	MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: 098C Revision: Month: February 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.	5-02-2021 to 12-02-2021	Workshop on SPSS	Analysis of Data for Dissertations	Dr. Mool Raj	Sem-IV, PG students	-

Objective Evidence in: MIERPICS Folder \\10.253.0.94\mierpix\mierpics\2021\Jan to March 2021\M C E\CET

2. Website & Academia ERP Updation Details---

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded revised Date Sheet of M.A.(Edu.)-III Session 2016-18 in News and Events	05/02/2021	-
2.	Uploaded revised Date Sheet of M.Ed.-I Session 2018-20 in News and Events		-
3.	Uploaded revised Date Sheet of M.Ed.-I Session 2019-21 in News and Events		-
4.	Uploaded revised Date Sheet of M.Ed.-III Session 2018-20 in News and Events		-
5.	Uploaded revised Date Sheet of M.A.(Edu.)-I Session 2019-21 in News and Events		-
6.	Uploaded revised Date Sheet of B.Ed. Spl.-III Session 2018-20 in News and Events		-
7.	Uploaded revised Date Sheet of B.Ed. Spl.-I Session 2019-21 in News and Events		-
8.	Uploaded revised Date Sheet of B.Ed. Spl.-I Session 2019-21 in News and Events		-
9.	Uploaded revised Date Sheet of B.Ed.-I Session 2018-20 in News and Events		-

10.	Uploaded revised Date Sheet of B.Ed.-I Session 2019-21 in News and Events		-
11.	Uploaded revised Date Sheet of B.Ed.-I Session 2018-20 in News and Events		-
12.	Uploaded revised Date Sheet of B.Ed.-I Session 2019-21 in News and Events		-
13.	Uploaded revised Date Sheet of B.Ed.-III Session 2018-20 in News and Events		-
14.	Uploaded admission advertisement for B.Ed., B.Ed. Spl. M.Ed., M.A in News and Events	08/02/2021	-
15.	Uploaded AQAR 2018-19 in News and Events	10/02/2021	-
16.	Uploaded Report of Student Satisfaction Survey 2019-20 in News and Events		-
17.	Uploaded Academic Calendar 2019-20 in News and Events		-
18.	Uploaded withheld Result of B.Ed.-I Session 2019-21 in News and Events	17/02/2021	-
19.	Uploaded withheld Result of B.Ed.-II Session 2019-21 in News and Events		-
20.	Uploaded M.Phil. Entrance Exam Syllabus in downloads	18/02/2021	-
21.	Applied scroll on Home Page for M.Phil. Entrance Test		-
22.	Uploaded Minutes of the meeting(11th) of Governing body in Minutes of the Meeting tab		-
23.	Uploaded Result of MA Edu. -I Session 2019-21 in News and Events	24/02/2021	-

b. Academia ERP/ Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Accounts/Billing <ul style="list-style-type: none"> ● Rectify error and scheduled bills asked by Mrs. Veena Puri ● Applied student scholarship to one of the students Academic <ul style="list-style-type: none"> ● Edited and scheduled time tables of PG department 	04/02/2021	-
2.	Academic <ul style="list-style-type: none"> ● Edited and scheduled time tables of UG department Accounts/Billing <ul style="list-style-type: none"> ● Cancelled the non-paid applications from ERP admission portal 	05/02/2021	-

3.	Academic <ul style="list-style-type: none"> • ICT Supported to Psychology Cell In charge in MS Suite applications • Updated and scheduled time-tables of B.Ed. Sem-I • Cross-verified attendance reports of PG department Accounts/Billing <ul style="list-style-type: none"> • Applied student scholarship to one of the students 	08/02/2021	-
4.	Academic <ul style="list-style-type: none"> • Updated student generation forms 	09,10/02/2021	-
5.	Accounts/Billing <ul style="list-style-type: none"> • Updated defaulter list of students to Mrs. Veena Puri Hostel <ul style="list-style-type: none"> • Updated the process flow of student hostel accommodation in a committee room during meeting with Joint director Mrs. Rupa Gupta and warden 	10/02/2021	-
6.	Hostel <ul style="list-style-type: none"> • Application Scheduled for hostel admission for both MIET & MIER college • Created 5 login profile IDs to fill hostel application form for students • Created security group and updated to 5 student login IDs for hostel admission Accounts/Billing <ul style="list-style-type: none"> • Created student hostel bills Academic <ul style="list-style-type: none"> • Updated one of the student applications from B.Ed. Spl. to B.Ed. • Schedule one of the B.Ed. student bill • Created two certificate courses • Created two certificate courses bills 	11,12/02/2021	-
7.	Academic	12,17/02/2021	-

	<ul style="list-style-type: none"> Addressed hands-on session of flow process for admission in Certified courses and hostel admission to Ms. Deepti Sharma, Mrs. Rohini Sharma and Mrs. Veena Puri <p>Hostel</p> <ul style="list-style-type: none"> Created passwords for all hostel admission student logins 		
8.	<p>Accounts/Billing</p> <ul style="list-style-type: none"> Updated hostel monthly bills in Org ERP Applied special scholarship discount to one of the new students Updated process flow for hostel billing and admission and billing department to respective members <p>Academic</p> <ul style="list-style-type: none"> Changed one of the new student admission courses 	15/02/2021	-
9.	<p>Accounts/Billing</p> <ul style="list-style-type: none"> Applied special scholarship discount to one of the new admitted students 	16/02/2021	-
10.	<p>Accounts/Billing</p> <ul style="list-style-type: none"> Applied discount and scholarship to 3 new admitted students 	17/02/2021	-
11.	<p>Hostel</p> <ul style="list-style-type: none"> Updated hostel paid and unpaid bills to Mrs. Rohini from Camu-ORG Updated security permissions to 5 student logins for hostel online application 	18/02/2021	-
12.	<p>Academic</p> <ul style="list-style-type: none"> Validated new student online applications and admitted 4 students 	19/02/2021	-
13.	<p>Accounts/Billing</p> <ul style="list-style-type: none"> Applied scholarship to one of the students Scheduled and confirmed hostel bill to one of the students as asked by Mrs. veena Puri 	22/02/2021	-
14.	<p>Accounts/Billing</p> <ul style="list-style-type: none"> Hostel Bills scheduled to one of the students 	23/02/2021	-
15.	<p>Academic</p> <ul style="list-style-type: none"> Updated NAAC records in MIER Docs 	24/02/2021	-

	<ul style="list-style-type: none"> Admitted one student for hostel Accounts/Billing <ul style="list-style-type: none"> Supported to Mrs. Veena for hostel bill scheduling 		
17.	Accounts/Billing <ul style="list-style-type: none"> Created and edited student hostel bills as per order by Director 	25/02/2021	-

3. Maintenance / Upgradation Details



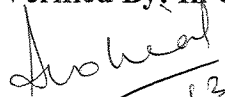
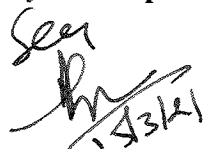
S. No.	Name of Activity	Date of Updation	Remarks
1.	<ul style="list-style-type: none"> Updated ICT equipment list 	09,10/02/2021	-
2.	<ul style="list-style-type: none"> Repaired audio instrument receiver installed at Ext. No-248,205,207,210 	10,16,25/02/2021	-
3.	<ul style="list-style-type: none"> Installed new telephone wire-262, 257 	18/02/2021	-
4.	<ul style="list-style-type: none"> Updated ICT equipment list in AssetTiger Portal Provided Wi-Fi access to M.Ed. students and checked the working status of MyCamu app 	19/02/2021	-
5.	<ul style="list-style-type: none"> Tested new video conferencing camera system for committee room Updated respective staff systems and printers in the AssetTiger Portal Vendor Serviced and checked EPAX telephone system working from 200 to 207 	22 /02/2021 23 /02/2021 24/02/2021	<ul style="list-style-type: none"> Image quality was not good and streaming of video was also lagging during meeting due to poor network 207 extension not working, 203 made 207 temporarily, new card required to be installed for making 207 functional

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full Month	Online Classes	<ul style="list-style-type: none"> Hardware arrangements and Internet availability to all UG and PG staff members for taking online classes (by Mr. Sanjay Vishwakarma) 	-
2.	04/02/2021	Working Status	<ul style="list-style-type: none"> Cross-verified working condition ICT equipments 	-
3.	11,19/02/2021	Projector & Laptop	<ul style="list-style-type: none"> Program in B.Ed. Auditorium-Human Rights, NSS one day Camp etc. 	-

4.	10,12, 15/02/2021	Projector & Laptop	<ul style="list-style-type: none"> ● ICT Supported for MIER Advisory Meeting, CWS meeting and meeting-paperless form demo in a committee room 	-
5.	12 To 31/02/2021	Hostel Admission	<ul style="list-style-type: none"> ● ICT Supported students to fill online hostel admission form in computer admin lab 	-
6.	18/02/2021	IQAC Data	<ul style="list-style-type: none"> ● Updated and provided student discount and scholarship list to IQAC team 	-
7.	23,24,26/02/2 021	Record Maintenance	<ul style="list-style-type: none"> ● Updated NAAC record list in MIERDOCS folder 	-
8.	25/02/2021	Billing	<ul style="list-style-type: none"> ● Supported to Mrs. Veena Puri on hostel bills scheduling 	-
9.	26/02/2021	Online Meeting and support	<ul style="list-style-type: none"> ● Cancer Awareness Banner created as per order by Jt. Director, Mrs. Rupa Gupta ● Supported during online survey form to both UG and PG dept. students 	-

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

Prepared by: In-charge CET Date:12-March-2021 	CET Head:  12/3/21	Verified By: In-charge, IQAC  12/3/21	Approved by: Principal Date:  15/3/21
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Seen

19/3/21