MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: March 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_____

2. Website & Academia ERP Updation Details

a. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Old receipts data provided to Mr. Naveen for fee issues, credit note issues, reports, student receipts issues and resolved	14,19,24,25,28/03/2022	-
2.	Cancelled two vague student receipts as per the principal order	23/03/2022	-
Admission			
3.	Cross-verified new online admission forms for no paper form and analyzed with our current process	19/03/2022	-
Academics			
4.	SEM-I student's attendance issue resolved	28,29,30/03/2022	-
Examination			
5.	Cross-verified PG-M.Ed., B.Ed. & M.A. SEM-1 mark sheets with Mr. Umesh and issues resolved	02,03,10,11,28/03/2022	-
6.	BED special SEM-1 TR (Tabular report) generated with Mr. Umesh and issues resolved	09/03/2022	-
7.	Created exam conduction, student enrollment, date sheet added, fictitious number generation updated for all courses of SEM-III students	14,15/03/2022	-

8.	Cross-verified student admit cards and candidate attendance sheet and issues resolved for examinations	16,17,19,21/03/2022		-
9.	Updated correct student photos in ERP for student admit cards and candidate attendance sheet for SEM-III students	17/03/2022		-
10.	Cross-verified internal exam marks entry settings updated and resolved for SEM-III students	22/03/2022		-

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.	• Updated IT equipment list and checked in all classes for RCI inspection • Updated Staff names on the name board for RCI inspection by Mr. Sanjay Vishwakarma	02,03/03/2022	-
3.	Repaired landline telephone instrument at Ext. No-219,256,237,226 (by Mr. Sanjay Vishwakarma)	03,04,15,16,17/03/2022	-
4.	Hardware maintenance (updated UPS, IT equipment cleaning, etc.) to Model Academy School by Mr. Sanjay Vishwakarma	24,25/03/2022	
5.	Budget for IT Digital Initiatives-2021-22 prepared with PG HoD Dr. Mool Raj	29,30/03/2022	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	02,04,08,10/04/2022	Internet	• Network issues resolved of PG & UG teachers • RCI Inspection for M.Ed. Special prog. assisted Dr. Mool Raj in preparation of report	-
2.	04/03/2022		Network issues resolved of BEd-Spl. Sem-1 students on their smartphones	-

3.	21/03/2022		ICT support to Suman Devi for G-drive and edited video of NUKKAD Natak for YouTube and uploaded	-
4.	23/03/2022	IT Support	Student Google feedback form created as per computer skill program	-
			Provided information about ICT infrastructure to students of KC College during their visit	-
5.	23,25,28,29,30/03/2022		ICT support and arrangements for COL workshop in the administration computer lab with Mr. Naresh	-
6.	05/03/2022		ICT support in B.Ed. hall for the mock interview	-
			ICT support in the committee room administrative block during RCI inspection	-
7.	06,07,08/03/2022		• ICT support in Women's Day rehearsal and program I B.Ed. Hall • ICT support to online e-waste management in B.Ed. Hall	-
8.	15,16/03/2022	Audio-Video & Mike set up	ICT support to the Cultural dance program in B.Ed. Hall	-
9.	21,22/03/2022		ICT support to testing of Humming Bird ~~Buds~~ school program in Committee room	-
10.	22,24/03/2022		ICT support to save water program, edited video and uploaded in YouTube	-
11.	25,28,29,31/03/2022		ICT support to Music training of Model academy school students	-
12.	09/03/2022	ERP Attendance	Hands-on session training provided to Ms. Reeta on how to download consolidated student attendance from ERP	-

Additions in Equipment if any:

5. **Any Other:** NIL

Prepared by: In-charge CET Date: 12/04/2022	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date:
(signature)	*(signature)*	*(signature)*	*(signature)* 16/4/2022

Seen (signature) 21/4/22