

	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: August 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.	21/08/2020 & 28/08/2020	Training Session for Attendance Reports	How to download and verify student's attendance reports in Camu ERP	Dr. Mool Raj	Ms. Sayka Bano	-
2.	31/08/2020	Training Session for Attendance Reports	How to download and verify student's attendance reports in Camu ERP	Mr. Rajan Slathia	Ms. Arpana Koul	-

2. Website & Academia ERP Updation Details---\\10.253.0.94\mierpix\mierpics\2020\July to Sep 2020\MCE\Staff Trainings\Camu-ERP Trainings\Mrs. Arpana Koul Camu Attendance Training shots

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded Result of B.Ed. Sem-IV session 2015-17 in News and Events	05/08/2020	-
2.	Uploaded Result of Re-evaluation B.Ed. Sem-IV Session 2015-17 in News and Events	05/08/2020	-
3.	Uploaded Result of B.Ed.-IV Sem. Session 2015-17 in News and Events	05/08/2020	-
4.	Add new Admission form (My Camu) link in Admission page	05/08/2020	-
5.	Uploaded Re-evaluation Result of M.A. Sem-I session 2019-21 in News and Events	07/08/2020	-
6.	Uploaded date sheet of B.Ed. Sem-IV session 2018-20 in News and Events	14/8/2020	-
7.	Uploaded date sheet of M.Ed. Sem-IV session 2018-20 in News and Events	14/8/2020	-
8.	Uploaded date sheet of B.Ed. Spl. Sem-IV session 2018-20 in News and Events	14/8/2020	-

9.	Uploaded date sheet of M.A.(Education) Sem-IV session 2018-20 in News and Events	14/8/2020	-
10.	Uploaded Re-evaluation Result of M.Ed. Sem-I session 2019-21 in News and Events	19/8/2020	-
11.	Deleted scroll of Date Sheets from Home page	19/08/2020	-

b. Academia ERP/ Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	1- Issues of Book Return resolved as informed by Librarian PG Deptt. 2- Admission Cell incharges trained on process of online admission 2020 through Camu ERP 3- Integrated Camu ERP Online Admission Application link in the college website by Mrs. Rohini Sharma 4- Updated 2018 Batch B.Ed. student in elective courses under UG Dept.	04/08/2020	-
2.	Meeting and discussion on specific billing reports generation with Dr. Mool Raj and Camu ERP representatives	05/08/2020	-
3.	1- Extended the Time Table of M.Phil. 2- MIER and MIET hostel bill reports sent to Vice-Chairman with Mrs. Rohini Sharma 3- Resolved students' issues on attendance and subject error 4- Resolved Online Admission form query of students in coordination with Mrs. Rohini Sharma and Ms. Deepti Sharma	10/08/2020	-
4.	1- Settings of Camu-ERP for paid and unpaid bill reports 2- Asked for COE Meeting with Camu-ERP representative 3- Meeting (approx. 90 minutes) with Dr. Mool Raj and Camu ERP representatives for manual admission form entry and cash payment 4- Resolved queries with the admission team regarding manual filling of online admission forms and cash payment 5- Meeting with Mr. Umesh Sharma for COE Structure	11/08/2020	Issued resolved 1 2 3 4 5

	6- Meeting with Dr. Mool Raj for evidence as a screenshots/pictures/videos for online training/orientation conducted from May to July months to include in MierPics local server		
5.	1- Verified and Checked the billing reports and those are not working mailed to Camu ERP representative	13/08/2020	-
6.	<ul style="list-style-type: none"> 1- Discussed with Dr. Adit Gupta, Mrs. Veena Puri for Miscellaneous bill items and cross-verified with Dr. Mool Raj 2- Discussed bugs of Billing reports with Camu ERP representative 3- Discussed COE implementation process with Mr. HR Shan and asked to provide MIER COE structure for Camu ERP exam module 4- Raised request to Camu ERP representative for NOC of Hostel Module 5- Rechecked Library Acquisition report-Book location is not coming and staff name is not coming while issuing the book with PG librarian and conveyed to Camu ERP representative by mail 6- Prepared partial list of Miscellaneous bill items in Camu ERP 	14/09/2020	<p>Issued resolved</p> <ul style="list-style-type: none"> 1 2 3 4 5. Still many issues are not resolved of Camu ERP Library Module and sent the mail
7.	<ul style="list-style-type: none"> 1- Bugs Resolved of Camu ERP Hostel module with Mrs. Rohini Sharma and Camu ERP representative 2- Miscellaneous Bill items (More than 15) were created in the Camu ERP 3- Reminder mail and asked to MIER COE team for their structure 4- Reminder mail to Camu ERP for Hostel NOC form upgradation 	17/09/2020	-
8.	<ul style="list-style-type: none"> 1- Meeting regarding COE internal assessment and student enrollment with Mr. Umesh Sharma 2- Admission Team trained on checking the online filled admission forms and documents submitted in the Camu ERP 3- Sent mail (COE Structure) to Camu ERP for next procedure 4- Checked and examined student attendance reports in Camu ERP 	18/09/2020	-

9.	<ul style="list-style-type: none"> 1- Discussed Fee status and is not showing in application list with Camu ERP representative 2- Meeting with Camu ERP representative regarding admission rights for admission team and verified manual admission forms with Camu ERP 3- Checked and partial testing of Manual filling of online admission forms 4- Checked and testing of Miscellaneous bill receipts in demo Camu ERP 	19/08/2020	1. Conveyed to Camu ERP representative for batch attendance issue
10.	<ul style="list-style-type: none"> 1- Mailed Hostel NOC word format to Camu ERP representative 2- Mailed some of the issues of Camu ERP to Camu representative 3- Provided attendance checking security rights to Mrs. Sayka Bano by Dr. Mool Raj 	21/08/2020	-
11.	<ul style="list-style-type: none"> 1- Discuss the following issues with Camu ERP representative: Fee status is not showing in the application list, as discussed previously and student admission Acknowledgement pdf is not coming in admission email 2- Found bug/issue, showing M.Ed. student in B.Ed. during day book and billing reports and reported to Camu ERP representative 	24/08/2020	2. Not resolved
12.	<ul style="list-style-type: none"> 1- Discuss acknowledgement report of students, paid application status of students and provided the specific admission security permission with Ms. Deepti Sharma 2- Meeting for Hostel bill report with Dr. Mool Raj and Mrs. Rakesh 	25/08/2020	-
13.	<ul style="list-style-type: none"> 1- Downloaded MIET Hostel reports of students and mailed to Mr. Rakesh to provide paid and unpaid bill reports 2- Discussed and start to make paid and unpaid report of MIER students of Hostel 3- Meeting of COE implementation between Camu ERP and MIER COE Team 4- Discussed and Checked the attendance issue of Dr. Monika Bajaj and Mrs. Deepa Rana with Camu ERP representative and sent the screen shots to Camu ERP representative 	26/08/2020	4. Not Resolved

	5- Discussed and provided the rights to download attendance reports to Ms. Arpana Kaul with Ms. Rohini Sharma		
14.	1- Discussed and verified the daybook bill reports on Camu ERP with Ms. Suchinder Chaudhary	27/08/2020	-
15.	1- Discussed separate (cash and online) bill reports with Mrs. Suchinder and Camu ERP representative 2- Discussed remaining hostel bills with Mrs. Rohini, Mrs. Veena Puri and Hostel warden 3- Created email ID's for COE team through Manager HR and shared with Camu Team for future communication 4- Prepared student hostel bills asked by Vice Chairperson	28/08/2020	Issues Resolved 1
16.	1- Discussed and cross verified attendance reports and issues with Mrs. Rohini Sharma and Camu ERP representative 2- Completed and submitted hostel bill report to Vice Chairperson 3- Provided security permissions to Mrs. Arpana Koul for attendance reports generation in Camu ERP	31/08/2020	-

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	SMS is integrated in the Camu ERP	04/08/2020	-
2.	1-Bought new BL-4C Battery of personal visualizer for Chairman sir 2- Checked the Caravan Radio service center for repair of Saregama audio instrument	07/08/2020	Service Centre out of service and there is no spare parts available so booked online by PA
3.	DVR Cameras Checked and resolved the power supply issues	31/08/2020	Added one new power supply to DVR Cameras by Mr. Ajit and 2 BNC connectors

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
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1.	04/08/2020	Technical Support	<ol style="list-style-type: none"> To UG Staff Members in login Camu ERP staff app. Updated a video how to download a receipt from mobile browser in official WhatsApp student group 	-
2.	04,05,06,07,08,10,11,14,15,18,19,20,22,23,24/08/2020	Technical Support	<ol style="list-style-type: none"> 1)-Resolved issues of Students in MyCamu student app Login, Google classroom, MIER Gmail Login, Quizizz.com, mail sync process and payment gateway 2)-To Mrs.Veena Puri and Mrs. Suchinder Chaudhary in billing schedule and reports respectively 	-
3.	05/08/2020	Technical Support	<ol style="list-style-type: none"> To UG Librarian in Google Classroom 	-
	05,06,07,09,10,11/08/2020	Technical Support	<ol style="list-style-type: none"> Meeting with Chairman: a) Discussed Camu ERP roles and modules, b) Asked to repair the Saregama Radio, personal visualizer battery and CET lab Visualizer To Psychology cell in documentation editing of QF Label Samples given by Vice-Chairman Make the Quiz and Open book Questions & answers with Mrs. Rohini Sharma that given format by COE team Verified CET Monthly report with Dr. Mool Raj 	-
5.	10/09/2020	Technical Support	<ol style="list-style-type: none"> On Zoom meeting testing for Board of studies in Committee room with Mr. Sanjay Chandel and Mr. Sanjay Vishavkarma 	-
6.	11/09/2020	Technical Support	<ol style="list-style-type: none"> Updated CET June and July reports asked by IQAC DVR-Cameras checked and found many are not working Zoom Meeting with Board of studies in Committee room with Mr. Sanjay Chandel and Mr. Sanjay vishavkarma(From 2 To 5 PM) 	-
7.	12,13/09/2020	Technical Support	<ol style="list-style-type: none"> Updated CET June and July Monthly reports included screenshots of training/orientation added in MIERPICS folder locally asked by IQAC(3 hours) 	-
8.	13/09/2020	Technical Support	<ol style="list-style-type: none"> Uploaded all the evidence of the training/orientation of June & July CET Month report Updated the open book paper & quiz asked by COE team 	-

			3. Helped one new student of M.Ed. to fill form online in admin computer lab	
9.	14/09/2020	Technical Support	1. Sent the updated open book papers/quiz to COE team	-
10.	17/09/2020	Technical Support	1. Documentation/excel setting to Ms. Jasleen Kour (IQAC Centre) 2. Created mail of Mr. Ravinder Bahl, MIET Faculty under MIER Google Domain by Dr. Mool Raj	-
11.	19/09/2020	Technical Support	1. To Mrs. Deepa Rana on apple meet attendance extension and asked trouble shoot for attendance that is not showing to her class students -304C, Env. subject 2. Cross verified NEFT payment with Mrs. Suchinder, Account staff asked by Dr. Adit Gupta on WhatsApp	
12.	20/08/2020	Technical Support	1. To student in filling online admission forms and checked the errors of partial filling form on whatsapp that he/she sent me through admission team 2. Meeting for NAAC documentation by IQAC centre 3. Tested Google Meet with Mrs. Navnidhika, Mrs. Eesha and Mr. Naveen for meeting on 29th August, 2020 asked by Mrs. Rupa Mam 4. Discussed the possibilities positions of new DVR cameras on Entrance side, security room, driver room and on stage asked by Vice Chairman	-
13.	21/08/2020	Technical Support	1. DVR Cameras Checked and opened all the connectors and cross verified all the networks, power supply with Mr. Sanjay Vishavkarma 2. Submitted all the current scenario of DVR Cameras positions to Vice Chairperson 3. Cross verified the NEFT payments of students with Mrs. Veena Puri and Mrs. Suchinder asked by Dr. Adit 4. To PG HOD on Recording of Meet downloading issue 5. Meeting in Committee Room from 3 to 5 PM	Approx., 15 cameras are not working so we called to Mr. Ajit DVR camera representative

14.	22/08/2020	Technical Support	<ol style="list-style-type: none"> 1. Meeting of "B.Ed. Semester- IV Online Examination,2020 Online Quiz and Open Book Examination (2018-2020) 2. Creation of online Examination UG Google classroom 	-
15.	24/08/2020	Technical Support	<ol style="list-style-type: none"> 1. Send the invitation of Webinar on Women's equality day- 29/08/2020 to Mrs. Rupa Gupta and Ms. Navnidhika Sharma 2. To Mr. Pranav Gandotra on Google Meet and Zoom 	Not Concluded
16.	25/08/2020	Technical Support	<ol style="list-style-type: none"> 1. Updated new CET calendar for 2020-21 and submitted to Ms. Ruchi Gupta for verification 2. Discussed with student-Sonam and her parents with their payment issue (Check Sonam NEFT payment issue regarding M number and UTR number) 	-
17.	26/08/2020	Technical Support	<ol style="list-style-type: none"> 1. Discussed bills of Copier, Xerox and Canon Machines with Dr. Mool Raj 	-
18	27/08/2020	Technical Support	<ol style="list-style-type: none"> 1. Checked and verified Photostat bills with Dr. Mool Raj and sent for payment to Dr. Adit Gupta 2. To UG HOD on Google Classroom recording 3. Uploaded the COE Implementation of First Meeting evidence files to the local and my Google drive 	-
19.	28/08/2020	Technical Support	<ol style="list-style-type: none"> 1. Submitted Xerox bills to Accounts section and discussed with Dr. Mool Raj 2. Checked and cross verified fee of Saheen Akhtar in Camu ERP 3. Supported to B.Ed. students for classroom open book paper on WhatsApp and phonically 	-
20.	31/08/2020	Technical Support	<ol style="list-style-type: none"> 1. Online Lecture facility for Dr. Bharti Tandon and Dr. Nishta Rana for classroom in CET Lab 	-

Additions in Equipment if any: NA

5. Any Other: NA

<p>Prepared by: In-charge CET Date:15-09-2020</p> <p><i>Rslakua</i></p>	<p>CET Head:</p> <p><i>Manoj</i></p>	<p>Verified By: In-charge, IQAC</p> <p><i>prohead</i></p>	<p>Approved by: Principal Date:</p> <p><i>[Signature]</i> <i>14/15/20</i></p>
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