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

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	-	-	-	-	-	-

Objective Evidence in: MIERPICS Folder---NA

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded date sheet of B.Ed. Sem-I Session 2020-22 in News and Events		-
2.	Uploaded date sheet of B.Ed. Sem-IV Session 2019-21 in News and Events		-
3.	Uploaded date sheet of B.Ed. Spl. Edu. Sem-I Session 2020-22 in News and Events		-
4.	Uploaded date sheet of B.Ed. Spl. Edu. Sem-IV Session 2019-21 in News and Events		-
5.	Uploaded date sheet of M.Ed. Sem-I Session 2020-22 in News and Events	22/5/2021	-
6.	Uploaded date sheet of M.Ed. Sem-I Session 2020-22 in News and Events		-
7.	Uploaded date sheet of M.A. Sem-I Session 2020-22 in News and Events		-
8.	Uploaded date sheet of M.A Sem-IV Session 2019-21 in News and Events		-

b. Academia ERP/ Camu ERP/Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Meeting with Sonet representatives and discussed the first implementation process of new ERP- admission, enquiry, staff data templates	04,05,12/05/2021	-
2.	Updating the data formats given by sonnet representatives Bulk receipts generated in a pdf from the ERP	07/05/2021	-
3.	Adjusted amount of one of the B.Ed. students in billing module Generated student paid and un-paid amount report	09/05/2021	-
4.	Cross-verification of paid student bills from official WhatsApp group with account section (Mrs. Suchinder) through email ID and after verification generated student receipts from ERP and acknowledge them	10/05/2021 To 31/05/2021	-
5.	Updated one of the student's data in the system	11/05/2021	-
6.	Created M.Phil. time table in ERP	12/05/2021	-
7.	Updated staff data details template for Sonet ERP implementation	13,14,15,16,18/05/2021	-
8.	Verified student's information in Sonet ERP	18,19,31/05/2021	-
9.	Provided PG timetables to HR Mr. Pranav Gandotra Provided student defaulter lists to PG and UG HoDs	26/05/2021	-
10.	Updated student discount to the B.Ed. Spl. Sem.-IV students	27,28,29/05/2021	-
11.	Updated staff official email IDs on new ERP	31/05/2021	-

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	-	-	-

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	09/05/2021	System Report	Supported to Mrs. Sayka Bano on attendance generation reports	-
2.	17,18,19/05/2021	Mycamu app. Payment	Resend instructions through college email IDs to B.Ed.-Spl. students on how to register on MyCamu for online payments	-
3.	17/05/2021 To	Online Payment	ICT support to UG and PG students for online and NEFT payment	-

	31/05/2021			
4.	21/05/2021 To 31/05/2021	IT support	Resolved the payment issues of direct bank transfer of students	-
5.	25,26/05/2021	Password recovery	Resolved the issue of some of the students College mail passwords and zoom ID recovery	-
6.	26/05/2021	CET Meeting	Internal CET members meeting and agenda points on new website, new ERP, NAAC documentation, data migration templates	-

Additions in Equipment if any:

5. Any Other: NIL

Prepared by: In-charge CET Date:09-June-2021	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date:
			14/6/21

Seen

9/7/21