



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: December
2019

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Deleted scroll of convocation from Home Page	14/12/2019	
2.	Uploaded press release of Outreach Activity in Co-curricular Activities tag	16/12/2019	
3.	Updated Fee of Guidance and Counselling in Admission portal and admission form	17/12/2019	
4.	Uploaded Feedback analysis of Teachers in News and Events	18/12/2019	
5.	Uploaded Feedback analysis of Curriculum in News and Events	18/12/2019	
6.	Uploaded Feedback analysis of College facilities in News and Events	18/12/2019	
7.	Applied scroll of Feedback analysis on Home page	18/12/2019	
8.	Added Students feedback link for Teachers in News and Events	19/12/2019	
9.	Added Students Feedback link for College Facilities in News and Events	19/12/2019	
10.	Added Students Feedback link for Curriculum in News and Events	19/12/2019	
11.	Added Teachers Feedback for PG Dept. link in News and Events	23/12/2019	

b. Academia ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Guidance and counselling template created	06/12/2019	Uploaded by Mr. Umesh
2.	Students Photos not displayed in admit Cards of B.Ed. Spl. Sem-I	09/12/2019	
3.	Students Photos not displayed in admit Cards of B.Ed. Sem -I	10/12/2019	
4.	Added publishers in ERP	10/12/2019	
5.	Added publishers in ERP	11/12/2019	
6.	Added publishers in ERP	13/12/2019	
7.	Time Table extended for all programmes for the month of December	16/12/2019	
8.	Deleted NEFT receipt Voucher no. 547 (4/11/19)	12/12/2019	

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	CCTVs & DVR maintenance	02, 03, 09, 10, 12/12/2019,	<ol style="list-style-type: none"> 1. Replaced 10 BNC Connectors 2. Repaired one power supply module 3. Reset DVR and IP assigned
2.	UPS was not working of lecture room no-2	03/12/2019	Replaced UPS
3.	Projector & HDMI cable was not working properly in committee room	04, 07, 12,13, 17, 23, 24, 26/12/2019	HDMI cable was not supported, Need to be replaced with higher resolution cable
4.	System was working on slow speed of lecture room no-2	07/12/2019	System RAM upgraded
5.	Preparation for University Inspection in CET room & for Whole college	From 05/12/2019 To 16/12/2019	
6.	Demonstration of CAMU ERP software in committee room on ZOOM software online	17/12/2019	As a replacement option for Academia ERP
7.	No Network access of Teach Next technology lecture room No-3	20/12/2019	Called to Mr. Sunil, a representative of Teach Next and he lodge a complained in HP technical support

8.	CPU upgraded of lecture room No-5	20/12/2019	
9.	Changed motherboard of Teach Next technology lecture room-5	21/12/2019	By HP technical support representative
10.	Demonstration of CAMU ERP Library Management Tool Module		On ZOOM software Online by CAMU representative with UG & PG MIER librarian

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	02/12/2019	Technology Support	ERP Settings in fee counter	
		AV Settings	School event rehearsal by special students of Model Academy School in auditorium	
2.	03, 04, 05, 10/12/2019, 03, 05/12/2019	Technology Support	Features of Microsoft Word & network access in Psychology lab	
		AV Settings	Programme by special students & normal students respectively of Model Academy School in auditorium	
3.	06/12/2019	AV Settings	MIER college programme in auditorium	
4.	09/12/2019	Audio Settings	Painting event on MIER college stage	
5.	10/12/2019	AV Settings	Certificate Award Function in auditorium	
6.	11/12/2019	AV Settings	Movie show on MIER Saga for students of Dogra College in auditorium	
7.	16/12/2019	Technology Support	Projector was not working in Teach Next classroom no-3	Troubleshoot by checking VGA cable
8.	17/12/2019	AV Settings	Interschool English Competition event organized by Model Academy School in auditorium	
9.	18,20/12/2019	Technology Support	1. On network access to lecture room No-6 2. To one of the M.Ed. student	
10.	18, 19, 20, 21/12/2019	Audio Settings	Rehearsal of Model Academy School Sports event by students & final day event was on 21 th	

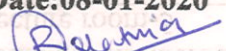
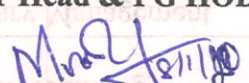
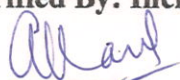

11.	19/12/2019	Technology Support	College improvement survey form filled by M.A. & M.Ed. students in admin block computer lab	Survey link is not opening directly on college website.
12.	20/12/2019	Technology support & AV Settings	Counseling session programme organized by Model Academy School in auditorium	
		Technology support	Lecture on "Statistical Techniques for Data Analysis" by Director Dr. Adit Gupta in committee room	
13.	23,24/12/2019	AV Settings & Technology support	Model Academy School rehearsal & final day event of MAMUN programme respectively	
Winter Vacation from 27th Dec. 2019 To 02 Jan. 2020				

Additions in Equipment if any:

1. Purchased one mouse & one headphone for CET lab.
2. One projector was procured for lecture room no-6 in MIER College.
3. Bought three Dell Latitude Series Laptop & placed in committee room, scholar/Ph.D. room & auditorium respectively.
4. Bought one brother(MFC-T910DW) printer for MIER College.

5. Any Other:

1. Editing and mixing of 07 Videos.
2. Uploaded 07 videos on **MIERCOLLEGEJAMMU** channel at Presentation Tube Website.
3. Quarterly review meeting of the CET center on topic ICT Technology Improvement.
4. Video conferencing session between students & management (by Director Dr. Adit Gupta) on topic Tips for Successful Exam Preparation.

Prepared by: Incharge CET Date:08-01-2020 	CET Head & PG HOD 	Verified By: Incharge, IQAC 	Approved by: Principal Date:  14/1/20
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