Two best practices implemented by the Institution

Practice 1 : Area Adoption Program (AAP)

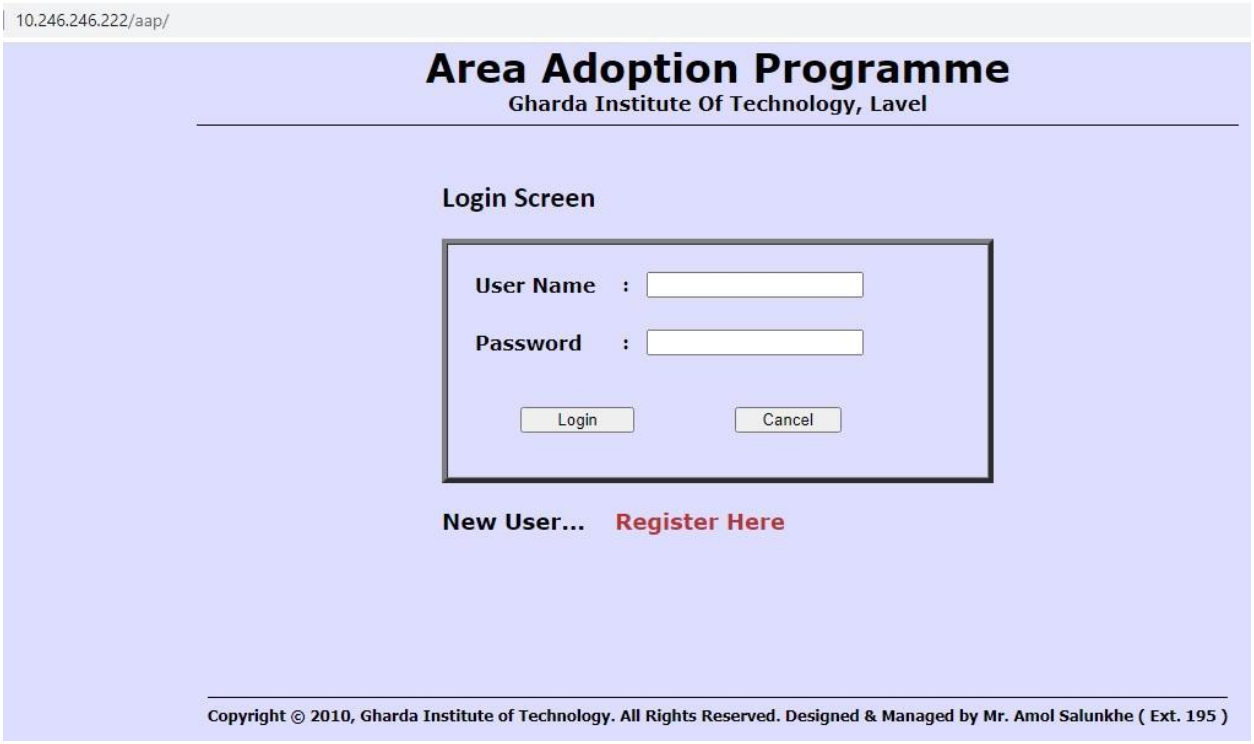


Figure 1:Home page of AAP Portal

Objectives:

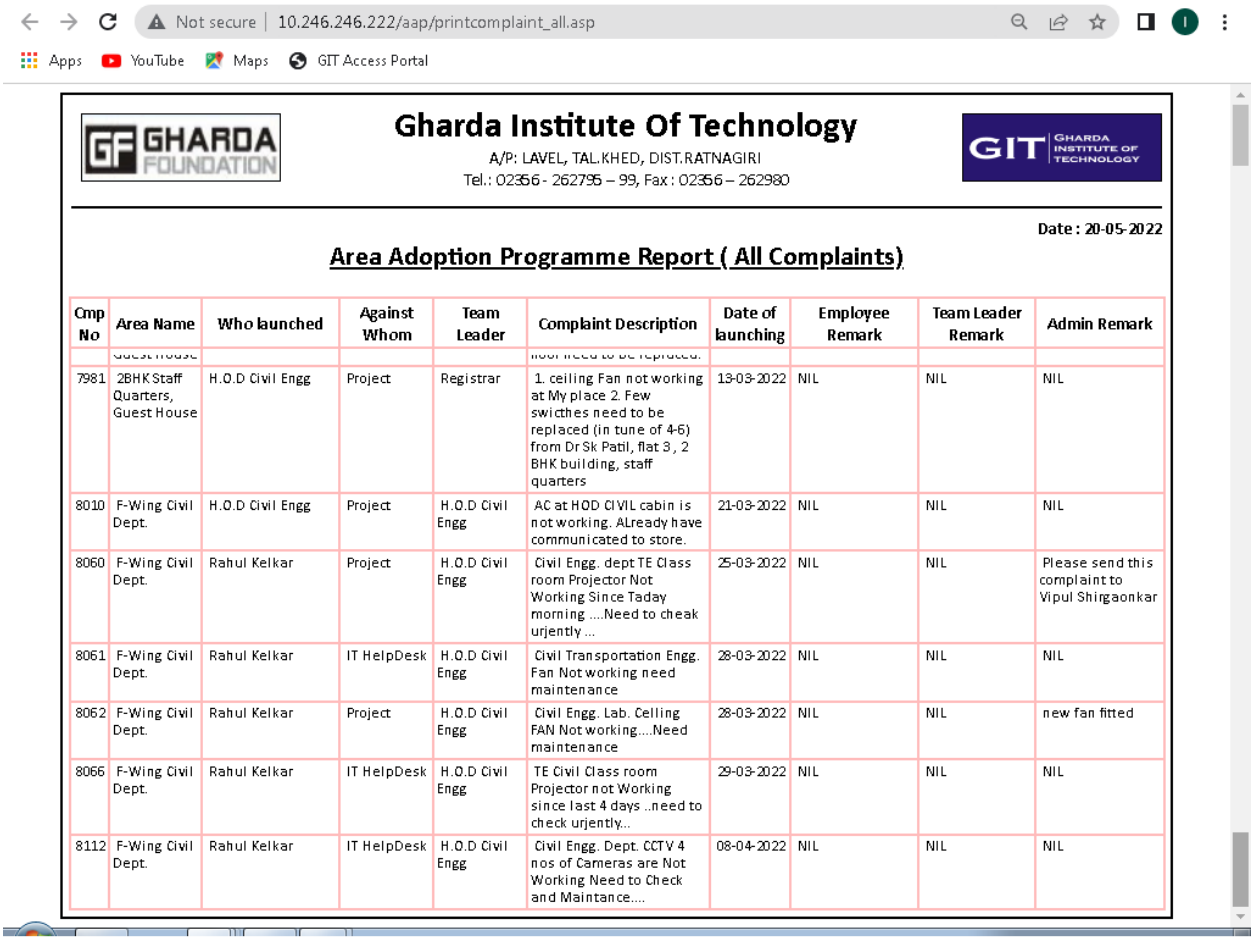
To provide the facility to launch civil and computer work related complaints and to coordinate for the same works in centralized manner, the institute developed the practice of Area Adoption Programme (AAP).

The Context:

Total campus of 23.16 acres is divided into several areas and each is assigned an owner. A group of students, teaching and non-teaching staff is allocated to each area. Responsibility of cleanliness and maintenance of that area is assigned to the concern group. Graphic User Interface based application which can work in intranet is developed in house to receive the complaints. As budgetary provision is done by head of the institute in advance, it is difficult to take decision at institute level for some major complaints. Such cases need to be addressed by the management.

The Practice:

This application works in intranet. The help desk provides username and password to every faculty. Faculties launch their complaints through http://10.246.246.222/aap. After receiving complaint, complaint ID is provided to user to take follow up. Users can also check the status of their complaint



Cmp No	Area Name	Who launched	Against Whom	Team Leader	Complaint Description	Date of launching	Employee Remark	Team Leader Remark	Admin Remark
	Guest House				noor need to be replaced.				
7981	2BHK Staff Quarters, Guest House	H.O.D Civil Engg	Project	Registrar	1. ceiling Fan not working at My place 2. Few swicthes need to be replaced (in tune of 4-6) from Dr Sk Patil, flat 3 , 2 BHK building, staff quarters	13-03-2022	NIL	NIL	NIL
8010	F-Wing Civil Dept.	H.O.D Civil Engg	Project	H.O.D Civil Engg	AC at HOD CIVIL cabin is not working. ALready have communicated to store.	21-03-2022	NIL	NIL	NIL
8060	F-Wing Civil Dept.	Rahul Kelkar	Project	H.O.D Civil Engg	Civil Engg. dept TE Class room Projector Not Working Since Taday morning ....Need to cheak urjently ...	25-03-2022	NIL	NIL	Please send this complaint to Vipul Shirgaonkar
8061	F-Wing Civil Dept.	Rahul Kelkar	IT HelpDesk	H.O.D Civil Engg	Civil Transportation Engg. Fan Not working need maintenance	28-03-2022	NIL	NIL	NIL
8062	F-Wing Civil Dept.	Rahul Kelkar	Project	H.O.D Civil Engg	Civil Engg. Lab. Celling FAN Not working....Need maintenance	28-03-2022	NIL	NIL	new fan fitted
8066	F-Wing Civil Dept.	Rahul Kelkar	IT HelpDesk	H.O.D Civil Engg	TE Civil Class room Projector not Working since last 4 days ..need to check urjently...	29-03-2022	NIL	NIL	NIL
8112	F-Wing Civil Dept.	Rahul Kelkar	IT HelpDesk	H.O.D Civil Engg	Civil Engg. Dept. CCTV 4 nos of Cameras are Not Working Need to Check and Maintance....	08-04-2022	NIL	NIL	NIL

Figure 2: Report of Complaints in Area Adoption Program (AAP)

using their complaint ID. Institute has project and IT help desk department to take care of their concerned maintenance work.

Project Department: This department takes care of all complaints including cleanliness of campus, electrical, plumbing, civil maintenance.

IT Help Desk: This department takes care of computer and Intercom related complaints.

Project and IT help desk department are having administrator login to view the complaints and give their remarks. Project and IT help desk submit the monthly reporting their Monthly Information System (MIS) to the local managing committee. If any complaint needs budgetary provision, then Local Managing Committee takes a decision.

Evidences of Success:

Before the implementation of Area Adoption Programme (AAP), institute was facing problems related with computer and civil maintenance. Complaints related with the same were not properly identified. Also they were not sent to concerned department in time. Hence those complaints remain unattended. Also it was difficult to decide the priority of complaints based on their urgency. Introduction of Area Adoption Program has made large impact to overcome such maintenance related problems. AAP helps to distinguish between IT and Civil maintenance work. With the help of AAP, faculty can launch complaint to the concerned department directly. The status of solved and pending issues is discussed in monthly meeting of Local Managing Committee. Concerned persons are called in the meeting to discuss major issues for implementation, if any. AAP has provided single window solution for solving maintenance related problems.

Year	**Lodged Complaints**	**Resolved Complaints**
2017-18	168	168
2018-19	99	98
2019-20	110	99
2020-21	34	29

Problems encountered and resources required:

Software designing: This was addressed by faculty members.

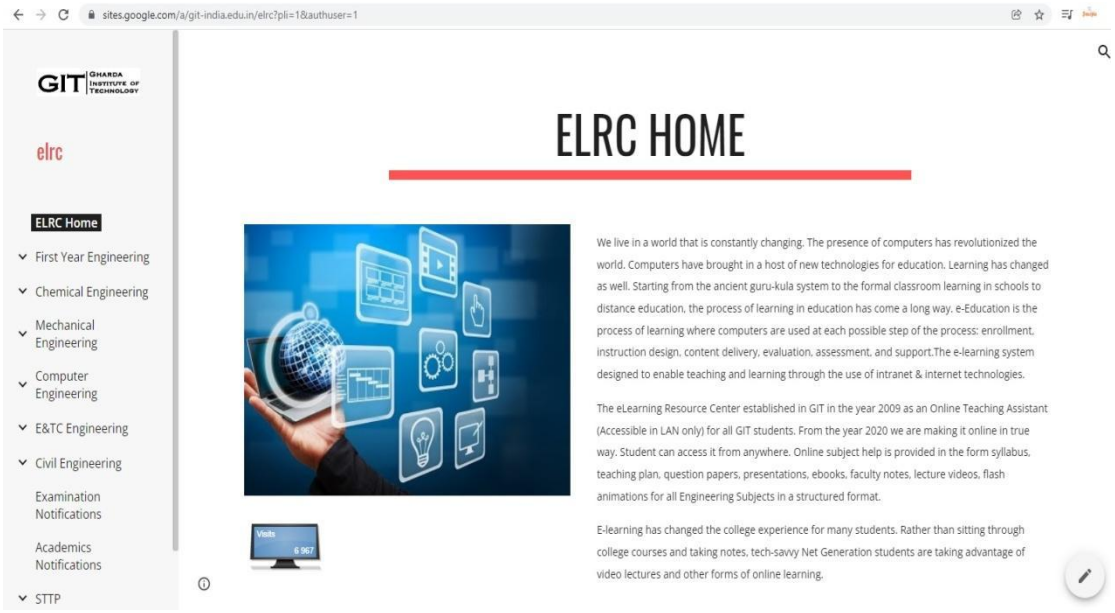
Software maintenance: The issue was eventually addressed and at present ownership of maintenance lies with IT Help Desk.

The programme acceptability: The acceptability of the programme was a problem in the beginning. But after a while usefulness of the scheme was understood by all the users and the programme now has turned out to be very popular.

Resources required: Following resources were needed while implementing AAP:

IT resources like Intranet, Wi-Fi accessibility and Server of normal specification.

Practice 2: E-Learning Resource Center (ELRC)



Objectives:

1. Enhance the quality of learning and teaching by providing all kind of multimedia resources of learning under a simple click
2. Bring all possible educational disciplines under a single platform
3. Meet the learning style or needs of students in changing environments.
4. Improve the efficiency and effectiveness of learning activities with user friendly, trustworthy and automated environment
5. Improve user-accessibility and time flexibility to engage learners in the learning process

Context:

We live in a world that is constantly changing. The presence of computers has revolutionized the world. Computers have brought in a host of new technologies for education. Learning has changed as well. Starting from the ancient gurukul system to the formal classroom learning in schools to distance education, the process of learning in education has come a long way. E-Education is the process of learning where computers are used at each possible step of the process: enrollment, instruction design, content delivery, evaluation, assessment, and support. The e-learning system designed to enable teaching and learning through the use of intranet & internet technologies.

The Practice:

The eLearning Resource Center established in GIT in the year 2009 as an Online Teaching Assistant (Accessible in LAN only) for all GIT students. From the year 2020 we are making it online in true way. Student can access it from anywhere. Online subject help is provided in the

form syllabus, teaching plan, question papers, presentations, e-books, faculty notes, lecture videos, flash animations for all Engineering Subjects in a structured format.

Detailed storyboards and prototypes are often made, and the look and feel, graphic design, user-interface and content is determined here. The graphical representation is given as follows. There is separate ink of each type of study resources and students have personal log in to access the material. Faculties can upload the content through their own Google Drive Link.

Evidence of Success:

The need and effectiveness of GIT E-Learning Centre is best evaluated in Lockdown period of Covid-19 Pandemic this year. It is really a key factor which makes us successful to reach more than 80% of our students with our lecture recording and E-Materials. Provision for absent students in regular classes has been made. Students can get the guidance from different instructors. Faculty can update their subject data on their own using subject wise login. Student can give feedback/remark to subject data content through comments (if permitted) Assignments, Notices, Video Lectures can be displayed on the same page. Academic, Account, Exam, Library, etc. dept. can post their notices from their page.

Following is the address: https://sites.google.com/a/git-india.edu.in/elrc

Problems Encountered:

Some of the faculty members were unable to upload the material on ELRC due to lack of knowledge. They have been guided properly for the same.

Students need to access the same through college domain email id only. For the same all the students have been provided GIT email ids.

To maintain the ELRC portal, it requires periodical update/s. Subject wise email ids were created and allocated the same to respective subject teacher.

Resources required: Following resources were needed to maintain E-Learning Resource Centre, GIT.

IT resources like Intranet, Wi-Fi accessibility and Server of normal specification. No Extra cost to upgrade the same.

Institution Website web link: http://git-india.edu.in/git/about_ivbp_bestpractices.html