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: October 2020**

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 _____NIL_____**

2. Website & Academia ERP Updation Details---

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded AQAR 2016-17 in News and Events	10/12/2020	
2.	Uploaded Report of Feedback analysis 2017-18 in News and Events	12/10/2020	-
3.	Uploaded Result of M.Ed. Sem-II Session 2019-21 in News and Events	18/10/2020	-
4.	Uploaded Result of B.Ed. Spl. Sem-II (Former Student) Session 2017-19 in News and Events	21/10/2020	-
5.	Uploaded Result of M.A. Sem-II Session 2018-20 in News and Events		-
6.	Uploaded Advertisement of jobs in downloads tab	23/10/2020	-
7.	Applied scroll of various posts and link with downloads page on Home Page		-
8.	Uploaded Result of Online Open Book Examination of M.Ed.-II (former Students) Session 2018-20 in News and Events	27/10/2020	-
9.	Uploaded Result of Online Open Book Examination of M.A. Edu. -II (former Students) Session 2017-19 in News and Events		-
10.	Uploaded Result of Online Open Book Examination of M.A.-IV (former Students) Session 2017-19 in News and Events		-

b. **Academia ERP/ Camu ERP**

S. No.	Item Description	Date of Updation	Remarks
1.	1. Discussed scheduled training process with Camu representatives and COE Team for exam module implementation in Camu ERP 2. Assisted to Mrs. Veena on bill scheduling and receipt 3. Supported to Mrs. Suchinder on Miscellaneous student bill reports and on reports of total new student payment report	01/10/2020	-
2.	1. Resolved the user login issue of Mrs. Suchinder under Camu ERP 2. Created Mrs. Sourav Sharma user access under Camu ERP 3. Supported the admission team during applying online one of the B.Ed. students under online admission process 4. Supported the admission team on provisional admission, canceled the not paid online admission applications etc. 5. Assisted the COE Camu ERP training meeting (including all laptops, audio box, Projector, internet connectivity and system error free check) with Mr. Sanjay Chandel and Mr. Sanjay Vishwakarma 6. Created demo login implementation under demo Camu ERP 7. Provided provisional admit security permission to admission team in Camu ERP 8. Assisted to Mrs. Veena Puri on attaching the student bills in Camu ERP	05/10/2020	-
3.	1. Training day-1 of COE module in Camu ERP conducted with Camu representatives, Mr. HR Shaan, Mr. Umesh Sharma, Mr. Sourav Sharma in committee room 2. Assisted to PG staff Mrs. Sayka Bano on network connectivity 3. Discussed library module status of Camu ERP with UG and PG librarians 4. Discussed exam module implementation process of Camu ERP with Camu representative	06,07/10/2020	-

	5. Created and provided demo logins of Camu ERP and shared doubt clearing Google worksheet with COE team 6. Discussed batch creation for PG Dissertation with Dr. Mool Raj and availability pattern of teachers 7. Supported to Mrs. Veena Puri on bills attaching and bills scheduling in Camu ERP 8. Discussed bills of hostel of MIET students with Mr. Rakesh Gupta 9. Supported to Mrs. Veena Puri (She cut the fees 2 times for one type payment) and then issue resolved		
4.	1. Discussed the pending Library Camu ERP issues with UG, PG librarians and Camu representative 2. Updated CET/Camu report with Mr. Sanjay Vishwakarma 3. Resolved the flickering issue of committee room projector with Mr. Sanjay Vishwakarma 4. Provided the recording of Day-1 training to COE team for future learning in their respective mails	07/10/2020	Many issues of library module are resolved and this module is free as asked by Camu team so very less enhancements they can apply
5.	1. Discussed hostel bills scheduling with Camu representatives in Camu Org login 2. Created eligibility concession category under Camu ERP as asked by Dr. Adit Gupta 3. Assisted to admission team on changing of one of the UG course and department in Camu ERP 4. Updated check out date of hostel students under Camu ERP 5. Assisted 5 times to Mrs. Veena Puri on bills scheduling and on Paid/unpaid bills reports under Camu ERP	08/10/2020	-
6.	1. Discussed exam internal marks and subject creation under Camu ERP with Dr. Mool Raj and Camu representative and scheduled meeting on 12th October 2. Discussed errors and needs of enhancements in library module under Camu ERP with Dr Mool Raj and Mrs. Eesha Sharma 3. Supported to Mrs. Veena Puri on their mistake (cut wrong student bill receipt) and it takes 100 minutes to resolved	09,12/10/2020	-

	4. Attached Fee eligibility concession of Rs 900 to 2 new students of M.Ed. under Camu ERP 5. Cross-verified and created hostel bills in MIET demo login of Camu ERP (likewise same created in MIER demo login and then checked in Camu demo Org login for cross-verification)		
7.	1. Discussed one of the online admission application error with Camu ERP representative and resolved 2. Supported internal exam process to Camu-ERP Virtual Training (Day-2) meeting with Dr. Mool Raj, Dr. Monika Bajaj, Dr. Bharti Tandon and Camu ERP representative at 5:30 PM for internal exams scheduling and marks entry 3. Discussed scheduling of hostel bills process with Camu ERP representative 4. Assisted to Mrs. Veena Puri for editing of paid and unpaid student bill reports of all courses under Camu ERP	12/10/2020	-
8.	1. Discussed common hostel implementation process of MIET and MIER under Camu ERP with Dr. Mool Raj and Camu representative 2. Discussed errors and asked to rectify of online application admission forms with Camu ERP representative 3. Discussed batch creation and other staff updates for internship in PG M.Ed. course with Mrs. Rohini Sharma	13/10/2020	-
9.	1. Supported the admission team on changing the course of one of the students from B.Ed. to B.Ed. special under Camu ERP 2. Discussed hostel implementation process with Camu ERP representative, 3. Assisted in paper checking as asked by COE Team to check external papers of ICT in education subject 4. Assisted to Mrs. Veena Puri on verification of bills, scheduling of new bills and resolved wrong receipt as she applied in Camu ERP	14/10/2020	-
10.	1. Assisted to Mrs. Veena Puri on reports of paid and non-paid bills of all the courses in Camu ERP	15/10/2020	-

	2. Supported to Mrs. Suchinder on verification of bills under Camu ERP 3. Discussed exam marksheet reports with COE team, Dr. Mool Raj and Camu ERP representative		
11.	1. Discussed the hostel scheme implementation in demo Org login under Camu ERP through telephonically 2. Provided security rights to Mrs. Suchinder and discussed the daybook, miscellaneous reports and receipt summary reports 3. Discussed the student bill reports with Dr. Mool Raj under Camu ERP 4. Assisted to Mrs. Veena Puri on bill scheduling on one of the new students in Camu ERP login and cancelled the wrong scheduled bill items	16/10/2020	-
12.	1. Tested hostel module implementation in demo login under Camu ERP with Mrs. Rohini Sharma and Camu representative (Created from starting i.e. Created hostel name, institute name, location, facility, students uploaded, allocated, bill scheduled, cross-verified reports etc. (all process that required for new ERP system)) 2. Assisted to admission team on error of downloading acknowledgement pdf of new online application admission form and resolved	19/10/2020	-
13.	1. Created courses, programs added, classes of MIET and MIER College for hostel module implementation under parent MIER-ORG login with Mrs. Rohini Sharma 2. Discussed the exam reports process meeting with COE team with Dr Mool Raj and Camu ERP representative 3. Deleted and verified the receipts asked by Dr. Adit Gupta that mistaken entered by Mrs. Suchinder and resolved 4. Discussed the miscellaneous receipt day book report with Mrs. Suchinder, Mrs. Veena and Camu ERP representative	20/10/2020	-
14.	1. Support during meeting of COE under Camu ERP with Dr. Mool Raj, COE Team and Camu ERP representative-Day-3	21,22/10/2020	-

	2. Assisted to Mrs. Veena Puri on daily receipt summary report as an alternative for daybook report		
15.	1. Discussed the COE report format for migration of data under Camu ERP with COE Team 2. Created remaining 35 semesters w.r.t respective classes for hostel implementation process under Camu ERP with Mrs. Rohini Sharma	22/10/2020	-
16.	1. Created 22 locations, assigned beds number and room categories under Camu ERP for hostel implementation with Mrs. Rohini Sharma 2. Attended Camu ERP Review meeting (Discuss all the current difficulties that we are facing) with Camu representative	23/10/2020	-
17.	1. Created academic hostel years of previous students, departments application scheduled, updated students, validated, admitted, student progressed and updated admission & roll no. under Camu ERP Org login for hostel implementation of both MIER & MIET Students with Mrs. Rohini Sharma 2. Assisted to Mrs. Veena Puri on daybook report in Camu ERP	27/10/2020	-
18	1. Created the application scheduling format, updated the 24 students, admitted, validated, updated the roll no, admission no., address, semesters, section, departments, courses, programs, parent names etc. of both MIER & MIET college in Camu parent ORG module with Mrs. Rohini Sharma 2. Cross-verified the hostel students' status with hostel warden and Mrs. Rohini Sharma 3. Assisted to Mrs. Suchinder on bills scheduling and bills receipts under Camu ERP	28,29/10/2020	-

3. Maintenance / Upgradation Details

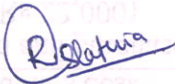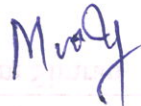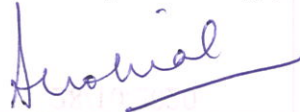| S. No.	Name of Activity	Date of Updation	Remarks
1.	Installed new instrument receiver on Mrs. Rajni desk with Ext. no-222 by Mr. Sanjay Vishwakarma	05/10/2020	-
2.	Repaired instrument receiver with Ext. No-262, 257 234	08,09,13/10/2020	-
3.	Provided new instrument receiver to Joint Director Mrs. Rupa Gupta's desk	27/10/2020	-
4.	Checked and purchased new collar mic from Simran Audio (Rs 22,000)	28/10/2020	The box contains 2 collar mics and one audio receiver in the box with small connecting cables but still he didn't provide the bill and we didn't pay

4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full October Month	Technical Support	Facilitated to all UG and PG staff members during online classes by Mr. Sanjay Vishwakarma	-
2.	01/10/2020	Technical Support	1. To COE team on uploading of datasheets with Mrs. Rohini Sharma on old website 2. Cross-verified the recording of classes on google drive	-
3.	05/10/2020	Technical Support	To Mr. Naveen in M.Ed. conference room during google meet testing, attached audio box with Mr. Sanjay Vishwakarma	-
4.	08/10/2020	Technical	Discussed hybrid teaching process and class planning with Dr. Mool Raj	-
5.	12/10/2020	Technical Support	1. Updated Google classroom ICT class data under section-C asked by UG HoD 2. Updated CET monthly reports with Dr. Mool Raj	
6.	13/10/2020	Technical Support	1. Verified one of the student payments with account staff 2. Updated the student sessional and google classroom list of B.Ed. section-C asked by UG Deputy HoD	-
7.	15,16,21,22/10/2020	Technical Support	1. Checked some of the ICT external papers as asked by COE team 2. Assisted on meeting of internal inspection of UG department 3. B.Ed. program in Committee room supported by Mr. Sanjay Vishwakarma	-

8.	16/10/2020	Technical Support	To Ms. Jasleen Kour under Google forms	-
9.	19/10/2020	Technical Support	To UG and PG librarians on N-List Orientation Programme	-
10.	20,22/10/2020	Technical Support	MIET Program supported by Mr. Sanjay Vishwakarma & Mr. Sanjay Chandel	
11.	21/10/2020	Technical Support	To Ms. Navnidhika Sharma on Google meet	-
12.	23/10/2020	Technical Support	Tested different mics in google classroom meeting for hybrid teaching with Dr. Mool Raj, Mrs. Sanjay Vishwakarma, Mr. Sanjay Chandel in ground floor MIER College	Wire mic not working with Google classroom so needs Bluetooth mic
13.	29/10/2020	Technical Support	Tested Hybrid Google meet classroom in Model Academy school classes with Dr. Mool Raj, School principal and Mr. Sanjay Chandel	out of 3 projectors only one is working

Get it repaired

Additions in Equipment if any: A set of Two Collar Mics Costing Rs. 22,000/-

5. Any Other: NIL

Prepared by: In-charge CET Date:20-11-2020	Head, CET:	Verified By: In-charge, IQAC	Approved by: Principal Date:
			21/11/20