	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: November 2020
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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.	24 To 27/11/2020	Login in demo & Live Camu ERP, Hostel Admission Application, reports of Student status	Hostel Module in Camu ERP	Mr. Rajan Slathia and Mrs. Rohini Sharma	Mrs. Rupa Gupta, Ms. Jyostsana Gupta and Mrs. Poonam Sharma	-
2.	26, 27/11/2020	Introduction of Camu ERP Flow, Login in Live and Demo Camu ERP, Overview of Exam Mgmt, Overview of Exam Mgmt. Discussed COE Business Documentation	Exam Management in Camu ERP	Mr. Rajan Slathia and Mrs. Rohini Sharma, Dr. Mool Raj	Mr. Umesh Sharma And Mr. Sourav Sharma	-

2. Website & Academia ERP Updation Details--Z:\mierpics\2020\Oct to Dec 2020\MCE\Camu Erp Training
a. Website

S. No.	Item Description	Date of Updating	Remarks
1.	Uploaded Online Examination Result of B.Ed. Spl. -II Session 2019-21 in News and Events	04/11/2020	-
2.	Updated Designation of Dr. Monika Bajaj into Associate Professor/Dy. HOD	06/11/2020	-

3.	Updated Designation of Dr. Bharti Tandon into Associate Professor	06/11/2020	-
4.	Uploaded Result of B.Ed.-II Session 2019-21 in News and Events	07/11/2020	-
5.	Uploaded Result of M.Ed.-IV Session 2018-20 in News and Events	09/11/2020	-
6.	Uploaded Admission Notification of various programmes in downloads tab	12/11/2020	-
7.	Deleted scroll of Date Sheets of 2nd Sem. for all programmes from Home Page	12/11/2020	-
8.	Uploaded Result of B.Ed.-IV (Former Student) Session 2017-19 in News and Events	12/11/2020	-
9.	Uploaded Online Open Book Result of B.Ed.-IV Session 2018-20 in News and Events	20/11/2020	-
10.	Deleted Scroll of Vacant Positions from Home Page	23/11/2020	-
11.	Uploaded M.Phil. Notification regarding completion of Research Programme in Notices tag	23/11/2020	-

b. Academia ERP/ Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	<p>Hostel</p> <ul style="list-style-type: none"> • Tested and created the security batches and allocated to the user accounts and hostel warden in the Camu-ORG and Camu-Org demo login respectively with Mrs. Rohini Sharma • Created and tested the security groups in Camu Org login and demo Camu org login with Mrs. Rohini Sharma <p>Library</p> <ul style="list-style-type: none"> • Discussed the pending issues approx.1 hour of library module with UG, PG librarians and Camu representative <p>Exam Mgmt.</p> <ul style="list-style-type: none"> • Discuss the Business Process Documentation for COE of MIER with COE team and Camu 	02/11/2020	Found library overdue books and fine is not working and still pending

2.	<p>Library</p> <ul style="list-style-type: none"> • Provided demo Camu ERP logins to UG and PG librarians for practice of library module <p>Working Status</p> <ul style="list-style-type: none"> • Cross-verification and preparation of working and non-working documentation status of Camu ERP modules with Dr. Mool Raj <p>Accounts/Billing</p> <ul style="list-style-type: none"> • To Mrs. Veena Puri and Mrs. Suchinder provided student fee paid and unpaid reports 	06/11/2020	-
3.	<p>Working Status</p> <ul style="list-style-type: none"> • Discussed and created the Camu ERP work progress statement with Dr. Mool Raj and sent to the Dr. Adit Gupta <p>Library</p> <ul style="list-style-type: none"> • Discussed with Camu representative for the barcode configuration and sent it for library module through WhatsApp <p>Admission</p> <ul style="list-style-type: none"> • Admitted one B.Ed.-Sp. student in Camu ERP with Mrs. Rohini Sharma <p>Accounts/Billing</p> <ul style="list-style-type: none"> • To Mrs. Veena Puri on how to download miscellaneous receipts 	09/11/2020	Camu representatives asking for commercial charges to enhance the library reports
4.	<p>Exam Mgmt.</p> <p>Discussed third time with COE for business documentation process with Camu representatives</p>	11/11/2020	-
5.	<p>Exam Mgmt.</p> <p>COE Reports discussion-2 meeting in committee room with COE team, Camu-ERP representatives and ICT Team (Dr Mool Raj, Mrs. Rohini Sharma)</p>	12/11/2020	-

6.	<p>Exam Mgmt.</p> <ul style="list-style-type: none"> Discussed internal assessment exams scheme with Camu ERP representative, Dr. Monika Bajaj and Mrs. Rohini Sharma Created Examination Team security group and provided to both internal COE Team (Dr. Monika Bajaj & Dr. Bharti Tandon) and external COE team-3 members <p>Accounts/Billing</p> <ul style="list-style-type: none"> Provided fee record of one of the students to Mrs. Suchinder for cross-verification 	17/11/2020	-
7.	<p>Hostel</p> <ul style="list-style-type: none"> Created admission staff for hostel module in Camu ERP org login with Mrs. Rohini Sharma Created admission security group and provided to admission team for hostel module in Camu ERP <p>Accounts/Billing</p> <ul style="list-style-type: none"> Deleted Miscellaneous receipt of one of the students asked by Mrs. Veena Puri 	18/11/2020	-
8.	<p>Camu Reports</p> <ul style="list-style-type: none"> Discussed the Camu working and non-working reports and NAAC reports with Mrs. Rohini Sharma <p>Hostel</p> <ul style="list-style-type: none"> Created the Warden hostel demo login under Camu Org login with Mrs. Rohini Sharma Provided the hand-on session of Camu ERP hostel module to hostel warden <p>Accounts/Billing</p> <ul style="list-style-type: none"> Applied student scholarship to one of the MA students under the billing section of Camu ERP asked by Dr. Adit Gupta 	19/11/2020	-
9.	<p>Working Status</p> <ul style="list-style-type: none"> Discussed the pending working status under Camu ERP with Dr. Mool Raj and Mrs. Rohini Sharma Created the working & non-Working status report of Camu ERP Discussed Camu working modules with management team in a committee room 	20/11/2020	-

10.	<ul style="list-style-type: none"> Created user logins (Mrs. Poonam, Mr. Pranav Gandotra, Mr. Sunil Bhat) under Camu ERP for hostel and administration Created Security permissions and provided to the Internal exam committee, IQAC team with Dr. Mool Raj and Mrs. Rohini Sharma <p>Exam Mgmt.</p> <ul style="list-style-type: none"> Provided hand-on training session to internal exam committee in committee room Provided demo Camu ERP logins to internal exam committee for practice 	23/11/2020	-
11.	<ul style="list-style-type: none"> Provided security permissions to Mr. Sunil Bhat, Mrs. Meena Kaul and Mr. Naveen Gupta with Mrs. Rohini Sharma Updated Security group permissions w.r.t different staff with Mrs. Rohini Sharma <p>Admission</p> <ul style="list-style-type: none"> Cross-verified one of the online application admission form with admission team for proper working 	24/11/2020	-
12.	<ul style="list-style-type: none"> Provided security permission to Mrs. Sunil Bhat during training of Camu ERP <p>Accounts/Billing</p> <ul style="list-style-type: none"> Attached bills and festive discount to the new admission students under Mrs. Veena Login in Camu ERP billing module Resolved the issue of bills that attached under Mrs. Veena Puri Login Edited 20 bills names under billing module of Camu ERP for easiness during attaching the bills through Mrs. Veena Puri <p>Exam Mgmt.</p> <ul style="list-style-type: none"> Discussed the COE schema 90 minutes in Google Meet meeting in the evening (5:30 PM to 7 PM) with Camu representatives, Dr. Mool Raj and Mrs. Rohini Sharma 	25/11/2020	-
13.	<ul style="list-style-type: none"> Updated security permissions w.r.t different users Provided username and password of Camu ERP w.r.t different users 	26/11/2020	-
14.	<p>Exam Mgmt.</p> <ul style="list-style-type: none"> Discussed the exam creation and sub exams of internal examination committee under Camu ERP 	27/11/2020	-

	<ul style="list-style-type: none"> Discussed COE Exam Business documentation, Customization of marksheet with Mr. Umesh Sharma And Mr. Sourav Sharma 		<i>need to finish the COE module on priority. Mr. 15/11/20</i>
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3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Repaired instrument receiver with Ext. No-228,205,242	02,18,26/11/2020	-
2.	Discussed the teach next AM bills with Dr Mool Raj and Dr. Adit Gupta and cross-verified and sent to the accounts department	11/11/2020	-
3.	Cross-verified the photostat Copier bills with Dr. Mool Raj	20/11/2020	-
4.	Discussed teach next hybrid classrooms with Dr. Mool Raj, teach next representatives and Mrs. Amisha Sharma	26/11/2020	-

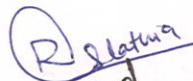

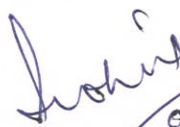

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full October November	Technical Support	Facilitated to all UG and PG staff members during online classes by Mr. Sanjay Vishwakarma	-
2.	02/11/2020	Technical Support	<ul style="list-style-type: none"> To UG HOD on MS suite embedded of video in PowerPoint Edited the webinar video- "How to be a positive person and a teacher" asked by the Mrs. Rupa Gupta Tested the Bluetooth mode connection in Google meet with Mr. Sanjay Chandel (on receiving side, volume is very less) 	-
3.	06/11/2020	Technical Support	Tested the hybrid classroom structure through Google Meet in Model Academy School with ICT team-Dr. Mool Raj, Mr. Sanjay Chandel, Mr. Naresh Khullar and Mr. Sanjay Vishwakarma	-
4.	09/11/2020	Technical Support	To Mrs. Navnidhika Sharma on how to take screenshots	-
5.	11/11/2020	Technical Support	Panel discussion on national education through Google Meet and also supported to Dean	-


6.	12/11/2020	Technical Support	<ul style="list-style-type: none"> To Mrs. Komal Sharma on Google meet, Internet connectivity and Laptop display issue and resolved during online classes To PG librarian on Gmail and Google Meet synchronization for online programme 	-
7.	17/11/2020	Technical Support	NAAC record for CET in meeting with IQAC, HoDs and others	-
8.	18/11/2020	Technical Support	<ul style="list-style-type: none"> Created different Folders for NAAC CET record in Drive w.r.t to different years Discussed the NAAC documents with Dr. Mool Raj and Mrs. Rohini Sharma 	-
9.	19,24/11/2020	Technical Support	<ul style="list-style-type: none"> Discussed the NAAC reports and created schema in G-Drive with Mrs. Rohini Sharma Discussed the old and new hardware including laptops, Wi-Fi, projectors etc. that are used by staff in MIER college with Dr. Mool Raj 	-
10.	20/11/2020	Technical Support	Discussed the CET NAAC reports with IQAC center and created schema on G-Drive	-
11.	03,04,05,06,12,17,18,19/11/2020	Technical Support	Hardware ICT supported in the Committee room and B.Ed. auditorium w.r.t different programs by Mr. Sanjay Vishwakarma	<p>Get the NAAC document drive mapped on all Faculty PC with the help of IT support.</p>

Additions in Equipment if any: NA

5. Any Other: NA

Prepared by: In-charge CET Date:09-11-2020 	CET Head: 	Verified By: In-charge, IQAC 	Approved by: Principal Date: 
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always impressed by detailing in reporting

Great labours work being done as inputs and expecting greater output hopefully kudos to Centre for educational technology.  10/12/20.

