

	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 2021
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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.	08/09/2021	Training and hands-on session of the overall module	Library Management	ERP representatives	UG & PG librarians	-

Objective Evidence in MIERPICS Folder <https://drive.google.com/drive/folders/17DnK50NjDy-C0ZILM1uuFjebaNh5-3Ep?usp=sharing>

2. Website & Academia ERP Updation Details

a. Website (Updated by Website In charge Mrs. Rohini Sharma)

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Result of B.Ed. Sem.- I Session 2019-21	02-09-2021	-
2.	Uploaded Result of B.Ed. Sem.- II Session 2019-21		-
3.	Uploaded Result of B.Ed. Sem.- III Session 2019-21		-
4.	Uploaded Activity of Teachers' Day Celebration in co-curricular tab	06-09-2021	-
5.	Uploaded Job Application Form for Librarian Post	09-09-2021	-
6.	Uploaded Minutes of Meeting of Advisory Committee in CER	10-09-2021	-
7.	Updated Activity of Teachers' Day Celebration in co-curricular tab	13-09-2021	-
8.	Updated Activity of Poster Making Celebration in co-curricular tab		-
9.	Uploaded Minutes of Meeting Online Interaction with Class Representatives (2020-22 Batch, PG Dept.) in IQAC	14-09-2021	-
10.	Uploaded Minutes of Meeting with Conveners/In-Charges regarding Annual Calendar in IQAC		-

11.	Uploaded Minutes of Meeting with Principal-Parents Interaction in IQAC	-
12.	Uploaded Minutes of Meeting Open Forum Interaction-UG Dept. in IQAC	-
13.	Uploaded Minutes of Meeting Open Forum Interaction-PG Dept. in IQAC	-
14.	Uploaded MoM Online Interaction with Class Representatives -UG & PG Dept. in IQAC	-
15.	Uploaded Minutes of Meeting IQAC Session Opening Meeting in IQAC	-
16.	Uploaded Result of B.Ed. IV Session 2019-21	-
17.	Edited Scroll Link for Certificate Course on Home Page	-
18.	Uploaded Result of M.A. IV Session 2019-21	-
19.	Uploaded activity World Ozone Day of Environment Unit	-
20.	Uploaded Date Sheet for M.Ed. -II Session 2020-22	-
21.	Uploaded Date Sheet for M.A. -II Session 2020-22	-
22.	Uploaded Date Sheet for B.Ed. -II Session 2020-22	-
23.	Uploaded Date Sheet for B.Ed. Spl. -II Session 2020-22	-
24.	Uploaded Result of M.Ed. -IV Session 2019-21	-
25.	Uploaded Application form and Eligibility for the Post in Jobs tag	-
26.	Uploaded activity Sensitization Program on Digital Transactions of Extension Unit	-
27.	Uploaded activity (Poetic Memoir to Smt. Shanti Gupta) to SCGWS tab	-
28.	Uploaded all Geo-tag photos in various tabs	-
29.	Uploaded Result of B.Ed. Spl. IV Session 2019-21	-

b. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Daily book issue and student receipts error resolved	02,21/09/2021	-
2.	Applied eligibility concession to Ritika Rs.1000/-	13/09/2021	-
3.	Resolved finance issues during the meeting	16/09/2021	-
4.	Updated permissions of balance fee to both cashier	29/09/2021	-
Admission			
5.	Admission team issues resolved	14/09/2021	-

6.	Updated registration fee, documents attached, qualification set up, category set up, fee structure mapped in the ERP for diploma course by both Mr. Rajan and Mrs. Rohini	28/09/2021	-
Academics			
7.	Updated Rights to HoD Dr. Rohnika Mam for Attendance Report by Mrs. Rohini	13/09/2021	-
8.	Human Rights and Values course created in ERP and attached all the mandatory documents and created fee structure		-
9.	Created fee head, registration amount set up, an online registration amount set up	15/09/2020	-
10.	Provided permission to all UG Dept. teachers for Attendance Purpose by Mrs. Rohini	20/09/2021	-
11.	Generated Email-id and updated permissions of ERP for Dr. Renu Gupta by Mrs. Rohini	29/09/2021	-
12.	Updated respective ERP permissions to UG HoD and PG HoD by Mrs. Rohini	30/09/2021	-

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware and Internet availability to all UG and PG staff members for taking online classes (by Mr. Sanjay Vishwakarma)	Full Month	-
2.	Repaired audio instrument receiver and installed at Ext. No-223, 242, 223, 207, 206 (by Mr. Sanjay Vishwakarma)	03,10,13,23,29/09/2020	-
3.	DVR maintenance (Connectors)	17/09/2021	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	01/09/2021	Online Teaching	1. Cross verified Internal Award roll Sem-IV for B.Ed. inspection 2. Updated marks in google classroom for B.Ed.-Sem-IV batch as a draft for verification by both Mr. Rajan and Mrs. Rohini	-
2.	Full Month		Online teaching to B.Ed. ICT theory and Practical by both Mr. Rajan and Mrs. Rohini and Computer Applications-MAE-206 by Mr. Rajan	-
3.	20 to 24/09/2021		Took remedial online classes of B.Ed. Sem-II students by both Mr. Rajan and Mrs. Rohini	-
4.	06/09/2021	Google Classroom	Cross-verified assignments and sessional of students in google classroom and updated marks by both Mr. Rajan and Mrs. Rohini	-

5.	01 to 07/09/2021	Reports & Documentation	September month CFT report prepared	-
6.	03,08,20,21/09/2021	Documentation	Updated CFT activity calendar	-
7.	02/09/2020	Asset Tiger	List of laptops prepared and updated	-
8.	03,13/09/2021	Asset Tiger	Updated 3 more Samsung tablets	-
9.	04/09/2021	ICT Online support	Teachers' day celebration and supported from 11:15 am to 1:40 pm	-
10.	09/09/2021	Online Meetings	Academic Council meeting in the committee room	-
11.	14/09/2021	Online Meetings	Board of studies meeting in the committee room	-
12.	15,16/09/2020	Online Meetings	External B.Ed. viva-voce	-
13.	21,22/09/2021	Online Assessment	M.Phil. viva voce in the committee room	-
14.	22,23/09/2021	Digital Banner	Prepared banner for a poetic memoir of Smt. Shanti Gupta	-
15.	24/09/2021	Online Program	ICT supported to CWS on the Birth Anniversary of Smt. Shanti Gupta	-
16.	01,06,07,08,09,10,16,17,20,27,28,30	NAAC	Updated records from July 2020 to June 2021 and in progress	-
17.	14/09/2021	NAAC	Took geotag photos of college rooms ICT infrastructure	-
18.	24,27,28/09/2021	Training	Supported IQAC training in the committee room	-
19.	29/09/2021	Examination	Open book paper set-2 papers prepared and submitted to COE	-

Additions in Equipment if any: 3 Samsung tablets are added in Asset Tiger (now total Samsung tablets are 8)

5. Any Other: NIL

Prepared by: In-charge CFT Date: 20-October-2021 <i>P. Sankar</i>	CET Head: <i>M. J.</i>	Verified By: In-charge, IQAC <i>P. Sankar</i>	Approved by: Principal Date: 21/10/21 <i>P. Sankar</i>
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Seen
P. Sankar
30/10/21