



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: February 2020

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1	17,18/02/2020	Orientation on Multi-media lectures	Recording of lectures through Presentation Tube Software. (Sessional Work)	Dr. Mool Raj Sharma	M.Ed.-IV	-

2. Website & Academia ERP Updation Details

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Result of M.A.-III Session 2018-20 in News and Events	02/02/2020	-
2.	Uploaded Result of M.Ed.-III in News and Events	02/02/2020	-
3.	Deleted the profile of Dr. Annie Koul from staff profile	13/02/2020	-
4.	Uploaded Result of B.Ed. Spl. Sem.-III in News and events	14/02/2020	-
5.	Uploaded Result of B.Ed. Sem.-I session 2018-20 in News and Events	29/02/2020	-
6.	Uploaded Result of B.Ed. Sem.-I session 2017-19 in News and Events	29/02/2020	-
7.	Uploaded Result of B.Ed. Sem.-I session 2019-21 in News and Events	29/02/2020	-

b. Academia ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Extended time table for the M.Ed. -IV, M.A.-IV, M.Ed.-II & M.A.-II semesters	01, 08, 15, 24. 29 /02/2020	-

2.	M.Phil. Sem.-II created in ERP	11/02/2020	-
3.	Enrollment of Students in Teaching Subject English	03/02/2020	-
4.	Unenrollment of 2 students (Roll no. 59, 97) from course and session	04/02/2020	-
5.	Enrollment of Sonam sharma roll no. 87 in Hindi subject	04/02/2020	-
6.	Time table extended from 4th Feb. to 14 Feb.	04/02/2020	-
7.	Made user account ( Monika Rathore) in ERP	17/02/2020	-
8.	Added book in publisher	29/02/2020	-

### c. Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Placed an order for new ERP software.	17/01/2019	
2.	<ul style="list-style-type: none"> <li>➤ Implementation process was started for new software CAMU-ERP.</li> <li>➤ Live remote sharing desktop meeting with CAMU-ERP representative.</li> </ul>	02, 04, 07, 10, 12, 17, 18, 19, 20, 24, 25, 27/02/2020	<ol style="list-style-type: none"> <li>1. Assisted current session 2018-20 &amp; 2019-21 data of students and staff.</li> <li>2. Provided current mapping of staff-subjects-course-branch session and Time table data of all courses.</li> <li>3. Supplied all subjects data in the degrees with branch/Semester wise.</li> </ol>

### 3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	CCTV Maintenance	01, 11, 12, 17, 19, 24/02/2020	<ol style="list-style-type: none"> <li>1. BNC connectors were loose.</li> <li>2. DVR-I power failure.</li> </ol>
2.	Tested Ruckus Wi-Fi Network load with 44 users	08/02/2020	There is lag pop up window during network testing for login current session.

3	Created URL in YouTube with name- www.youtube.com/c/MIERCollegeofEducation		
3.4	MAC Filtering of PG Staff Systems and gave network access in their smartphones.	10/02/2020	Provided direct Network access to the systems and their smartphones for better network connectivity.
4.5	Review of Hostel Module with CAMU-ERP representative on Any-desk software remotely	12/02/2020	How hostel rooms, mess & bed will be assigned & the hostel charges will get access to payment gateway of MIER College?
5.6	Committee room UPS was faulty and back-up was very less (approx. 3 minutes)	15/02/2020	Replaced by the IT Staff.
6.7	Meeting with CAMU-ERP representative on zoom conference software online	25/02/2020	Shared the implementation status of a software
7.8 ✓	Arrangement for group photograph of the 4 <sup>th</sup> Semester students	26/02/2020	-
8.9 ✓	Quarterly review meeting of the center		-
9.10	Telephone repaired with extension no-255	29/02/2020	-

#### 4. Technical Services / Support Provided

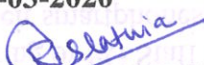



S. No.	Date	Area	Occasion / Problem	Remarks
1.	01, 06, 10, 11, 28/02/2020	Video settings & Technical Support	Guiding & Counselling classes in Teach Next Interactive classroom.	0
	01/02/2020	Technical Support	Installed Laptop and projector in Multi-purpose hall	0
2.	03/02/2020	Audio Settings	Poster Making Competition in Model Academy School	1
3.	04, 07, 11, 14, 18, 25/02/2020	Audio Settings	Assembly of MIER College students.	1
4.	05/02/2020	Audio Settings	B.Ed. Plasma TV Room no-5	0
5.	06/02/2020	AV & Technical Support	Orientation of pre-internship activities in Auditorium	0

6.	10/02/2020	Audio Settings	Farewell of Model Academy School students	-
7.	12/02/2020	Technical Support	One M.Ed. students in Video Editing for MOOC Courses.	-
8.	13/02/2020	AV settings	NSS Volunteers organized Movie Show programme with extension unit in Gharota Village, Jammu	-
		Technical Support	To Guiding and counselling members(Mrs. Monika Rathore & Ms. Navnidhika Sharma) for papers on MS Word	-
9.	13,14, 19/02/2020	Technical Support	Recorded multimedia lectures of MIER Faculty members	-
10.	15/02/2020	AV & Technical Support	Karo Sambhav Programme organized by Model Academy School in B.Ed. Auditorium.	-
			NSS Programme in B.Ed. Auditorium	-
			Guest Lecture by Dr. J.N. Baliya in Multi-purpose hall by CER Department.	-
11.	18/02/2020	AV & Technical Support	NSS Validictory Function	-
12.	25/02/2020	AV & Technical Support	B.Ed. Library Function in Auditorium	-
			M.Ed. Library Function in multi-purpose hall	-
13.	28/02/2020	AV & Technical Support	Intercollege symposium "Bumi Raksha" in B.Ed. Auditorium.	-

#### Additions in Equipment if any:

#### 5. Any Other:

- Three New Cameras were installed in PhD. /Scholars Room, Lift & M.Ed. Library.
- New landline instruments were installed on Reception's desk at extension no-9/229

Prepared by: In-charge CET Date:10-03-2020 	CET Head: 	Verified By: In-charge, IQAC  10/3/2020	Approved by: Principal Date:  15/3/20
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Workshop on using SPSS prepared and held in January.