

	MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: April 2022
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1. Details of Extension Lecture / Orientation / Workshop / Training Programmes Conducted

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	26 to 29/04/2022	Workshop on MS Excel & Internet Surfing	Life Skill Program	Ms. Rohini & Mr. Rajan	B.Ed. SEM-IV	-

Objective Evidence in MIERPICS Folder

2. Website & Academia ERP Updation Details

a. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Admission			
1.	Hands-on session training is provided to new admission counsellor-Mr. Ajmeet Charak on ERP and online admission process	01/04/2022	-
Academics			
2.	Attendance issues resolved of PG MED-SEM-I	01/04/2022	-
3.	Permissions updated of UG HOD in ERP	08/04/2022	-
4.	Timetable created for M.Ed. & MA SEM-IV and resolved issues	08,09,11,12,16/04/2022	-
5.	Admit card photo issues resolved and updated new student photos in ERP	11/04/2022	-
6.	Librarians' issues resolved	16,22/04/2022	-
7.	Created timetable for SEM-II of MED and BA and resolved issues	18,19,21,28,29/04/2022	-
Examination Module			
8.	● Issues resolved of UG subjects for internal marks entry in ERP	01,04,08/04/2022	-

	<ul style="list-style-type: none"> Issues of Rights of Mr. PP Sharma, Registration return report resolved, student coding and permissions updated 		
9.	Conduction of exams-SEM-I and admit cards created with Mr. Umesh	01,03,04,05,06,12/04/2022	-
10.	B.Ed. Marksheet, admit card updated in ERP and issues resolved	07,08,09,22,28,29,30/04/2022	-
11.	Exam attendance sheet provided to Ms. Meena and issue resolved	11/04/2022	-
12.	Created subject mapping with Mr. Umesh for PG Sem-IV	08,09,11,12,13,16/04/2022	-
13.	Updated Sessional MAE-203 marks in ERP with Mr. Naveen	22/04/2022	-
14.	<ul style="list-style-type: none"> Issues in Sem-II TR and resolved Internal marks proceed MA. M.Ed., B.Ed. -Spl-SEM-II to COE Dept. 	25,26/04/2022	-
15.	TR generated of MA SEM-II but still issues and conveyed and resolved	27/04/2022	-

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"> 4 HDMI to VGA converter purchased Upgraded new amplifier in auditorium 	08/04/2022	-
3.	Quarterly Review meeting and discussed IT solutions	15/04/2022	-
4.	IT Hardware budget prepared for college with Dr. Mool Raj	28,29,30/04/2022	-
5.	The DVR-I power supply was not working	30/04/2022	Resolved

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	04,05,06,07,08,13,19,20,21/04/2022	IT Documents & Hardware	IT hardware records online & offline updated for internal IQAC audit in Asset Tiger software & system	-
2.	08,12,15,18,19,22,25,28/04/2022	Trainings, Activities & Meetings	Provided online & offline audio-Video ICT support in committee room & Auditorium	-
3.	19,20,21/04/2022	Uploading of Video	Edited and uploaded videos of different activities in MIER College YouTube Channel	-

Additions in Equipment if any:

5. Any Other: NIL

Prepared by: In-charge CET Date: 11/05/2022	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date:
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→ There needs to be more academic programmes in ICT enabled teaching, learning and evaluation process including extension lectures, orientations (hands on) workshops and training programmes for both faculty, staff and students in mastering software usage, filling data in P1360, ERP, etc.

→ I would personally want an orientation cum hands on experience and usage on financial software for our staff in accounts section, fee counter and management to understand the process of financial transactions right from incoming income to expenditure and the role played by different persons associated with it (a complete understanding)

