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: March 2020

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
1	10/03/2020	Training programme of Academic Module in Camu-ERP	How to work on Camu-ERP app in smartphones and desktop version?	Camu representatives, Dr. Mool Raj, Mr. Rajan Slathia and Mrs. Rohini Sharma	UG and PG Staff	1. How to add and Verify Attendance? 2. How to communicate intra ERP channel etc.?
2	13, 16/03/2020	Training programme of Admission process in the Camu-ERP	How to operate on Admission process module?	Camu representatives, Dr. Mool Raj Sharma and Mr. Rajan Slathia	Admission staff	-
		Training programme of Library process in the Camu-ERP	How to upload books in Library Module?	Camu representatives and Rajan Slathia	Library staff	-
		Training programme of accounts and billing module in the Camu-ERP	Define the functions of Billing module	Camu representatives, Dr. Mool Raj Sharma and Mr.Rajan Slathia	Accounts Staff	-

2. **Website & Academia ERP Updation Details**

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded press release of Kho-Kho Match in Co-curricular activities	03/03/2020	-
2.	Uploaded press release of Inter college symposium in co-curricular activities in Activities tag	03/03/2020	-
3.	Uploaded Result of B.Ed. Spl.-Sem. I in News and Events	12/03/2020	-
4.	Uploaded Feedback Analysis of students session 2018-19 in News and events	12/03/2020	-
5.	Uploaded IQAC minutes of the meeting in News and events	12/03/2020	-
6.	Uploaded press release of Kho-Kho Match in Co-curricular activities	13/03/2020	-

b. Academia ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Extended Time table of M.Ed. and M.A. courses	02/03/2020	-

c. Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	Planned with Camu Representative and Dr. Mool Raj for the implementation of Camu-ERP into following Modules:- 1. Academic 2. Administration 3. Billing 4. CoE	04/03/2020	-
2.	➢ Created and Verified Staff Planning and Time Table of M.Ed.-II, M.Ed.-IV, MA-II and MA-IV classes. ➢ Created all courses and assigned w.r.t teachers ➢ Created M.Phil.-II Class in the Camu-Erp	05/03/2020	Created three batches and assigned to students w.r.t. respective teachers
3.	➢ Uploaded of 430 student photos ➢ Created facilities like Hostel, MIER Admin Block, MA School under MIER group in the ERP ➢ Verified Admission No. and Roll No. of students	06/03/2020	-

S. No.		Date of Updation	Remarks
4.	➤ Verified B.Ed. Sem.-II Time Table ➤ Updated all student and staff photos ➤ Date of session created of all courses ➤ Created and Verified Staff Planning and Time Table of M.Ed.-II, M.Ed.-IV, MA-II and MA-IV classes. ➤ Created all courses and assigned w.r.t teachers ➤ Verified student data list of B.Ed.-II, IV and B.Ed.-Special-II, IV ➤ Verified Student login in the student Camu app. ➤ Verified staff login in My-Camu app. ➤ Created and extended time table of all semesters of PG Department	07, 09, 11/03/2020	-
5.	➤ Uploaded Staff details ➤ Provided respective security permissions to the all staffs	12/03/2020	-
6.	➤ Created new login credentials of the admission staff in the Camu-ERP. ➤ Generated new MIER college email ID for admission and administration staff.	13, 17/03/2020	-

3. Maintenance / Upgradation Details

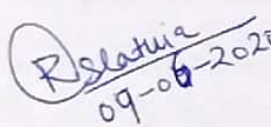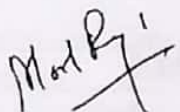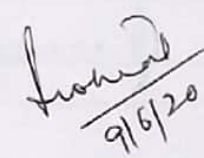| S. No.	Name of Activity	Date of Updation	Remarks
1.	➤ Tested Wi-Fi Network load with 50 students at M.Ed. Conference room and PG staff room ➤ Checked the Teaching Next classrooms to ensure the good working condition of the systems	02, 03/03/2020	-
2.	Repaired landline instrument with ext. no.-212	10/03/2020	-

4. Technical Services / Support Provided
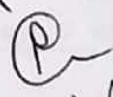
S. No.	Date	Area	Occasion / Problem	Remarks
1.	02/03/2020	Technical Support	RCI Meeting and provided support in making of report and data collection	-
			Projector Video Settings in Committee room Admin. Block	-

			Quiz in M.Ed. Conference room for M.A. and M.Ed. Students	
			Projector Video Settings in B.Ed. Auditorium	-
2.	03, 10/03/2020	Audio Settings	Assembly at MIER Open Stage	-
3.	04/03/2020	Audio Settings	Special students event at MIER Stage	-
4.	04, 07/03/2020	Technical Support	Psychology and Guidance Class in Teach Next room, ground floor	-
5.	13, 14, 16, 17, 21,22/03/2020	Technical Support	Recorded, edited and uploaded 25 videos of faculty members in the MIER College of Education YouTube Channel in private mode	https://www.youtube.com/channel/UCOk_uRQjwJMK2I56QvZpmDw?view_as=subscriber
6.	27 To 31/03/2020	Technical Support	➢ Started trials for online learning process on Zoom with all staff of UG and PG department on 2G internet ➢ Supported to all UG and PG staff on different issues of online learning on zoom platform on 2G internet and phone calls ➢ Tested online classes with students on zoom platform on 2G	-

Additions in Equipment if any:

5. Any Other:

Prepared by: In-charge CET Date:07-04-2020	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date:
09-06-2020		9/6/20	9/6/20

Seen
9/6/20