MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: January 2022

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_____NIL

2. ERP Updation Details

a. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Fee Concession/ Scholarship applied to 6 students w.r.t. different courses	04,11,17,25,31/01/2022	-
2.	Cross-verified verification issues in the concession report, daybook report, and other reports	04,11,12,17,18,25,27,31/01/2022	Resolved
3.	Discount updated to old 16 hostel students of Rs 10,000 each as per the order of Jt. Director Ms. Rupa Gupta	19/01/2022	-
4.	Provided hands-on session training to Ms. Veena and Ms. Aman on how to generate old & new receipts of hostel students	20,24/01/2022	-
Academics			
5.	Group Allocated to new PG remaining students for timetable	18,19/01/2022	-
Examination			
6.	Cross-verified different report issues, updated mark sheets, Tabular reports, Result Notification, in new ERP and conveyed to Mr. Shivam through email and resolved	03,04, 10,11,12,17,24,25,26,31/01/2022	In progress
Hostel			
7.	Cross-verified report issues in the hostel module conveyed to Mr. Shivam and resolved	04,07,10,11,12,17,25/01/2022	-
8.	All fee structures created of hostel module w.r.t. different course and year and mapped and allocate rooms to different old and new students	05/01/2022	-

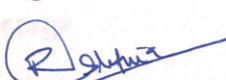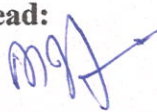| 9. | Rooms allocated to old and new students in Hostel module and assigned fee structure | 06/01/2022 | - |

3. Maintenance / Upgradation Details

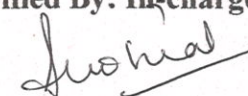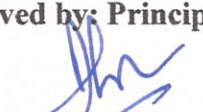| S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG and PG classrooms and CET Centre for smooth function of all ICT instruments (by Mr. Sanjay Vishwakarma)	Full Month	-
2.	Lodged a complaint, follow-up and rectification of 4 BSNL landline connections.	03,04,17,18,19,31/01/2022	Resolved
3.	DVR Maintenance and power supply changed	24,25/01/2022	-
4.	Repaired audio instrument receiver and installed at Ext. No-207, 206, 227, 255, 228(by Mr. Sanjay Vishwakarma)	04,05,07,12,24,25,31/01/2022	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	24/01/2022	Online program	ICT support to Library Committee activity on 'Online orientation for NET/SET examination for PG and UG student SEM-III'	-

Additions in Equipment if any:

5. Any Other: NIL

Prepared by: In-charge CET Date: 18-02-2022	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date:
			22/2/2022