



MIER College of Education (Autonomous)
Accredited by the NAAC with 'A+' Grade

Monthly Report
of
Centre for Educational Technology

QF No.: 098C
Revision:
Month: December 2022

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

S. No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks
SONET ERP						
1.	1 To 6 /12/2022	1. Modifications and correction of marksheets of M.Ed.-III, B.Ed.-III, MA-III, B.Ed.-Spl-SEM-III, B.Ed.-I and M.Ed.-I 2.Consolidated report of B.Ed.-IV and B.Ed.-Spl-IV, result declaration, their marksheets and reports 3.Consolidated report of M.Ed.-IV and MA-IV result declaration, their marksheets and reports 4. Process of Revaluation and Re-appear for all courses started 5.Grade mapping, marksheet of BA-Psychology, Sociology and English and Diploma-Guidance & Counselling started 6.Generation of mark cards for Re-appear /Revaluation cases discussed	Examination Management	Mr. Shivam	Controller of Examination dept.	-
		1.Cross-verification of fee process and reports	Fee Management	Mr. Shivam	Ms. Veena Puri	-
2.	2/12/2022	1.Student ID card generation and other reports 2. Lateral Entry for all courses i.e., Certificate, Diploma, Degree	Student Management	Mr. Shivam	Mr. Rajan Slathia & Ms. Rohini Sharma	-

3.	2,5 /12/2022	1.Custom reports modified (like Sessional Marks Report, student custom report, Internal Marks reports, attendance reports etc.) 2.Faculty Roles/ Rights updating process 3.Mobile App. to be activated 4.Subgroup / Sections are giving trouble in marking attendance 5.New Under Graduate Courses Time-Tables 6.Bulk Data upload facility to be developed 7.Programme Transfer from one course to another 8.Holiday / Calendar to be integrated	Academic Management	Mr. Shivam	Mr. Rajan Slathia & Ms. Rohni Sharma	-
4.	3,4 /12/2022	1.Membership in the Library: a) New Books Entry b) Accessioning 2.Barcode Process to be activated 3.OPAC facility to be a activated 4.Process for fine collection and Transaction & other reports	Library Management	Mr. Shivam	Mr. Suneel Bhat & Ms. Eesha Sharma	-

Objective Evidence in MIERPICS Folder __ \\10.253.0.94\mierpix\mierpics\2022\Oct to Dec 2022\M C E

2. ERP Updation Detail

a. Sonet ERP

S. No.	Item Description	Date of Updation	Remarks
Finance			
1.	Student eligibility and merit basis concession applied, credit note applied as per desired students from admission team's request and day book report, miscellaneous payment, new admission number updating issue, Fee receipts updated for scholarships, updated student defaulter list and other report issues resolved	13,14,15,16,17,19,20,21,22/12/2022	-

2.	Fee structure of Rs 810 (degree certificate fee) created, updated with previous structure and mapped for all 2022 batch students i.e., B.Ed., B.Ed.-Spl., M.Ed., M.Ed.-Spl, BA (3 different courses)	26/12/2022	-
Admission			
3.	Admission reports, Enquiry management, registration management, student online registration on mobile issue and other issues resolved	13,14,15/12/2022	-
Examination			
4.	<ul style="list-style-type: none"> • Internal marks examination issue resolved • B.Ed. Sem-IV, B.Ed.-Spl. -Sem-IV tabular report resolved • B.Ed.-Sem-II TR issues resolved • MA-SEM-IV TR report generated • B.Ed. Sem-IV and MA-SEM-IV tabular report verified & result declared • B.Ed. Sem-IV, BA-II tabular report verified • Internal & External marks updated and verified of Diploma G&C, B.Ed., B.Ed.-Spl- SEM-IV M.Ed., M.A.-SEM-IV • Marksheet corrections updated of B.Ed., B.Ed.-Spl., M.Ed., M.A.-SEM-III & IV 	12,13,14,17,19,20,21,22,23,23/12/2022	-
Academics			
5.	BA SEM-I and SEM-III Time-Table created and updated	04,05,13,14/12/2022	-

3. Maintenance / Upgradation Details

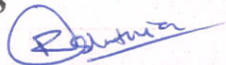

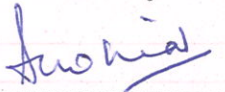
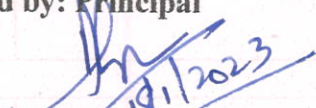
S. No.	Name of Activity	Date of Updation	Remarks
1.	Hardware maintenance to all UG, PG classrooms, Model Academy and CET Centre for smooth function of all ICT instruments	Full Month	-
2.	Repaired landline telephone instrument at Ext. No- 255, 201, 204 (by Mr. Sanjay Vishwakarma)	20,22/12/2022	-

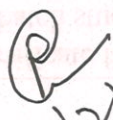
4. Technical Services / Support Provided

S. No.	Date	Area	Occasion / Problem	Remarks
1.	Full month	G-Suite	New students of BA Honours-Psychology, Political Science and English, B.Ed., B.Ed.-Spl. M.Ed. and M.Ed.- Spl. email Id created in G-Suite by Dr. Mool Raj as per new admissions entered in the system	-
2.	08,09/12/2022	ICT & AV	Supported to new students of B.Ed., B.Ed.-Spl. and M.Ed.-Spl. -2022 student's orientation	-
3.	20/12/2022		Supported to "Plastic Waste Management" program in auditorium organized by Ms. Suman Gupta	-
4.	23/12/2022		Supported to "Civic Literacy & Engagement"	-
5.	26,27/12/2022		Viva-Voce of M.Ed. students in committee room	-
6.	12,13,14/12/2022	Documentation	CET November monthly report prepared	- ?
7.	12,13,14,15,16,17,19,20,21,22,23,26/12/2022		NAAC data template/records prepared from July 2021 to June 2022 and submitted	- ?
8.	26/12/2022	Video editing	3 Video edited and uploaded video of different programs in College of YouTube channel	-

Additions in Equipment if any: NIL

5. Any Other: NIL

Prepared by: In-charge CET Date: 16/01/2023	CET Head:	Verified By: In-charge, IQAC	Approved by: Principal Date:
			 18/1/2023


4/2/23