| MIER College of Education (Autonomous) | Annual Calendar Centre for Educational Technology | QF No.: QF-098A<br>Session:2019-2020<br>Semester: All Semesters |
|---|---|---|

| MONTH | ACTIVITY |
|---|---|
| August 2019 | ▪ Preparing the list of topics for video recording of lectures |
| September 2019 | ▪ Orientation of the B.Ed., B.Ed. Special, M.Ed. and M.A. Education (New Batch) students about functioning of CET and Digital Initiatives (Semester I)<br>▪ Creating log in IDs of faculty in Google Meet/Skype and other Conferencing tools<br>▪ Two Days workshop for enrolment of students of Semester I in Google Classroom<br>▪ One Day workshop on various features of Academia for students of Semester I & III |
| October 2019 | ▪ 3 Days SPSS Workshop for M.Phil. students in collaboration with Centre for Educational Research<br>▪ Organizing of video conferencing session for students and management.<br>▪ 2 days orientation on use of smart class for the students of Semester I |
| November 2019 | ▪ Quarterly Review meeting of the centre |
| December 2019 | ▪ Planning for organizing Webinar<br>▪ Advisory Committee Meeting |
| January 2020 | ▪ Google Classroom set up for the students of Semester II & Semester IV |
| February 2020 | ▪ Workshop on Using SPSS for Data Analysis for students of Semester IV<br>▪ Quarterly Review meeting of the centre<br>▪ Arrangement for group photograph of the students of the college |
| March 2020 | ▪ Organization of Webinar<br>▪ Feedback on the functioning of the Centre from the students and staff<br>▪ Planning for Seminar / Workshop to be held on Technology Day in May |
| April 2020 | ▪ Start of online admission process through college website/ erp. |
| May 2020 | ▪ Seminar / Workshop on Technology in Education for celebrating National Technology Day (Monday, May 11, 2020). |
| June 2020 | ▪ Summer vacations |
| July 2020 | ▪ Preparation for Semester III |

**Other/Regular Activities of the Centre:**

- Updates in the College Website and Academia ERP
- Technological support for all teaching learning and co-curricular activities
- Uploading of Teaching Learning material in ELMS (Google Classroom)
- Development of e- content by teachers for YouTube Channel
- Uploading videos in YouTube Channel of the college
- Enrolment of faculty for MOOCS for professional development

| Prepared by the Centre Head:<br>Date: | Approved by the Principal:<br>Date: |
|---|---|