



MIER College of Education (Autonomous)
Accredited by the NAAC with 'A+' Grade

Monthly Report
of
Centre for Educational Technology

QF No.: 098C
Revision:
Month: May 2023

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.	May, 2023	Introduction to Multimedia- Basic multimedia concepts, multimedia objects: text, graphics, animation, audio, images, video, hypertext and hypermedia. Multimedia applications in education, entertainment, advertising world etc. Components of a multimedia system, desirable features for a multimedia system, requirements of multimedia communication	ICT and Digital skills-UG-207	Mr. Rajan Slathia	BA-Psychology (Hons.), SEM-II Students	-
2.		MS Word: Preparation of a document, letters, bio data, order/ notice	Computer Applications-UG-203			-
3.	May, 2023	Digital Literacy Skills under Life Skills Programme	Teaching-learning tools, Artificial intelligence, Social Media ethics	Ms. Rohini Sharma and Mr. Rajan Slathia	B.Ed.-Sem-IV students, Section-A & B (Batch-I, II, III,)	-

Objective Evidence in MIERPICS Folder___ <https://drive.google.com/drive/u/0/folders/1p61gqubQXo9C7Zu4hJModD1K9bGWZABz>

2. ERP Updation Detail

a. Sonet ERP

S. No.	Item Description	Date of Update	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	02,07,13,14, 18,20,25, 26,27,28,29/05/2023	-
Examination			
2.	<ul style="list-style-type: none"> Student photos and data updated for respective examinations for student admit cards BA-Psychology Sem-III, M.Ed.-Sem-III, B.Ed.-Spl. -III, and BA-Sem-I (all courses-Psychology, Political Science, English), B.Ed., B.Ed.-Spl, -Sem-II exam conduction created which 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. Sourav Resolved issues related to student exam encode, fictitious number generation and award rolls issue resolved for Mrs. Poonam Soni Internal papers checked of BA-Psychology-Sem-I Internal Scheme mapped and verified for all courses B.Ed., B.Ed.-Spl. M.A. & M.Ed. Sem-III & Sem-II for internal examination marks updation Marksheet corrections updated of M.Ed., B.Ed.-Spl. -II, BA-Sem-II, III Internal marks entry mapping issues resolved with internal examination convenor Dr. Monika and Dr. Bindu 	02,03,04,05,07,11, 13,15,18,19,20,21, 22, 25,26,27,28,29 /05/2023	-
Academics			
3.	Student ID card photos updated and library issues resolved	02,04,11,18/05/2023	-
4.	B.Ed. and B.Ed.-Spl. Timetable issue resolved with Ms. Rohini and M.Ed.-Sem-I; M.Ed.-Spl-Sem-I timetable updated in ERP	11,12,14,18,19/ 05/2023	-

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.	New power supply attached to DVR-2 camera systems	01/05/2023	
3.	Repaired landline telephone instrument at Ext. No- 241, 204, 251, 208, 216, 220, (by Mr. Sanjay Vishwakarma)	02,05,09,10,11,19/ 05/2023	-
4.	Tested Interactive Board Panels of different vendors for the College and School	09,12,29/05/2023	-
5.	Repaired audio amplifier systems of RR School by Mr. Sanjay Vishwakarma	19/05/2023	-
6.	Repaired and filter cleaned video projector of room no-7 by Mr. Sanjay Vishwakarma	29,30,31/05/2023	
7.	Data provided to Radical Logix ERP and online, Telephonic discussion for implementation in consultation with Dr. Mool Raj and Radical Logix ERP team-Mr. Veshesh	Full Month	-

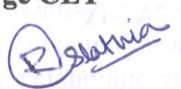
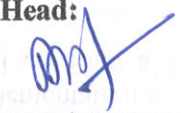
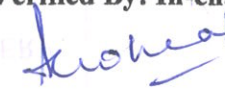

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	06/05/2023	ICT & AV Support	ICT support to PG NEET programme of Modal Academy School in auditorium	-
2.	08/05/2023		ICT support to BA-2021 batch external practical and viva voce in committee room	-
3.	15/05/2023		ICT support to Mother's Day programme in the auditorium	-
4.	17,20/05/2023		ICT support to Modal Academy School (all teachers discussion) in the auditorium	-
5.	22/05/2023		ICT support to FICCI FLO programme in the auditorium	-

6.	24,25/05/2023	ICT & AV Support	ICT support to Planning and Evaluation programme in committee room	-
7.	26/05/2023		ICT support to XSEED programme in the auditorium	-
8.	29/05/2023		ICT support to online NCT Library awareness programme in the auditorium	-
9.	31/05/2023		ICT support to Meeting of Board Members in the committee room	-

Additions in Equipment if any: NIL

5. Any Other: NIL

Prepared by: In-charge CET Date: 11/07/2023 	CET Head: 	Verified By: In-charge, IQAC 	Approved by: Principal Date: 
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