MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: June 2021

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	25 To 28/06/2021	1. How to add new enquiry, new registration, process admission, download reports and verification of students for admission in the ERP 2. How to collect student registration fee and their reports	Training of Sonet ERP	Sonet Representatives, Dr. Mool Raj & Mr. Rajan Slathia	Admission Team & Fee Collection Team	-

Objective Evidence in: MIERPICS Folder: \\10.253.0.94\mierpix\miervideos\MCE VIDEOS\Sonet Training

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Applied new link of admission ERP on Website	07-06-2021	-
2.	Uploaded Re-evaluation result of M.A-IV Session 2016-18	08-06-2021	-
3.	Uploaded Re-evaluation result of M.A-III Session 2018-20	09-06-2021	-
4.	Uploaded Admission notification for Session 2021-22	10-06-2021	-

5.	Applied Admission Advertisement scroll for Session 2021-22	10-06-2021	-
6.	Uploaded 9th Meeting of Finance Committee	11-06-2021	-
7.	Applied scroll" https://whereby.com/mier-college "on home page for video call with counselor	15-06-2021	-
8.	Deleted previous syllabus for B.Ed. Spl. For Session 2019-21	17-06-2021	-
9.	Uploaded combined syllabus for B.Ed. Spl. For Session 2019-21	17-06-2021	-

b. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Cross-verification of paid student bills from official WhatsApp group with account section (Mrs. Suchinder and Mr. Aman) through email ID, WhatsApp and after verification generated student receipts from ERP and acknowledge them	Full Month	-
2.	• Created new login for Mr. Aman Anand and provided hand on session training on bill receipt generation, bill scheduling, reports generation • Verified student data on new ERP	01,02/06/2021	-
3.	Applied student discount on ERP	01,02,03,04/06/2021	
4.	Updated staff official email Id's in new ERP	02/06/2021	-
5.	Created new staff login IDs in new ERP	03/06/2021	-
6.	• Updated permissions to IT staff in new ERP • Generated user ID login for admission team and new cashier • Generated user login to Mr. Amit for hostel in Camu ERP • Provided hands on session to admission team for student enquiry form creation	07/06/2021	-
7.	Updated online admission criteria in the ERPand acknowledged to Sonet ERP representatives	08,09/06/2021	-
8.	Resolved enquiry form, online admission, registration forms issues of admission team	10/06/2021 To 30/06/2021	
9.	• Updated new permissions to admission counsellor	10,11/06/2021	-

	- Updated email formats for enquiry submission, registration and admission process to sonnet ERP representatives - ICT supported to new cashier Mr. Amit on previous student bills for daybook report in ERP - Testing of enquiry forms and registration forms with Sonet representatives - Provided Camu ERP features list to Vice-chairperson		
11.	Cross verified and created SMS templates for enquiry, registration and admission process in JIO under ERP	12/06/2021	-
13	- Set up the Academic Qualification for B.Ed and M.Ed. - Updated the districts list in ERP for enquiry form under online admission	15/06/2021	-
14	- Academic Qualification set up for B.Ed.-Spl and MA - Document mapping set up for all courses manually - Updated and cross-verified attendance reports from Camu ERP - CET internal meeting and discussed implementation for academic documents set up for B.Ed, B.Ed Spl, MA, M.Ed. and Ph.D.	16/06/2021	-
15	- Provided hand on session training to Mr. Aman on paid and unpaid student reports - Internal CET meeting and cross-verified the different modules working status of Sonet ERP - ICT supported to Mrs. Ruchi mam on printing formats	17/06/2021	-
16.	Provided hand on session on how to check previous transactions of students to Mr. Aman	18/06/2021	-
17.	- Updated 2018 batch student status to course completed in Camu ERP - Cross-verified and checked working status of new VGA cable and HDMI cable in committee room - Resolved queries of online payment of fee cashier for day book report - Updated status of Mr. Vivek in Sonet ERP and permissions removed	21/06/2021	-

18	• Resolved queries of cashier Mr. Aman in ERP • Cancelled one of the duplicate payments in hostel ERP module	22/06/2021	-
19.	• Updated exam subjects in exam management module of ERP • Updated document mapping and cross-verified mandatory and non-mandatory fields in Sonet ERP	23,24/06/2021	-
20.	Time Table created for B.Ed, B.Ed-Spl, MA and M.Ed.	25 To 30/06/2021	-
21.	• Internal CET meeting and created timetable schemas, enrolled staff members, created time slot master, group allocation, employee ID created • Provided permissions to cashier to generate receipt of admission application fee	29/06/2021	-
22.	• Resolved the paid fee amount of student Ms. Sonika with account section • Updated permissions to Veena Puri • Scheduled bill of one of the students for Guidance and Counselling course	30/06/2021	-

3. Maintenance / Upgradation Details

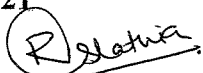| S. No.	Name of Activity	Date of Updation	Remarks
1.	-	-	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full Month	Online Payment	ICT support to B.Ed. B.Ed. -Spl, MA, and M.Ed. students on verification payment issues	-
2.	03,04/06/2021	Online Papers Checking	Verified the process on how to check papers on Google classroom through Kami	-
3.	05/06/2021	Online Papers Checking	Created video how to check paper digitally through Microsoft edge browser and updated on WhatsApp official working group	-

4.	10/06/2021	Online Meeting	ICT supported to zoom meeting in committee room	-
5.	11/06/2021	Google Meet	ICT supported to PG librarian on Google meet meeting	-
6.	13,14/06/2021	Google Classroom	• Cross- verified attendance, checked sessional assignments in Google classroom for B.Ed.-Sem-IV • Created google classroom for MA computer applications and invited to students	-
7.	14/06/2021	Google Back up	Supported to PG librarian on Google sync	-
		Academic	Updated attendance reports of M.Ed. 425-D to Mr. Naveen	-
8.	15/06/2021	Google Classroom	Created Google classroom for B.Ed. Sem-II and send invitation to students	-
9.	17/06/2021	Finance	Updated student defaulter list to Director Dr. Adit Gupta	-
10.	14,15,16,18,21,22,23/06/2021	Online Papers Checking	External Paper and sessionals checked for B.Ed. Sem-IV in Google Classroom	-
11.	23/06/2021	Online Viva-Voce	ICT support to Viva-Voce in committee room for B.Ed. students	-

Additions in Equipment if any:

5. Any Other: NIL

Prepared by: In-charge CET Date:13-July-2021	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date: