	MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: September 2022

1. Details of Extension Lecture / Orientation / Workshop / Training Programmes Conducted

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
Moodle Activities from S.No. 1 To 9						
1.	1 To 30 September	Modules covered No: __NIL_ Assignment conducted: ___1_____ Quiz organized: ___1_____ Test assigned: _____1__ Discussion forums: __1_____ Module Feedbacks: 2	Leadership & Organization behaviour	Dr. Mool Raj	M.Ed.-SEM-IV	-
2.	1 To 30 September	Module covered No: ___4_____ Assignment conducted: _1_____ Quiz organized: ____1_____ Test assigned: __1_____ Discussion forums: _2_____ Module Feedback: 1	Evaluation in Teaching of Science	Dr. Nishta Rana	M.Ed.-SEM-II	-
3.	1 To 30 September	Module covered No: __4___ Assignment conducted: __1__ Quiz organized: ___1____ Test assigned: ____1_____ Discussion forums: __2___ Module Feedback: 1	Curriculum Evaluation	Dr. Bindu Dua	M.Ed. & MA-SEM-IV	-
4.	1 To 30 September	Modules covered No: __4____ Assignment conducted: __NIL____ Quiz organized: ___NIL_____ Test assigned: __NIL	Educational Management Techniques	Dr. Bharti Tandon	M.Ed. & MA-SEM-IV	-

		Discussion forum: ___1_____ Module Feedback: ____1____				
5.	1 To 30 September	Modules covered No: ___4__ Assignment conducted: __1___ Quiz organized: ___NIL___ Test assigned: __1____ Discussion forum: ___1____ Module Feedback: ____NIL___	Educational Administration	Dr. Sayka Bano	M.Ed. & MA-SEM-IV	-
6.	1 To 30 September	Module covered No: _____5___ Assignment conducted: ____1____ Quiz organized: ___NIL_____ Test assigned: ____NIL_____ Discussion forum: _NIL_____ Module Feedback: __NIL_____	Current Examination Practices	Dr. Rohinika Sharma	B.Ed.-Spl. -SEM-II	-
7.	1 To 30 September	Module covered No: __4____ Assignment conducted: 1____ Quiz organized: __1_____ Test assigned: ___NIL_____ Discussion forum: 1_____ Module Feedback: ____1__	Pedagogy of Science	Dr. Monika Bajaj	B.Ed.-SEM-II	-
8.	1 To 30 September	Module covered No: _____4__ Assignment conducted: _1____ Quiz organized: ____1___ Test assigned: __1_____ Discussion forum: ___1_____ Module Feedback: ____1	Pedagogy of English	Dr. Reeta Dwivedi	B.Ed.-SEM-II	-
9.	1 To 30 September	Modules covered No: _____3_ Assignment conducted: ___1___ Quiz organized: _____1___ Test assigned: ___NIL_____ Discussion forum: __1_____ Module Feedback: ___1____	ICT in Education	Ms. Rohini Sharma	B.Ed.-SEM-II, Section-A	-

10.	06/09/2022	Fictious number generation, Exam award roll and student exam encode report	Hands on Session training Examination Barcode Generation	Mr. Rajan Slathia	Mrs. Poonam Soni	-
11.	15,16/09/2022	Created G-suite login & Hands on session training provided on ERP (for student attendance, internal marks entry, Google classroom and reports), teach next classroom	Hands on Session training on ERP, G-Suite	Dr. Mool Raj & Mr. Rajan Slathia	UG Staff- Dr. Behzad Maqbool	-
12.	12 To 26/09/2022	1. MS Word: Preparation of a lesson plan, letters, bio data, order/ notice 2. MS Excel: Preparation of a school time table, marks list – Analysis of data and graphical representation 3. MS PowerPoint: Preparation of animated slides 4. Internet: Surfing educational websites, downloading, and website/ e-portfolio	BDE-205-ICT in Education (Practical)	Mr. Rajan Slathia	B.Ed.-Sem-II, Section-B students	-

Objective Evidence in MIERPICS Folder https://drive.google.com/drive/folders/1TuUab6mMOrfbxnyNGFqpRdncKAhFne4J?usp=sharing
https://miercollege.moodlecloud.com/login/index.php

2. ERP Updation Detail

a. Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Student eligibility and merit basis concession applied, credit note applied as per desired students from admission team's request and day book report, miscellaneous payment, fee receipt updated as per Mr. BL Bhat instruction and other report issues resolved	01,02,03,07,08,09,16, 26,27,28,29,30/09/20 22	-
Admission			
2.	Admission reports, Enquiry management, filters, document, registration management, student online registration on mobile issue resolved and other issues resolved	01,02,06,14,15,27, 29/09/2022	Student ID issue not resolved
Examination			
3.	• Pending Examination issues resolved • B.Ed. Sem-I, B.Ed.-Spl.-Sem-III Tabular Report modified as per our format • B.Ed.-Sem-I TR generated and B.Ed.-Spl. Sem-III B.Ed.-Sem-III issues resolved • Examination B.Ed. Spl. Sem-Sem-I & II TR prepared and verified, • B.Ed.-Sem-II TR prepared and verified • Batch scheme mapped of BA- Sem-I & M.Ed.-Sem-II for all subjects • Internal marks verified and resolved for Dr. Reeta and Dr. Monika for B.Ed.-Sem-IV & II • Guidance & counselling diploma external marks updated with Mr. Umesh • Internal marks correction settings updated • Result of B.Ed.-Sem-I prepared • Pending library issues resolved	01,03,05,06,09,1 3,15,16,17,19,21,22,2 6,27,28,29,30/09/202 2 01,03,05,06,09,1 3,15,16,17,19,21,22,2 6,27,28,29,30/09/202 2	- -

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG, PG classrooms, Model Academy, Humming bud school and CET Centre for smooth function of all ICT instruments (by Mr. Sanjay Vishwakarma)	Full Month	-
2.	Name Board of UG department updated and corrected by Mr. Sanjay Vishwakarma	01/09/2022	-
3.	Cross-verified AV instrument list and updated for peer NAAC inspection	16,17/09/2022	-
4.	Repaired landline telephone instrument at Ext. No- 230, 215, 219, 216, 256, 237 (by Mr. Sanjay Vishwakarma)	13,15,19,20,22,26/09/2022	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	01,02/09/2022	ICT & AV supported	External peer review meeting and tested all the technologies	-
2.	05/09/2022		Teacher's day program in B.Ed. Hall	-
3.	06,12/09/2022		B.Ed. orientation program & UGC lecture by Dr. Rohinika	-
4.	08/09/2022		Academic council meeting in committee room	-
5.	17/09/2022		PNB awareness program in B.Ed. Hall	-
6.	28/09/2022		Nursing College program in B.Ed. Hall	-
7.	30/09/2022		Model Academy school program	-
8.	03/09/2022	Mike Set-up	Model Academy school rehearsal program by Mr. Sanjay Vishwakarma	-
9.	05,06,07,08/09/2022	Documentation	August CET monthly report prepared	-
10.	26/09/2022	Academics	Deleted attendance of holidays for attendance purpose	-
11.	14,17,19,20,27,28/09/2022	Internal Examination	Sessional reports and quiz marks of B.Ed.-Sem-II of BDE-205-ICT in Education (Theory) checked and updated award roll as per UG HOD	-
12.	29,30/09/2022		Viva-Voce of B.Ed.-Sem-II students for BDE-205-ICT in Education (Practical) and updated award roll with Ms. Rohini	-

Additions in Equipment if any:
5. **Any Other:** NIL

Prepared by: In-charge CET Date: 20/09/2022	CET Head:	Verified By: In-charge, IQAC	Approved By: Principal Date:
			18/10/2022

Seen

27/10/22