	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: March 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.	05,17,19, 24,31/03/2021	1. Wi-Fi Access to students through Sign-in system 2. Allotment of College email ID's	<ul style="list-style-type: none"> How to connect to college wi-fi? College mail and Google Classroom Login 	Mr. Rajan Slathia	Sem-IV and I students	-
2.	12/03/2021	How to add slides, view, transitions etc	<ul style="list-style-type: none"> How to prepare PowerPoint Presentation 	Mr. Mool Raj & Mr. Rajan Slathia	PG Sem-I students	-

Objective Evidence in: MIERPICS Folder__ \\10.253.0.94\mierpix\mierpics\2021\Jan to March 2021\M C E\College Wi-Fi connectivity

2. Website & Academia ERP Updation Details--

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded List of M.Phil. Students for Entrance Test for the Session 2020-21 in News and Events	02/03/2021	-
2.	Uploaded List of M.Phil. Students for interview for the Session 2020-21 in News and Events	09/03/2021	-
3.	Applied the scroll for the List of M.Phil. Students for interview on home Page		-
4.	Uploaded consolidated result of B.Ed.-IV (Former Students) Session 2017-19 in News and Events	16/03/2021	-
5.	Uploaded Minutes of the Meeting (11th) of Academic Council		-
6.	Uploaded Result of B.Ed.-I (Former Students) Session 2017-19 in News and Events		-
7.	Uploaded Result of M.Ed.-I Session 2018-20 in News and Events		-

8.	Uploaded result of M.A-II Session 209-21 in News and Events	17/03/2021	-
9.	Uploaded consolidated Result of M.Ed.-IV Session 2018-20 in News and Events		-
10.	Uploaded Result of M.Ed.-I (Former Students) Session 2019-21 in News and Events	19-03-2021	-
11.	Uploaded Result of B.Ed. Spl. Edu. Sem-I (Former Students) Session 2019-21	22/03/2021	-
12.	Uploaded Result of B.Ed. Spl. Edu. Sem-II Session 2019-21		-
13.	Uploaded Admission Selection list of M.Phil. Scholars Session 2021 in News and Events	23/03/2021	-
14.	Deleted scroll of list of M.Phil. scholars for interview from Home Page		-
15.	Deleted scroll of Syllabus of M.Phil. Common Entrance Test		-
16.	Deleted scroll of advertisement of admission in M.Phil. From Home Page		-
17.	Applied Scroll of Admission Selection list of M.Phil. on Home page		-
18.	Uploaded vacant positions in Job@mier tab on top of Home Page		-
19.	Applied scroll of vacant position on Home page		-

b. Academia ERP/ Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Accounts/Billing		
	IT process supported to Mrs. Veena on hostel bills scheduling	01/03/2021	-
	Rectified and deleted 5 bills wrongly entered by Mrs. Veena	09/03/2021	-
	Applied student scholarship to one of the new students	12/03/2021	-
	Updated the paid and unpaid bills of hostel students to Mrs. Veena	15/03/2021	-
	Updated the old student bill as asked by Mrs. Veena		-
	IT process supported to Mrs. Suchinder on bill scheduling	18/03/2021	-
	Scheduled bills for both college and hostel students	18/03/2021	-
	Updated the student scholarship to one of the new students		-

	IT process supported to Mrs. Veena on hostel bills scheduling	19/03/2021	-
	Updated defaulter list of hostel students to Chairperson and Mrs. Veena	22/03/2021	-
	Updated the M.Phil. bills in the ERP		-
	ERP process supported to Mrs. Veena on bills scheduling for new M.Phil. students	23/03/2021	
2.	Academic		
	Deleted Non-paid applications from the system	01/03/2021	-
	Updated security permissions to UG HODs and both Dy. HOD for paid and unpaid student bill reports	04/03/2021	-
	Rectified and resolved the duplication error of one of the students for roll no allocation in the system		-
	Updated security login of Mrs. Meena Koul	17/03/2021	-
	Updated the allocation of new students w.r.t different sections under PG and UG departments		-
	New B.Ed. Students progressed to different sections as per order of UG HOD	19/03/2021	-
3.	Hostel		
	Provided hands on session again to warden on allocation of students in hostel	04/03/2021	-
	ERP process support to hostel warden during allotment of beds	09/03/2021	-
	Supported to new student for hostel admission and validated then admitted	15/03/2021	-
	Provided hand on session training to warden on student allocation in hostel	17/03/2021	-
	Resolved the student bills issues as asked by hostel warden	19/03/2021	-
	Updated and student progressed w.r.t roll no and different sections of hostel students	24/03/2021	-
4.	Admission		

	IT process supported during admission of new students to Mrs. Rohini Sharma	12/03/2021	-
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3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Photocopier of UG library repaired	03/03/2021	-
2.	Added two new laptops for project work (One Under ICSSR grant) in CET center and cross-verified the working condition of laptops	17/03/2021	-

4. Technical Services / Support Provided

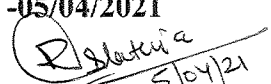



S. No.	Date	Area	Occasion / Problem	Remarks
1.	01, 05,12,17,25,2 6,30/03/2021	Projector, Audio & Laptop	<ul style="list-style-type: none"> ● ICT supported on Human rights program in Auditorium ● ICT supported to Academic council meeting in committee room ● ICT supported guest lecture in M.Ed. seminar hall ● ICT supported to IQAC center in Auditorium ● Resolved the issue of projector in room no-6 ● ICT supported Education policy program in Auditorium ● ICT supported in committee room for demo of sonet microsystem meeting (ERP) ● ICT and Audio supported in Auditorium on Interview development by IQAC 	-
2.	01,09,12/03/2 021	Documentation	<ul style="list-style-type: none"> ● Updated CET NAAC documents in MIERDOCS 	-
3.	03/03/2021	Orientation	<ul style="list-style-type: none"> ● Updated student orientation 2020-22 presentation to IQAC 	-
4.	05/03/2021	Video Editing	<ul style="list-style-type: none"> ● Edited the video of Cervical cancer awareness and provided to Psychology cell 	-
5.	10/03/2021	College Email	<ul style="list-style-type: none"> ● ICT supported to new students of PG department on college domain email IDs in their smartphones 	-

			<ul style="list-style-type: none"> Resolved the issues of new PG students for email ID's synchronization 	
		Anti-virus	<ul style="list-style-type: none"> Cross-verified the status of escan antivirus under class laptops 	Conveyed to IT support for those where not installed
		G-Drive	<ul style="list-style-type: none"> Supported to Share the Meet recording folder and rename of video lectures of UG Dept with CET In-charge & Head CET. 	-
6.	10,18,19,23,24,30/03/2021	Wi-Fi Network	<ul style="list-style-type: none"> Resolved the complaint issue of the network by students of B.Ed. Resolved the wi-fi network issues of B.Ed.-Spl., MA & M.Ed. Sem-IV students on their smartphones Resolved the college wi-fi network issues on mobile of UG and PG faculty members Resolved the wi-fi and email synchronization issues of B.Ed. special Sem-I students Resolved the Wi-Fi connecting issue of class room-9 Resolved the Wi-Fi query/connection in room no-6 	-
7.	15,18,19,22/03/2021	Hostel	<ul style="list-style-type: none"> Verified and cross-checked recharge status of dish TV of hostel Resolved the student bills issues as asked by hostel warden ERP process supported to hostel warden on editing of students 	Found recharge is over and conveyed to Principal
		Asset Tiger	<ul style="list-style-type: none"> Updated the ICT infrastructure in Asset Tiger portal 	-
8.	17/03//2021	Recorded Lectures	<ul style="list-style-type: none"> IT process supported to share the Meet recording folder and rename of video lectures of UG dept with CET center 	-
9.	22/3/2021 To 24/03/2021	Online Quiz	<ul style="list-style-type: none"> ICT supported to UG & PG students during midterm quiz on Wi-Fi 	-
		Online lecture	<ul style="list-style-type: none"> ICT Supported to Dean on Google Meet 	-
10.	23,29,31/03/2021	System Verification	<ul style="list-style-type: none"> Checked and Cross-verified 2 laptops for google meet synchronization with external speaker and projector 	-
		Audio	<ul style="list-style-type: none"> Checked and Cross-verified status of amplifier in auditorium ICT audio supported in room number-1 ICT supported and audio issue resolved in room no-2 Music rehearsal program in Auditorium 	-Amplifier was not working and called to Mr. Goldy for repair

		Tech-Next	<ul style="list-style-type: none"> Resolved the content of Tech-Next availability issue of classroom-4 	-
		CET activity	<ul style="list-style-type: none"> Quarterly review meeting in google meet of CET center. 	-
		Online Meeting & Invitations	<ul style="list-style-type: none"> Scheduled program/meeting of Principal-Parent interaction in Google meet for 28th March and sent invitations to the selected students as per order of IQAC 	-
11.	23/29/03/2021	MyCamu student app.	<ul style="list-style-type: none"> Supported to Mrs. Rohni Sharma for student Camu portal pin Updated and communicated instructions via email to B.Ed. students-How to download Mycamu app. 	-
12.	27/03/2021	Webinar	<ul style="list-style-type: none"> ICT supported during online zoom meeting on Women Studies' interaction with Mrs. Rekha Koul Dean Curtin University 	-
13.	28/03/2021	Online Meeting	<ul style="list-style-type: none"> ICT supported during Google Meet meeting on Principal-Parent Interaction. 	-
14.	29/03/2021	G-Suite	<ul style="list-style-type: none"> Supported to Mrs. Komal Sharma in Google forms 	-
		Hardware	<ul style="list-style-type: none"> Cross-verified and updated the ICT equipment's list for NCT inspection 	-
		Library	<ul style="list-style-type: none"> Updated and provided the student information to UG and PG Librarian for N-List 	-
		Attendance	<ul style="list-style-type: none"> ERP process supported to Dr. Bindu Dua on monthly attendance reports 	-
		Online quiz	<ul style="list-style-type: none"> Checked and cross-verified Mid-Term papers & online quiz 	-

Additions in Equipment if any: Added 5 wired mouse, 1 wireless mouse and 4 TB hard-disk (One Under ICSSR grant) for regular operation of college on 23/03/2021

5. Any Other: NIL

Prepared by: In-charge CET Date: -05/04/2021 	CET Head: 	Verified By: In-charge, IQAC 	Approved by: Principal Date: 
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Seen


12/4/21