



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

Monthly Report of
Centre for Educational Technology

QF No.: QF-098C
Revision:
Month: July 2020

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	01 to 07/07/2020	1. Room allocation of students 2. Hostel Reports 3. Find residence of Students	Training on Hostel Module of Camu ERP	Mr. Rajan Slathia and Rohini Shrama	Mrs. Jyotsana Magotra (Hostel Warden)	-
2.	10,16/07/2020	1. Online Fee Payment 2. Online Fee Receipt Generation	Billing Staff Training on Billing Schedule of Camu ERP	Camu Representative and Mr. Rajan Slathia	Mrs. Veena Puri and Mrs. Suchinder Choudhary	-
3.	16/07/2020	Orientation and Demonstration on 1. Uploading a recorded video lecture in Google Classroom. 2. Taking Attendance during a Google Meet Session	How to upload a video in Google Classroom and take attendance in Google Meet by adding a plugin in the Google Chrome Browser?	Dr. Mool Raj	PG Staff	Meet Attendance Plugin
4.	20/07/2020	Orientation and Demonstration on 1. Uploading a	How to upload video in Google Classroom and take attendance in Google Meet	Dr. Mool Raj & Mr. Rajan Slathia	UG Staff	Meet Attendance Plugin

		recorded video lecture in Google Classroom. 2. Taking Attendance during Google Meet Session	by adding a plugin in the Google Chrome Browser?			
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Objective Evidence in: MIERPICS Folder _____ \\10.253.0.193\mierpix\mierpics\2020\July to Sep 2020\MCE

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Revaluation Result of B.Ed.-I (2019-21) in News and Events	14/7/2020	-
2.	Uploaded Revaluation Result of B.Ed. Spl.-I (2019-21) in News and Events		
3.	Uploaded Revaluation Result of M.A. Edu. -III (2018-20) in News and Events	15/7/2020	-
4.	Uploaded Revaluation Result of M.Ed. -III (2018-20) in News and Events		
5.	Uploaded Revaluation Result of B.Ed. -III (2018-20) in News and Events	16/7/2020	-
6.	Uploaded Revaluation Result of B.Ed. Spl. -III (2018-20) in News and Events		
7.	Uploaded Result of withheld students of B.Ed. Sem.-I session 2019 in News and Events	27/7/2020	-

b. Academia ERP/ Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	<ol style="list-style-type: none"> 1. Demonstrated the Hostel Module elements of the Camu-ERP to Vice-Chairperson and Hostel Warden with Mrs. Rohini Sharma 2. Started process of promoting students of all courses-B.Ed., B.Ed.(Spl), M.Ed. and M. Phil in the Camu ERP from Sem.-II to Sem.-III with Mrs. Rohini Sharma and Camu ERP representatives 3. Started implementation process of Time Tables(including subjects creation, subjects mapping etc.) of all Courses in the Camu Erp with Mrs. Rohini Sharma and Camu ERP representatives 4. Procedure and elements checked of the "MyCamu" student app. 5. Cross Verification of fee templates with Dr. Mool Raj and Camu ERP representatives 	01,02,03,06,07, 08,16,17,20,21/07/20 20	-
2.	<ol style="list-style-type: none"> 1. Cross Verification of printed online admission application reports with Camu ERP representatives 2. Started the implementation process of registration of students in "MyCamu" student app. through Camu ERP with Mrs. Rohini Sharma and Camu ERP representatives by giving instructions and student pin/portal pin through individual mailing(College mail IDs) to all students of Sem.-III 	02,03,04,07,08, 09,13,14/07/2020	-
3.	<ol style="list-style-type: none"> 1. Discussed procedure with Dr. Mool Raj and ask to Camu ERP representatives that the acknowledgement soft and printed copy that filled by the student through online admission application form must come to our Camu ERP or in CC mail 2. Discussed telephonically "MyCamu" student app. admin login permissions and security check with Dr. Mool Raj and ask to Camu ERP representatives 3. Sent COE reports of Camu ERP to main MIER COE handler-Mr. Umesh, to analyse with our current COE reports by Mrs. Rohini Sharma 	03,10,21/07/2020	-
4.	<ol style="list-style-type: none"> 1. Testing of online admission application forms(Second time) of all courses -B.Ed., B.Ed.(Spl.),MA, M.Ed. and M.Phil. with Dr. Mool 	06,07,14,15,16, 17,21/07/2020	-

	Raj and Mrs. Rohini sharma 2. Processed the very first Status report of Library module of Camu ERP from the UG and PG Librarians		
5.	1. Discussed modification required in printed reports of online application admission forms with Assistant Registrar 2. Found two students not added in the MIER organization -ERP and asked(2nd July) to MIET Camu ERP Team to add two remaining students and implemented(7th July) hostel module	07/07/2020	-
6.	1. Discussed telephonically, 2nd time modification required in the online application admission forms and printed reports with Dr. Mool Raj 2. Created and shared second editing Google Sheet with Dr. Mool Raj and Camu ERP representatives that needs to be rectify online application forms 3. Named and Created Mandatory and Non-Mandatory documents in the application scheduling of online admission application forms for all 5 main courses with Mrs. Rohini sharma 4. Implementation process started for Mandatory document mapping w.r.t. respective courses with Mrs. Rohini sharma	08,09,10,13/07/2020	-
7.	1. Started Implementation of Bill Scheduling and fee receipt generation procedure started with Camu ERP representatives 2. Verified and planned the process of billing for all the courses with Dr Mool Raj and Camu representatives in the Camu ERP	10,13,16,17, 20/07/2020	-
8.	1. TraknPay payment gateway integrated in the Camu ERP 2. Updated all students (Sem.-III, 223) Gmail IDs and Contact numbers of all the courses in the Camu ERP for live billing schedule in the "MyCamu" student app.	14/07/2020	It took 4 To 5 Hours in home due to lack of data clarity
9.	1. Verified the day book report, fee deposited report etc. in the Billing Module of Camu ERP 2. Discussed the SMS integration schema in the Camu ERP with Mr. Sanjay Chandel, Camu ERP representative and Radical Logix	15,20/07/2020	-

	<p>representative</p> <p>3. Updated MIER Hd logo in the Camu ERP and “MyCamu” student app.</p> <p>4. Updated the logins and gave security permissions to the billing and finance department staff in the Camu ERP</p>		
10.	Discussed telephonically one hour talk with the current issues needs to be rectified in the online live admission application forms of five main courses, fee receipts, “MyCamu” student app. admin login with Dr. Mool Raj and updated in the Google sheet(application issues) that shared with the Camu ERP representatives	18/07/2020	-
11.	<p>1. Created courses of new M.Ed.-SEM-III and MA-SEM-III in the ERP</p> <p>2. Created an academic plan, semester configuration</p> <p>3. Updated the Student Scholarship, Student Scholarship(special) and Adjust excess Amount provisions to the respective individual students in the Camu ERP</p>	21,22,25, 29/07/2020	-
12.	<p>1. Created staff planning, subject mapping, Timetables (second time of UG) of B.Ed. (all three sections), B.Ed.-Spl, M.Ed. and MA in the ERP.</p> <p>2. Verified in the “MyCamu” student app and Camu ERP staff app.</p> <p>3. Live the timetables in both students “Mycamu” app. as well as in the staff Camu ERP app.</p>	22,23,27/07/2020	-
13.	Checked the working process Online admission application forms of all the courses	23/07/2020	Asked Camu ERP team to edit the Shared process of our previous online application forms
14.	<p>1. Created Mr. Ravinder Bahl Login ID in the Camu ERP.</p> <p>2. Activated admissions@miercollege.in for the acknowledgement of online application form filled by the student.</p> <p>3. Segregate the students for the two optional subjects in the UG Department in the Camu ERP.</p>	24,27,28,30/07/2020	-

	4. Created one batch of students from all three sections of the B.Ed. Sem.-III for Guiding and counselling subject		
15.	1. Updated the live online admission application forms of five main courses with Rs. 1000 application fees in the application scheduling of the Camu ERP with Mrs. Rohini Sharma 2. Created two batches of students from all three sections of the B.Ed. Sem.-III for Environmental Science subject	27/07/2020	-
16.	1. Resolved the issue of payment acknowledgement in the registered mail with traknpay payment gateway 2. Updated and integrated with billing module Ankita Mahajan-1802042(one year left out case) in section-A under Camu ERP 3. Cancelled all the testing forms of AY-2020-21 from the Camu ERP 4. Discussed the student concession statement in the fee receipt with Camu ERP representatives	28,29,30/07/2020	Got temporarily solution-Need to type in the Remarks section of fee payment receipt and enable it for printing

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	1. Landline instrument repaired with Ext. no-248 & 205 2. ICT Maintenance of Admin Computer Lab 3. ICT Maintenance of Model Academy Computer Lab 4. ICT Maintenance of plasma room under PG dept.	01,02,06, 08,16,20,21/07/2020	-
2.	1. Discussed ICT implementation processes for PRERNA College Magazine report with Dr. Mool Raj and Mrs. Rohini Sharma 2. Landline instrument repaired with Ext. no-219 3. ICT Maintenance of Video instruments of	07,08, 09,14/07/2020	-

	M.Ed. conference room		
3.	Started the implementation of all the courses on the free version of the Moodle Cloud under MIER-eLMS by Dr. Mool Raj	03 To 20/07/2020	-
4.	Subscribed to Moodle Cloud Website of College (MIER College ELMS) for 100 users costing about Rs.14,000/-.	18/07/2020	https://miercollege.moodle.school/
5.	ICT Maintenance of B.Ed special rooms and Ph.D/scholar room	20,21/07/2020	-
6.	ICT System Maintenance of Teach Next classes by Mrs. Naresh khullar and Mrs. Sanjay Vishavkarama	29,30/07/2020	-

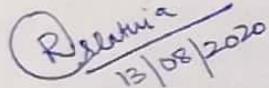
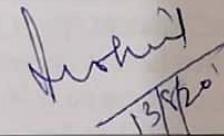
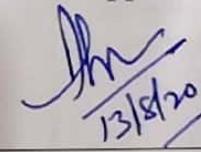
4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
	02,03/07/20 20	Technology support	To the system of psychology cell In-charge, PG dept.	-
1.	06/07/2020	Technology support	Superpositivity Club Inauguration	-
2.	15 To 31/07/2020	Technology support	<ol style="list-style-type: none"> Resolved the individual student logins and online fee receipt issues of "MyCamu" student app. Make the video how to download fee receipt from https://www.mycamu.co.in/#/ web login in the browser and uploaded in the respective WhatsApp groups Fee payment with Mrs. Veena Puri in the Camu-ERP 	-
3.	17/06/2020	Technology support	Gave the specific instructions and video content by Dr. Mool Raj for the online attendance and video uploading in the Google Classroom by College Mail IDs to all UG and PG Staff members	-
	20,21/07/20 20	Audio support	Super Positivity Club program in Mr. Vikrant Mahajan's home	-
4.	22, 23, 24,27,30/07/	Technology support	<ol style="list-style-type: none"> To account staff in Billing module of ERP System Configuration settings for online class to Dr. Nishta Rana, 	-

	2020		Dr. Bindu Dua and Mrs. Poonam Soni	
	25 To 31/07/2020	Technology support	Resolved the issues of Camu ERP Staff app. login issues, how to register attendance through Camu ERP staff app. and desktop web link etc. of UG and PG staff members	-
5.	27,28/07/20 20	Technology support	1. To UG and PG Librarian on different issues of Library module in the Camu ERP	-
6.	22, 23,28/07/20 20	Technology support	1. To UG HoD in Google classroom and meet 2. To account staff in Billing module of ERP 3. To Mrs. Suman Devi and other UG staff members on error rectification of recorded video of google meet in classroom 4. Updated recorded video to all staff members on how to make events on google calendar for google meet live class in Principal's WhatsApp group by Dr. Mool Raj	-

Additions in Equipment if any:

5. Any Other:

Prepared by: In-charge CET Date:13-08-2020  13/08/2020	CET Head: 	Verified By: In-charge, IQAC  13/8/20	Approved by: Principal Date:  13/8/20
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good report
fully covered
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20/8/20