



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

Monthly Report of
Centre for Educational Technology

QF No.: QF-098C
Revision: Month: April 2020

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1	27/04/2020	1. Features of Google Classroom 2. Features of Google Meet and integration with Google Classroom	Workshop on Google Classroom environment and Google Meet on Zoom Meetings.	Dr. Mool Raj and Mr. Rajan Slathia	All Faculty Members of MIER College of Education and Model Academy School	-

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	-	-	-

b. Academia ERP

S. No.	Item Description	Date of Updation	Remarks
1.	-	-	-

c. Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Meeting with Camu representatives on COE(Examinations-Module) process and implementation	27/04/2020	

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	All the teaching staff and students of MIER College of Education upgraded to Online e-Learning zoom meetings platform	01 To 07/04/2020	-
2.	Testing of Google Meet Features with Dr. Mool Raj Sharma and Dr. Monika Bajaj	20/04/2020	-
3.	Concluded total 3 hour practice session on the various features of Google Classroom and Google Meet through College email login with Dr. Mool Raj Sharma	24, 25/04/2020	-

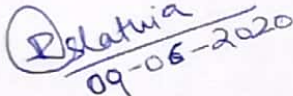
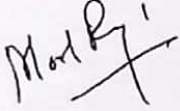
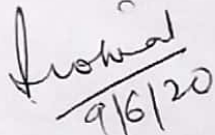
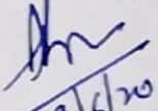
4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full Month of April	Technical Support	Provided guidance and instructions for; download and conduct of online classes via security recommendations on zoom platform via WhatsApp and on smartphone well to all faculty members on both hardware issues, smartphones and laptop.	-
2.	01/04/2020	Technical Support	One Practice session conducted for online classes with B.Ed. 4 th Sem. Section -C students for online classes on zoom meetings platform	-
3.	01, 02, 03/04/2020	Technical Support	Four Practice Sessions conducted for the smooth functioning of online classes on zoom meeting platform with UG and PG staff	-
4.	01 To 10/04/2020	Technical Support	Resolved the difficulties of respective faculty members during login of MIER College mail on Smartphones and laptops	--
5.	17, 22, 23, 24/04/2020	Technical Support	Provided support to staff members on how to join Coursera Learning Management system via College e-mail ID's	

6.	21, 30/04/2020	Technical Support	Review Meeting of Virtual Classes and course coverage with UG department on Zoom meeting platform	-
7.	21, 22/04/2020	Technical Support	Provided Support to our college staff members during webinar of Xavier College Patna on Google Meet platform	-
8.	30/04/2020	Technical Support	Resolved the issues of the students of courses-B.Ed. , M.Ed. , M.A. of all semesters on Zoom Meeting platform for Google Classroom ELMS and Google Meet through college mail login with HR Mr. Pranav Gandotra including Deputy HoD Dr. Monika Bajaj and HoD Dr. Mool Raj Sharma	-

Additions in Equipment if any:

5. Any Other:

Prepared by: In-charge CET Date:10-05-2020  D. S. Latwala 09-05-2020	CET Head:  Mool Raj	Verified By: In-charge, IQAC  Pranav 9/6/20	Approved by: Principal Date:  9/6/20
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9/6/20