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

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1.	14/08/2021	How to use G-Suite applications for education?	Workshop on the use of Google Meet, Google classroom, Google Forms, Quizizz App.	Dr. Mool Raj	MA-SEM-II & M.Ed.-SEM-II	-
2.	Full Month	The implementation process of ERP	Completion of Fee Mgmt. Student Mgmt. Academic Mgmt. and Online Admission Module in ERP for the current session	ERP representatives	MIER College	The following issues are still pending: Student Scholarships, for remaining students, not attached the old bills like Guidance & Counselling and others Reports as per desired, and many others (https://docs.google.com/spreadsheets/d/1ANaIj6smizLE5PFewR2aSM9Yic4YkLBRD9SkGsGSnwA/edit?usp=sharing)

Objective Evidence in: MIERPICS Folder \\10.253.0.94\mierpix\mierpics\2021\July to Sep 2021\MCE\Orientation on Google Forms 16-8-21

2. Website & Academia ERP Updation Details

a. **Website** (Updated by **Website In charge** Mrs. Rohini Sharma)

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Best Practices Report in NAAC	02-08-2021	-
2.	Deleted record of Navnidhika Sharma from Administrative staff	03-08-2021	-
3.	Formatting NAAC record in best practice Report		-
4.	Uploaded Student Exit Survey UG Dept. 2019-21 Batch in NAAC tab	05-08-2021	-
5.	Uploaded Student Feedback on Faculty (2019-20) in NAAC tab		-
6.	Uploaded Monthly Report of June 2021 in CET	11-08-2021	-
7.	Uploaded Faculty Feedback on Curriculum 2019-20 in NAAC Feedback Analysis	13-08-2021	-
8.	Uploaded Faculty Feedback on Curriculum 2020-21 in NAAC Feedback Analysis		-
9.	Uploaded Student Feedback on Faculty (Batch 2019-21) in NAAC Feedback Analysis	17-08-2021	-
10.	Uploaded Syllabus of Guidance and Counseling 2020-21		-
11.	Uploaded Activities of NAAC "Orientation on Student Mentoring Programme"		-
12.	Uploaded Result of B.Ed. SEM-III Session 2019-21	25-08-2021	-
13.	Uploaded orientation programme of 4th batch of Guidance and counseling		-
14.	Uploaded Activity of Environment unit (Green Initiatives of MIER College)		-
15.	Uploaded Research Award activity in CER		-
16.	Uploaded activity of CWS adolescent programme in SSCGWS		-
17.	Uploaded activity of CWS Health Camp for 4th class employees	26-08-2021	-
18.	Uploaded MOU between MIER and St. Christopher's College of Education (Autonomous), Chennai		-
19.	Uploaded activity of CWS event of Women as Academic Leaders'		-
20.	Uploaded activity of Collage Making in co-curricular		-
21.	Uploaded activity of Poster Making in co-curricular	31-08-2021	-

b. **Academia ERP/ Camu ERP/Sonet ERP**

S. No.	Item Description	Date of Updation	Remarks
Admission Management			
1.	Cross-verified and resolved admission module issues	02,03,24/08/2021	-
2.	Created registration for guidance & counseling course and attached registration amount and documents for all categories	12,13/08/2021	-
3.	Cross-verified and resolved online admission application form	16/08/2021	-
Academic Mgmt.			
4.	Updated Guidance & Counselling students list in ERP	18/08/2021	-
Fee Management			
5.	Cross-verified and resolved fee mgmt. issues	02,03,12,24,31/08/2021	Under search, there is no option to search by name and roll number
6.	Hands-on session on how to add miscellaneous receipts	26/08/2021	-
CAMU ERP			
7.	Updated the paid and unpaid student bill reports	03,14/08/2021	-
8.	Exited UG & PG students who deposited the full fee from CAMU ERP of 2019 and 2020 batch	16,17/08/2021	20 students, 6 admin/other users are using Camu

3. **Maintenance / Upgradation Details**

S. No.	Name of Activity	Date of Updation	Remarks
1.	Moodle license upgraded for next one year from July 2021 to July 2022	18/07/2021	-
2.	Hardware and Internet availability to all UG and PG staff members for taking online classes (by Mr. Sanjay Vishwakarma)	02,12,26/08/2021	-
3.	Maintenance of ICT records and equipment in CET centre	02,03/07/2021	-
4.	Projector cleaning and maintenance	03,05,11,12/08/2021	-
5.	Repaired Model Academy, room-FF2 projector, Model No-MX8055T, Sr. No-PDP6E0042300Q	04 to 10/08/2021	1. Opened the whole projector carefully and then cleaned.

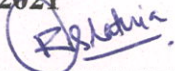|			
			2. Second cross-verified the working of the fan, lamp, IC status, and soldered 3. Found the lamp and fan was not working. And at last, change the connection and rewire and then started
6.	Repaired audio instrument receiver and installed at Ext No-237, 215, 206, 237	04,17,26,27/08/2021	-
7.	Installed new VGA and HDMI cables in the Conference room	10/08/2021	-
8.	Cross-verified DVR and one of the DVR having .70 IP addresses stopped	17/08/2021	Now resolved
9.	Repaired multi-media speaker and installed in the conference room	18/08/2021	
10.	Laptop maintenance	20,24/08/2021	-
11.	Laptops updated Asset Tiger	20/08/2021	
12.	5 Samsung tablets (3+2) received and updated in asset tiger	24,31/08/2021	Student Exchange Program between MIER College, Jammu and Curtin University, Australia
13.	Auditorium Amplifier found faulty due to overload relay	26,27/08/2021	Called Mr. Goldy for maintenance and now repaired and got it on 02/09/2021
14.	Resolved issue of headphones of Dr. Nishta Rana laptop	27/08/2021	-
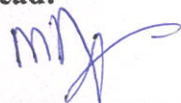
4. Technical Services / Support Provided
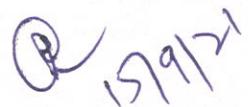
S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full Month	Fee Verification	Cross-verification of paid student bills from official WhatsApp group with account section (Mr. Aman) through WhatsApp and after verification generated student receipts from ERP	-
2.	02/08/2021	Digital Banner	Prepared three banners for Adolescence Education Programme as per directed by Jt. Director Mrs. Rupa Gupta for Modal Academy School	-
3.	23,24,25/08/2021		Created meet link and invitation card and banner prepared for women equality day as per directed by Jt. Director Mrs. Rupa Gupta	-
4.	25/08/2021	Testing	Rehearsal of women equality day program on Google meet	-

5.	02 to 08/08/2021	CET Centre	CET activities calendar prepared	-
6.	11/08/2021		Updated CET achievements	-
7.	05/05/2021	Hardware	Projector and laptop tested in committee room as per order by chairperson	-
8.	20/08/2021		Laptop issued to PG librarian for orientation of PG students on "Free Online Resources"	-
9.	23/08/2021		Laptop issued to UG librarian for orientation of UG students on "Free Online Resources"	-
10.	05,10/08/2021	ICT Support	MIER Rules and Regulation program in the committee room	-
11.	09/08/2021		NAAC record meeting in the committee room and in Ph.D. room	-
12.	19/08/2021		Research award function in auditorium	-
13.	24/08/2021		Board of studies meeting in committee room through zoom	-
14.	26/08/2021		Women equality day-symposium program	-
15.	10/08/2021	DVR Camera	Provided recorded footage of camera-12 for date 8th August from 11 am to 1:30 pm to police during an investigation	-
16.	11,12,13,16,18,19,20,23,24,27,31/08/2021	NAAC	Updated records from July 2020 to June 2021 and in progress	-
17.	16/08/2021	Reports	Download reports from Camu ERP	-
18.	18/08/2021		Cross-verified income sheet reports in ERP	-
19.	25/08/2021	Examination	Mid- Term papers checked on Google classroom	-
20.	31/08/2021		Mid-Term Award Roll prepared digitally for B.Ed.-Sem-II	-

Additions in Equipment if any: 5 Samsung tablets are added in Asset Tiger (now total Samsung tablets are 7)

5. Any Other: NIL

Prepared by: In-charge CET Date: 08-September-2021	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date:
			10/9/21

15/9/21

5. Any Other: NIL

Addition in Equipment, if any: (please mention if any) Assist (how tool) Internet updated are added in Assist Lage

No.	Date	Category	Description	
20	31.08.2021	Examination	Mid-term Answer Book prepared digitally for B.Tech-Sem-II	
19	25.08.2021		Mid-term papers checked on Google classroom	
18	18.08.2021	Reports	Close-activity report sheet reports in ERP	
17	16.08.2021		Download report from Camu ERP	
16	17.08.2021, 19,20,23,24, 11,12,13,16,18	NAAC	Prepared records from July 2020 to June 2021 then upload uploaded and reports during on 11:30 pm to period during an examination	
15	10.08.2021	DAK Courses	Provided recorded lecture of courses-12 for step the activity from 11 am	
14	24.08.2021		Monthly introductory-day vishwa program	
13	23.08.2021		Ready to setup communicate room through zoom	
12	16.08.2021	ICT support	Research aware internet access quality	
11	09.08.2021		NAAC report meeting in the communicate room set in early zoom	
10	12.08.2021		inter aspiration in harmonized provided for safety ANER	
9	25.08.2021		Laptop on 10 notification for network DCU of power during Online Resources	
8	20.08.2021		Laptop on surplus DCU notification for network DCU of power during Online Resources	
7		Hardware	communicate	
6	20.02.2020		Projector and laptop reset in communicate room set for internet	
	11.08.2021		Updated CEP activities	
	09.08.2021	CEP issue		
	0?.08.2021		CEP services activity teaching	