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

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

| S. No. | Date       | Activities Conducted  | Topic               | Resource Person   | Target Group                           | Remarks |
|--------|------------|---|---------------------|---|--|---------|
| 1.     | 18/01/2021 | 1. Converting files into multiple formats<br>2. Splitting/Merging file online<br>3. Taking Screenshot using snipping tool   | Document Management | Mr. Rajan Slathia & Mrs. Rohini Sharma                        | Teaching & Non- Teaching Staff Members | -       |
| 2.     | 19/01/2021 | 1. Downloading Music, You Tube videos etc.<br>2. Backup of data offline/online<br>3. Auto backup of PC data in Google Drive<br>4. Add extensions in Google Chrome |                     | Mr. Rajan Slathia & Mr. Pranav Gandotra<br>Mrs. Rohini Sharma | Teaching & Non- Teaching Staff Members | -       |
| 3.     | 21/01/2021 | 1. Creation of Google Forms:<br>a. Google Form Setting<br>b. Analyzing Google Sheet responses<br>2. Printing of online documents (Pdf,                            |                     | Mr. Rajan Slathia & Mrs. Rohini Sharma                        | Teaching & Non- Teaching Staff Members | -       |

|    |            |   |  |             |                     |   |
|----|------------|---|--|-------------|---------------------|---|
|    |            | marksheets, Google Forms, PPT, etc)   |  |             |                     |   |
| 4. | 27/01/2021 | Hands on practice session on Google Classroom, Google Meet and My Camu app. | Orientation of PG students through Google Meet | Dr Mool Raj | M.Ed. & MA students | - |

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

## 2. Website & Academia ERP Updation Details--

### a. Website

| S. No. | Item Description  | Date of Updation | Remarks |
|--------|---|------------------|---------|
| 1.     | Uploaded Admission Notification for various programmes in News and Events               | 04/01/2021       | -       |
| 2.     | Applied scroll of Admission Notification on Home Page                                   |                  | -       |
| 3.     | Uploaded revised Admission notification for all programmes in News and Events           | 05/01/2021       | -       |
| 4.     | Uploaded revised Admission advertisement of all programmes in News and Events           |                  | -       |
| 5.     | Uploaded revised Admission advertisement of M.Phil. (Edu.) programme in News and Events |                  | -       |
| 6.     | Uploaded date Sheet of B.Ed. Spl. Sem.-III Session 2018-20 in News and Events           | 15/01/2021       | -       |
| 7.     | Uploaded date Sheet of B.Ed. Spl. Sem-I Session 2019-21 in News and Events              |                  | -       |
| 8.     | Uploaded date Sheet of B.Ed. Sem-I Session 2017-19 in News and Events                   |                  | -       |
| 9.     | Uploaded date Sheet of B.Ed. Sem-I Session 2018-20 in News and Events                   |                  | -       |
| 10.    | Uploaded date Sheet of B.Ed. Sem-I Session 2019-21 in News and Events                   |                  | -       |
| 11.    | Uploaded date Sheet of B.Ed. Sem-III Session 2018-20 in News and Events                 |                  | -       |
| 12.    | Uploaded date Sheet of M.A. Edu. Sem-III Session 2016-18 in News and Events             |                  | -       |
| 13.    | Uploaded date Sheet of M.A. Edu. Sem-III Session 2017-19 in News and Events             | -                |         |

|     |   |            |   |
|-----|---|------------|---|
| 14. | Uploaded date Sheet of M.Ed. Sem-III Session 2018-20 in News and Events                                   |            | - |
| 15. | Uploaded date Sheet of M.A. Edu. Sem-I Session 2019-21 in News and Events                                 |            | - |
| 16. | Uploaded Date Sheet (Online) of M.Ed.-I Session 2019-21   | 25/01/2021 | - |
| 17. | Uploaded advertisement of Certificate Courses (Human Rights, Guidance and Counselling) in News and Events | 28/01/2021 | - |
| 18. | Applied scroll of Admission in Certificate courses on Home Page   |            | - |
| 19. | Applied link with scroll of Admission of Certificate Courses  |            | - |

**b. Academia ERP/ Camu ERP**

| S. No. | Item Description  | Date of Updation | Remarks |
|--------|---|------------------|---------|
| 1.     | <b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>• Provided student defaulter list to Mrs. Veena Puri</li> </ul> <b>Exam Mgmt.</b> <ul style="list-style-type: none"> <li>• Updated security permission to Mr. PP Sharma login and asked him to verify</li> </ul>   | 04/01/2021       | -       |
| 2.     | <b>Exam Mgmt.</b> <ul style="list-style-type: none"> <li>• Updated the barcode/dummy number configuration for exam mgmt.</li> </ul> <b>Admission</b> <ul style="list-style-type: none"> <li>• Changed one of the new student admission courses from M.Ed. to MA</li> </ul> <b>Academic</b> <ul style="list-style-type: none"> <li>• Cross-verified working status of communication module of ERP</li> </ul> <b>Admission</b> <ul style="list-style-type: none"> <li>• Updated the online admission application status for paid and non-paid students</li> </ul> | 05/01/2021       | -       |
| 3.     | <b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>• Applied discount to 3 students as per Principal order</li> <li>• Provided the student defaulter list to Mrs. Veena Puri</li> </ul> <b>Exam Mgmt.</b>   | 06/01/2021       | -       |

|    |  |               |   |
|----|--|---------------|---|
|    | <ul style="list-style-type: none"> <li>Generated the barcode for course-302 B.Ed.-Spl.</li> <li>Cross-verified and updated 3 reports for exam mgmt.</li> </ul>   |               |   |
| 4. | <p><b>Admission</b></p> <ul style="list-style-type: none"> <li>Admitted two students in B.Ed. Programme</li> </ul> <p><b>Accounts/Billing</b></p> <ul style="list-style-type: none"> <li>Applied festive discount to 2 new students</li> <li>Cross-verified and updated the student seating allocation reports</li> </ul> <p><b>Exam Mgmt.</b></p> <ul style="list-style-type: none"> <li>Testing of scanning of exam barcode for one of the courses for marks entry through barcode scanner under single operator mark entry</li> </ul> | 07/01/2021    | - |
| 5. | <p><b>Exam Mgmt.</b></p> <ul style="list-style-type: none"> <li>Created bundle mgmt. and barcode mapping for one of the B.Ed.-Spl. courses under exam mgmt.</li> </ul>   | 08/01/2021    | - |
| 6. | <p><b>Exam Mgmt.</b></p> <ul style="list-style-type: none"> <li>Provided hands on practice session to Mr. PP Sharma and Mr. Sunil Bhat for Barcode generation</li> </ul>   | 11/01/2021    | - |
| 7. | <p><b>Academic</b></p> <ul style="list-style-type: none"> <li>Updated MA-Sem-IV, M.Ed.-Sem-IV, MA-Sem-I and M.Ed.-Sem-I subjects in the enterprise and exam subjects for new academic session</li> </ul> <p><b>Exam Mgmt.</b></p> <ul style="list-style-type: none"> <li>Cancelled two bills as per order by Mrs. Veena Puri and scheduled one bill for the same student</li> </ul>  | 12,14/01/2021 | - |
| 8. | <p><b>Academic</b></p> <ul style="list-style-type: none"> <li>Updated MA-Sem-IV timetable</li> </ul> <p><b>Exam Mgmt.</b></p> <ul style="list-style-type: none"> <li>Applied discount to 2 students as per Principal order</li> <li>Cancelled bills and again created due to wrong discount updated</li> </ul>   | 15/01/2021    | - |
| 9. | <p><b>Accounts/Billing</b></p> <ul style="list-style-type: none"> <li>Cross-verified and updated daybook student payment error with Camu representative</li> </ul>   | 18/01/2021    | - |

|     |   |                     |   |
|-----|---|---------------------|---|
| 10. | <b>Academic</b> <ul style="list-style-type: none"> <li>• Tested two classrooms for hybrid teaching- Scholars room and M.Ed. conference room</li> <li>• Updated two-time tables-MA-Sem-IV and M.Ed.-Sem-IV</li> <li>• Created two common subjects for timetable in enterprise for MA &amp; M.Ed.</li> <li>• Created Time Table of MA-Sem-I and M.Ed.-Sem-I</li> <li>• Created Time Table of B.Ed.-Sem-I, IV and B.Ed.-Spl. -Sem-I, IV</li> </ul> | 19,21,22,23/01/2021 | - |
| 11. | <b>Admission</b> <ul style="list-style-type: none"> <li>• Change one of the student course and scheduled bills respectively</li> </ul>  | 25/01/2021          | - |
| 12. | <b>Admission</b> <ul style="list-style-type: none"> <li>• Changed one of the student courses from B.Ed. to B.Ed.-Spl</li> </ul> <b>Exam Mgmt.</b> <ul style="list-style-type: none"> <li>• Resolved Barcode sequence generation error</li> </ul>  | 27/01/2021          | - |
| 13. | <b>Academic</b> <ul style="list-style-type: none"> <li>• Updated OBE configuration set up</li> </ul> <b>Admission</b> <ul style="list-style-type: none"> <li>• Rectified the error and removed for admission team (active admitted non-paid student)</li> </ul>   | 28/01/2021          | - |
| 14. | <b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>• Scheduled one of the B.Ed. student bills as asked by Mrs. Veena Puri</li> </ul> <b>Academic</b> <ul style="list-style-type: none"> <li>• Updated old OBE Institution level objectives</li> </ul>   | 29/01/2021          | - |

### 3. Maintenance / Upgradation Details





| S. No. | Name of Activity   | Date of Updation    | Remarks |
|--------|--|---------------------|---------|
| 1.     | Repaired audio instrument receiver installed at Ext. No- 223,219, 206, 214 | 06/15,25,28/01/2021 | -       |

**4. Technical Services / Support Provided**

| S. No. | Date             | Area               | Occasion / Problem  | Remarks |
|--------|------------------|--------------------|---|---------|
| 1.     | Full Month       | Online Classes     | Hardware and Internet availability to all UG and PG staff members for taking online classes (by Mr. Sanjay Vishwakarma) | -       |
| 2.     | 04/01/2021       | Camu ERP           | Cross-verified and updated one of the student payments with billing section   | -       |
| 3.     | 05/01/2021       | CPU Issue          | Resolved Ruchika Mam's system error by IT team  | -       |
| 4.     | 06,07,08/01/2021 | Hardware issue     | Checked and updated working status of ground, first and 2nd floor projectors in the ICT equipment list (CET Team)       | -       |
| 5.     | 08,22,28/01/2021 | Projector & Laptop | Programmes in Committee room  | -       |
| 6.     | 12,15/01/2021    | Working Status     | Cross-verified the working condition of all the projectors of UG and PG department (Head, CET)                          | -       |

**Additions in Equipment if any:**

**5. Any Other: NIL**

|  |   |   |   |
|--|---|---|---|
| <b>Prepared by: In-charge CET</b><br><b>Date:09-Feb-2021</b><br> | <b>CET Head:</b><br> | <b>Verified By: In-charge, IQAC</b><br> | <b>Approved by: Principal</b><br><b>Date:</b><br> |
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