

<b>GIT</b> GHARDA INSTITUTE OF TECHNOLOGY	GIT-AREA ADOPTION PROGRAMME OPERATIONAL MANUAL	Revision No: 02	Page 01 of 10
	Document No: SOP/AAP/001	Revision Date: Dec.2016	Effective from August, 2011




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 Revised & updated  
 Effective from August, 2011

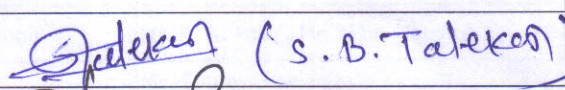
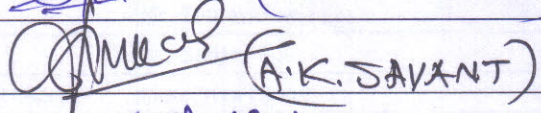
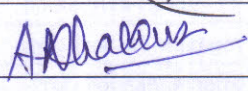
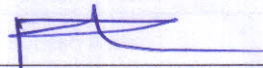
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**AREA ADOPTION PROGRAMME  
 OPERATIONAL MANUAL**



<b>GIT</b> GHARDA INSTITUTE OF TECHNOLOGY	GIT-AREA ADOPTION PROGRAMME OPERATIONAL MANUAL	Revision No: 02	Page 02 of 10
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Approved By	 A. Balas
Reviewed By	



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## 1. Areas &amp; its members

Area code	Sr. No.	Areaname	Teamleader	Members
1	1	All Security Cabins, Canteen	Registrar	Mr. A.S. Kadam, Mr, Aravind More
2	2	A-Wing (Computer Centre)	H.O.D Computer Engg	Mr. Maesh Gajmal
3	3	A-Wing (West Side - Administration)	Registrar	Mr. Dilip Shembekar. Mrs. Ujjwala Mhatre, Mrs. S.S.Guhagarkar
4	4	A-Wing 1st floor (West Side - Admission/Account)	Registrar	Mr. Ajit Mohite, Mr. Swapnil Gurav
5	5	A-Wing 1st floor (East Side - Exam/Project)	Trustee Cabin, TPO Office , Conference room	Mr.A.K.Savant Mr. Sandip Phepade, Prof. Sammer Gajmal
6	6	6. B-Wing Ground floor (West side - FE Dept.),Seminar room	H.O.D First Year	Mr. P. A. Patil , Mrs. S. R. Ghadage, Mr. Nitin Gamare
7	7	B-Wing Ground floor (East side - FE Dept.)	H.O.D First Year	Mr. P. A. Patil , Mrs. S. R. Ghadage, Mr. Nitin Gamare
8	8	B-Wing 1st floor (West Side - Chemical Dept.)	H.O.D Chemical Engg	Mr. Satish Mohite, Mr. Vijay Sawant
9	9	B-Wing 1st floor - (East Side / Drawing Hall)	H.O.D Chemical Engg	Mr. Satish Mohite, Mr. Vijay Sawant
10	10	C-Wing Ground floor (Mechanical Dept.)	H.O.D Mechanical Engg	Mr. Satej More
11	11	C-Wing 1st floor (East Side- Computer Dept.)	H.O.D Computer Engg	Mr. Mahesh Gajmal , Mr. Prashant Pendharkar
12	12	C-Wing 1st floor (West side- IT Dept.)	H.O.D IT Engg	Mr. Amol Salunkhe
13	13	C-Wing 2nd floor (Eastt Side- Extc. Dept.)	H.O.D EXTC Engg	Mrs. Manasi Kokaje, Mr. Khemraj Deolkar
14	14	D-Wing (Workshop)	Workshop Superintendent	Mr. Wategaonkar , Mr. Sanjay Desai, Mr. Sanjay Kowale
15	15	Central Library	Librarian	Mr. Pramod Nage, Miss. Amruta Kelkar
16	16	C-Wing 2nd floor (west Side- Civil Dept.), Auditorium	H.O.D EXTC Engg	Mr. P. A. Patil , Mr. Nitin Gamare
17	17	Boys Hostel No.1 (Shivneri)	Chief Warden	Mr. Sanjay Bole
18	18	Boys Hostel No.2 (Raigad)	Chief Warden	Mr. Sanjay Bole
19	19	Girls Hostel (Ajinkyatara)	Warden Girls Hostel	Mrs. Priya Howal
20	20	Staff Quarters 1BHK (Building 1)	Registrar	Mr. Prakash Wategavkar
21	21	Staff Quarters 1BHK (Building 2)	Registrar	Prof. Poonam Mhetre
22	22	2BHK Staff Quarters, Guest House	Registrar	Prof. Sudesh Ayre
23	23	Staff Quarters 1BHK (Building 3)	Registrar	Prof. Satyavan Mane
24	24	Play Area ,Gymnasium	Sports Instructor	Mr. Sandip Phepade
25	25	Vehicles Parking	Registrar	Mr. A.S. Kadam, Mr, More
26	26	Other	Registrar	Mr. Arvind Sawant , Mr. Mr. Sandip Phepade



## 2. How to access software?

To access the area adoption program software just type **<http://gharda/aap>** OR **<http://10.0.0.2/aap>** in your default browser (Internet Explorer, Mozilla Firefox, Google Chrome or any other) from your computer connected in intranet & you will get following login screen.

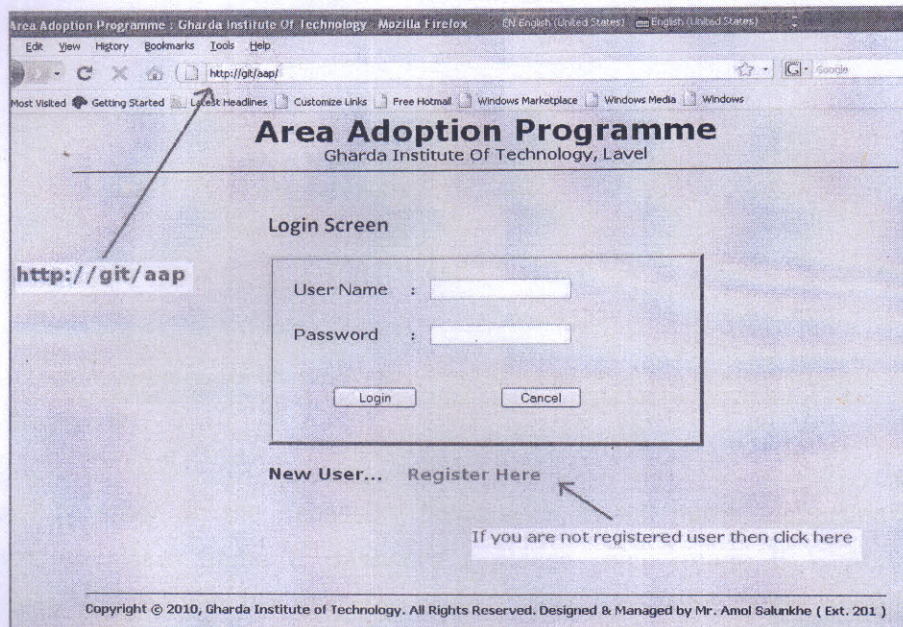


Image A



### 3. How to register as a new user?

To registered as a new user click on "**Register Here**" link on home page of area adoption program software ( please refer Image A on Page no. 6 ) & you will get following screen.

Area Adoption Programme  
Gharda Institute Of Technology, Lavel

Registration Form..

Full Name: Mr. Amol Salunkhe  
Department: IT  
Email: mramolsalunkhe@gmail.com  
Extension No.: 201  
User Name: amol  
Password: [masked]  
Re Enter Password: [masked]

Save Cancel

Back...

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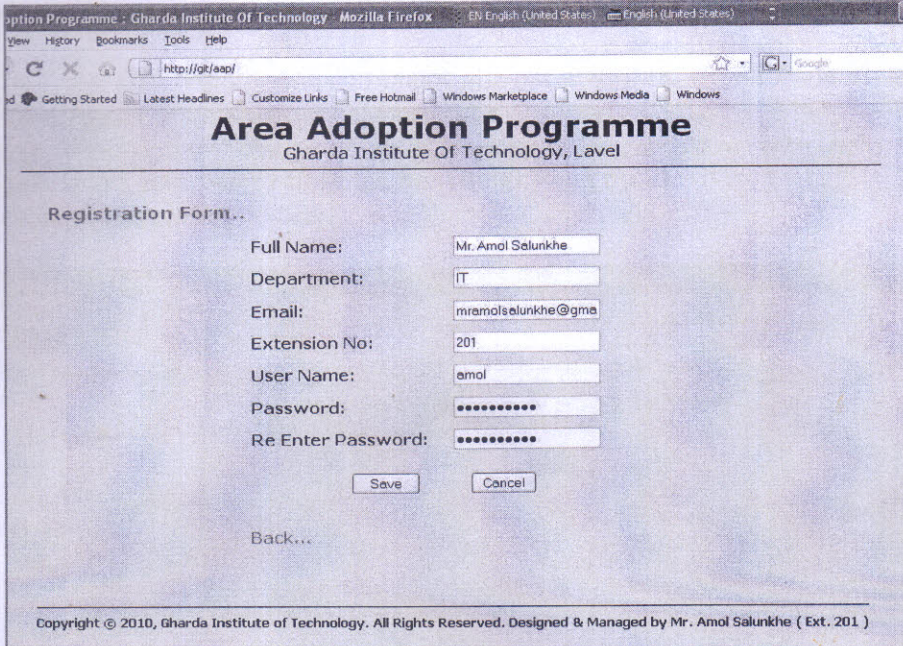
**Image B**

You have to enter all the necessary fields such as full name, department, email id, extension no., user name & password ( please refer Image B ). After successful registration you will get the message " Your details reached to the account manager. Please contact at extension.. 162/155 to activate your account. Thank You. " i.e. you have to do the phone call at ext. 162/155 to activate your account. **Only after activation you can login into aap software.**



### 3. How to register as a new user?

To registered as a new user click on "**Register Here**" link on home page of area adoption program software ( please refer Image A on Page no. 6 ) & you will get following screen.



The screenshot shows a web browser window titled "Area Adoption Programme" from Gharda Institute Of Technology, Lavel. The browser is Mozilla Firefox. The page displays a registration form with the following fields and values:

Field	Value
Full Name:	Mr. Amol Salunkhe
Department:	IT
Email:	mramolsalunkhe@gmail
Extension No:	201
User Name:	amol
Password:	.....
Re Enter Password:	.....

Below the form are "Save" and "Cancel" buttons, and a "Back..." link. At the bottom, there is a copyright notice: "Copyright © 2010, Gharda Institute of Technology. All Rights Reserved. Designed & Managed by Mr. Amol Salunkhe ( Ext. 201 )".

**Image B**

You have to enter all the necessary fields such as full name, department, email id, extension no., user name & password ( please refer Image B ). After successful registration you will get the message " Your details reached to the account manager. Please contact at extension.. 162/155 to activate your account. Thank You. " i.e. you have to do the phone call at ext. 162/155 to activate your account. **Only after activation you can login into aap software.**



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#### 4. Role of Basic User

Basic user can be any staff member or student registered in aap software. He/She will have following accessing rights,

1. He / She can register the complaint against any area. (Refer Page no.9).
2. View report of complaints registered by him/her.
3. Can view/update status of already registered complaint with help of software generated complaint reference no. (Refer Page no.9)
4. Change password.

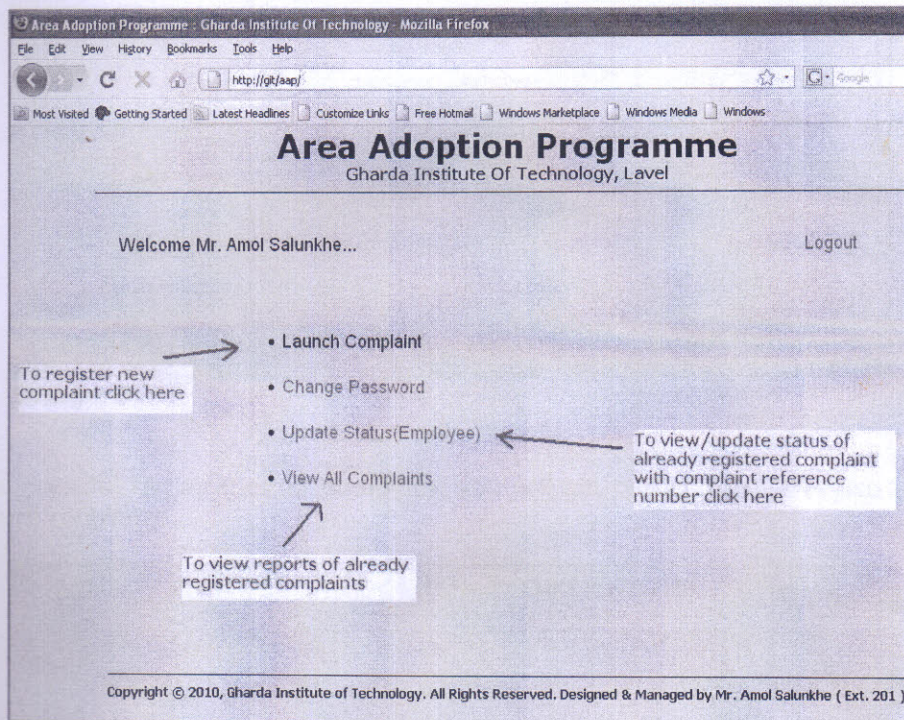


Image C



## 5. How to launch complaint?

To register a complaint you have to just select the proper area & write your complaint in maximum 255 words. (Please Refer Image D)

**Area Adoption Programme**  
Gharda Institute Of Technology, Lavel

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Launch Complaint..

Employee Name: Mr. Amol Salunkhe  
 Department: IT  
 Select Area: 5 A-Wing 1st floor (West Side - Exam/Project) Select area from drop down list

Write your Complaint: Requested to shift the exam noticeboard from old library(B Wing) to outside Academic section. Write your complaint here Max. 255 characters

Date: 8/5/2011

Back...

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**Image D**

After successful registration of complaint you will get one complaint registration number for future reference.

**Area Adoption Programme**  
Gharda Institute Of Technology, Lavel

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**Your complaint is sucessfully registered / updated.**

Complaint Registration Number is 109.

Back

After sucessful registration of complaint you will get unique complaint reference no

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**Image E**



### 6. How to check/update status of complaints?

To check status of complaint you must enter your complaint reference number. Then you will get following screen (Please refer Image F). Here you can check remarks given by area team leader & project department. Also you can write your own remarks as shown in figure.

### Area Adoption Programme

Gharda Institute Of Technology, Level

#### Complaint Status

Complaint No	4
Complaint Description	Request to Mr. Shrikant Talekar. Work: Fixing of Clock on the Wall.
Area Name	9. B-Wing 1st floor - (East Side - Exam Section)
Who Launched	Mr. Amol Salunkhe
Team Leader	H.O.D Chemical Engg
Area Members	Mr. Vishal Palekar
Registration Date	9/18/2010
Previous Employee Remark	Work Done. Thanks...
Team Leader Remark	Work Done.. <span style="float: right;">Write your remarks here</span>
Admin Remark	NIL
Measures Taken	work is done
Material Used	No material <span style="float: right;">To raise already registered complaint</span>
Total Expenditure	0
Enter current Remarks of Employee	<input type="text"/> <input type="radio"/> Satisfied <input type="radio"/> Not Satisfied <input type="button" value="Update"/>

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**Image F**

If you are not satisfied with the remarks given by area team leader or measures taken by project department then you can again raise already registered complaint by clicking " Not Satisfied " option ( Please refer Image F ). This will make complaint pending for project department even if it is closed by them.



## 7. Role of Area Team Leader

Team Leader can be area head who is responsible for that area with his team members. He will have following accessing rights,

1. He / She can register the complaint against any area (Pg no.9).
2. Can view/update status of already registered complaint with help of software generated complaint reference no (Pg no.10).
3. He/She can view pending complaints against his area.(Pg no.9)
4. Can view/update (give remark) on already registered complaint with help of software generated complaint reference number.
5. Change password.

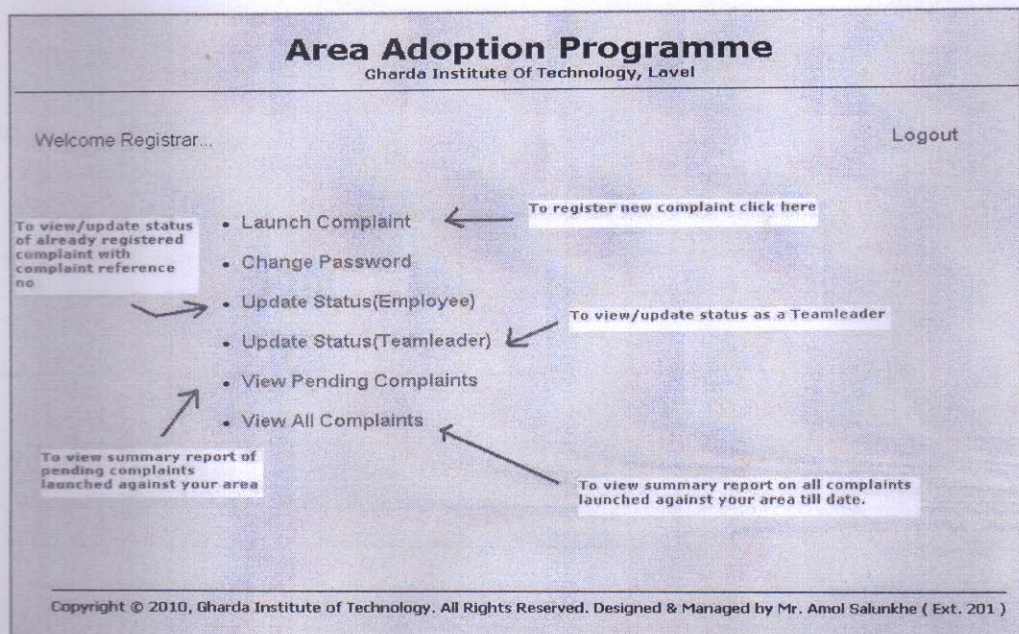


Image F

## 8. Expected Time Period for attending and rectification of the complaint Lodged in AAP: -

Depending availability of man power & required material the complaint in various areas be solved as under,

- 1) Civil Related - 15 To 20 Days.
- 2) Carpentry Related- 5 to 10 days
- 3) Plumbing Related - 4 to 8 days
- 4) Electrical Related - 3 to 5 Days



### 8) Expenditure Summary Format

Complaint From April 2016 to March 2017				Total Complaint Received	Total Complaint Solved	Pending Complaint	Remark
Civil (A)	Carpentry (B)	Electrical (C)	Plumbing (D)	A+B+C+D	A+B+C+D	A+B+C+D	

#### Expenditure

Type Of Work	Head	Apr	May	Jun	Jul	Aug	Sep	Oct
Civil	A							
Carpentry	B							
Electrical	C							
Plumbing	D							
<b>Total</b>								

Type Of Work	Head	Nov.	Dec	Jan	Feb	Mar	Total
Civil	A						
Carpentry	B						
Electrical	C						
Plumbing	D						
<b>Total</b>							