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: November 2019

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1	20/11/2019	1. Access to College Wi-Fi through mobiles. 2. College Gmail Accounts login by students. 3. Download Quizizz app by students.	Testing of Wi-Fi Access for Students for Google Classroom Workshop.	Dr. Mool Raj Sharma, Mr. Rajan Slathia & Mr. Sanjay Chandel	M. Ed. Students	Need to upgrade our network technology.

Objective Evidence in: MIERPICS Folder _____ 2019\Oct to Dec 2019\MCE\CET\Google Classroom Workshop 20-11-2019

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Date Sheet of B.Ed. Sem-III (former Students) in News and Events	04/11/19	
2.	Uploaded Date Sheet of B.Ed. Sem-III in News and Events	04/11/19	
3.	Uploaded Date Sheet of M.A Edu. Sem-III Former Students in News and Events	04/11/19	
4.	Uploaded Date Sheets of M.A Edu. Sem-III(former Students) in News and Events	04/11/19	

5.	Uploaded press release of Guest Lecture on 'Tool Development in Educational Research' in Workshop/orientation tag in Activities	07/11/19	
6.	Uploaded Press Release of Research Colloquium in Research tag in Activities	07/11/19	
7.	Uploaded Workshop on 'Advancing Gender Equality through CEDAW' in Workshop/orientation tag in Activities	07/11/19	
8.	Uploaded Advertisement of Admission on Guidance and counselling in News and Events	15/11/19	
9.	Applied scroll of Admission in Certificate course in Guidance & Counselling and Human Rights Course on Home Page	15/11/19	
10.	Replaced content of Certificate Course of Human rights in its Particular page	21/11/19	
11.	Added Content of Guidance and Counselling in Certificate course page	22/11/19	
12.	Uploaded result of B.Ed. Spl. Sem.-IV Session 2017-19 in News and Events	27-11-19	

b. Academia ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Added details of publishers in library module.	01/11/2019	
2.	Time table extended for all programmes for the month of November up to 16th.	02/11/2019	
3.	Time table extended for all programmes for the month of November up to 30th.	13/11/2019	

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Telephone repaired in Hostel and School Sports Room.	04/11/2019, 08/11/2019 & 19/11/2019	

2.	Demonstration of **CAMU ERP Software** in Committee Room by their representative.		08/11/2019	As a replacement option for Academia ERP.
3.	**Internal IT Inspection for all technology equipment installed in classrooms.**		13/11/2019	1. Key & Lock related problems in Teach Next Classrooms. 2. System date & Time was not updated. 3. Speaker repaired.
4.	CCTVs & DVR Maintenance		11/11/2019 To 03/12/2019	1. Replaced three power sockets. 2. Connections was tightened.

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	01/11/2019 To 17/11/2019, 05/11/2019, 08/11/2019 & 11/11/2019	Audio Settings & Technology Support	1. Foundation Day Rehearsal on stage, 2. Asked by Joint Director Mrs. Rupa Gupta to get songs from teachers transfer to Laptop for Foundation day preparation. 3. Ubuntu OS hanged during playing of songs on stage. 4. MP3 Player of Laptop was not working on stage.	
2.	04/11/2019	AV Settings & Technology Support	Guest lecture on Women Empowerment by Dr. Malvika Upadhya in Auditorium.	
3.	05/11/2019	Technology Support	Projector was not working properly so checked in Model Academy School.	Need to be replaced.
4.	06/11/2019	AV Settings & Technology Support	Guest Lecture on Development of Psychological tool by Dr. C.P. Mathur in Auditorium.	

S. No.	Date	Technical Services / Support Provided	Occasion / Problem	
5.	14/11/2019 & 15/11/2019	Technology Support	Provided e-Content to M.Ed. Students in a PDF form on different IT Topics.	
6.		Technology Support	To Ms. Navnidhika on features of outlook in Psychology lab.	
	15/11/2019		Teach Next Classes on Ground Floor Room No- 3, 4 online access was not updated in the servers and shows offline Content only.	Called to Teach next representative to check.
7.		Technology support	Movie show on MIER Saga for M.Ed. students of Govt. College of Education canal road.	
	19/11/2019		Online Quiz of B.Ed. students in Computer Lab from 19/11/2019 To 26/11/2019.	
8.	21/11/2019	Audio Settings	Intercollege sports event organized by MIER College of Education.	
9.	22/11/2019	Technology support	Checked 2 PCs of CET lab.	Identified there was a problem in one of the Monitors and recommended to replace to IT Support by mail.
	22/11/2019, 27/11/2019 & 29/11/2019	Audio settings	B.Ed. Assembly on Stage.	
10.	25/11/2019	AV Settings & Technology Support	Research Awards Distribution function and Books Launch event in Auditorium of MIER College of Education.	

		AV Settings	Celebration of national Harmony organized by NSS Unit in Auditorium.	
	25/11/2019, 27/11/2019 & 28/11/2019	Technology support	Recording of Video Lectures by M.Ed. Student for her MOOC Course in conference room.	
11.	26/11/2019	Technology support & AV Settings	Live Webcast on Celebration of Constitution Day in Auditorium.	
12.	27/11/2019	AV Settings	Model Academy School Programme in Auditorium.	
		Technology support	Downloading UGC e-Book for HR Manager.	
13.	28/11/2019	Smart Class Support	Final Teaching Practice Exams of B.Ed. Students in Model Academy school from 27/11/2019 To 30/11/2019.	
		Technology Support	Projector in classroom of Model Academy School.	
			LED TV settings in B.Ed. Common Room.	
14.	29/11/2019	Technology Support	Network connectivity in Ground Floor Teach Next Class Rooms-2, 3 with servers and Internet checked.	
			Projector settings in Committee Room.	
15.	30/11/2019	Technology Support & AV Settings	ISO Awareness Programme organized by Mr. Parveen Gupta (Quality Assurance Officer) in Auditorium.	
		Technology Support	Programme Rehearsal by Special students of Model Academy School in Auditorium.	
			Projector settings in Committee Room.	

Additions in Equipment if any:

1. 5 Beetel Land line phones procured.

5.   Any Other:

1. Completed Recording (**Round-1**) of Video Lectures of 12 Faculty Members on Presentation Tube software.
2. Editing and Mixing of 5 Videos.
3. Bought Subscription of Presentation Tube Software for uploading videos.
4. Uploaded 5 Videos on **MIERCOLLEGEJAMMU** Channel at Presentation Tube Website.

Prepared by: Incharge CET Date:10-12-2019	Checked by : Head CET	Verified By: Incharge, IQAC	Approved by: Principal Date:
Rslatnia 10th Dec.2019	*M us* 10/12/19	*Allan* 10/12/19	16/12/19

Very good reporting in minute day to day details of the technology support provided by the centre along with repair and maintenance given priority for functionality of the equipment.

Great Job done.

Congratulations.

17/12/19