



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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1	30/10/2019 & 31/10/2019	SPSS Workshop	Use of SPSS in Data Analysis	Dr. Mool Raj & Dr. Nishita Rana (CER)	M.Ed. Sem. III Students	

Objective Evidence in: MIERPICS Folder _____ 2019\Oct to Dec 2019\MCE\P G Dept\Workshop on Use of Computer in Dissertation Work 30-10-2019 _____

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded admission form for "Human Rights and Values" in downloads tab	03/10/19	
2.	Deleted scroll of Last Date for Admissions for Few Vacant Seats in M.A (Edu.) and M.Ed. is September 30, 2019 from Home Page	03/10/19	
3.	Deleted Last Date for Admissions for Few Vacant Seats in M.A (Edu.) and M.Ed. is September 30, 2019 from News and Events	03/10/19	
4.	Deleted admission schedule for B.Ed. And B.Ed. Spl. from Admin Panel	04/10/19	
5.	Deleted Admission schedule for M.A and M.Ed. From Admin Panel	04/10/19	
6.	Updated Profile of Dr. Bindu Dua in staff profile	09/10/19	
7.	Uploaded press release of Gandhi Jayanti in Co-curricular activities	15/10/19	
8.	Uploaded press release of rally-environment unit in NSS tab	15/10/19	
9.	Uploaded press release of induction programme in co-curricular activities	15/10/19	

10.	Uploaded 8th Meeting of Board of studies in Governance of Studies tag	16/10/19	
11.	Uploaded press release of Research Colloquium in Research activities tag	22/10/19	
12.	Uploaded press release of fresher's meet in Co-curricular activities	22/10/19	
13.	Uploaded Date sheet for M.A Sem.-III in News and Events	31/10/19	
14.	Uploaded Date sheet for B.Ed. Spl. Sem.-III in News and Events	31/10/19	
15.	Uploaded Date sheet for M.Ed. Sem.-III in News and Events	31/10/19	
16.	Uploaded Date Sheet for B.Ed. Sem.-III(Former Students) in News and Events	31/10/19	

b. Academia ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Time table extended for the all programmes from 7-10 to 19-10	4/10/19	
2.	Added publishers in ERP	14/10/19	
3.	Deleted time table of Suman Devi for B.Ed-I Session 2019-21	19/10/19	
4.	Re-entered time table of Suman Devi for enrollment of students	21/10/19	
5.	Unenrolled the students from section B and C	21/10/19	
6.	Enrolled the students of B.Ed. Sem.-I in section B and C	22/10/19	

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	04/10/19	Changed UPS in Common Room	
2.	17/10/19	Telephone Repaired in Psychology Cell	
3.	18/10/19	Telephone Repaired	
		Checked LED TV Settings in Hostel	
4.	21/10/19	Checked LED TV Settings in Hostel	
		Telephone Repaired in Canteen	

4. Technical Services / Support Provided


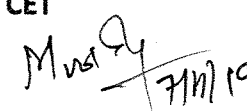

S. No.	Date	Venue	Occasion / Problem	Remarks
1.	01/10/19	Auditorium	Programme- Audio & video Settings	
2.	10/10/19	Auditorium	Programme organized by Sunil Bhat Librarian	
3.	11/10/19	Auditorium and M.ED Hall	Programme- Audio & video Settings	
4.	14/10/19	PHD Room	Facilitated the M.Phil students for recording of Video lectures for course work (Day-1)	
		Computer lab	Facilitated the B.Ed Students for online quiz on the Quizizz platform.	
5.	15/10/19	PHD Room	Facilitated the M.Phil students for recording of Video lectures for course work (Day-2)	
6.	16/10/19	Auditorium	Programme conducted by MIER School- Audio & video Settings	
7.	17/10/19	PHD Room	Facilitated the M.Phil students for recording of Video lectures for course work(Day-3)	
		Auditorium	Programme conducted by Dr. Rohnika Sharma(UG HOD)	
		On Stage	Audio & video Settings For Rehearsal (Foundation Day Preparation)	
		Auditorium	Facilitated the faculty members for recording of E-content material.	
		CET Lab	Installed the three headphones with the system for the MOOCS Courses.	
8.	18/10/19	On Stage	Audio & video Settings for Rehearsal (Foundation Day Preparation)	
		Hostel	Checked the airtel digital set up box and informed them & complained & with no-96005445	
9.	19/10/19	Auditorium	Guest Lecture by Esha Verma (Audio & video Settings)	
10.	21/10/19	Music Room	Home Theatre Plugged in School	
		Auditorium	Programme-Library Committee Competition (Quiz Competition) (Audio & video Settings)	
		Auditorium	Facilitated the faculty members for recording of E-content material.	
11.	22/10/19	On Stage	Audio & video Settings for Rehearsal (Foundation Day Preparation)	
		School	Speaker Settings of Mohini Madam for dance preparation	
		Auditorium	Facilitated the faculty members for recording of E-content material.	
		UG HOD Room	Installed YouTube presentation software on the laptop.	
12.	23/10/19	On Stage	Audio & video Settings For Rehearsal (Foundation Day Preparation)	
			Facilitated the faculty members for recording of E-content material.	

13.	24/10/19	On Stage	Audio & video Settings for Rehearsal (Foundation Day Preparation)	
14.	30/10/19	On Stage	Audio & video Settings for Rehearsal (Foundation Day Preparation)	
		CET Lab	Making the Video for Multimedia lectures of Teachers (Editing)	
15.	31/10/19	On Stage	Audio & video Settings for Rehearsal (Foundation Day Preparation)	
		Ground Floor Lecture Room no-1	Checked the Educomp smart class room (RAM Problem)	


Additions in Equipment if any:

1. Installed the three headphones with the system for the MOOCS Courses in CET Lab

5. Any Other:

Prepared by: Incharge CET Date: 07-11-2019  7th Nov-19	Verified By: Head, CET  7/11/19	Approved by: Principal Date:  7/11/19
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7/11/19
 Allow
 (TRAC. Coordinator)

Seen.

 8/11/19

Very thorough work done and recorded meticulously.