

	MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: July 2021
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1. Details of Extension Lecture / Orientation / Workshop / Training Programmes Conducted

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	-	-	-	-	-	-

Objective Evidence in: MIERPICS Folder

2. Website & Academia ERP Updation Details---NA
a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Result of B.Ed. Spl.-III Session 2019-21	06-07-2021	-
2.	Uploaded Report of External Peer Team in IQAC Center	09-07-2021	-
3.	Uploaded IQAC monthly Report in the Center	16-07-2021	-
4.	Uploaded Induction programme for new admission Students in IQAC center		-
5.	Uploaded Orientation regarding Grievance Redressal Committee in IQAC center		-
6.	Uploaded Orientation programme for non-teaching staff in IQAC Center		-
7.	Uploaded Orientation programme for Sub-staff in IQAC Center		-
8.	Uploaded Orientation programme for interaction with Parents in IQAC		-
9.	Uploaded workshop on common skills for the students		-
10.	Uploaded Monthly Report of April 2021 in CET Center	28-07-2021	-

11.	Uploaded Monthly Report of May 2021 in CET Center		-
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b. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Admission Management			
1	Provided hand on session to admission team and fee cashier team on how to add enquiry, registration, online registration payment, reports, verification of documents and how to generate receipt of new registration students	01/07/2021	-
2	Resolved the admission team queries-enquiry report, student verification, photo uploading documents attaching etc	01,02,05,07,08,12,19,20,22,27,28/07/2021	-
3	Provided training to admission team on how to admit students	06/07/2021	-
4	Updated Documents mapping for Ph.D. course	08/07/2021	-
5	Document mapped for category M.Ed. students in SONET ERP for online admission	09/07/2021	-
Academic Management			
1	Generated user ID's of faculty members	01,02/07/2021	-
2	CET internal meeting and reviewed on admission mgmt. and exam mgmt. modules	02/02/2021	-
3	Attendance issue resolved	28/07/2021	-
Fee Management			
1	Resolved fee collection team issues- how to add receipt, reports and supported them	05,19,20,22,27,29/07/2021	-
2	Provided hands on session to fee collection team on how to generate receipts, fee installments and reports	06,07/07/2021	-
3	Created Miscellaneous bill item heads in the Fee mgmt.	13,14/07/2021	-
4	Fee mgmt. meeting in committee room and discussed present issues in SONET ERP	17/07/2021	-
5	Provided hand on session on daily book report to fee collection team	27/07/2021	-

ERP Meetings			
1	CET internal meeting and reviewed on admission mgmt. and exam mgmt. modules	01/07/2021	-
2	Meeting with SONET representatives and discussed exam mgmt., admission mgmt. and academic mgmt. working process-	06/07/2021	-
3	Review Meeting with Director Dr. Adit Gupta on SONET ERP and discussed the online admission, academic mgmt. and exam mgmt.	07/07/2021	-
4	CET internal meeting and reviewed on admission mgmt. academic mgmt. and exam mgmt. modules-	08/07/2021	-
5	Discussed pending issues of SONET ERP and conveyed to Mr. Kuldeep Telephonically	26/07/2021	-
CAMU ERP			
1	<ul style="list-style-type: none"> Exited UG & PG students who deposited the full fee from CAMU ERP of 2019 and 2020 batch Exited all staff members from CAMU 	29,30/07/2021	28 students, 6 admin/other users are using Camu

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Repaired audio instrument receiver installed at Ext. 223, 220,227,251,260,241	01,02,09,12,15,16,20/07/2021	-
2.	Maintenance of speakers in fee counter	01/07/2021	-
3.	Repaired the adapter of fee swipe machine in fee counter	05/07/2021	-
4.	Maintenance of laptops	09,12,20/07/2021	-
5.	Maintenance of projector screen Room no-1	14/07/2021	-
6.	New VGA and HDMI cable installed in committee room	23/07/2021	-
7.	Maintenance of Projectors	26,27/07/2021	-
8.	Open Model academy projector repaired	28,29,30/07/2021	-
9.	Audio Maintenance in M.Ed. Hall	30/07/2021	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full Month	Fee Verification	Cross-verification of paid student bills from official WhatsApp group with account section (Mr. Aman) through WhatsApp and after verification generated student receipts from ERP	-
2.	02, 05,06,09,10/02 /2021	Examination	B.Ed. ICT subject papers checked online	-
3.	22,23,26/07/2 021		Prepared award roll for ICT subject	-
4.	14,15,16,19,20 /07/2021		Managing external checked papers print for ICT subject	-
5.	28/07/2021		Prepared online Mid-term paper for ICT subject	-
6.	05/07/2021	Hardware	Cross-verified and checked HDMI cable working status of new one in M.Ed. Conference Room	-
7.	08/07/2021		Cross-verified the projector working status in M.Ed. conference room and resolved the small screen issue	-
8.	15,16,19,29/07 /2021		Hardware and Internet availability to all UG and PG staff members for taking online classes (by Mr. Sanjay Vishwakarma)	-
9.	09,12,13,14,19 ,20/07/2021	Recordings	Google Meet recordings downloaded for PG and UG faculty members, unzipped and transferred to the Hard Drive	-
10.	14/07/2021	Online Meeting	Created Google Meet link for imagine EDU program Curtin University	-
11.	22/07/2021		ICT Supported in Meeting in Google Meet from home	-
12.	19/07/2021		ICT supported in Committee room for online meeting	-
13.	27/07/2021		ICT supported for MOU meeting with new camera in committee room	-
14.	15,16,22,23/07 /2021	Banner Making	Created banner and edited for program as per order by Jt. Director Mrs. Rupa Gupta	-
15.	15/07/2021	Online Program	Provided ICT support to "imagine EDU program" Curtin University online	-
16.	17/07/2021		ICT support on Google meet meeting -Meet the eminent personality- as per order by Jt. Director Mrs. Rupa Gupta	-

17.	23/07/2021	Offline Program	ICT and Audio supported in B.Ed. Hall for program	-
18.	26/07/2021	Testing	Tested new camera in committee room with Mr. Sanjay Chandel	-
19.	29,30/07/2021	Documentation	Cross-verified paid and unpaid student fee reports	-
			CET calendar activities prepared	-
20.	05,09,16,21,26 ,30/07/2021	SONET ERP- Review	Cross-verified and reviewed issues of SONET ERP with Head CET	-
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Additions in Equipment if any:

5. Any Other: NIL

Prepared by: In-charge CET Date:06-August-2021 <i>R. Slatnia</i> <i>6th Aug 2021</i>	CET Head: <i>Mrs</i> <i>6/8/21</i>	Verified By: In-charge, IQAC <i>Sharma</i> <i>9/8/2021</i>	Approved by: Principal Date: <i>12/8/21</i>
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20/8/21

