MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: April 2023

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
Class taken: - Topics covered						
1.	April	Introduction to Multimedia- basic multimedia concepts, multimedia objects: text, graphics, animation, audio, images, video, hypertext and hypermedia.	ICT and Digital skills-UG-207	Mr. Rajan Slathia	BA-Psychology (Hons.), SEM-II Students	-
2.		MS Word: Preparation of a document-CV	Computer Applications-UG-203			-
3.	25th To 30/04/2023	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 (Batch-I)	-

Objective Evidence in MIERPICS Folder___ Not applicable

2. ERP Updation Detail

a. Sonet ERP

S. No.	Item Description	Date of Updation	Remarks

3. Maintenance / Upgradation Details

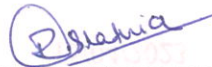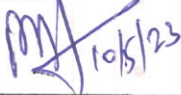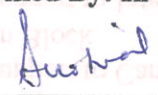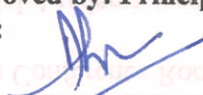| S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG, PG classrooms, Model Academy School and CET Centre for smooth functioning of all ICT instruments by Mr. Sanjay Vishwakarma	Full Month	-
2.	Repaired landline telephone instrument at Ext. No-228, 258, 215, 230, 206, 220, 260, 235 (by Mr. Sanjay Vishwakarma)	01,03,05,12,13,15,21,28,29/ 04/2023	-
3.	Tested Interactive Board Panels of different vendors for the College and School	05 To 12/04/2023	-
4.	New telephone placed at Ms. Nishi's Desk-Ext. no-228	20/04/2023	-
5.	Data provided to Radical Logix ERP for implementation in consultation with Dr. Mool Raj	25th To 30/04/2023	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	15/04/2023	ICT & AV Support	• ICT support to Campus Placement Drive in Conference Room, Admin Block • ICT support to Interaction program of Modal Academy teachers with Principal in auditorium	-
2.	17/04/2023		ICT support to Higher Education abroad study program of Modal Academy's students in auditorium	-
3.	24/04/2023		ICT support to Plastic Management programme in the auditorium	-
4.	25/04/2023		ICT support to all Advisory committee members for report verification in Conference Room, Admin Block	-
5.	26/04/2023		ICT supported to Advisory meeting of "Internal Quality Assurance Cell" in Conference Room, Admin Block	-
6.	27/04/2023		ICT supported to Advisory meeting of "Research and development cell" in Conference Room, Admin Block	-

7.	28/04/2023	ICT & AV Support	ICT support to Advisory meeting of "Centre for Educational Technology" in Conference Room, Admin Block	-
8.	29/04/2023		ICT support to advisory meeting of "Smt. Shanti Gupta Centre for women studies" in Conference Room, Admin Block	-

Additions in Equipment if any: NIL

5. **Any Other:** NIL

Prepared by: In-charge CET Date: 09/05/2023	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date:

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	02,07,13,18,20,25, 26,27,28,29/04/2023	-
Examination			
2.	• Student photos and data updated for respective examinations for student admit cards • BA-Psychology Sem-II, M.Ed.-Sem-III, B.Ed.-Spl. -III, B.Ed.-Sem-III and BA-Sem-III, 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, fictious 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 B.Ed., B.Ed.-Spl. -II, BA-Sem-I, II • Internal marks entry mapping issues resolved with internal examination convenor Dr. Monika and Dr. Bindu • Internal marks updated of BA Sem-I active students	02,03,04,05,07,12, 13,15,18,19,20,24, 25,26,27,28,29 /04/2023	-
Academics			
3.	Student ID card photos updated and library issues resolved	02,04,12,19/04/2023	-
4.	B.Ed. and B.Ed.-Spl. Timetable issue resolved with Ms. Rohini and M.Ed.-Sem-IV timetable updated in ERP	11,12,13,19,20/ 04/2023	-