

Hostel Management System

Hostel Basic flow

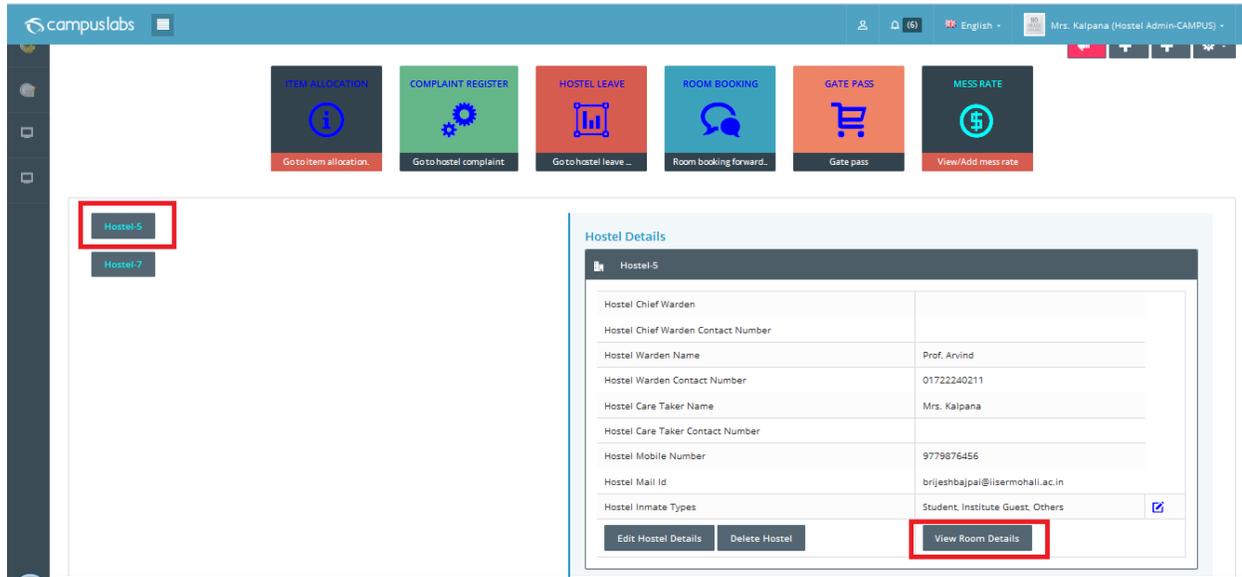
- **How to check in student in the room?**
- **First Step:**
- ✓ First of all we have to give the admission to students in hostel. By using bulk hostel admission as shown below.

admission no.	name	gender	date of birth	email	preferences
MS10101	Aaveg Aggarwal	Male	07/11/1992	lalit.kumar@campuslabs.in	
MS13087	Abhay Kasera	Male	28/06/1996	lalit.kumar@campuslabs.in	
MS15027	Abhay. P. S	Male	04/08/1997	lalit.kumar@campuslabs.in	

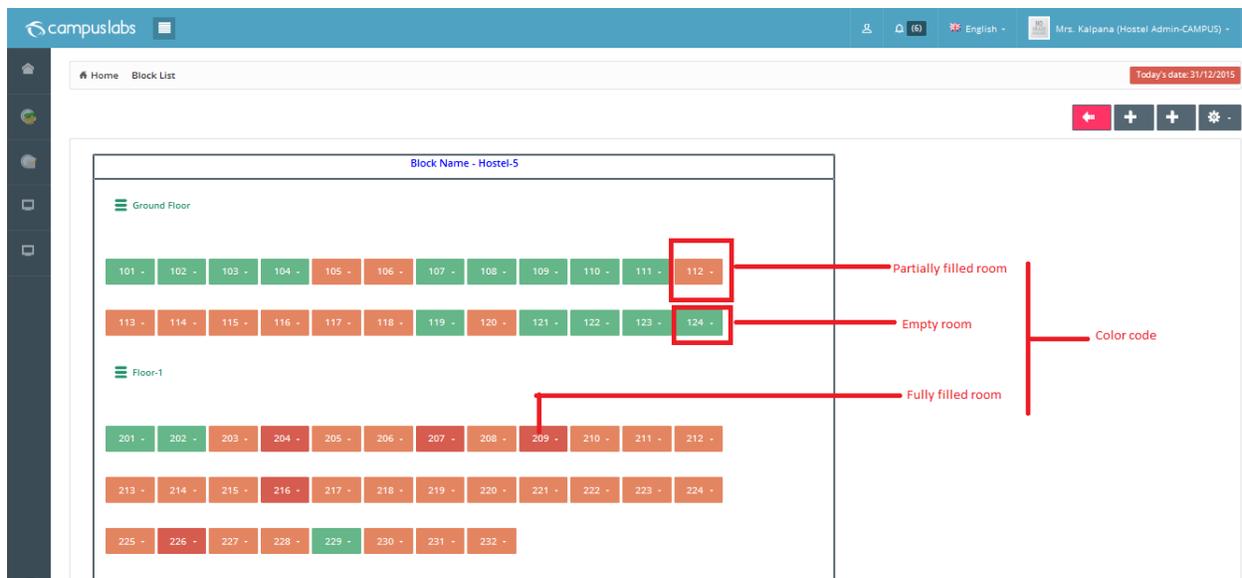
- ✓ User can list the records based on provided filters.
- ✓ Checked the desired results and click on save button.
- ✓ As soon as you will click on save button. You will be redirected on the given below page.

SI No.	Admission Number	Name	Admission Date	Inmate Type	Status	actions
1	HBK15	Lalit Kumar Kushwah	31/12/2015	Others	Admitted	
2	HBK9	Abhilasha	31/12/2015	Others	Admitted	
3	MP12002	Rituraj Marwaha	01/01/2015	Student	Allocated	
4	MP12007	Shivam Rai	01/01/2015	Student	Allocated	
5	MP12008	Pankaj Dubey	01/01/2015	Student	Allocated	

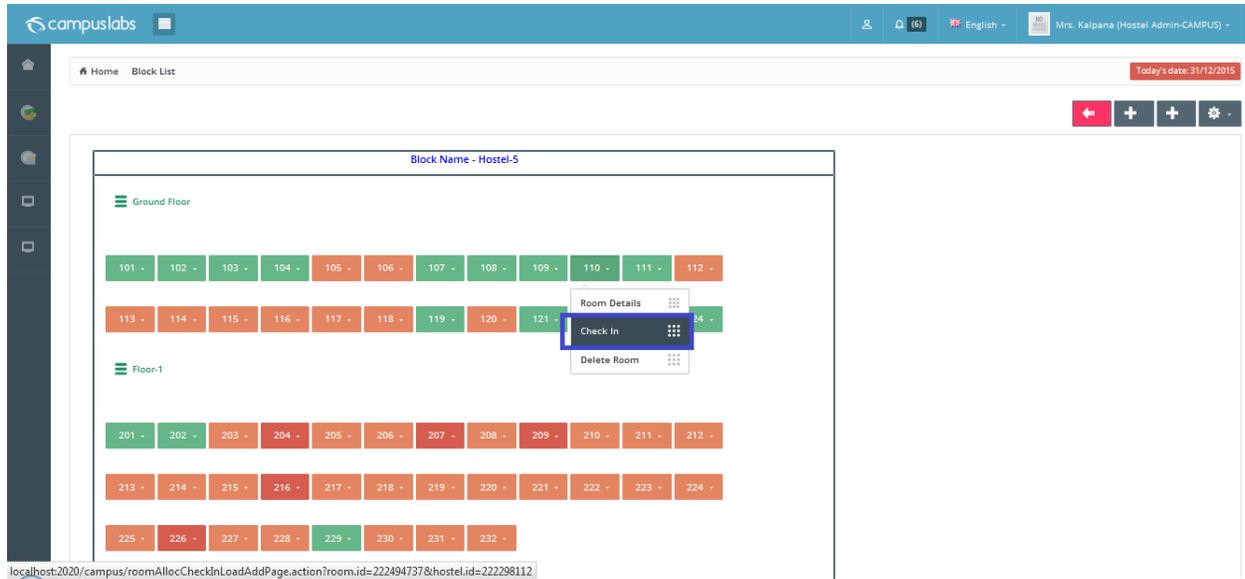
- ✓ User can view edit and delete the admission till status is Admitted.
- ✓ Once it's convert into allocated you can't do anything except view.
- **Second Step:**
- ✓ Select an appropriate hostel followed by View Room Details Button as shown below.



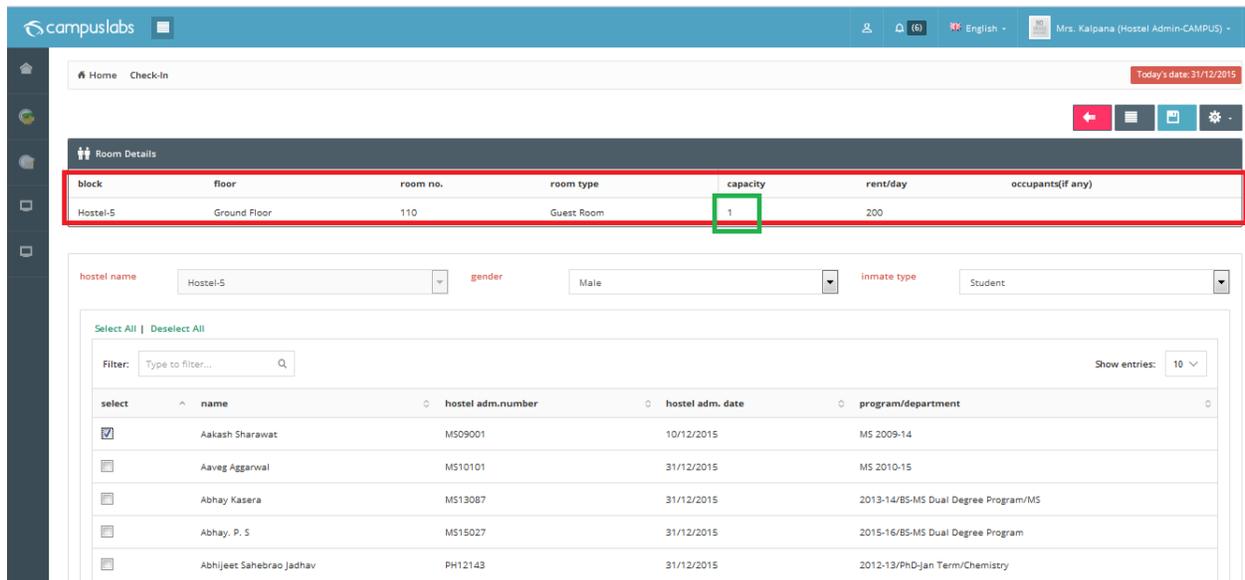
- ✓ Select the room at floor of block as shown below with color code interpretation.
 - Green :- Fully empty
 - Orange : Partially Filled
 - Red : Fully Filled
 - Dark Blue: Either inventory missing or damaged



- ✓ Select the appropriate action by clicking on drop down button of room as shown below for check in.



- ✓ Filter the records based on proved filters.
- ✓ Select student(s) and click on save button.
- ✓ You are not allowed to check in more students from the capacity of the room.



- ✓ You will get the action completion message with occupant's name and admission number as shown below.

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Home Check-In Today's date: 31/12/2015

data saved successfully.

Room Details

block	floor	room no.	room type	capacity	rent/day	occupants(if any)
Hostel-5	Ground Floor	110	Guest Room	1	200	Aakash Sharawat(Student - MS09001)

hostel name: Hostel-5 gender: Male inmate type: Student

Select All | Deselect All

Filter: Type to filter... Show entries: 10

select	name	hostel adm. number	hostel adm. date	program/department
<input type="checkbox"/>	Aaveg Aggarwal	MS10101	31/12/2015	MS 2010-15
<input type="checkbox"/>	Abhay Katera	MS13087	31/12/2015	2013-14/BS-MS Dual Degree Program/MS
<input type="checkbox"/>	Abhay, P. S	MS15027	31/12/2015	2015-16/BS-MS Dual Degree Program
<input type="checkbox"/>	Abhijeet Sahebrao Jadhav	PH12143	31/12/2015	2012-13/PhDJan Term/Chemistry

- ✓ During saving a PDF report generates for student as shown below.

Room Allotment(1).pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 100% Find

ROOM ALLOTMENT FORM

Student Roll No.	Student Name	Hostel Name	Room No	Occupancy Type
MS09001	Aakash Sharawat	Hostel-5	110	Guest Room

List of Items Allocated	Quantity	Remarks on condition of Items

Student Program : MS 2009-14-IISER Mohali/Semester10

Student Address : A-2, V.B.R.I. Staff Quaters Badgaon Road, Udaipur, Rajasthan

Student Contact No : _____ Parent Contact No : _____

Occupant's Signature

Parent's Signature

Hostel In-charge Signature

***** Hostel Basics *****

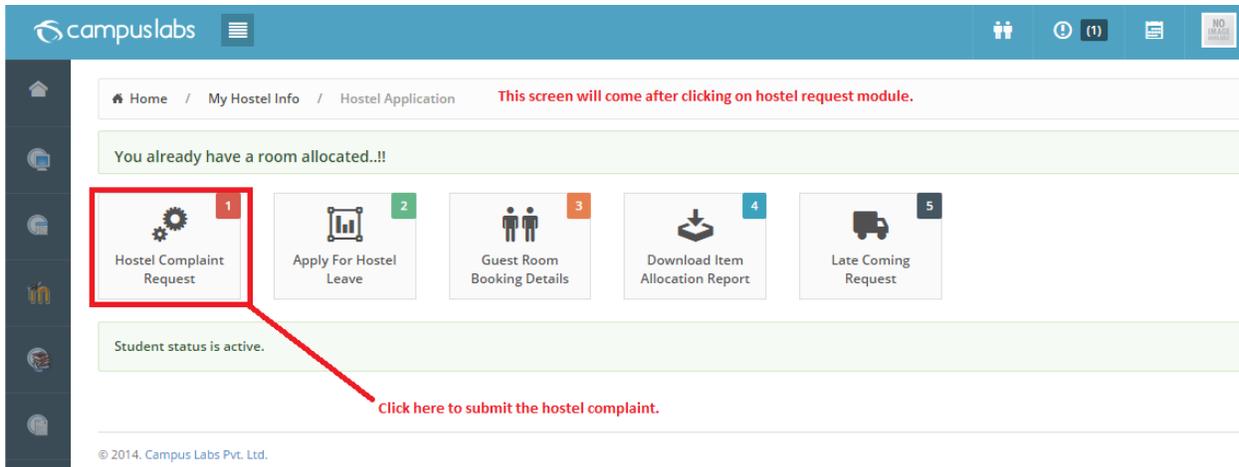
Hostel Complaints

Student can fill the hostel request from the student portal from the link provided at the hostel request (if hostel is allocated to student).

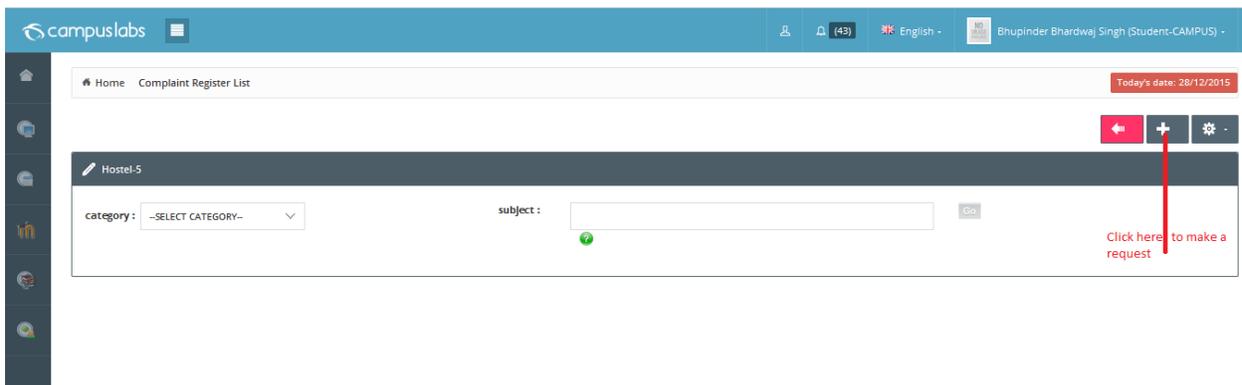
- @ Student Portal:
 - Welcome Page for a student:

The screenshot displays the 'campuslabs' student portal. On the left is a dark navigation sidebar with the 'Hostel Request' option highlighted in orange. The main content area is divided into three panels: 'My Calendar' showing a daily view for Monday, Dec 28, 2015; 'Upcoming / Ongoing Events & Birthdays' listing a 'Winter Vacation Period' and a 'Birthday of G Ramachandran'; and 'My Requests & Approvals' showing three items: two 'Hostel Complaint Verification Alert' messages for Mrs. Kalpana and one 'Leave Approved' message by Mr. Prof. Arvind.

- ✓ Various services for a student of Hostel Module:
 - ✓ Hostel Complaint Register
 - ✓ Apply for Hostel Leave
 - ✓ Guest Room Booking
 - ✓ Late Coming request (Gate Pass Request – IISER Specific)

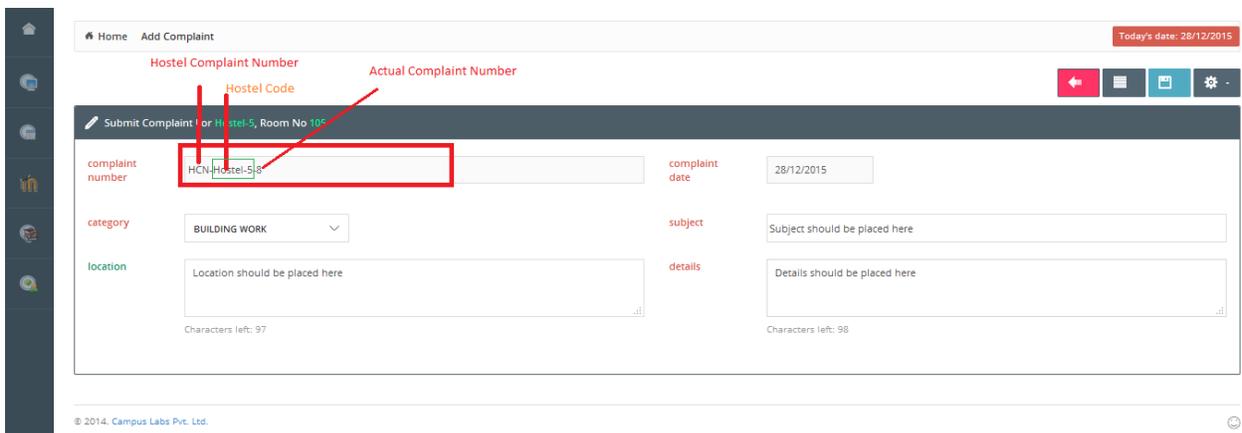


✓ By default search page would be listed. Add (+) button is available for make a complaint.

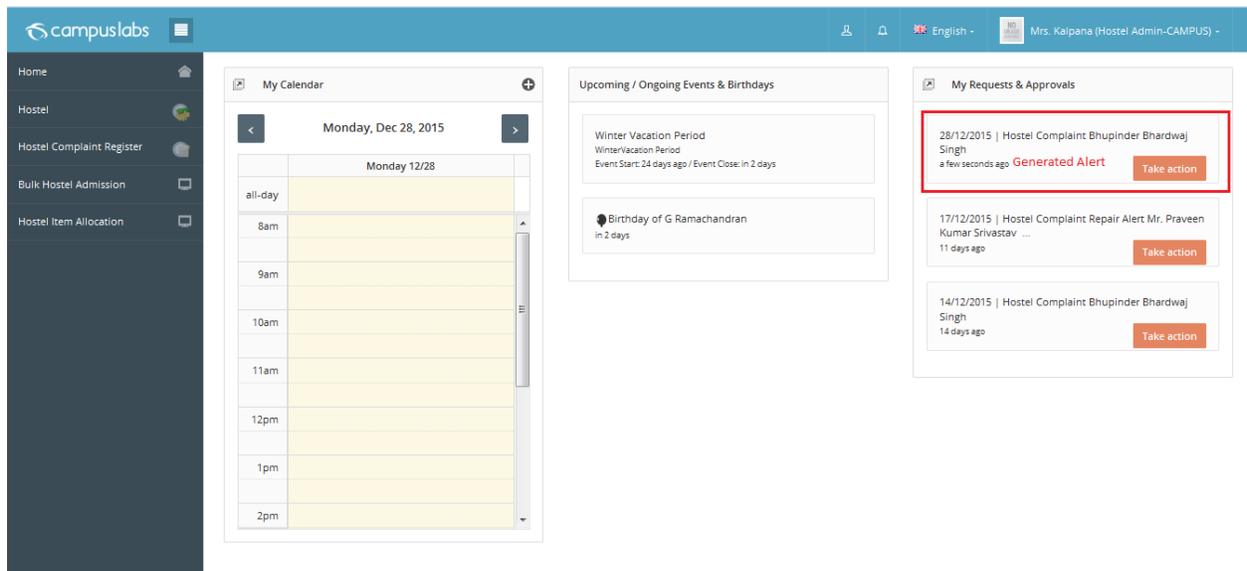


✓ Requisition form for hostel complaint

- For a Prefix a key is defined with named 'compl' you may change accordingly. Since CL release version 3.4.1 onwards it's HCN (Hostel Complaint Number) for all clients.



- @ Admin Role:
- Hostel Complaint Scrutinizing:
 - ✓ During the submission of hostel complaint request a **alert** will sent to the respective authority for the further process based on the key **hostel_complaint_scrutinize_by** defined in the **campus label master**. The value of this key can be **INCHARGE** or **CARETAKER**.
 - ✓ Please keep in mind alert generation functionality will function iff INCHARGE or CARETAKER is employee. (It wouldn't work for Other).



1. By clicking on the alert, the respective authority will redirect to the page given below. OR
2. Through a Navigation by clicking on Edit button (This link will be discussed at next step)

- 1. By clicking on the alert, the respective authority will redirect to the page given below

The screenshot displays the 'Hostel Complaint Register' interface. On the left is a sidebar with navigation options: 'Hostel Complaint Register', 'Bulk Hostel Admission', and 'Hostel Item Allocation'. The main content area is divided into three sections:

- Hostel Complaint Details:** A list of fields including complaint number (HCN-Hostel-5-8), hostel name (Hostel-5), complaint date (28/12/2015), category (Building Work), floor (Ground Floor), type, subject (Subject should be placed here), location (Location should be placed here), and details (Details should be placed here).
- Workflow Status:** A table with columns: Date, From - To, Action, and Remarks. A row shows: Dec 28, 2015 6:07 PM, Bhupinder Bhardwaj Singh -> Mrs. Kalpana, Registered, and an empty Remarks field.
- scrutinizing details:** A form with fields for priority (High), status (Approved), employee to (038 - Praveen Kumar Srivastava), scrutinized on (28/12/2015), and remarks. The 'scrutinized by' field is populated with 'Kalpana'. A 'Send Mail' button is located to the right.

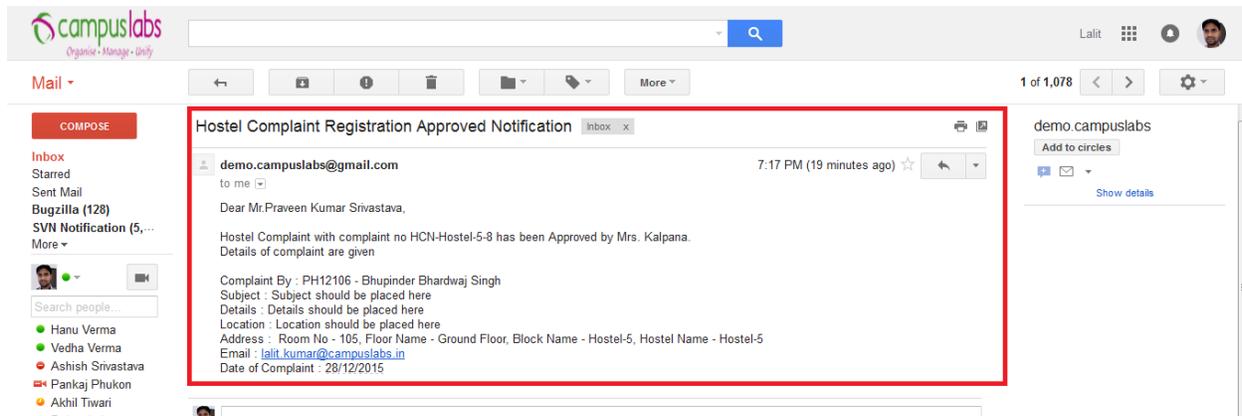
Red annotations provide additional context:

- A red box around the 'Workflow Status' table is accompanied by the text: "Key is defined if a client wants to list only a sepecific department's employee. like IWD in case of IISER -Mohali Key : hostel_complaint_repairer_dept_code".
- A red box around the 'employee to' field is accompanied by the text: "IISER Specific rest of all chooser will come with auto selected of logged in employee.".
- A red box around the 'Send Mail' button is accompanied by the text: "If it's cheked then only mail will be sent to IWD".

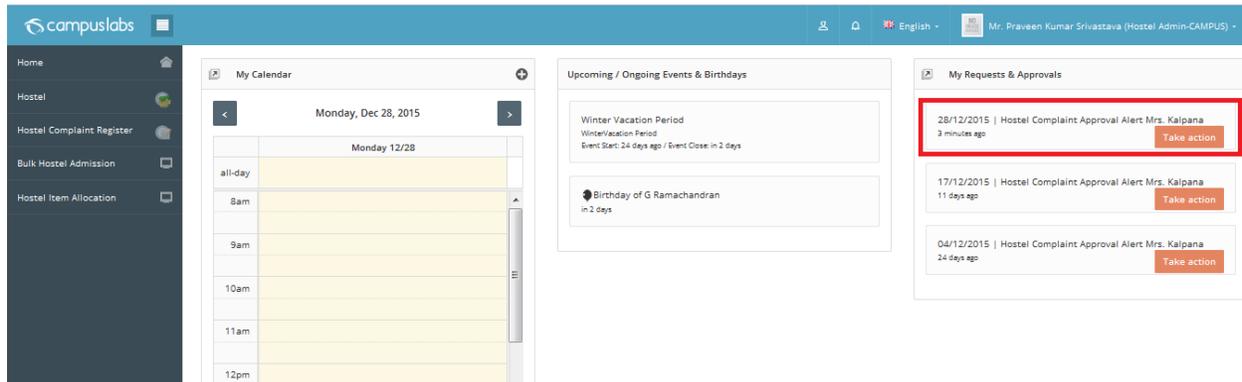
- Now Incharge/CareTaker can set the priority of the complaint and can approve or reject this complaint.
- If client desires to see only a specific department's employee in 'employee to' chooser then we need to be pass the value of a key : `hostel_complaint_repairer_dept_code` in campus config master. Please make sure you are passing the correct department code.
- OR
- It will list all non -teaching employees for selection.
- Mail will be sent to the 'employee to' if and only if user has checked it.
- Scrutinized on date couldn't be passed date.
- Employee name in the scrutinized by field indicate the employee who have scrutinized the complaint (This should be a non teaching employee).
- As per the client IISER-Mohali Specification scrutinized by would be logged in employee only as label. Except that IISER chooser will appear with well defined functionality for employee as well as for others.
- If this request is rejected then student will be notified by alert as well as mail with proper content for the same and If this request is approved then the employee selected from the Employee To tab will get the notification (alert) as well as mail with proper content about this complaint approval.
- Logged in authority has to place valid comment is remarks. It's mandatory because this is first level check whether it's valid complaint request of not.
- Please click on save button. You can see the message as data saved successfully and mail has been sent to lalit.kumar@campuslabs.in.

- **Hostel Complaint Repairing:**

- ✓ Employee To gets the Mail for only approved hostel complaints as shown below.



- ✓ Employee To gets the alert for only approved hostel complaints as shown below.



- ✓ Now after clicking on the received alert the employee will be redirected to the screen as shown below.

The screenshot shows the 'Hostel Complaint Details' and 'Workflow Status' sections of the CampusLabs interface. The 'Hostel Complaint Details' section includes fields for complaint number (HCN-Hostel-5-8), hostel name (Hostel-5), complaint date (28/12/2015), category (Building Work), floor (Ground Floor), type, subject (Subject should be placed here), location (Location should be placed here), and details (Details should be placed here). The 'Workflow Status' section is a table with columns for Date, From - To, Action, and Remarks. The table contains two entries: one for Dec 28, 2015 6:07 PM (Registered) and another for Dec 28, 2015 7:17 PM (Approved) with the remark 'Issue is valid.!'.

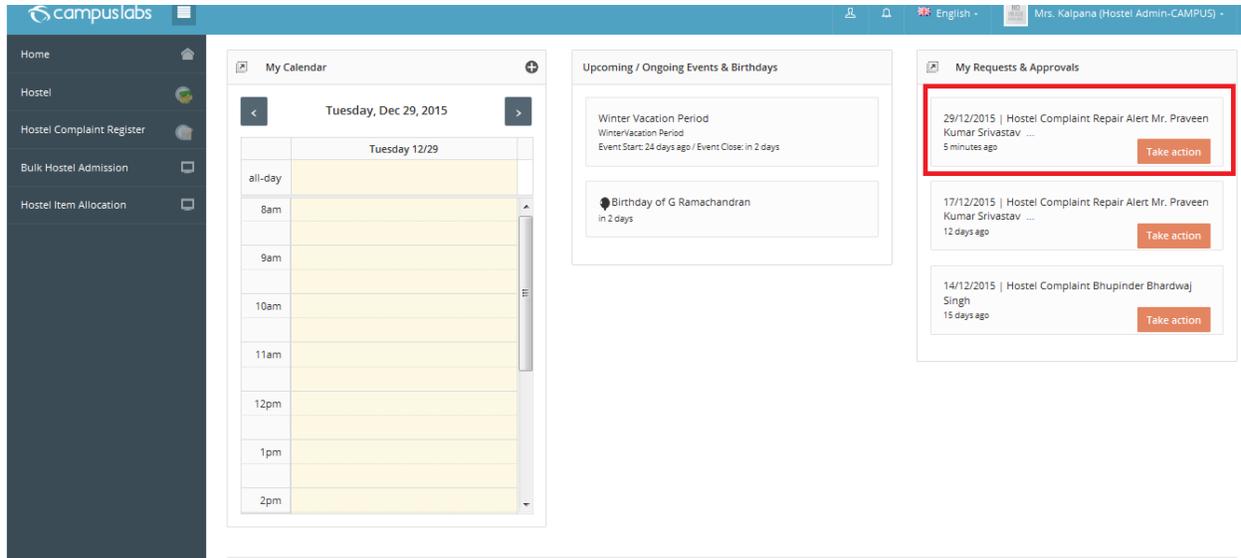
Date	From - To	Action	Remarks
Dec 28, 2015 6:07 PM	Bhupinder Bhardwaj Singh -> Mrs. Kalpana	Registered	
Dec 28, 2015 7:17 PM	Mrs. Kalpana -> Mr. Praveen Kumar Srivastava	Approved	Issue is valid.!

The screenshot shows the 'Hostel Complaint Approval/Rejection Details' and 'repairing details' sections. The 'Hostel Complaint Approval/Rejection Details' section includes fields for priority (High), status (Approved), scrutinized on (28/12/2015), scrutinized by (Kalpana), remarks (Issue is valid.!), and department (HOSTEL). The 'repairing details' section includes fields for repaired on (28/12/2015), repairer (Employee: Praveen Kumar Srivastava), and work done (text area). A 'Save' button is located at the bottom. Red annotations indicate that the 'Employee' option is selected by default and that the 'Other' option is for third-party employees.

- Employee can see the workflow status of this complaint, their status and the complaint approval details as shown in the first screen shot.
- Filled repairer will have the employee information who have repaired the things complaint is submit for. It can be a employee or third party supplied person or a third person.
- Please keep in mind if we have already set the value for the key: "hostel_complaint_repairer_dept_code" the only a specific department employee will be listed otherwise all non-teaching employee will be listed here selection .
- After saving this form the notification (alert) will sent to the CARETAKER or INCHARGE based on the same key used when submitting the complaint from the student.

- **Hostel Complaint Verification:**

- ✓ Caretaker/ INCHARGE get Hostel Complaint Repair Alert as shown below.



- ✓ Students can track the status of their complaint as shown below.

ID	HCN-Hostel-S-1	Hostel-5	Ground Floor	105	Location should be mentioned should be placed here.	Subject should be mentioned should be placed here.	03/12/2015	Building Work	Verified
2	HCN-Hostel-S-2	Hostel-5	Ground Floor	105	Subject should be mentioned should be placed here.....	Subject should be mentioned should be placed here.....	04/12/2015	Building Work	Verified
3	HCN-Hostel-S-4	Hostel-5	Ground Floor	105	Location should be mentioned should be placed here.....	Subject should be mentioned should be placed here.....	10/12/2015	Building Work	Verified
4	HCN-Hostel-S-5	Hostel-5	Ground Floor	105	Location should be mentioned should be placed here.	Subject should be mentioned should be placed here.	14/12/2015	Building Work	Registered
5	HCN-Hostel-S-6	Hostel-5	Ground Floor	105	Location should be mentioned should be placed here.....	Subject should be mentioned should be placed here.....	17/12/2015	Building Work	Verified
6	HCN-Hostel-S-8	Hostel-5	Ground Floor	105	Location should be placed here	Subject should be placed here	28/12/2015	Building Work	Repaired

- ✓ After clicking on the alert the Caretaker or Incharge will redirect to the screen shown below.

The screenshot displays the 'Hostel Complaint Verification Details' and 'Workflow Status' sections. The 'Hostel Complaint Verification Details' section includes fields for complaint number, name, date, category, block, floor, type, subject, location, and details. The 'Workflow Status' section is a table with columns for Date, From - To, Action, and Remarks. A red box highlights the entry for Dec 29, 2015, 11:02 AM, where the action is 'Repaired' and the remark is 'Issue is valid!'. Below this, the 'scrutinizing details' section shows the complaint's priority as 'High', status as 'Repaired', and the supervisor as 'Kalpana'.

Date	From - To	Action	Remarks
Dec 28, 2015 6:07 PM	Bhupinder Bhardwaj Singh → Mrs. Kalpana	Registered	
Dec 28, 2015 7:17 PM	Mrs. Kalpana → Mr. Praveen Kumar Srivastava	Approved	Issue is valid.!
Dec 29, 2015 11:02 AM	Mr. Praveen Kumar Srivastava → Mrs. Kalpana	Repaired	Issue is valid.!

- ✓ Care Taker or Incharge can see the workflow status, current status of the complaint, scrutinizing and repairing details.
- ✓ The field supervisor will contain the name of the employee who have verified the work done regarding the complaint. (In Below screen shot
 - In case of IISER –Mohali it will be the logged in employee as Label rest of all a chooser will appear with logged in employee as auto-selected followed by text field for other.

The screenshot displays the 'scrutinizing details', 'repairing details', and 'verifying details' sections. The 'scrutinizing details' section shows the complaint's priority as 'High', status as 'Repaired', and the supervisor as 'Kalpana'. The 'repairing details' section shows the complaint was repaired on 29/12/2015 by the repairer 'Praveen Kumar Srivastava'. The 'verifying details' section shows the complaint was verified on 29/12/2015 by the supervisor 'Kalpana'. A red box highlights the supervisor field, and a red arrow points to a note: 'IISER Specific as Label rest of all chooser will appear'. A 'Save' button is visible at the bottom of the 'verifying details' section.

- ✓ After saving this a notification (alert) will sent to the student regarding the status of his/her complaint. As shown below.

The screenshot shows the campuslabs dashboard. On the left is a navigation menu with items like Home, Student Registration, IISERM Webmail, IISERM Course Management System, Library, and Hostel Request. The main content area is divided into three sections: 'My Calendar' showing a calendar for Tuesday, Dec 29, 2015; 'Upcoming / Ongoing Events & Birthdays' with events like 'Winter Vacation Period' and 'Birthday of G Ramachandran'; and 'My Requests & Approvals' which lists three requests. The top request, dated 29/12/2015, is highlighted with a red box and includes a 'Take action' button.

✓ After clicking on alert student can see the workflow status of the request as shown below.

The screenshot shows the 'Submit Complaint' form for Hostel-5, Room No 105. The form includes fields for complaint number (HCN-Hostel-5-10), category (BUILDING WORK), location, complaint date (28/12/2015), subject, and details. Below the form is a 'Workflow Status' table showing the history of actions taken on the complaint.

Date	From - To	Action	Remarks
Dec 28, 2015 6:07 PM	Bhupinder Bhardwaj Singh -> Mrs. Kalpana	Registered	
Dec 28, 2015 7:17 PM	Mrs. Kalpana -> Mr. Praveen Kumar Srivastava	Approved	Issue is valid.!
Dec 29, 2015 11:02 AM	Mr. Praveen Kumar Srivastava -> Mrs. Kalpana	Repaired	Issue is valid.!
Dec 29, 2015 12:53 PM	Mrs. Kalpana -> Bhupinder Bhardwaj Singh	Verified	Issue is valid.!

▪ **2. Through a Navigation by clicking on Edit button**

• **Complaint Register List:**

- Admin user(Caretaker/INCHARGE) can search the registered complaint for a particular hostel with two optional filters i.e. category and Subject .

sl. no.	complaint number	block	floor	room	location	type	subject	complaint date	category
1	HCN-Hostel-5-5	Hostel-5	Ground Floor	105	Location should be mentioned should be placed here.		Subject should be mentioned should be placed here.	14/12/2015	Building Work
2	HCN-Hostel-5-9	Hostel-5	Ground Floor	105	Subject should be mentioned should be placed here.		Subject should be mentioned should be placed here.	29/12/2015	Building Work

- **Complaint Scrutinizing List:**
 - By default Complaint Register List page is being displayed. At the top you can see the button with named 'Scrutinizing'.
 - The page will list with selected hostel name and registered status as auto selected .(Please keep in mind if you are going through main page of the hostel then only hostel name will appear as auto selected).

- ✓ User can filter the records for a particular hostel with provided filter.

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Home Complaint Scrutinizing List

Registering Repairing Verifying

Complaint Scrutinizing List

hostel name: HOSTEL-5 category: --SELECT CATEGORY-- subject: status: Registered Go

sl. no.	complaint number	type	subject	complaint date	category	actions
1	HCN-Hostel-5-5		Subject should be mentioned should be placed here.	14/12/2015	Building Work	
2	HCN-Hostel-5-9		Subject should be mentioned should be placed here.	29/12/2015	Building Work	

total : 2

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- ✓ Click on edit button for scrutinizing process.
- ✓ Now onwards same as alert process (1. By clicking on the alert, the respective authority.....)

- Complaint Repairing List:

- By default Complaint Register List page is being displayed. At the top you can see the button with named 'Repairing'.
- The page will list with selected hostel name and Approved status as auto selected . (Please keep in mind if you are going through main page of the hostel then only hostel name will appear as auto selected).

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Home Complaint Repairing List

Registering Scrutinizing Verifying

Complaint Repairing List

hostel name: HOSTEL-5 category: --SELECT CATEGORY-- subject: status: Approved Go

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- ✓ User can filter the records for a particular hostel with provided filter.

The screenshot shows the 'Complaint Repairing List' interface. At the top, there are tabs for 'Registering', 'Scrutinizing', and 'Verifying'. Below the filters, the 'hostel name' is set to 'HOSTEL-5'. The table below has the following data:

sl. no.	complaint number	complaint date	category	priority	scrutinized on	scrutinized by	actions
1	HCN-Hostel-5-9	29/12/2015	Building Work	High	29/12/2015	Kalpana	[edit icon]

- ✓ Click on edit button for Repairing process.
- ✓ Now onwards same as alert process (1. By clicking on the alert, the respective authority.....)

- **Complaint Verification List:**

- By default Complaint Register List page is being displayed. At the top you can see the button with named 'Verification'.
- The page will list with selected hostel name and Repaired status as auto selected . (Please keep in mind if you are going through main page of the hostel then only hostel name will appear as auto selected).

The screenshot shows the 'Complaint Verifying List' interface. At the top, there are tabs for 'Registering', 'Scrutinizing', and 'Repairing'. Below the filters, the 'hostel name' is set to 'HOSTEL-5'. The 'status' dropdown is set to 'Repaired'. The 'Go' button is highlighted with a red box.

- ✓ User can filter the records for a particular hostel with provided filter.

The screenshot displays the 'Complaint Verifying List' interface. At the top, there are navigation tabs for 'Registering', 'Scrutinizing', and 'Repairing'. The filter section includes a dropdown for 'hostel name' (HOSTEL-5), a dropdown for 'category' (-SELECT CATEGORY--), and a dropdown for 'status' (Repaired). Below the filters, a table shows the following data:

sl. no.	complaint number	complaint date	category	priority	scrutinized on	scrutinized by	repaired on	repairer	actions
1	HCN-Hostel-5-9	29/12/2015	Building Work	High	29/12/2015	Kalpana	29/12/2015	Kalpana	[edit icon] [search icon]

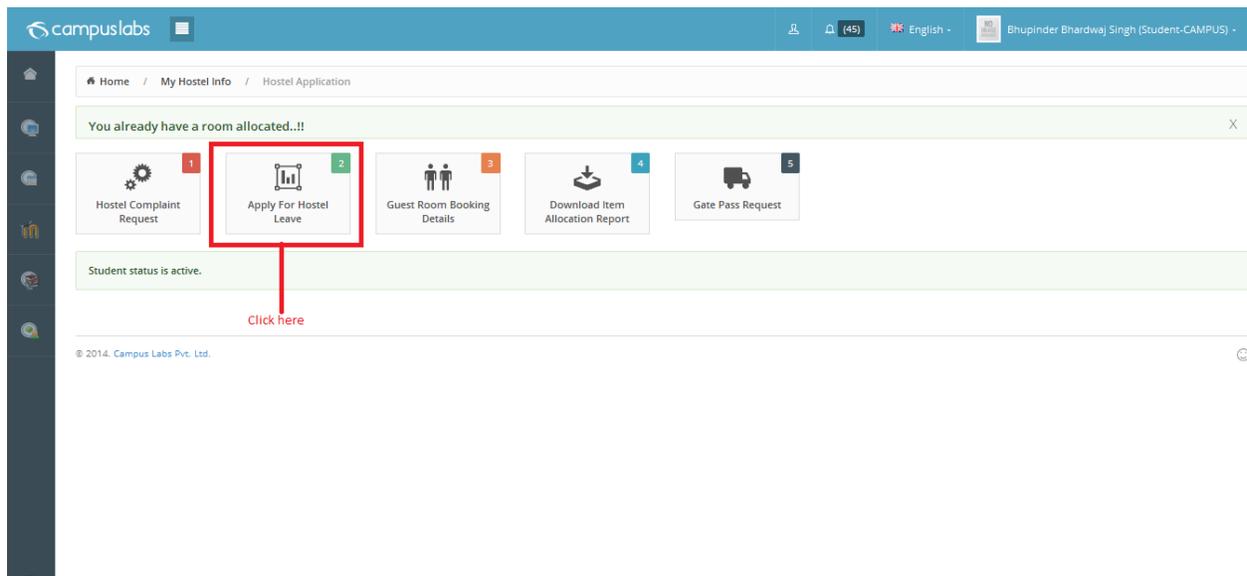
- ✓ Click on edit button for Repairing process.
- ✓ Now onwards same as alert process (1. By clicking on the alert, the respective authority.....)

***** Hostel Complaint *****

Hostel Leave

Hostel Leave

- ✓ If a student is having admission in hostel then he/she can apply for hostel leave from student portal.



- ✓ By clicking on this button a search page will display as shown below.

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English - Bhopinder Bhardwaj Singh (Student-CAMPUS)

Home Hostel Leave List Today's date: 29/12/2015

Click here to make request

total : 12

sl no.	hostel admission	leaving date	return date	reason	permission from	Status	Remarks	Forwarded By	Approved By	Leave Type	no of days
1	PH12106- Bhopinder Singh	31/12/2015	31/12/2015	Test...!	Dean	Forwarded	This text to be treated as dean remarks.	Dr. Chanchal Kumar		Working Days	1.0
2	PH12106- Bhopinder Singh	01/01/2016	01/01/2016	TEST..!	Dean	Pending				Working Days	1.0
3	PH12106- Bhopinder Singh	02/01/2016	02/01/2016	Demo..!	Warden	Pending				Non-Working Days	1.0

✓ By clicking on add (+) button a Leave Application form will display as shown below.

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English - Bhopinder Bhardwaj Singh (Student-CAMPUS)

Home Leave Application Form Today's date: 29/12/2015

Hostel-5

hostel admission PH12106 Bhopinder Bhardwaj Singh

Leave Type WORKING DAYS

leaving date 30/12/2015

period FULL DAY

return date 30/12/2015

period FULL DAY

total no. of leaves: 1

reason Some valid reason should be placed here.....
Characters left: 79

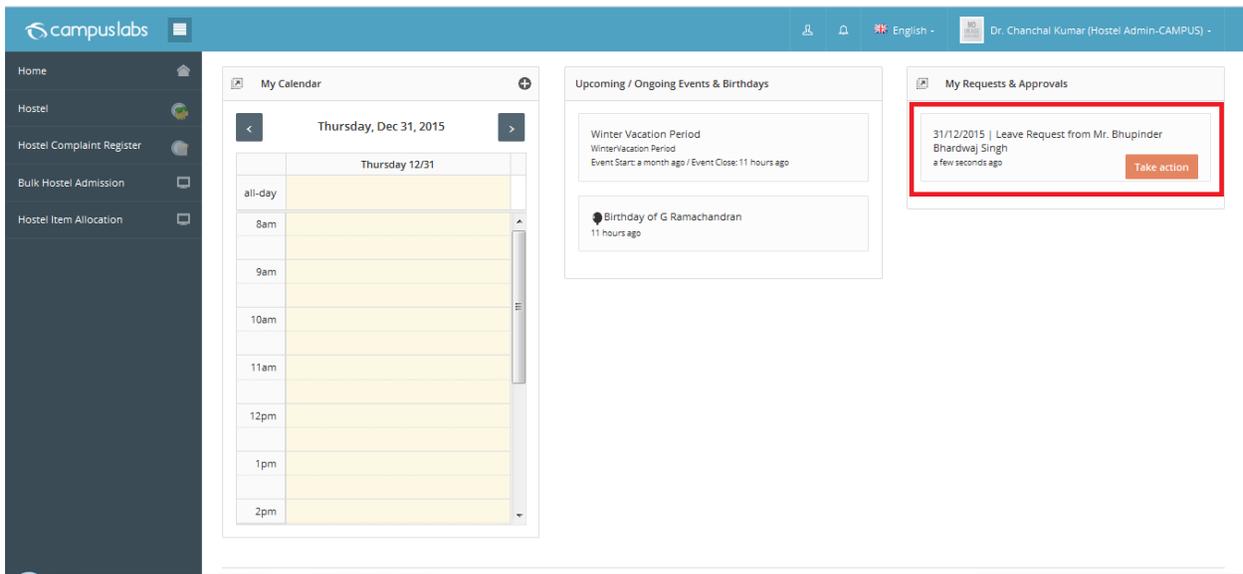
permission from Dean

address of correspondence B-108 Sector-65 DDX98

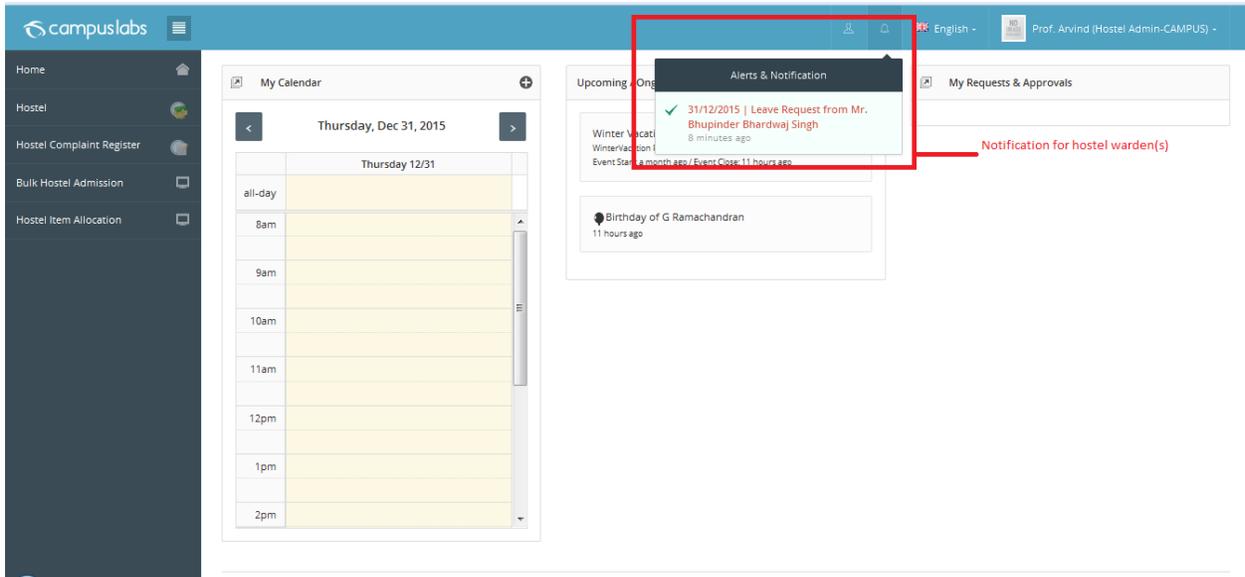
- Leave Type :-
 - Working Days :- Approving authority Dean Academic Affairs followed by warden.
 - Non Working Days :- Approving authority Warden.
 - Vacation :- Approving authority Warden.

- Period :
 - Full day
 - Fore noon
 - After noon
 - All are self descriptive. I think no need of interpretaiton.
 - Total no of leaves : System will calculate it.
 - Reason - Reason for hostel leave.
 - Permisison From :
 - Will be dean in case of wokring days
 - Will be warden rest of all.
- ✓ After filling the mandatory field student can submit the hostel leave request._
- ✓ During the submission of hostel leave alert generates for dean academic affair to take action and all wadens and caretaker get the notication.as shown below

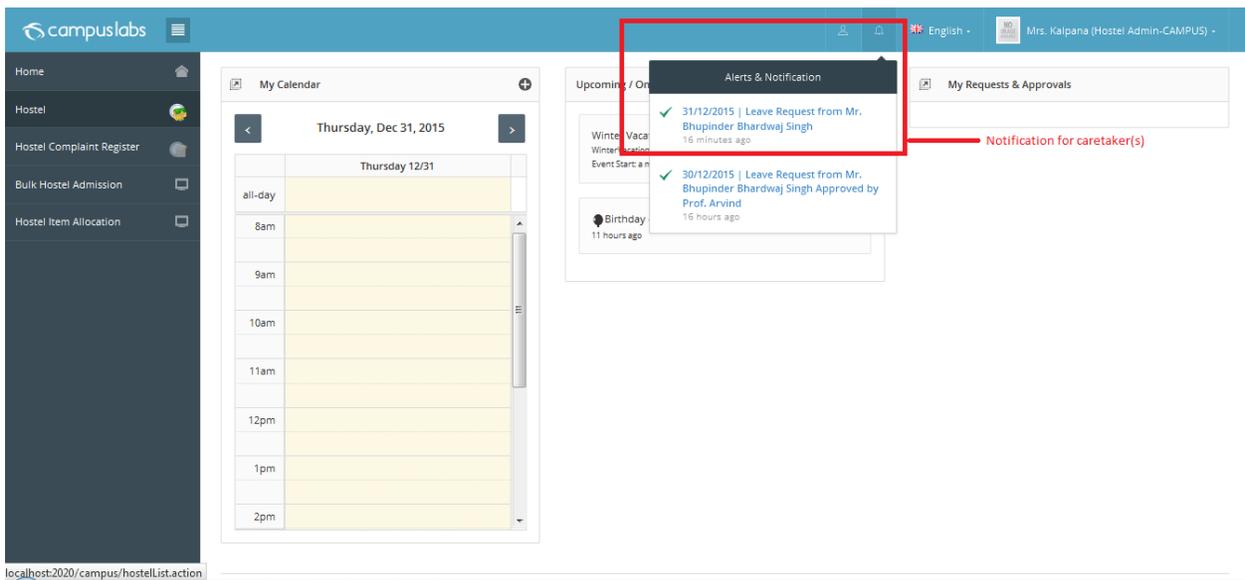
- Alert for dean academic affairs



- Alert for hostel warden(s)



- Notification for hostel caretaker(s)



- ✓ Based on Leave type /permission from it will to for hostel leave processing.
 - In case of working day it will go to dean academic affairs. There is a key defined in campus config master with named: 'hostel_leave_academic_dean_emp_code' .we need to supply the value of it.

Ex. In case of IISER-Mohali Dr. Chanchal is the dean academic and their employee code is 028. Here we need to supply 028 as value of aforesaid key. Please be alert 028 would be treated as differ from 28.

- ✓ Dean Academic affair can list the pending requested hostel leave. Here you can see in list permission from warden also included.

sl no.	hostel admission	leaving date	return date	reason	permission from	Status	Remarks	Forwarded By	Approved By	Leave Type	no of days
1	PH12106-Bhupinder Singh	31/12/2015	31/12/2015	Test...!	Dean	Forwarded	This text to be treated as dean remarks.	Dr. Chanchal Kumar		Working Days	1.0
2	PH12106-Bhupinder Singh	01/01/2016	01/01/2016	TEST...!	Dean	Pending				Working Days	1.0
3	PH12106-Bhupinder Singh	02/01/2016	02/01/2016	Demo...!	Warden	Pending				Non-Working Days	1.0
4	PH12106-Bhupinder Singh	04/01/2016	04/01/2016	TEST...!!	Dean	Approved	This text to be treated as remarks for dean. This text to be treated as warden's remarks	Dr. Chanchal Kumar	Arvind	Working Days	1.0
5	PH12106-Bhupinder Singh	15/02/2016	15/02/2016	Some valid reason should be placed here.....	Dean	Pending				Working Days	1.0

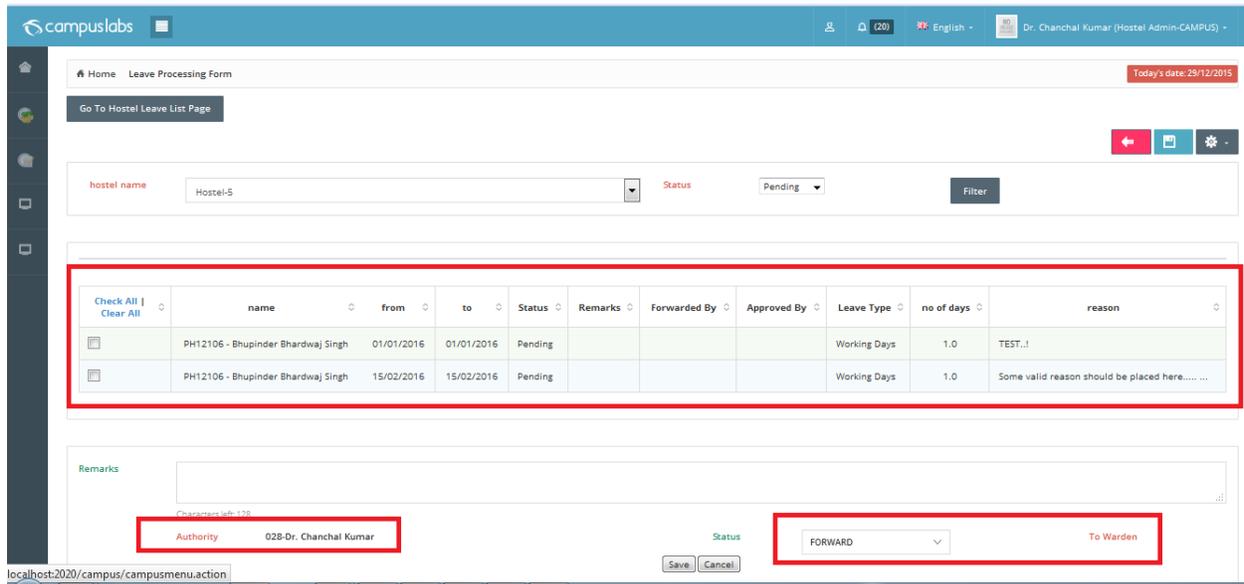
- ✓
- ✓ By clicking on Leave Processing Form a shown below page will display.
- ✓ (OR) by clicking on alert notification you may directly redirect on the same page.
 - Dean academic affair forward these to warden any hostel warden can approve or reject in bulk.
 - OR can reject in bulk or single.
 - During the processing (forwarding) of hostel leave all wadens will get the notification.Any hostel warden can arppove it.

Alerts & Notification

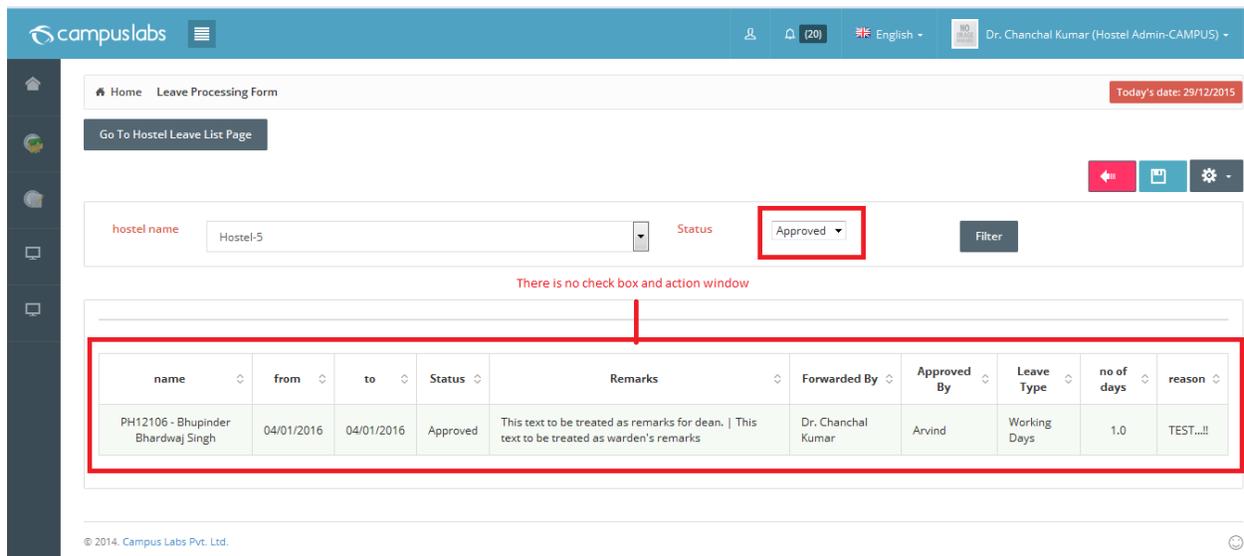
- ✓ 31/12/2015 | Leave Request from Mr. Bhupinder Bhardwaj Singh Forward by Dr. Chanchal Kumar a few seconds ago
- ✓ 31/12/2015 | Leave Request from Mr. Bhupinder Bhardwaj Singh Forward by Dr. Chanchal Kumar a few seconds ago

Leave forward notification for all warden(s)

- Final approving authority is warden only in case of hostel eave.
- ✓ In case of client IISER-Mohali Authority will be logged in employee as label rest of all clients chooser will appear for selection with logged in employee as auto selected.



- ✓ User can change the status of leave for non-approved leave only. Once it approves you can't change the status of leave as shown below.



- **Hostel Leave List Page:**

- Any Hostel warden (Suppose 5 hostel that means 5 wardens) can see the pending or forwarded or approved leave by any warden or dean academic affairs as shown below.

sl no.	hostel admission	leaving date	return date	reason	permission from	Status	Remarks	Forwarded By	Approved By	Leave Type	no of days
1	PH12106-Bhupinder Singh	31/12/2015	31/12/2015	Test...!	Dean	Forwarded	This text to be treated as dean remarks.	Dr. Chanchal Kumar		Working Days	1.0
2	PH12106-Bhupinder Singh	01/01/2016	01/01/2016	TEST..!	Dean	Pending				Working Days	1.0
3	PH12106-Bhupinder Singh	02/01/2016	02/01/2016	Demo..!	Warden	Pending				Non-Working Days	1.0
4	PH12106-Bhupinder Singh	04/01/2016	04/01/2016	TEST...!!	Dean	Approved	This text to be treated as remarks for dean. This text to be treated as warden's remarks	Dr. Chanchal Kumar	Arvind	Working Days	1.0
5	PH12106-Bhupinder Singh	15/02/2016	15/02/2016	Some valid reason should be placed here.....	Dean	Forwarded		Dr. Chanchal Kumar		Working Days	1.0

- ✓ Any Hostel warden (Suppose 5 hostel that means 5 wardens) can filter the records for further processing based on filter hostel name followed by status to approve or reject it.
- ✓ By default list page will display, at the top the page you can see a button Leave Processing by clicking on it user could redirect on leave processing form as shown below.

Check All Clear All	name	from	to	Status	Remarks	Forwarded By	Approved By	Leave Type	no of days	reason
<input checked="" type="checkbox"/>	PH12106 - Bhupinder Bhardwaj Singh	31/12/2015	31/12/2015	Forwarded	This text to be treated as dean remarks.	Dr. Chanchal Kumar		Working Days	1.0	Test...!
<input checked="" type="checkbox"/>	PH12106 - Bhupinder Bhardwaj Singh	15/02/2016	15/02/2016	Forwarded		Dr. Chanchal Kumar		Working Days	1.0	Some valid reason should be placed here.....

Remarks: Some meaning full remarks

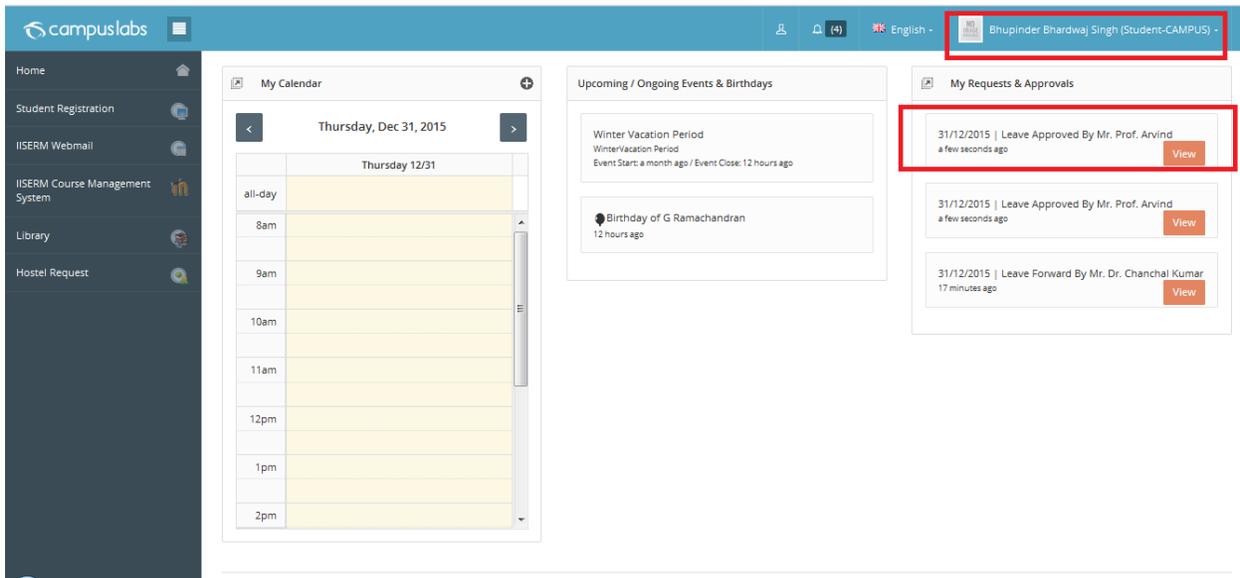
Authority: 008-Prof. Arvind

Status: APPROVED

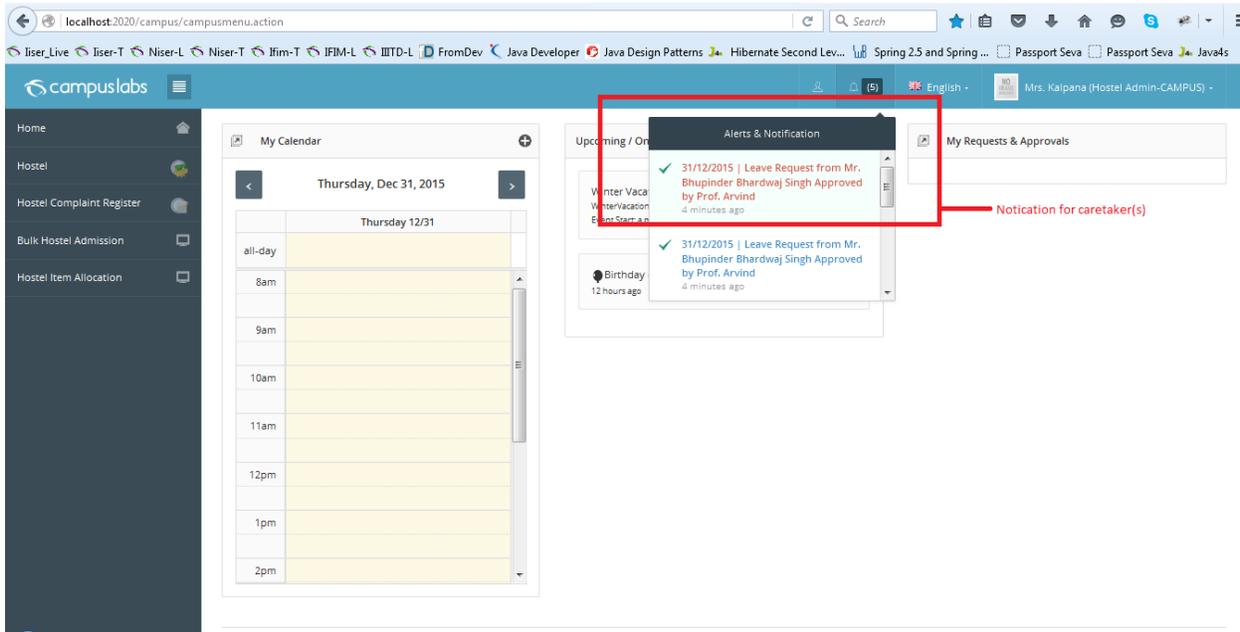
Buttons: Save, Cancel

- ✓ In case of client IISER-Mohali Authority will be logged in employee as label rest of all clients chooser will appear for selection with logged in employee as auto selected.

- ✓ During the approving of hostel leave student , all warden(s) & all caretaker(s) will get notification as shown below
- ✓ Please keep in mind suppose a employee is the warden of two or more hostes then he/she wouldn't ge the notication.
 - Alert for student :



- Alert for caretaker(s) :



- Alert for warden(s) :
 - Will be same as above..

- ✓ User can change the status of leave for non-approved leave only. Once it approves you can't change the status of leave as shown below.

Today's date: 29/12/2015

Go To Hostel Leave List Page

hostel name: Hostel-5 Status: **Approved** Filter

There is no check box and action window

name	from	to	Status	Remarks	Forwarded By	Approved By	Leave Type	no of days	reason
PH12106 - Bhupinder Bhardwaj Singh	04/01/2016	04/01/2016	Approved	This text to be treated as remarks for dean. This text to be treated as warden's remarks	Dr. Chanchal Kumar	Arvind	Working Days	1.0	TEST...!!

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- @ Student Portal:

- ✓ As soon as warden approve/reject hostel leave student will get notification for the same as shown below.

My Calendar: Tuesday, Dec 29, 2015

Upcoming / Ongoing Events & Birthdays

- Winter Vacation Period (Event Start: 25 days ago / Event Close: in a day)
- Birthday of G Ramachandran (in a day)

My Requests & Approvals

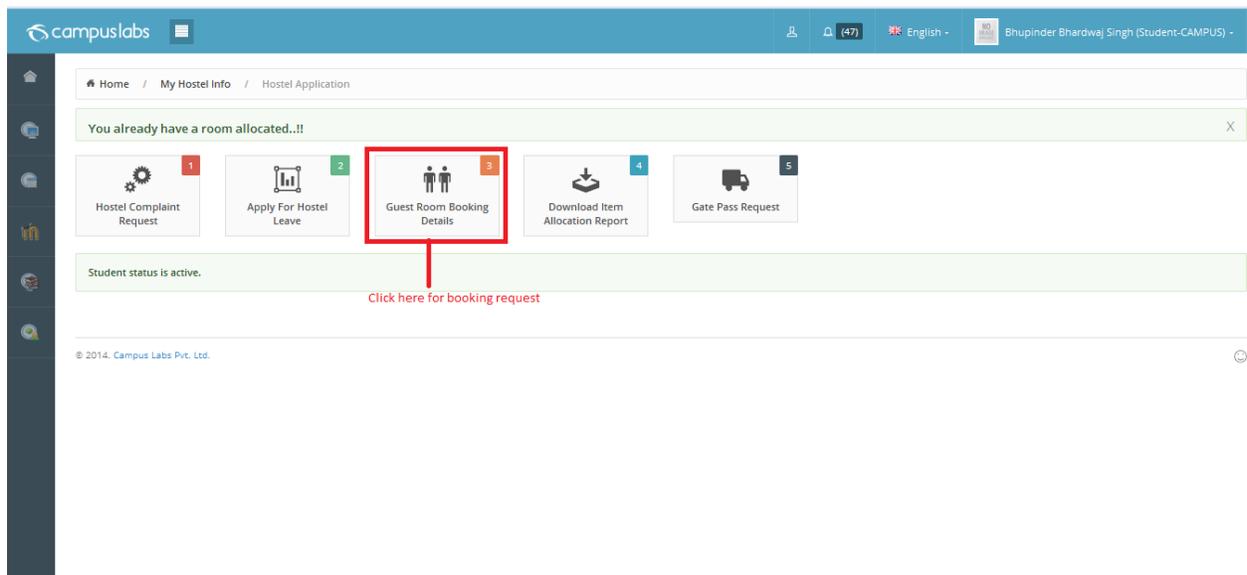
- 29/12/2015 | Leave Approved By Mr. Prof. Arvind a few seconds ago [View](#)
- 29/12/2015 | Leave Forwarded By Mr. Dr. Chanchal Kumar 21 minutes ago [View](#)
- 29/12/2015 | Hostel Gate Pass Request Approved by Mr. Prof. Arvind 3 hours ago [View](#)

***** Hostel Leave*****

Hostel Guest Room Booking

Hostel Guest Room Booking

- ✓ A student can request for Hostel Guest Room booking from student portal whether he/she residing in hostel or Not .



- ✓ By clicking on this button Hostel Room Booking requisition form will appear as shown below.

Hostel Booking Details

hostel: HOSTEL-5

first name: Lalit, middle name: Kumar

last name: Kushwah, gender: Male

relationship: Friend, no of persons: 1

Permanent Address: B-108 Sector -65 Noida, Contact Address: B-108 Sector -65 Noida

Phone Number: 9713995900, Email: lalit.kushwah@yahoo.com

Room Type: GUEST ROOM, Check in: 01/01/2016, Check out: 03/01/2016

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- ✓ Student can apply for any hostel in that inmate type other is allowed.
- ✓ There is a key defined in campus config master with named 'days_restriction_for_booking_guest_room'. If we supply its value than student can apply for less or equal to that number of days.
 - a. Ex. For the client IISER-Mohali days_restriction_for_booking_guest_room =3 . In case of more than 3 days students would have to separate request. Otherwise we will get alert message as shown below.

Hostel Booking Details

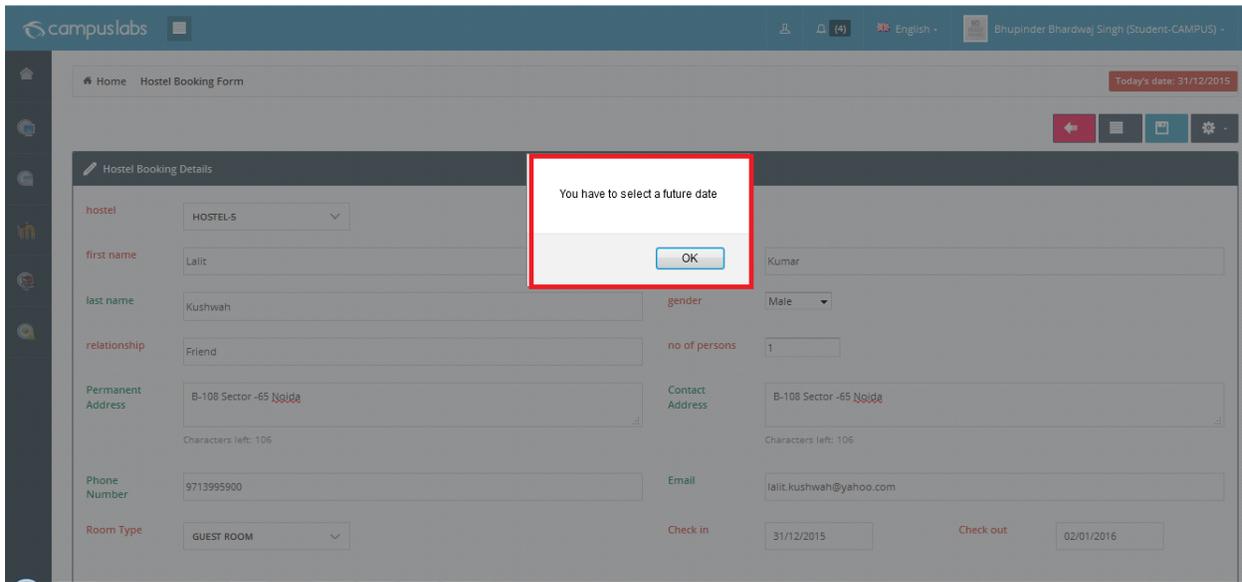
no of days can not be more than 3

OK

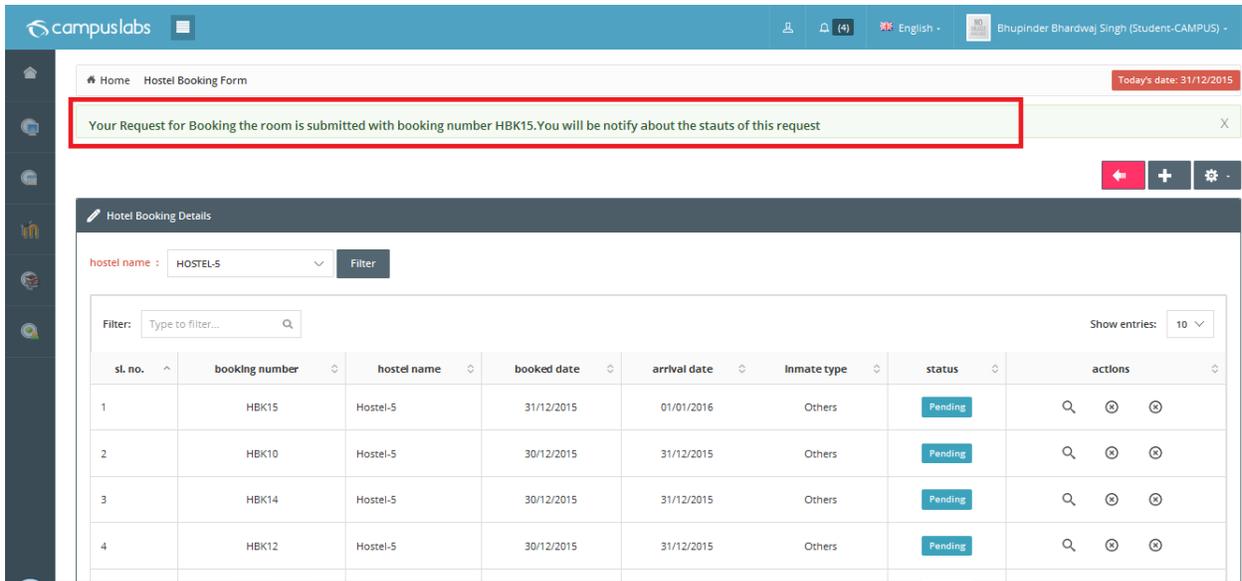
January 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

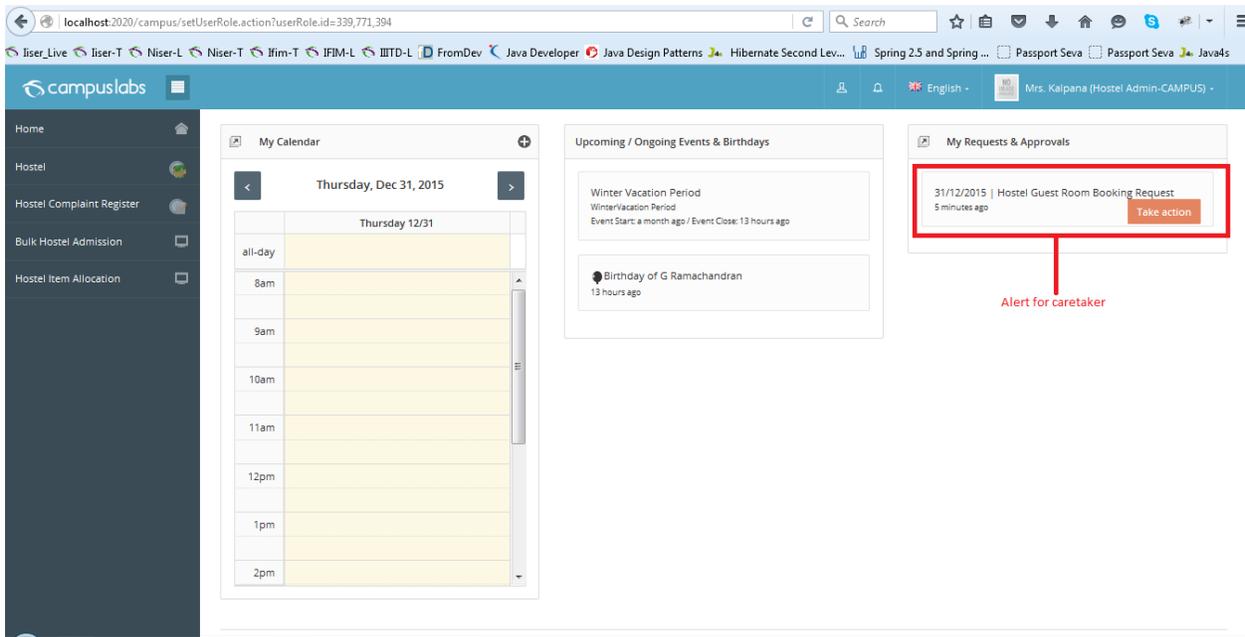
- ✓ Both Check in and Check Out date must be future date otherwise we will gate as alert message as shown below.



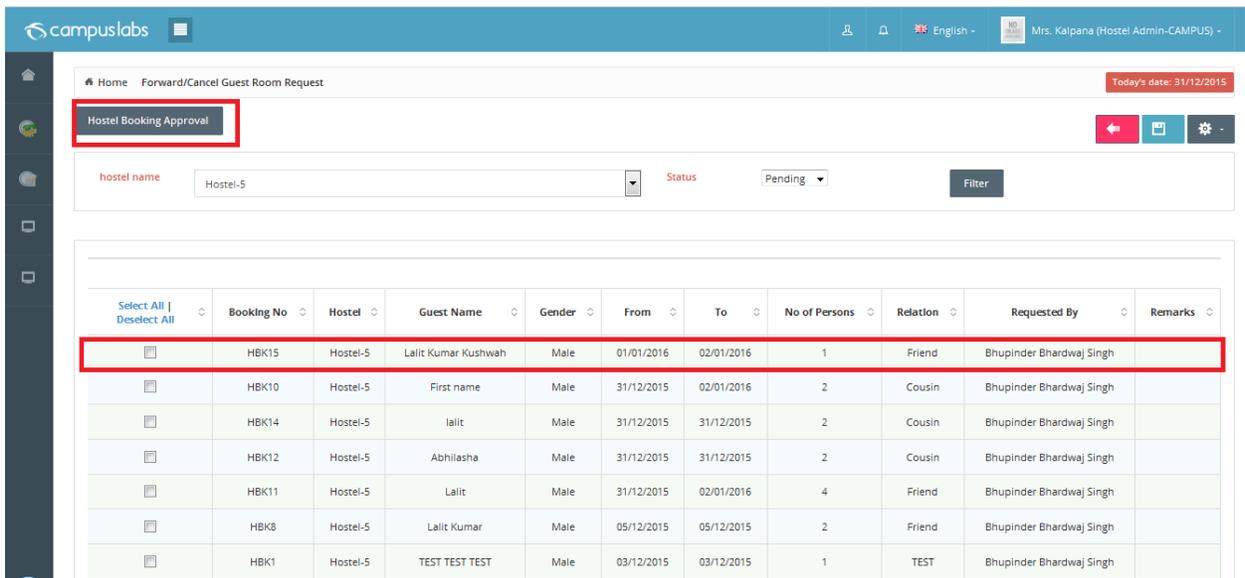
- ✓ After filling the mandatory field student can submit it. _
- ✓ After saving student will be redirect on list page with appropriate message as shown below



- ✓ During the saving of the hostel room booking request alert will generate for Hostel caretaker.



✓ By clicking on the alert caretaker will redirect to the screen as shown below



<input type="checkbox"/>	HBK7	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh	
<input type="checkbox"/>	HBK6	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh	
<input type="checkbox"/>	HBK4	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh	
<input type="checkbox"/>	HBK3	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh	
<input type="checkbox"/>	HBK2	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh	

Remarks

Approval Authority: 008 Prof. Arvind

Approval Status: Forward

Characters left: 128

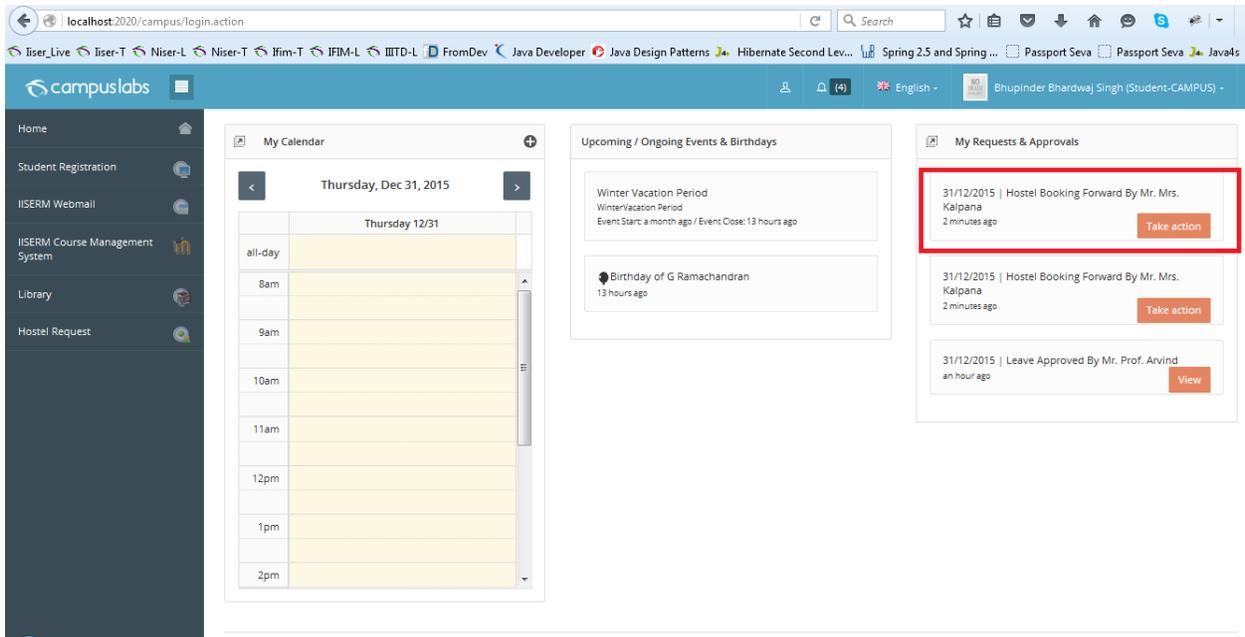
© 2014. Campus Labs Pvt. Ltd.

- ✓ Caretaker can forward or cancel this request in bulk, an alert will be sent to warden and student in case of forwarded and only for student in case of cancel as shown below.

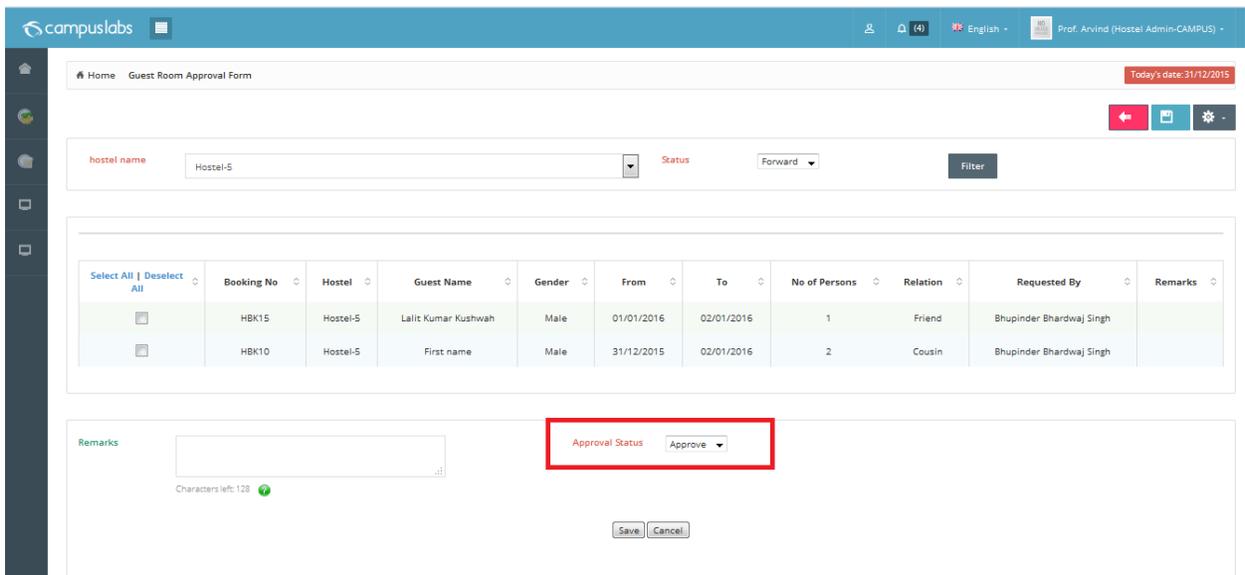
- Alert for warden:

The screenshot shows the Campus Labs interface. On the left is a navigation menu with options like Home, Hostel, Hostel Complaints Register, Bulk Hostel Admission, and Hostel Item Allocation. The main content area is divided into three sections: 'My Calendar' showing a calendar for Thursday, Dec 31, 2015; 'Upcoming / Ongoing Events & Birthdays' with events like 'Winter Vacation Period' and 'Birthday of G Ramachandran'; and 'My Requests & Approvals' which is highlighted with a red box. This section contains two entries for 'Hostel Booking Forward Request from Mr. Mrs. Kalpana', each with a 'Take action' button.

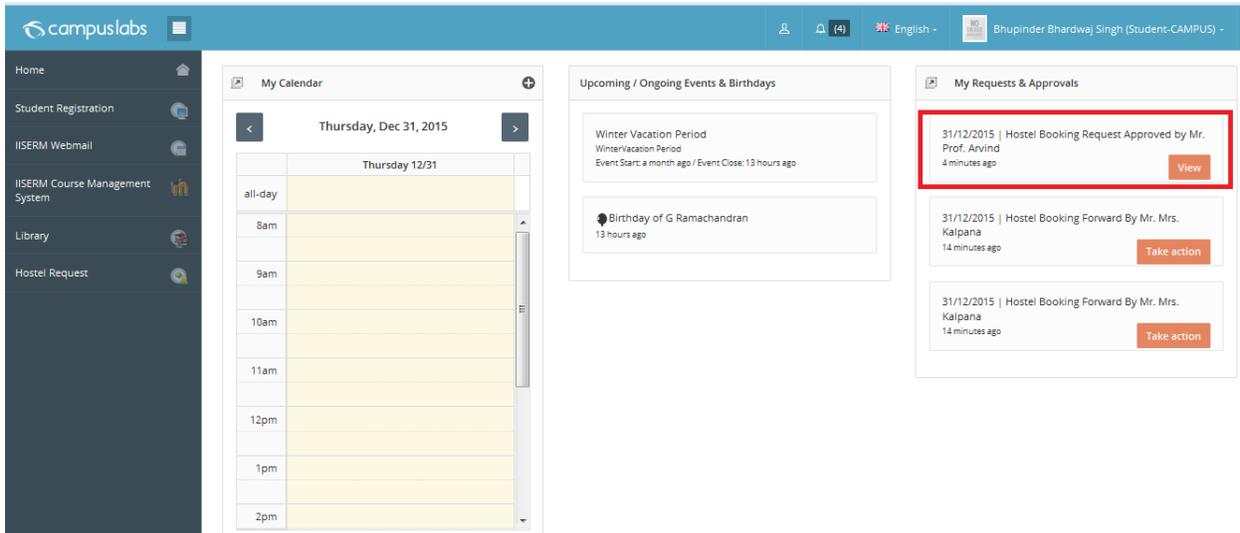
- Alert for Student:



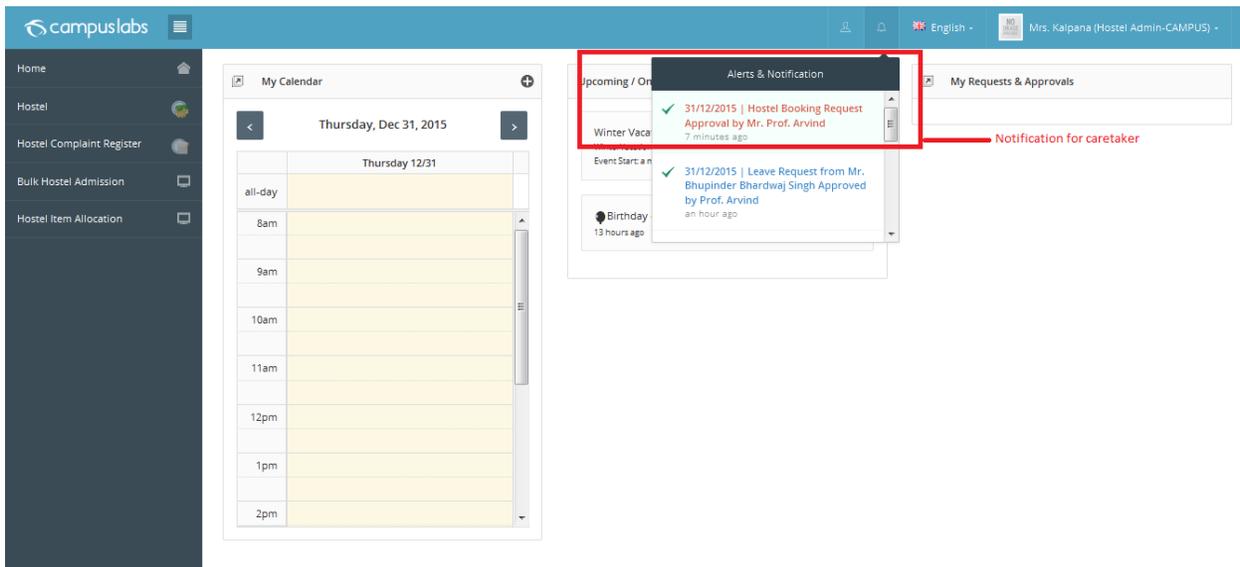
✓ By clicking on alert warden will redirect on a page as shown below



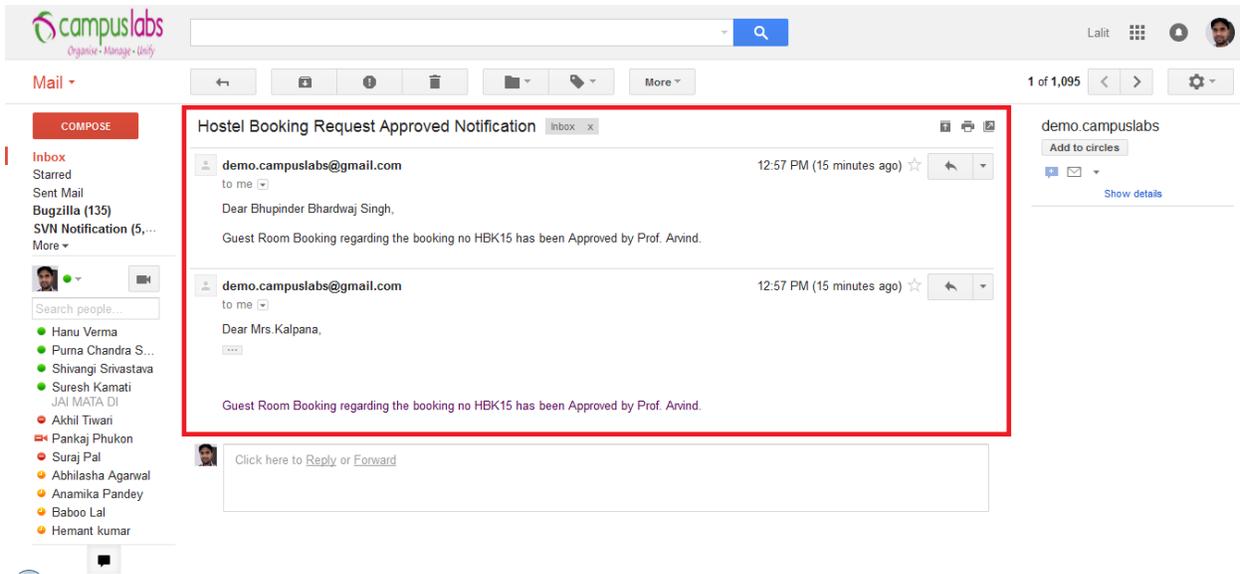
- ✓ During the saving student and caretaker will get alert notification as well as mail. As shown below.
- Alert for student:



- Alert for caretaker:

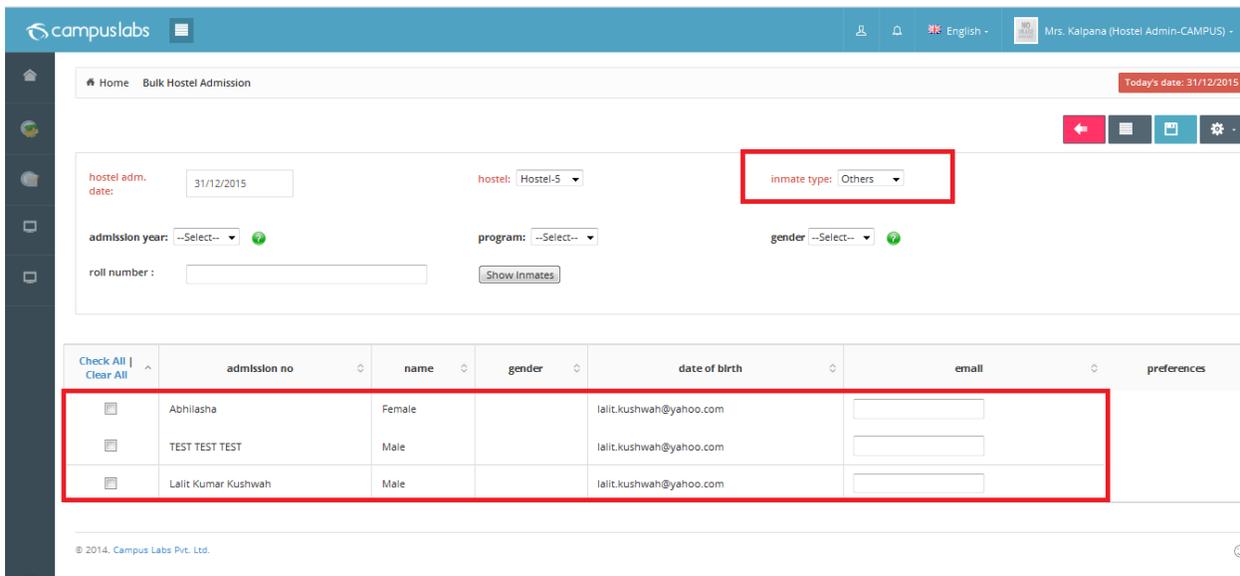


- System generated mail for student and caretaker:



- ✓ Once caretaker gets the notification he/she should follow the given below procedure.
 - Using bulk hostel admission guest need to be admitted into hostel.
 - Guest should be checked in room based on availability.

- Using bulk hostel admission guest need to be admitted into hostel.



✚ Guest should be checked in room based on availability.

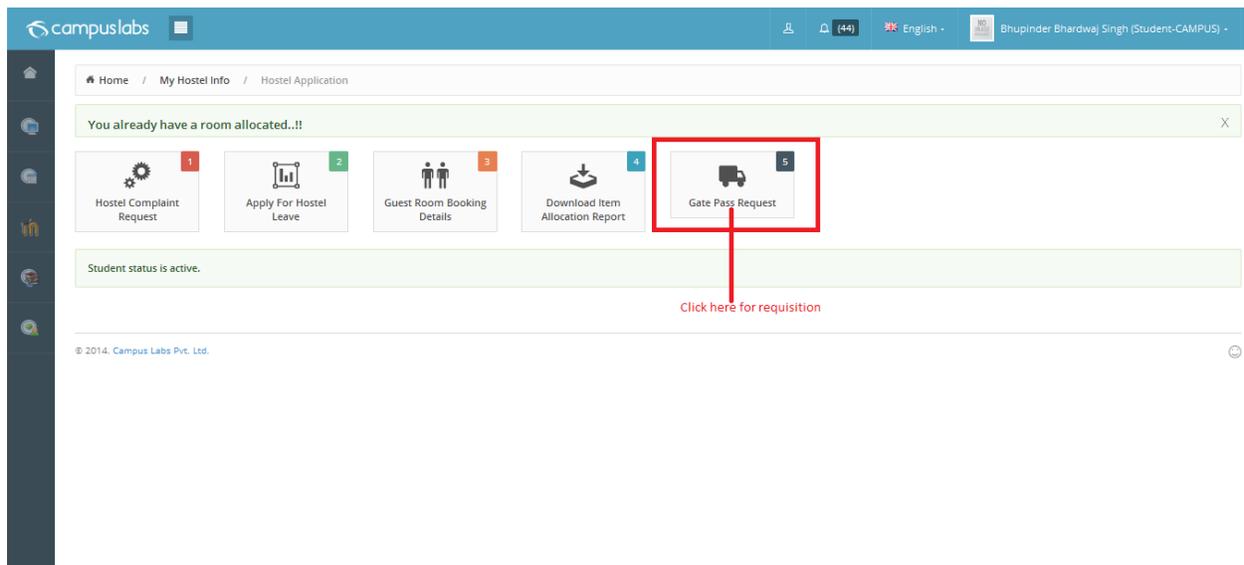
Same as student check in process.

*****_Hostel Guest Room Booking *****

Gate Pass Request/ Gate Pass

Late Reporting/Gate Pass

- ✓ By clicking on this button a form to submit Gate Pass requisition form will appear as shown below.



- ✓ If a student is having admission in hostel then he/she can fill the details for late reporting from student portal.

- ✓ Student admission number, hostel name and room number come automatically.
- ✓ Student can submit the request for today only on or before time supplied as value for the key key defined in campus label master with named 'hostel_reporting_upto_time_for_today' in 24 hour like 18 for the client IISERM.
- ✓ Student couldn't apply the Gate Pass request beyond above supplied value for today.
- ✓ For future there is no bound i.e. Students can apply any time.
- ✓ After filling the mandatory field student has to accept declaration for request submission.

-
- gate pass required for :-
 - Check-IN :- for coming
 - Check-Out :- for going
- Reporting Date - The date at witch student is going to come/Leave in the hostel.
- Reporting Time - Time of reporting.
- Reason - Reason for Late Coming/Gate Pass.

- ✓ When student submits the late reporting form a alert for this request will sent to the care taker of the respective hostel.
- ✓ During the saving of the gate pass request alert will generate for Hostel warden in case of client IISER rest of the clients for Incharge as shown below.

The screenshot shows the campuslabs dashboard. On the left is a navigation menu with options: Home, Hostel, Hostel Complaint Register, Bulk Hostel Admission, and Hostel Item Allocation. The main content area is divided into three sections:

- My Calendar:** Displays a calendar for Tuesday, Dec 29, 2015, with a time slot from 8am to 2pm.
- Upcoming / Ongoing Events & Birthdays:** Lists events such as "Winter Vacation Period" and "Birthday of G Ramachandran".
- My Requests & Approvals:** Contains a request for a "Hostel Gate Pass Request From Bhupinder Bhardwaj Singh" dated 29/12/2015, with a "Take action" button highlighted by a red box.

✓ By clicking on the alert warden will redirect to the screen as shown below

The screenshot shows the "Gate Pass Verification" screen. It includes a header with "Home Gate Pass Verification" and "Today's date: 29/12/2015". The main form contains the following fields:

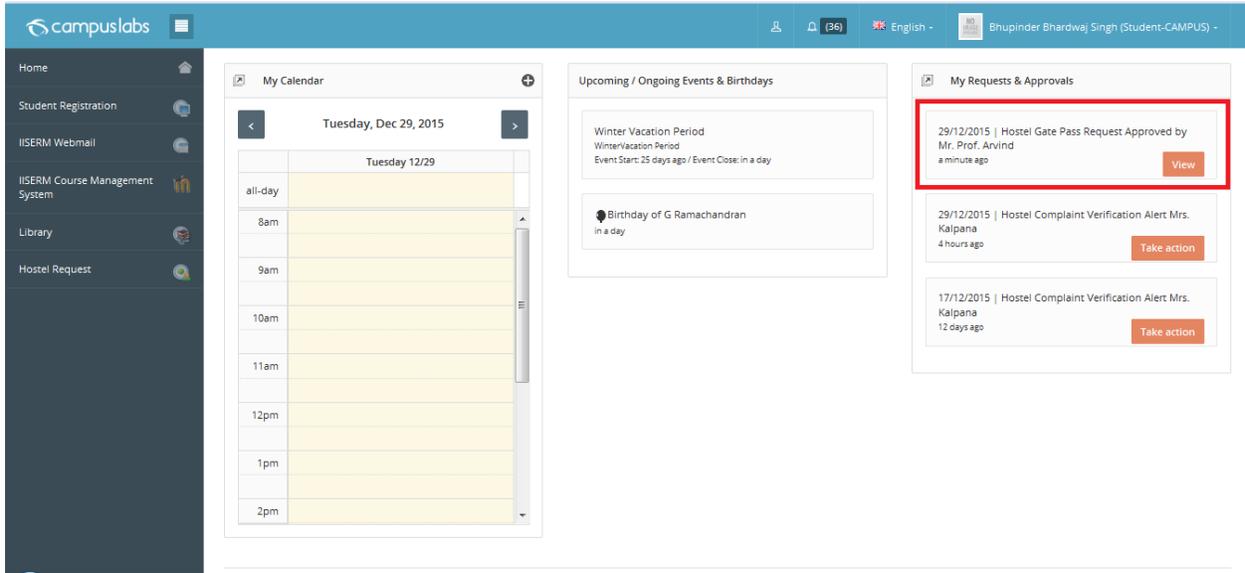
- hostel name:** Hostel-5
- status:** Pending
- from date:** 29/12/2015
- to date:** 29/12/2015

Below the form is a table with the following data:

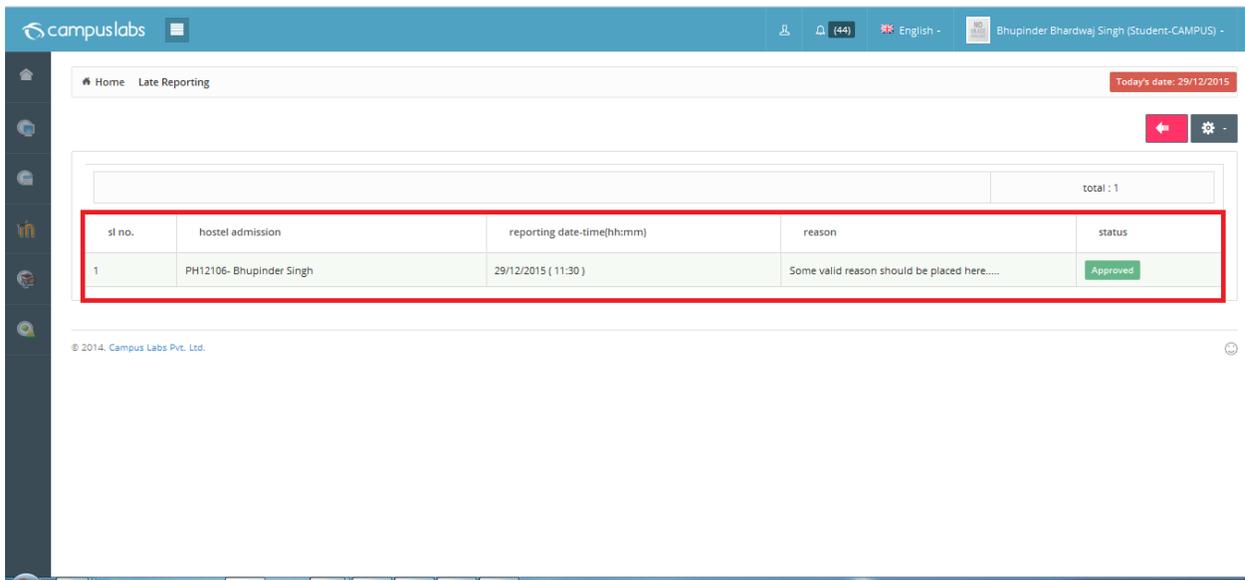
sl no.	hostel admission	status	reporting date-time(hh:mm)	reason	approved / rejected by
1	PH12106 - Bhupinder Bhardwaj Singh	Pending	29/12/2015 (11:30)	Some valid reason should be placed here.....	

At the bottom of the screen, there is a "remarks" section and an "amendment status" dropdown menu set to "Approved", which is highlighted by a red box.

- ✓ Warden can approve or Reject this request in bulk, an alert will be sent to student as shown below.



- ✓ By clicking on alert student will redirect on a page as shown below



- ✓ Caretaker /Incharge /Warden Can generate the report for a particular duration based of status as shown below.

campuslabs

Home Gate Pass Verification

Today's date: 29/12/2015

Report

hostel name: Hostel-5 status: Approved

from date: 29/12/2015 to date: 31/12/2015

Filter

select all | deselect all

sl no.	hostel admission	status	reporting date: time(hh:mm)	reason	approved / rejected by
PH12106 - Bhupinder Bhardwaj Singh		Approved	29/12/2015 (11:30)	Some valid reason should be placed here.....	Prof. Arvind

remarks

Characters left: 1500

amendment status: Approved

click here to export in PDF format

- ✓ A report can be generated in PDF format for Main Gate by clicking on PDF icon.



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
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stores@iisermohali.ac.in
PAN No-AAAAI1781K, TAN NO-PTLI10692D

GATE PASS FOR ENTRY/EXIT FROM INSTITUTE PREMISES AFTER 10 PM

From : 29/12/2015 To : 31/12/2015 Status : APPROVED

Sl No	Roll No	Student Name	Date	Time Out	Time In
1	PH12106	Bhupinder Bhardwaj Singh	29-12-15	-	11:30

*****_Gate Pass*****