	<b>MIER College of Education (Autonomous)</b> Accredited by the NAAC with 'A+' Grade	<b>Monthly Report</b> of <b>Centre for Educational Technology</b>	<b>QF No.: 098C</b> <b>Revision:</b> <b>Month: June 2023</b>
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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	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.	05/06/2023	MS Excel: Preparation of a time table, marks list	Computer Applications-UG-203			-

Objective Evidence in MIERPICS Folder \_\_\_ Not applicable

### 2. ERP Updation Detail

#### a. Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
<b>Finance</b>			
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	01,02,05.06 /06/2023	-

Examination			
2.	<ul style="list-style-type: none"> <li>Student photos and data updated for respective examinations for student admit cards</li> <li>Resolved issues related to student exam encode, fictitious number generation and award rolls issue resolved for Mrs. Poonam Soni</li> <li>Internal Scheme mapped and verified for all courses</li> <li>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</li> <li>Examination marks and result notification issues resolved of M.Ed. and B.Ed.-SEM-II and result declared</li> </ul>	01,02,05,06,07,08,09,12,13/06/2023	

### 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 (Laptops, LED TVs, Projectors and Amplifiers) by Mr. Sanjay Vishwakarma	01 To 05 & 21 To 30/06/2023	-
2.	Repaired landline telephone instrument at Ext. No-262, 229, 208(by Mr. Sanjay Vishwakarma)	03,22/ 06/2023	-
3.	Repaired and filter cleaned video projector of room no-7 by Mr. Sanjay Vishwakarma	01,02/06/2023	-
4.	Data provided to Radical Logix ERP and online, Telephonic discussion for implementation in consultation with Dr. Mool Raj and Radical Logix ERP team-Mr. Vashishat	01,02,05/06/2023	-

### 4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	01/06/2023	ICT & AV Support	ICT support to Meeting of Board Members in committee room	-
2.	02/06/2023		ICT support to Photo Session programme in the college	-

Additions in Equipment if any: NIL

5. Any Other: NIL

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