	<b>MIER College of Education (Autonomous)</b> <b>Accredited by the NAAC with 'A+'</b> <b>Grade</b>	<b>Monthly Report of</b> <b>Centre for Educational Technology</b>	<b>QF No.: QF-098C</b> <b>Revision: Month: December 2020</b>
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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.	Full Month	Training on: 1. Define Exams 2. Exam Mgmt. 3. Reports generation 4. Marks Entry 5. Answer Script Cover 6. Student Eligible/In-Eligible 7. Admit Card Generation 8. Bundle Management 9. Exam Time-Table Configuration 10. Exam Attendance	Setting up of External/Final exams in Camu ERP	Dr. Mool Raj, Mr. Rajan Slathia & Mrs Rohini Sharma	Mr. Umesh Sharma and Mr. Sourav Sharma	- <i>COE and deputy COE should also have been involved in this exercise</i> <i>P</i> <i>13/1/21</i>
2.	1/12/2020	Training on: 1. Define Exams 2. Exam Mgmt.	Practice session on Internal Exams Scheduling under Exam mgmt. of Camu ERP	Dr. Mool Raj and Mr. Rajan Slathia	Dr. Bharti Tandon and Dr. Monika Bajaj	-
3.	02/12/2020	Training on: 1. Daily attendance 2. Teaching Content Uploads	Overview-Roles and Responsibilities of a teacher in Camu ERP"	Camu representative through Google meet	PG & UG Staff members	

		3. Teaching plans 4. Giving Assignments 5. Conducting Online Assessments 6. Uploading of Internal marks 7. Internal Communication with staff and students				
4.	01 To 03/12/2020	Training on: 1. Introduction of Camu ERP 2. Login with their email-ids 3. Discuss academic module and Reports 4. Demonstrate Communication module (Messages to Student, Staff & Parent)	Academic reports generation and communication through Camu for students	Mr. Rajan Slathia and Mrs. Rohini Sharma	Mr. Naveen Gupta and Mrs. Meena Koul	-  <i>Kindly update about the outcome of all the trainings conducted</i> <i>Jhr</i>
5.	7/12/2020	Training on: 1. Cross- Verified student list 2. Internal marks update	How to add internal marks in their respective classes under Camu ERP	Mr. Rajan Slathia and Mrs. Rohini Sharma	PG & UG Staff members	-
6.	24/12/2020	Training on Bundle generation and code generation and reports under Exam Mgmt.	Barcode/Dummy number generation	Mr. Rajan Slathia	Mr. P.P. Sharma	

Objective Evidence in: MIERPICS Folder \_\_Z:\mierpics\2020\Oct to Dec 2020\MCE\Camu Erp Training

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

### a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Minutes of the Meeting of Planning and Committee in News and Events	03/12/2020	-
2.	Deleted Minutes of the Meeting of planning and Evaluation from News and Events	04/12/2020	-
3.	Uploaded Date Sheet of B.Ed.-III Session 2019-21 in News and Events	09/12/2020	-
4.	Uploaded Date Sheet of B.Ed. Spl. -III Session 2019-21 in News and Events		
5.	Uploaded Seventh Meeting of Finance Committee in Minutes of the Meeting		
6.	Uploaded Eighth Meeting of Finance Committee in Minutes of the Meeting		
7.	Uploaded Eighth Meeting of Academic Council in Minutes of the Meeting		
8.	Uploaded Ninth Meeting of Academic Council in Minutes of the Meeting		
9.	Uploaded Tenth Meeting of Academic Council in Minutes of the Meeting		
10.	Uploaded Date Sheet of M.A. Edu. -III Session 2019-21 in News and Events	10/12/2020	-
11.	Uploaded Date Sheet of M.Ed.-III Session 2019-20 in News and Events	18/12/2020	-
12.	Uploaded Advertisement of Admission in all programmes in News and Events		
13.	Applied scroll of admission open on home Page		
14.	Uploaded Withheld Result of B.Ed.-I Session 2019-21 in News and Events	23/12/2020	-
15.	Uploaded Withheld Result of B.Ed.-II Session 2019-21 in News and Events		

### 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>● Applied festival discount to one of the new students</li> </ul>	01/12/2020	-

2.	<b>Academic</b> <ul style="list-style-type: none"> <li>● Extended the PG department timetable upto December 31, 2020</li> <li>● Resolved the timetable finalize conflict of PG department</li> <li>● Prepared the course learning and program learning objectives and sent to Camu representatives for OBE setup</li> </ul> <b>Exam Mgmt.</b> <ul style="list-style-type: none"> <li>● Started the COE marksheets implementation &amp; flow work with COE team</li> </ul>	03/12/2020	-
3.	<b>Admission</b> <ul style="list-style-type: none"> <li>● Updated the online admission application status for admission team</li> </ul> <b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>● Downloaded defaulter student list to Mrs. Veena Puri</li> </ul> <b>Exam Mgmt.</b> <ul style="list-style-type: none"> <li>● Resolved the internal assessment entry marks for Dr Nishta Rana</li> </ul>	10/12/2020	-
4.	<b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>● Cancelled one of the bills asked Mrs. Veena Puri due to wrong bill added</li> <li>● Test Mrs. Veena Puri training for billing module</li> </ul>	11/12/2020	-
5.	<b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>● Resolved the issue and cancel the miscellaneous bill under Mrs. Veena Puri login</li> </ul>	14/12/2020	-
6.	<b>Exam Mgmt.</b> <ul style="list-style-type: none"> <li>● Deleted all the third Sem PG Courses and redefined in the enterprise and also, cross- verified the exam subjects under Exam management</li> <li>● Defined the internal assessment exams and sub exams and then discussed with Dr. Mool Raj and Mrs. Rohini Sharma under exam management and also, with COE team</li> <li>● Defined the external and final assessment exams with COE team and schedule the external and final assessment exams and updated the exams month semester configuration and also cross verified all the 3 assessment exams</li> </ul>	15/12/2020	-
7.	<b>Exam Mgmt.</b>	16/12/2020	-

	<ul style="list-style-type: none"> <li>Updated the Subject mapping with new Course ID subjects of 3rd Sem- MA and M.Ed. course for exam mgmt.</li> <li>Updated the Staff planning of 3rd Sem MA and M.Ed. course for internal marks entry for exam mgmt.</li> </ul> <b>Academic</b> <ul style="list-style-type: none"> <li>Updated the announcements for exam date sheets for students through Mycamu app. under communication module</li> </ul>		
8.	<b>Hostel</b> <ul style="list-style-type: none"> <li>Updated the room management in MIER &amp; MIET and cross-verified under MIER ORG Camu login for hostel</li> </ul> <b>Library</b> <ul style="list-style-type: none"> <li>Cross-verified library issues-One of the templates is not uploading under Camu ERP with Camu representatives</li> </ul>	17/12/2020	Resolved Library issue
9.	<b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>Resolved one of the bill queries and under Mrs. Veena Puri Camu-ERP login</li> </ul> <b>Exam Mgmt.</b> <ul style="list-style-type: none"> <li>Practice session of COE team under Exam Mgmt. module</li> </ul>	18/12/2020	-
10.	<b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>Created a new year discount and applied to one of the B.Ed. students</li> </ul>	21/12/2020	-
17.	<b>Admission</b> <ul style="list-style-type: none"> <li>Changed one of the student courses from B.Ed.-Spl. to B.Ed. asked by admission team</li> </ul> <b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>Applied new year discount to 4 students under billing section</li> <li>Resolved the students bills attached issue under Mrs. Veena Puri Login</li> </ul> <b>Exam Mgmt.</b> <ul style="list-style-type: none"> <li>Meeting on verification and validating the steps under exam Mgmt. with Dr. Mool Raj and Camu representatives</li> </ul>	22/12/2020	-
18.	<b>Accounts/Billing</b> <ul style="list-style-type: none"> <li>Applied new year discount to 3 students</li> <li>Resolved the students bills attached issue under Mrs. Veena Puri Login</li> </ul>	23/12/2020	-

19.	<b>Exam Mgmt.</b> ● Cross-verified and updated the COE reports under exam Mgmt. with Camu representatives	24/12/2020	<i>Camu updation and setup needs to be completed on priority basis. It has to be used from the next semester starting 15/1/21 in totality.</i> <i>Ahu.</i>
20.	Supported to Admission staff and Billing section on new student admission process	Winter Holidays 28 To 31/12/2020	

### 3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Repaired instrument receiver with Ext. No-252, 214, 258,	02,07,08,17/12/2020	-
2.	DVR system serviced by Mr. Ajit kumar with Mr. Sanjay Vishwakarma	04/12/2020	-
3.	Repaired audio system in Model Academy's school lab	18/12/2020	-





### 4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full Month	Technical support	Facilitated to all UG and PG staff members during online classes by Mr. Sanjay Vishwakarma	
2.	02,07,08,09,23 /12/2020	Audio Support	<ul style="list-style-type: none"> <li>● Practice session of students in B.Ed. Hall under Mrs. Komal Sharma supervision</li> <li>● Mr. Vikrant Mahajan's Programe</li> </ul>	
3.	03/12/2020	Technical support	Scheduled the online symposium as per Joint Director's order Mrs. Rupa Gupta and prepared the banner	-
4.	04/12/2020	Technical support	ICT supported to online symposium	-
5.	07/12/2020	Technical support	Resolved the user login issues and internal marks updation under respective Camu login of PG and UG staff members	-
6.	08/12/2020	Technical support	Updated Camu ERP Communication permissions to UG HOD login for internal Camu app. messages	-
7.	09/12/2020	Technical support	Resolved queries of internal examination marks entry for UG staff	-

<i>Equipment</i>				
8.	10,11/12/2020	Technical support	Verified ICT instruments by Dr. Mool Raj and Mr. Sanjay Vishwakarma	
9.	11,14,16/12/2020	Technical support	Preparation started for the CET advisory committee meeting with and Dr. Mool Raj and Mrs. Rohini Sharma	-
10.	18,21,22,23/12/2020	Technical & AV support	<ul style="list-style-type: none"> <li>Updated CET monthly reports under Google drive online <a href="https://drive.google.com/drive/folders/1Hy0A959NfPkkDvGtK1kkOWhbuwsy7tAW?usp=sharing">https://drive.google.com/drive/folders/1Hy0A959NfPkkDvGtK1kkOWhbuwsy7tAW?usp=sharing</a></li> <li>Program in Committee room</li> </ul>	-
11.	21,22/12/2020	Technical support	<ul style="list-style-type: none"> <li>Arrangement for Meeting of CET Advisory Committee in Committee Room</li> <li>Scheduling of Viva-voce through google meet for Incharge, Psychology cell.</li> </ul>	-

Additions in Equipment if any:

5. Any Other: NIL

<b>Prepared by: In-charge CET</b> <b>Date:05-Jan-2021</b> 	<b>CET Head:</b> 	<b>Verified By: In-charge, IQAC</b> 	<b>Approved by: Principal</b> <b>Date:</b>  5/1/21
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Seen  
  
 13/1/21

Role of deputy Examiners cell should be activated in this technical process so that she can be forward looking and front runner.

