list-style-type: none"> • organized by Model Academy School • organized by Library committee 	-
8.	19/08/2023		ICT support for capacity building programme in the auditorium organized by Model Academy School	-
9.	21/08/2023		ICT support for a workshop on interview and group discussion by Ms. Geetika Kohli	-
10.	22/08/2023		ICT support for an orientation programme in auditorium by library committee	-
11.	23/08/2023		ICT support for Annual Prize distribution programme in auditorium	-
12.	28/08/2023		ICT support in auditorium for programme on <ul style="list-style-type: none"> • Resume Building • Research Colloquium 	-
13.	28/08/2023		ICT support for sharing of experiences on developing entrepreneur skills	-

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:  12/9/2023
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