



**MIER College of Education (Autonomous)**  
Accredited by the NAAC with 'A+' Grade

**Monthly Report**  
of  
**Centre for Educational Technology**

**QF No.: 098C**  
**Revision:**  
**Month: December 2021**

**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**

**a. Website (Updated by Website In charge Mrs. Rohini Sharma)**

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Result of M.A sem. I Session 2020-22	06-12-2021	-
2.	Uploaded press release of Three-day Induction Program for New Students	07-12-2021	-
3.	Uploaded press release of Interdepartmental Book review and discussion	13-12-2021	-
4.	Uploaded press release of Inter-College Debate in SSCGWS	21-12-2021	-

**b. Academia ERP/ Camu ERP/Sonet ERP**

S. No.	Item Description	Date of Updation	Remarks
<b>Finance</b>			
1.	Fee Concession/ Scholarship applied to 51 students w.r.t. different courses by Ms. Rohini and Mr. Rajan	Full Month	-
2.	Fee team issues-print report, balance fee report, and fee receipt resolved	06,08,18,21/12/2021	-

3.	Set up Alumni fee set up for outside students in ERP	17/12/2021	-
<b>Admission</b>			
4.	Student admission issues- online application pdf form and other reports resolved	06,07,08,18/12/2021	-
<b>Academics</b>			
5.	Time-Table created, Faculty allocation, Group allocation, and schedule lectures for UG & PG semester-I students by Ms. Rohini and Mr. Rajan	01,02,03/12/2021	-
<b>Hostel</b>			
6.	Hostel module implementation work	08,09/12/2021	-
<b>Examination</b>			
7.	The examination implementation process started under examination mgmt. module with Mr. Shivam and our COE team on college and created exams, mapping, student enrollment, marks entry, verification, tabulation reports, award roll, coding schema, marksheet production, etc.	10 To 15/12/2021	Still under process
8.	BA subjects enrolled, scheme mapping in examination module with Mr. Umesh	20,21/12/2021	-

### 3. Maintenance / Upgradation Details



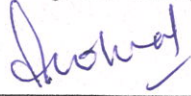
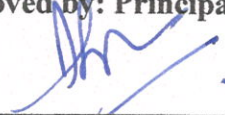
S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware and Internet availability to all UG and PG staff members for taking online classes (by Mr. Sanjay Vishwakarma)	Full Month	-
2.	CET, In-charge laptop Battery replaced with new one	16/12/2021	-

### 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.	Full Month	NAAC	Updated records from July 2020 to June 2021	-
3.	01 To 04/12/2021	Offline Meetings & Programs	ICT support to Induction program in Auditorium	-
4.	07/12/2021		ICT supported to Book review program in Auditorium	-
5.	08/12/2021		Alumni meet preparation in committee room	-
6.	17/12/2021		ICT support to Women Empowerment program in Auditorium	-
7.	16,17/12/2021	Digital Banner	ICT support as per the order of Jt. Director, Ms. Rupa Gupta	-
8.	23,24/12/2021	Alumni Meet	ICT support in KC Ramada Hotel	-

**Additions in Equipment if any:****5. Any Other:** NIL

<b>Prepared by: In-charge CET</b> <b>Date:20-01-2022</b> 	<b>CET Head:</b> 	<b>Verified By: In-charge, IQAC</b> 	<b>Approved by: Principal</b> <b>Date:</b> 
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