



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: September
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 _____ NA _____



2. Website & Academia ERP Updation Details-

a. Website

S. No.	Item Description	Date of Updation	Remarks
1.	Uploaded admission advertisement for B.Ed., B.Ed. Spl., M.Ed., M.A. in News and Events	22/09/2020	-
2.	Applied scroll of Admission in various programmes on Home page		-
3.	Applied scroll of click here for online admission application on home page		-
4.	All syllabus uploaded in their respective pages of programmes	24/09/2020	-
5.	Uploaded Eighth meeting of Board of Studies in governance tag	25/09/2020	-
6.	Uploaded different committees in committee tag		-
7.	Uploaded minutes of meeting of different ^{statutory} governance body in their respective field		-
8.	Uploaded Administrative staff in Particular tag		-
9.	Uploaded Date Sheet of B.Ed. Spl. Edu. Sem-II (Former Students) session 2017-19 and 2018-20 in News and Events	30/09/2020	-
10.	Uploaded Date Sheet of B.Ed. Sem-II (Former Students) session 2017-19 and 2018-20 in News and Events		-

11.	Uploaded Date Sheet of M.A. Education Sem-II (Former Students) Online Open Book Examination session 2017-19 in News and Events		-
12.	Uploaded Date Sheet of M.Ed. Sem-II (Former Students) Online Open Book Examination session 2018-20 in News and Events		

b. Academia ERP/ Camu ERP

S. No.	Item Description	Date of Updation	Remarks
1.	1. Cross verified and checked the attendance reports of UG department in Camu ERP 2. Resolved issue of Mrs. Veena Puri in billing, Camu ERP login and system browser issue	01,02,16,18,29/09/2020	-
2.	1. Process started to resolve the attendance issue of UG dept: a) first deleted all attendance from 20th July to 209/2020 with Mrs. Rohini Sharma and Camu ERP representative, b) Second, Created full 105 students' batch for checking c) Third, Cross-verified attendance reports, d) Fourth, updated 3 days attendance for checking in Mycamu student logins of students e) Last, conveyed to Camu ERP representative via mail with a proof	02/09/2020	-
3.	1. Resolved and cross verified the payment issue of a student (took 2 to 3 hours) to change the payment mode from Online payment to Others-NEFT mode with Camu ERP representative 2. Discussed and provide the solution for the bulk payments receipt mode updation to MIET Cashier Mr. Rakesh with Camu ERP representative 3. Cross-verified the Mycamu app. and still have problem not showing the attendance properly for UG students with Camu ERP representative 4. Resolved Student login issues in Mycamu app	03,04,07/09/2020	-
4.	1. Cross-verified student payment with Mrs. Veena Puri and Mrs. Suchinder 2. Discussed the attendance issues of UG batches with Camu ERP representative	04/09/2020	

5.	<p>1. Applied special discount to one of the students in Camu ERP as asked by Dr. Adit Gupta</p> <p>2. Discussed library issues with Camu ERP representative and PG staff mail them to resolve</p> <p>3. Provided access of B.Ed. online Google examination classroom to Mr. Sourav and Mr. Umesh</p> <p>4. Sent the non-working status of attendance reports to Camu ERP to rectify</p>	07/09/2020	-
6.	<p>1. Asked to Manager, HR to reset college Gmail password of Mr. Umesh Sharma for Camu ERP login</p> <p>2. Discussed with Camu ERP representative to make NOC form for students in hostel module of Camu ERP</p> <p>3. Discussed and cross-verified library issues of Camu ERP with UG and PG librarians and sent mail to Camu ERP representatives to resolve</p> <p>4. Discussed the exam module implementation scenarios with Dr. Mool Raj of Camu ERP</p> <p>5. Discussed and provided direction to Mr. Shafqat from MIET for SMS implementation under MIET Camu ERP asked by Mr. Sanjay Chandel</p>	08/09/2020	Still Library issues are not resolved
7.	<p>1. Discussed the exam module implementation scenarios with Dr. Mool Raj for Camu ERP</p> <p>2. Confirmed previous COE Result reports and sent to Camu ERP representatives for Exam implementation in ERP</p> <p>3. Discussed one-hour SMS register name (MIET) implementation process phonically with Camu ERP representative and Mr. Arpit asked by Dr. Adit Gupta</p>	09/09/2020	-
8.	<p>1. Second exam queries meeting with Camu ERP representatives, Mr. HR Shan, Mr. Umesh Sharma and Dr. Mool Raj in the committee room</p> <p>2. Discussed the subject minimum marks criteria format with Camu ERP representative</p>	14/09/2020	-
9.	<p>1. To Mrs. Veena Puri on Miscellaneous receipts</p> <p>2. Discussed subject minimum marks criteria format given by Camu ERP representative with Dr. Mool Raj and Mrs. Rohini Sharma</p>	15,16/09/2020	

10.	Created the batch of UG for Environmental Education for cross verification of attendance issue	16/09/2020	-
11.	1.To Mrs. Veena Puri on verification of paid and unpaid reports 2.Discussed with COE Team for verification of subject list, minimum passing marks etc. 3.Updated the COE format asked by Camu ERP representative with Mrs. Rohini, Mr. Umesh Sharma and Mr. HR Shaan	17,18/09/2020	
12.	Cross-Verified attendance issue, still not resolved of UG batch	18/09/2020	-
13.	Discussed UG attendance issue, how to upload data from the staff Camu app and exam module process with Camu ERP representative	21/09/2020	
14.	1.Discussed 2.5 hour <u>phonetically</u> for new Admission notification, defining exam schemes, admission team queries with Dr. Adit Gupta, Dr. Mool Raj, Camu ERP representative and Ms. Deepa Sharma 2. Sent mail to upload new admission notification on Camu Online Admission Page to Camu ERP representative 3.Created and updated bills for new incoming first year students for all courses in Camu ERP 4.Discussed new admission validation process and bills schedule with Ms. Deepti Sharma and Mrs. Veena Puri 5. Provided instruction on students WhatsApp group to update Mycamu student app	22/09/2020	-
15.	Cross-verified attendance issue of UG dept.	23/09/2020	
16.	1.Discussed new student's admission validation with Camu ERP representatives, Ms. Deepti Sharma and Dr. Mool Raj 2. Admitted and validated admission process of new B.Ed. student and scheduled bills in Camu ERP	24/09/2020	-
17.	Discussed exam process module of Camu ERP approx. 90 minutes via Google meet with Camu ERP representative, COE team and Dr. Mool Raj	25/09/2020	
18.	1.To admission team-Ms. Deepti Sharma on how to validate and admit students in Camu ERP 2.To Mrs. Veena Puri on how to schedule/attach bills for different courses in Camu ERP	28,29/09/2020	

	3.Updated security rights for the admission team in Camu ERP 4.Discuss library issues and exam module orientation with Camu ERP representative		
19.	Discuss demo exam time table configuration with Camu ERP representatives	29/09/2020	
20.	1.To Mrs. Arpana Koul on total attendance report in Camu ERP 2.Discussed virtual training schedule of exam module with Camu ERP representative 3.Cross-verified and resolved UG batch attendance issue in staff Camu app and Mycamu student app and described to both Dr. Monika Bajaj and Ms. Deepa Rana 4.To Mrs. Suman Gupta on security password issue of Camu ERP login and resolved. Discussed Camu ERP library status with UG and PG librarians	30/09/2020	

3. Maintenance / Upgradation Details

S. No.	Name of Activity	Date of Updation	Remarks
1.	Replaced CET laptop screen	15/09/2020	-
2.	Instrument repaired of Ext no-227,260,218,248,214	08,24,25,28,30/09/2020	-
3.	New receiver instrument installed in Model Academy school with Ext. No-237	22/09/2020	-

4. Technical Services / Support Provided

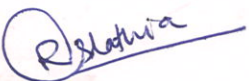
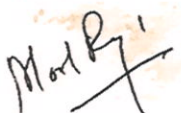


S. No.	Date	Area	Occasion / Problem	Remarks
1.	01,02/09/2020	Technical Support	1. Cross verified and updated data of Nazma MA student in google classroom for verification process 2. Discussed 2 new DVR Cameras location with Dr. Mool Raj	-
2.	Full Month	Technical Support	Provided laptops for online class system support to PG staff faculty with Mr. Sanjay Vishavkarma	-
3.	02/09/2020	Technical Support	Discussed with Mrs. Suchinder and <u>Mr. Parveen</u> representative of <u>TraknPay</u> to verify transactions in <u>TraknPay</u> system	-

4.	03/09/2020	Technical Support	<ol style="list-style-type: none"> 1. Governing Body Meeting in committee room 2. Resolved the Dean college Gmail login issue and created the zoom ID for incoming guest lecture virtual meeting 3. To Dean on meeting in committee room 	-
5.	04/09/2020	Technical Support	<ol style="list-style-type: none"> 1. Resolved activation window issue of one of the systems 2. Cross verified MIERPICS Locally with Mr. Somdutt 3. Uploaded evidence of two meeting records in MIERPICS locally 4. To Dean on Google Meet Personal Lecture 5. Conducted Testing/Rehearsal of Teacher day Program (90 Minutes) in Google meet with organizer Mrs. Komal Gupta 	-
6.	05/09/2020	Technical Support	Teacher's Day Program virtually on Google Meet	-
7.	07/09/2020	Technical Support	Arranged and ensured the internet and Wi-Fi connectivity for all MIER staff members under UG and PG department in their respective systems with Mr. Sanjay Chandel	-
8.	08/09/2020	Technical Support	Arranged the ICT subject and practical Google classroom as per directed by the UG HoD	-
9.	09/09/2020	Technical Support	<ol style="list-style-type: none"> 1. Uploaded, arranged and shared MAE-206 Google classroom data with Dr. Mool Raj and Mr. Nishta Mam for PG verification 2. Uploaded and shared BDE-402-A & BDE-402-B data of Google classroom with Dr. Rohnika Sharma 	-
10.	10,11/09/2020	Technical Support	Resolved Google classroom, Mycamu and payment login issues of students	-
11.	14/09/2020	Technical Support	To CoE meeting in committee room	-
12.	15,16/09/2020	Technical Support	Repaired and checked audio system of M.Ed. Hall, B.Ed. Hall and Fee counter stage	-
13.	17/09/2020	Technical Support	<ol style="list-style-type: none"> 1. Testing and discussed the NAD Library program with PG Librarian on Google Meet and also scheduled the program by generating meet link 2. Checked CET lab ICT systems 	-


14.	18/09/2020	Technical Support	To Video projection system in committee room	-
15.	21/09/2020	Technical Support	1. To Dr. Nishta Rana on recording for presentation of International Conference 2. Cross verified login credentials of Presentation Tube and MA Google classroom assessment class with Dr. Mool Raj	-
16.	23/09/2020	Technical Support	1.Cross-verified student NEFT payment with Mrs. Veena Puri 2.Updated MA Sem.-II Google classroom for verification	-
17.	24/09/2020	Technical Support	Updated assigned tasks of B.Ed. section-C Google classroom	-
18.	25/09/2020	Technical Support	Updated assigned tasks of B.Ed. section-C Google classroom COE Team Meeting in committee room	-
19.	28/09/2020	Technical Support	To PG Librarian on scheduling of meeting on Google Meet	-
20.	29/09/2020	Technical Support	1. To UG and PG librarian on system set up process of NDL meeting on Google meet 2. Updated and edited the UG, section-C google classroom marks and assignments 3. Discussed the traknpay integration schema with Mr. Shafqat, MIET employee Discussed and sent the details of NEFT payment for online transaction for new students to admission team via WhatsApp	-
21.	30/09/2020	Technical Support	Tested online hybrid classroom implementation in Google meet with Dr. Mool Raj in different classrooms	-

Additions in Equipment if any: NA

5. Any Other: NA

<p>Prepared by: In-charge CET Date: 12-10-2020</p> <p></p>	<p>CET Head:</p> <p></p>	<p>Verified By: In-charge, IQAC</p> <p></p>	<p>Approved by: Principal Date:</p> <p> 14/10/20</p>
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- A good detailed report.
- For the consumption of the management we can think of bifurcating financial issues under a separate head so that these can be easily addressed at the top level after seeing the report. Or he can provide us the same for addressing these at priority level separately.


17/10/20