



MIER College of Education (Autonomous)
Accredited by the NAAC with 'A+' Grade

Monthly Report
of
Centre for Educational Technology

QF No.: 098C
Revision:
Month: May 2022

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	-	-	-	-	-	-

Objective Evidence in MIERPICS Folder

Details should be written in the first point. Moodle, nod/Rohini?
ASK teachers about
CET dates/strategy

2. ERP Update Details

a. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Provided and updated student paid & unpaid list of all semesters for all courses	02/05/2022	-
Admission			
2.	Updated all courses set up for enquiry in ERP for new admissions 2022-23 process	13/05/2022	-
3.	Registration Set up all courses with Ms. Rohini for the new admissions process	13,17/05/2022	-
4.	Fee structure mapping, Fee structure set up, Registration amount set up, Academic qualification mapping, Documents mapping, Dummy online applications tested, Online admissions issues, and corrections are resolved for all courses with Ms. Rohini	23 to 31/05/2022	-
Academics			
5.	Time Table of BA course issue resolved	04,05,06,07/05/2022	-
6.	BEd Sem-II student enrollment issue resolved	10/05/2022	-
7.	BEd Sem-II student enrollment resolved and internal marks updated	11,12/05/2022	-

Examination			
8.	TR report generation issue resolved with sonnet representative-Mr. Shivam	02/05/2022	-
9.	Issues & process resolved of examination reports	04 To 09, 23 To 31/05/2022	-
10.	Resolved Mr. PP Sharma's coding issue during report generation	13,17/05/2022	-
11.	IQAC Life skill program ICT support, Admission issues fee issue, and examination issue resolved	31/05/2022	-

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG and PG classrooms and CET Centre for smooth function of all ICT instruments (by Mr. Sanjay Vishwakarma)	Full Month	-
2.	<ul style="list-style-type: none"> • Repaired amplifier in fee counter & B.Ed. Hall • Repaired Teach-Next room's audio system in Humming Buds school (by Mr. Sanjay Vishwakarma) 	02,16/05/2022	-
3.	DVR surveillance issue resolved	02/04/05/2022	-
4.	Repair projector of Room No. 7 (by Mr. Sanjay Vishwakarma)	26/05/2022	-
5.	Repaired landline telephone instrument at Ext. No-228,212,234,241 (by Mr. Sanjay Vishwakarma)	16,17,24,30/05/2022	-

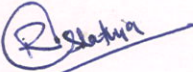

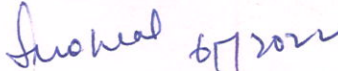
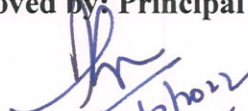
4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	02,05,07,09/05/2022	Audio-Video Projection	ICT supported to NSS event in committee room & B.Ed. Hall	-
2.	04 To 12 16/05/2022		ICT supported, hardware issue resolved to MED Hall & Room no 5,6,7	-

3.	07/05/2022	Audio-Video Projection	ICT supported to a Brainstorming session in committee room	-
4.	09,10/05/2022		ICT supported to Model Academy School for Mother Day	-
5.	13/05/2022		ICT supported to Internal Audit review meeting	-
6.	16,17/05/2022		Rehearsal & Program of Humming Buds in B.Ed. Hall	-
7.	17 To 21/05/2022		Tested hardware, network & other setups for International Conference in B.Ed. Hall, committee room, Scholar's room, and M.Ed. conference hall	-
8.	24/05/2022		Rehearsal Testing of the school program in B.Ed. Hall	-
9.	31/05/2022		Life Skills program by IQAC team	-

Additions in Equipment if any: New VGA cable procured from Mr. Rohit vendor on 4/05/2022

5. Any Other: NIL

Prepared by: In-charge CET Date: 06/07/2022 	CET Head: 	Verified By: In-charge, IQAC 	Approved By: Principal Date:  12/7/2022
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→ points 2, 3, 4 are the software and technical support services of the CET in the college and other departments during functions, maintenance and upgradation.

→ we need to highlight the academic activities of the centre and give details in the first point, because the centre activities makes us claim ~~these~~ ~~as~~ it as a best practice in ICT enabled parameter. (showcasing is important)