

	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 2023
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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.	01 to 10/03/2023	1.Introduction to Networks, Types of networks: LAN, MAN, WAN, Network topologies: Star, Bus, Tree Mesh 2. Computer ethics, function and purpose of wired and wireless networks 3. Emerging technologies and their application to the IT field: 3D printing, virtual reality (VR), drones, artificial intelligence (AI), augmented reality (AR), gaming, and machine learning	Information Technology, UG-103	Mr. Rajan Slathia	BA- Psychology (Hons.), SEM-I Students	-
2.	02,03,07,08,1 3,14,17 /03/2023	BA- Psychology assignments checked and updated award roll				-

Objective Evidence in MIERPICS Folder ___ Not applicable

2. ERP Updation Detail

a. Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Student eligibility and merit basis credit note applied as per desired students from admission team's request and day book report, miscellaneous payment, new admission number updating issue, Fee receipts updated for scholarships, updated student defaulter list and other report issues resolved	06,09,10,13,14,16,17,18,20,21,23,24,27,28,29/03/2023	-
Examination			
2.	<ul style="list-style-type: none">Student photos and data updated for respective examinations for student admit cardsBA-Psychology, BA-Political Science, BA-English-Sem-I, M.Ed.-Sem-III, B.Ed.-Spl. -III, B.Ed.-Sem-III and BA-Sem-III exam conduction created includes- Batch Scheme mapping, Exam center and shift master updated, subject enrollments, date sheet planning, Subject wise enrollment, admit card generation, Fictitious number generation, marks input set up with Mr. Umesh and Mr. SouravInternal papers checked of BA-Psychology-Sem-IInternal Scheme mapped and verified for all courses B.Ed., B.Ed.-Spl. M.A. & M.Ed. III for internal examination marks updationMarksheet corrections updated of B.Ed., B.Ed.-Spl. -II,Internal marks entry mapping issues resolved with internal examination convenor Dr. Monika and Dr. Bindu	02,03,06,07,08,09,14,15,16,17,18,20,21,24,27,28,29/03/2023	-
Academics			
3.	Student ID card updated and library issues resolved	02,08,16/03/2023	-
4.	BA all courses and M.Ed.-Sem-I timetable updated in ERP	07,08,14,15/03/2023	-

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG, PG classrooms, Model Academy School and CET Centre for smooth functioning of all ICT instruments by Mr. Sanjay Vishwakarma	Full Month	-
2.	Repaired landline telephone instrument at Ext. No-206, 211, 225, 213, 260, 263, 215, 220(by Mr. Sanjay Vishwakarma)	10,13,14,18,21,22,24,28/ 03/2023	-
3.	VGA cable cross-verified and issue resolved of projector room no-2	27,28,29/03/2023	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	21,23,24/03/2023	G-Suite	33 Google workspace for Education: Teaching and learning upgraded for faculties in the G-suite software by Dr. Mool Raj	-
2.	02,03,04,06,08 /03/2023	ICT & AV Support	<ul style="list-style-type: none"> ICT supported to Symposium and cultural event in auditorium ICT supported to Rehearsal of students for International Women's Day in auditorium 	-
3.	02,03,04,06 /03/2023		Interactive Teach Next hybrid classroom projector presentation software issues resolved	-
4.	09,14 /03/2023		<ul style="list-style-type: none"> ICT supported to International Women's Day ICT supported to NSS program in auditorium 	-
5.	14/03/2023		ICT supported to Sensitization program on old age care program in auditorium	-
6.	15,16,17/03/2023		ICT supported to Rehearsal of students of Model Academy School for program "Welcome to Graduation Day"	-

7.	18/03/2023	ICT & AV Support	<ul style="list-style-type: none"> • ICT supported to “Welcome to Graduation Day” program in auditorium • ICT supported to Outlook Migration to G-suite program in auditorium 	-
8.	20/03/2023		ICT supported to guest lecture on Using Open Educational Resources in Higher Educational in committee room	
9.	23/03/2023		ICT supported to guest lecture on Mapping and Measurement of program and course outcome in committee room	
10.	28/03/2023		ICT supported to guest lecture on Consultancy in the Education Space in committee room	
11.	21,23,28/03/2023		ICT supported to Viva-Voce in committee room of M.Phil. students in admin computer lab	-
12.	27/03/2023		ICT supported to student dance selection program in auditorium	-
13.	31/03/2023		ICT supported to Effective Utilization of Office Resources in committee room	

Additions in Equipment if any: NIL

5. Any Other: NIL

Prepared by: In-charge CET Date: 13/04/2023 	CET Head: 	Verified By: In-charge, IQAC 	Approved by: Principal Date: 
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