	MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: April2021
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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.	Nil	-	-	-	-	-

Objective Evidence in: MIERPICS Folder

2. Website & Academia ERP Updation Details---NA

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Result of M.Ed.-III Session 2019-21 in News and Events	02-04-2021	-
2.	Uploaded Result of B.Ed.-II Session 2019-21 in News and Events		-
3.	Uploaded Result of B.Ed.-I (Former Students) Session 2019-21 in News and Events		-
4.	Uploaded Admission Advertisement for certificate courses in News and Events	07-04-2021	-
5.	Applied scroll of Admission in Certificate courses on Home Page		-
6.	Applied scroll of Apply online admission in Certificate Courses on Home Page	14-04-2021	-
7.	Applied scroll of all admission notification on Home Page		-
8.	Uploaded Save Girl Activity in Extension Unit	26-04-2021	-
9.	Uploaded award function of Certificate Courses of Human Rights and Values in Activities		-
10.	Uploaded award function of Certificate Courses of Guidance and Counseling in Activities		-

11.	Uploaded Activity of Health Day in Extension Unit		-
12.	Uploaded Activity of interdepartmental kho-kho match in co-curricular activity	27-04-2021	-
13.	Uploaded Workshop on 'Preparing Effective Lesson and Teaching Plans' in Workshop's tag	28-04-2021	-
14.	Uploaded Guest Lecture on NEW EDUCATION POLICY in Co-curricular tag		-

b. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Supported to Mrs. Veena for paid and unpaid student bill reports	05/04/2021	-
2.	Downloaded and edited the PG student scholarship/concession report and provided to Mr. Naveen	07/04/2021	-
3.	Updated College ERP data in G-Drive for new implementation of Sonet ERP (Student, staff passport size photos and paid and unpaid bills)	08 To 19/04/2021	-
4.	Cross-verified active students in PG department from the ERP	09/04/2021	-
5.	Removed two students who are not active in PG department from ERP	12/04/2021	-
6.	Progressed new students of B.Ed. to Sem-I in section-B	13/04/2021	-
7.	Discussed new implementation process under kick Off meeting from Sonet ERP representatives via Google Meet online	16/04/2021	-
8.	Master template discussed during meeting on meet with Mr. Shivam Sonet ERP representative	19/04/2021	-
9.	Cross-Verified and checked new VGA and HDMI cable compatibility functioning in M.Ed. conference room	26/04/2021	-
10.	Cross-verified and updated NAAC documents in MIERDOCS Scheduled, assigned and updated assignment in Google classroom	27/04/2021	-

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	2 VGA cables and 2 HDMI cables for M.Ed. conference room and committee room	16/04/2021	

2.	Installed new instruments in Jt. Director Mrs. Rupa's Gupta desk and admission's desk	05/04/2021	Sent KTS/digital telephone of Director's room for repair
3.	<ul style="list-style-type: none"> • Cross-verified and replaced the projector slider remote 12v cell of PG scholar's room • Cross-verified projector lamp was not working in M.Ed. conference room and 	07/04/2021	Needs to replace with new VGA and HDMI cable
4.	Cross-verified and replaced VGA cable from projector in M.Ed. conference room	08/04/2021	
5.	Repaired Instrument receiver of Mrs. Nishi Mam's desk on reception	19/04/2021	
6.	Created Out Pass for canon 2230 PG library printer and replaced with IR220N printer and checkout 2230 IR canon printer and updated asset tiger software	28/04/2021	
7.	Cross-Verified and checked new VGA and HDMI cable compatibility functioning in Committee room	28/04/2021	Found Committee room laptop's HDMI jack was faulty and conveyed to IT support to rectify



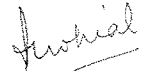

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	01,02/04/2021	Projector-Laptop	<ul style="list-style-type: none"> • ICT supported to M.Phil. Orientation Programme • Arranged and ICT supported in committee room for MA viva-voce • ICT supported-Projector was not working and issue resolved in room no-2 to Mrs. Maneka Mam's class 	-
2.	01/04/2021	Audio system	ICT supported to room no-1	-
		Hardware	Updated and cross-verified list of laptops	-
3.	01, 05 To 09/04/2021	Online Quiz	<ul style="list-style-type: none"> • ICT supported to IQAC for creation and scheduling online quiz • ICT supported to PG and UG students for online quiz 	-
4.	01	Internet	Wi-Fi was not working and resolved issue in room no-9	-
5.	02,29/04/2021	Asset Tiger	ICT software updated in software	-
6.	05,06,07	Google Forms	Created CET centre feedback form	-

7.	06,07/04/2021	MyCamu Student App.	Send individual communication to PG students through college mail ID's for-How to download and register in app.	-
8.	09,12,13,26,29/04/2021	NAAC	Updated document reports in MIERDOCs	-
9.	09,12	Internal Centre review	Updated MOM document of centre review meeting with internal ICT members	-
10.	12/04/2021	Online Classes	ICT supported to UG and PG staff members	-
11.	13/04/2021	Google Classroom	Created Email ID, Google classroom and sent invitations to students to join for English communication class for Mrs. Maneka mam and ICT supported during online classes	-
12.	15,16,17/04/2021	Projector-Laptop-Public Address System	<ul style="list-style-type: none"> • Cross-checked the banner, projector and mike setting for book launch event on 17 April 2021 • Book launch Event in B.Ed. auditorium 	-
13.	22/04/2021	ICT support	On internet error and system was slow on Dr. Monika Bajaj desk	Conveyed to Mr. Naresh to resolve
14.	23/04/2021		Banner prepared for Guest Lecture-Women as Entrepreneurs as per order of Jt. Director Mrs. Rupa's Gupta	-
15.	24/04/2021	Online Support	Guest Lecture-Women as Entrepreneurs on Zoom meeting as per order of Jt. Director Mrs. Rupa's Gupta	-

Additions in Equipment if any: 1. 2 VGA cables and 2 HDMI cables for M.Ed. conference room and committee room
2. Added 9 items from Ms. Ruchi Sharma (2 pen drive -64/16 and 7 DVDs) in the Almira of CET centre on 05-04-2021

5. Any Other: NIL

Prepared by: In-charge CET Date:07-May-2021 	CET Head: 	Verified By: In-charge, IQAC 	Approved by: Principal Date:  14/6/21
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(P)
9/7/21