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: January 2020**

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

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded job form in Job tab	12/01/2020	
2.	Applied scroll of faculty profile on home page	12/01/2020	
3.	Uploaded advertisement of Faculty position in News and Events	12/01/2020	
4.	Modified Online job Form payment on Home Page	14/01/2020	
5.	Uploaded press release of Environment campaign in co-curricular activities	15/01/2020	
6.	Uploaded Survey monkey link for Teachers(UG Department) on home page	18/01/2020	
7.	Uploaded press release of youth day in NSS activities tag	24/01/2020	
8.	Deleted survey link of Techers Feedback from News and events	30/01/2020	
9.	Deleted survey link of Co-curricular activities Feedback from News and events	30/01/2020	
10.	Deleted survey link of College Facilities from News and Events	30/01/2020	
11.	Uploaded M.Phil Result in News and Events	30/01/2020	
12.	Uploaded press release of Republic day celebration in Co-curricular activities	31/01/2020	

b. **Academia ERP**

S. No.	Item Description	Date of Updation	Remarks
1.	Made time table templates for B.Ed. -II and IV session 2020		
2.	Enrolled faculty members to their subjects		
3.	Extended time table for the B.Ed. -IV	07/01/2020	
4.	M.A.-IV & M.Ed-IV Time table created in the ERP & extended.		
5.	Made time table templates for B.Ed. Spl-IV session 2020		
6.	Enrolled faculty members to their subjects	08/01/2020	
7.	Extended time table for the B.Ed.Spl.-IV		
8.	Added time table for Arpana Koul for B.Ed. Spl. -IV	14/01/2020	
9.	Created Master Time Table of M.A. Sem-II & M.Ed-II	24/01/2020	
10.	Added book in publisher	27/01/2020	
11.	Course Section Enrollment of Students M.A.-II & M.Ed.-IV	29/01/2020	
12.	Unenrollment of 3 students from teaching subject I to teaching subject 2	31/01/2020	

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Installed HDMI Cable in Committee Room.	03/01/2020	
2.	Maintenance of all Teach Next class rooms of Model Academy and MIER College Auditorium respectively.	04, 06, 07/01/2020	
3.	One of the CPU of CET lab CMOS Battery changed	06/01/2020	
4.	Network access checked in Technology room-5 first floor MIER College	07/01/2020	Network cable was missing — How?
5.	Telephone repaired of Computer lab ext-247 (Admin Block), ext-244	07, 08, 17/01/2020	
6.	Repaired Projector cable of Model Academy Computer Lab.	08/01/2020	

7.	CCTV Maintenance	14,16,20, 24, 27, 28, /01/2020	UPS was fully discharged (dead) Complained to CCTV representative Mr. Ajit
8.	Laptop Maintenance of M.Ed Conference room & B.Ed Room no-7 respectively	14, 27,30/01/2019	
9.	Telephone Wire repaired of Model Academy School, Residency road	15/01/2020	
10.	Home theatre speakers repaired of Model Academy School Dance club	18/01/2020	

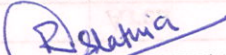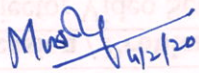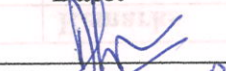## 4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	09/01/2020	Technical Support	Projector Video Settings in Computer lab Admin Block.	
		Network Support	To the students of M.Ed-IV in Dr. Nishta Rana class	
2.	10, 22, 24/01/2020	AV Settings & Technical Support	National Youth Day Event.	
		Technical Support	B.Ed Auditorium camera was not working properly	HIK CCTV Software settings adjustment
3.	20/01/2020	Technical Support	Three Videos recorded of M.A. SEM-IV students for their course work	
4.	22/01/2020	Technical Support	Downloaded videos for the Collge Event to UG MIER Department	
5.	22,23/01/2020	Technical Support	Republic Day Programme	
6.	27/01/2020	Audio Settings	Competition in Model Academy School.	
7.	28/01/2020	Technical Support	Outlook was not working in B.Ed Library	
8.	31/01/2020	Audio Settings	Programme in Humming Buds Model Academy School	

		Technical Support	MIET IQAC Meeting in Committee room	In HD resolution still have issues with projector & UPS Backup is less approx. 3 minutes. Last after meeting over UPS & laptop was not shutdown.
			M.A. Class set up in M.Ed Hall	
			Guidance & Counselling session in Scholars room, MIER College	

Additions in Equipment if any:

5. Any Other:
- ➢ Organized Review meeting on PLANNING FOR ORGANIZING WEBINAR in freeconference.com.
- ➢ ICT Technology used in MIER given overview to Visit of Ranjit College of Education students.
- ➢ New UPS-Zebronics installed in Principal room & new camera installed in the MIER College Lift.

Prepared by: Incharge CET Date:04-02-2020	CET Head:	Verified By: Incharge, IQAC	Approved by: Principal Date:
	4/2/20	4/2/2020	4/2/2020

Seen
10/2/20