

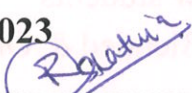
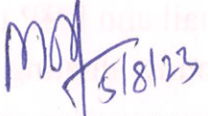
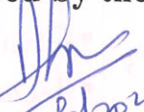


MONTH	ACTIVITY
July 2023	<ul style="list-style-type: none">▪ Workshop on the use of Google Meet, Google Classroom, Google Forms, and Quizizz App for 2nd & 3rd semester students▪ Completion of admission, academic, fee, examination management modules of Radical Logix ERP software▪ Review of Wi-Fi connectivity inside the campus for the new session
August 2023	<ul style="list-style-type: none">▪ Training of teachers, COE staff, and non-teaching staff for ERP software▪ Review of the functioning of all modules of ERP for smooth automated processes and documentation▪ Orientation of staff on TEL Policy▪ Quarterly Review Meeting of the CET▪ One day workshop on various features of ERP and mobile app for students of Semesters II & III▪ Digi Locker training for faculty members and current batch students▪ 5-Day Workshop on Blended Course Development using Moodle for faculty under TEL Policy implementation▪ Training of faculty members for use of Interactive Panels
September 2023	<ul style="list-style-type: none">▪ Survey of schools for setting up EdTech centre/consultancy▪ Training on the graphical representation of data in MS Excel for faculty members▪ Planning to develop an online course with Symbiosis Centre for Distance Learning▪ Review of Open Education Resource Repository (DSpace)
October 2023	<ul style="list-style-type: none">▪ Orientation of the new batch (2023) students about the functioning of CET and Digital Initiatives (Semester I)▪ Creating college mail and ERP login IDs for new students▪ 3-Day Workshop on Evaluating & Facilitating Blended & Online Courses for Faculty▪ Two Days workshop for enrolment of students Semester I in Google Classroom
November 2023	<ul style="list-style-type: none">▪ Organizing one webinar on “Use of AI in Education” for staff & students▪ Review of the performance of blended learning courses developed by faculty▪ Quarterly Review Meeting of the CET▪ Development of one certificate/diploma programme on “ICT in Education” through Moodle platform

December 2023	<ul style="list-style-type: none"> ▪ Review of the functioning of all modules of ERP ▪ Planning to organize Industry-Academic Conclave through blended mode for teachers working in different schools and colleges for capacity-building programmes
January 2024	<ul style="list-style-type: none"> ▪ EdTech. Exhibition (in collaboration with local and external agencies) ▪ Review of Digi Locker online certificates depository software ▪ Review & feedback from the students and staff regarding education technology facilities and functioning of the Centre ▪ Workshop on using SPSS for data analysis for teaching staff and students of M.Ed. Semester III
February 2024	<ul style="list-style-type: none"> ▪ Planning for seminar / workshop to be held on Technology Day in May ▪ Organize Industry-Academic Conclave through blended mode for teachers working in different schools and colleges for capacity-building programmes
March 2024	<ul style="list-style-type: none"> ▪ Review of Open Education Resource Repository (DSpace) ▪ Quarterly Review Meeting of the CET
April 2024	<ul style="list-style-type: none"> ▪ Start the online admission process through the college website/ ERP ▪ CET Advisory Committee Meeting
May 2024	<ul style="list-style-type: none"> ▪ Seminar/Workshop on “Online Assessment” for celebrating National Technology Day (Monday, May 11, 2024)
June 2024	<ul style="list-style-type: none"> ▪ Summer vacations

Other/Regular Activities of the Centre:

- Updates on the College Website, ERP and DSpace Server (OAR)
- Technological support for all teaching-learning and co-curricular activities
- Supporting teachers & staff to upload teaching learning material in ELMS, Google Classroom and DSpace Server (OAR)
- Development of e-content by teachers for YouTube Channel
- Editing and uploading videos on YouTube Channel of the College

Prepared by the ICT Incharge:	Verified By the Head, CET:	Approved by the Principal:
Date: August 5, 2023 	 Date: 5/8/23	 Date: 5/8/2022