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.

۲	# Home Bulk H	lostel Admission					Today's date: 31/12/2015
Ģ							🔶 🔳 🛄 🌣 ·
	hostel adm. date:	31/12/2015	hostel: H	IOSTEL-5	∽ in	mate type: STUDENT V	
D	admission year:	SELECT	 v program: 	-SELECT	√ ge	nderSELECT V	
•	roll number :	Select Registration No	Show Inn	nates			
	Filter: Type to filt	ter Q					Show entries: 10 \lor
	Check All	admission no	name 0	gender 🗘	date of birth 🗘	emall	> preferences 0
		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	

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

<u>File E</u> dit <u>V</u>	jált View Higtory Bookmarks Icols Help									
M Inbox	< - lalit.kumar@o	amp 🗙 🔯 Bug List: Sanity-NM-3.4.	2 🗙 🔁 Bug List 🛛 🗙 📢	🏷 :: INDIAN INSTITUTE OF	sc × +					
()	ocalhost:2020/ca	ampus/getHostelAdmSearchDetails.action?i	eportFormat=pdf&hostelAdmission.id=&hostel.id=	222298112&inmateType.id	=-1& C Q S	earch 1	☆ 🖻 🛡 🖡	A 9	S 🦗 🔫	=
5 Iiser_Live	🔨 liser-T 🕤	Niser-L 🔨 Niser-T 🌀 Ifim-T 🌀 IFIM-L	🔨 IIITD-L 🔟 FromDev 🌂 Java Developer 🤭 Ja	ava Design Patterns 斗 Hi	bernate Second Lev \	Spring 2.5 and S	pring 🗌 Passport :	Seva 🗍 Passpi	ort Seva 🎝 🗛 Java4s	
5.00	mpuelabe					(6) 💥 Englis	eb . 🐘 Mer Ka	nana (Hostel Ad	min CAMPUS) -	
Gicu	nipusiuos	-				(o) vie crigits	IVII S. No	pana (noster Ad	IIIIII-CAWF03) •	
1	# Home A	dmission						Today's	date: 31/12/2015	
Ģ							*	- 🖻	≩ .	
	hostel	Hostel-5	Inmate TypeSelect	▼. Status	Select	•	Filter			
D			Prev Page No. 1 • of 18	Next			tot	al : 267 Show	All	
	SI No:	Admission Number	Name	Admission Date	Inmate Type	Status	actions			
	1	HBK15	Lalit Kumar Kushwah	31/12/2015	Others	Admitted	¢	୦, ⊗		
	2	HBK9	Abhilasha	31/12/2015	Others	Admitted	F	०, ⊗		
	3	MP12002	Rituraj Marwaha	01/01/2015	Student	Allocated	Q	0		
	4	MP12007	Shivam Rai	01/01/2015	Student	Allocated	Q	0	D	
	5	MP12008	Pankaj Dubey	01/01/2015	Student	Allocated	Q	0	D	
()	3 🖉	5 0 0 ≎ ¶	🕘 📑 👩 📼					- 🧕 🖤	ail 🕩 2:42 PM	Ľ,

- ✓ 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.

त्तs campuslabs 🔳							(6)	🗰 English -	Mrs. Kalpana	
	Gotoitem allocation.	COMPLAINT REGISTER	HOSTER	L LEAVE	ROOM BOOKING	GATE PASS		MESS RATE		T T * ·
Hostel-5			H	Hostel Detail Hostel Chief Hostel Chief Hostel Chief Hostel Chief Hostel Ward Hostel Care Hostel Care Hostel Care Hostel Mobil Hostel Inma Edit Hostel	S Warden Contact Number en Name en Contact Number Taker Name Taker Contact Number ld te Types el Delatils Delete Host	e	9 5	irof, Arvind 11722240211 Ars, Kalpana 1779876456 Irijeshbajpal⊕iisern tudent, Institute Gu View Room Detail	ohali.ac.in est. Others	ß

- \checkmark 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

6	amp	uslabs	🙎 🏚 🚯 🗰 English - 📓 Mrs. Kalpana (Hostel Admin-CAM	MPUS) -
۲	ń	Home Block List	Today's date: 3	1/12/2015
Ģ			+ +	\$ ·
		Block Name - Hostel-5		
		Ground Floor		
•			Dastially filled seen	
		101 - 102 - 103 - 104 - 105 - 106 - 107 - 108 - 109 - 110 - 111 - 112 -	Partially filled room	
		113 • 114 • 115 • 116 • 117 • 118 • 119 • 120 • 121 • 122 • 123 • 124 •	Empty room	
			Color code	
		E Floor-1		
			Fully filled room	
		201 - 202 - 203 - 204 - 205 - 206 - 207 - 208 - 209 - 210 - 211 - 212 -		
		<u>213 · 214 · 215 · 216 · 217 · 218 · 219 · 220 · 221 · 222 · 223 · 224 ·</u>		
		225 - 226 - 227 - 228 - 229 - 230 - 231 - 232 -		

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

6	amp	uslabs	ደ	Д (6)	🗰 English -	Mrs. Kalpana (Hostel Admin-CAMPUS) -
۲	6	Home Block List				Today's date: 31/12/2015
Ģ						+ + ★ ☆.
		Block Name - Hostel-5]			
•		Ground Floor				
		$101 \cdot 102 \cdot 103 \cdot 104 \cdot 105 \cdot 106 \cdot 107 \cdot 108 \cdot 109 \cdot 110 \cdot 111 \cdot 112 \cdot 100 $				
		Room Details				
		Check In				
		E Floor-1				
		201 · 202 · 203 · 204 · 205 · 206 · 207 · 208 · 209 · 210 · 211 · 212 ·				
		213 • 214 • 215 • 216 • 217 • 218 • 219 • 220 • 221 • 222 • 223 • 224 •				
		225 · 226 · 227 · 228 · 229 · 230 · 231 · 232 ·				
localhost	::2020/ci	l ampus/roomAllocCheckInLoadAddPage.action?room.id=222494737&chostel.id=222298112				

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

Qcc	ampuslabs 🔳	l i i i i i i i i i i i i i i i i i i i				۹ <u>۹</u>) 🇱 English - 🔛 Mrs. Kalpana (Hostel A	dmin-CAMPUS) -
^	ff Home Check-In						Today	/'s date: 31/12/2015
Ģ							← =	🖹 🔆 -
•	👬 Room Details							
	block	floor	room no.	room type	capacity	rent/day	occupants(if any)	
	Hostel-5	Ground Floor	110	Guest Room	1	200		
	hostel name	Hostel-5	▼ gend	87 Male		 inmate type 	Student	•
	Select All Dese	elect All						
	Filter: Type	to filter Q					Show entries:	10 🗸
	select	^ name	0 hostel adm	.number C	hostel adm. date	program/dej	partment	0
		Aakash Sharawat	MS09001		10/12/2015	MS 2009-14		
		Aaveg Aggarwal	M510101		31/12/2015	MS 2010-15		
		Abhay Kasera	M513087		31/12/2015	2013-14/B5-N	IS Dual Degree Program/MS	
		Abhay. P. S	MS15027		31/12/2015	2015-16/BS-N	IS Dual Degree Program	
		Abhijeet Sahebrao Jadhav	PH12143		31/12/2015	2012-13/PhD	jan Term/Chemistry	

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

<i>6</i>	ampuslabs 🔳						<u>ع (6)</u>	🗰 English -	Mrs. Kalpana (Hos	tel Admin-CAMPUS) +
۲	∯ Home Check-In									Today's date: 31/12/2015
Ģ	data saved successfu	ılly.								Х
									-	🖻 🌣 -
•	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(S	Student - MS09001)		
	hostel name	Hostel-5	v	gender Male		•	inmate type	Student		×
	Select All Desel	ect All								
	Filter: Type to	filter Q							Show ent	ries: 10 ~
	select	^ name	0 host	el adm.number	0 hostel adm. da	ate O	program/departme	nt		0
		Aaveg Aggarwal	MS1	0101	31/12/2015		MS 2010-15			
		Abhay Kasera	M51	3087	31/12/2015		2013-14/85-MS Dual	Degree Program/MS		
		Abhay. P. S	M51	5027	31/12/2015		2015-16/BS-MS Dual	Degree Program		
		Abhijeet Sahebrao Jadhav	PH1	2143	31/12/2015		2012-13/PhD-Jan Ter	m/Chemistry		

 \checkmark During saving a PDF report generates for student as shown below.

🔁 Room_Allotment(1).pdf - Adobe Reader							_ 0 <mark>_ x</mark>
File Edit View Document Tools Window H	elp						
🖶 🍓 - 🌍 🛧 🕂 1 /1 (100% • 	Find •					
6		ROOM	M ALLC		1		
	Student Roll No.	Student Name		Hostel Name	Room No	Occupancy Type	
	MS09001	Aakash Sharawat		Hostel-5	110	Guest Room	
	List of Ite	ms Allocated	Quantity	v Rem	narks on cond	dition of Items	
				,			
	Student Program :	MS 2009-14-IISER Mo	hali/Ser	nester10			
	Student Address :	A-2, V.B.R.I. Staff Qua	ters Ba	dgaon Road, Uda	aipur, Rajastha	an	
	Student Contact No			Parent Contac	t No :		
	Occupant's Signatu	Ire				Parent's Signature	
%							
Ø	Hostel In-charge Si	gnature					

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:

♂campuslabs				点 (43) 梯 English - 🕌 Bhupinder Bhardwaj Singh (Student-CAMPUS) -
Home	۲	My Calendar	Φ	Upcoming / Ongoing Events & Birthdays 🗵 My Requests & Approvals
Student Registration	۲	Monday, Dec 28, 2015		
IISERM Webmail	G	K Wonday, Dec 28, 2013	_	Winter Vacation Period 17/12/2015 Hostel Complaint Verification Alert Mrs. WinterVacation Period Kalpana Kalpana
IISERM Course Management System		all-day		Event suit La veys ego Event Close in Loeys Take action
Library		8am		Blithday of G Ramachandran 17/12/2015 Hostel Complaint Verification Alert Mrs. Kalpana 11 days ago Take action
Hostel Request	0	9am		
		10am	E	17/12/2015 Leave Approved By Mr. Prof. Arvind 11 days ago View
		11am		
		12pm		
		1pm		
		2pm	-	

- ✓ 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)

6	ampuslabs 🔳	ŤŤ	(1)	NO IMAGE Antel Mill
1	Home / My Hostel Info / Hostel Application This screen will come after clicking on hostel request module.			
	You already have a room allocated!!			
G				
î'n	Hostel Complaint Apply For Hostel Guest Room Download Item Late Coming Request Leave Booking Details Allocation Report Request			
6	Student status is active.			
C	Click here to submit the hostel complaint.			

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

6	campuslabs 🔳	<u>(43)</u>	🚻 English -	Bhupinder Bhardwaj Singh (Student-CAMPUS) -
٢	f Home Complaint Register List			Today's date: 28/12/2015
¢				← + ☆ -
e	✔ Hostel-2			
m	category: -SELECT CATEGORY- V Subject :			Click here to make a
0				

\checkmark 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.

	# Home Add Co	omplaint		Today's date: 28/12/2015
¢	Host	tel Complaint Number Actual Complaint Number Hostel Code		🔶 🗮 📰 🔅 -
G	🥒 Submit Compl	aint For Hi stel-5, Room No 105		
m	complaint number	HCN HOTELSIS	complaint date	28/12/2015
Ģ	category		subject	Subject should be placed here
•	location	Location should be placed here	details	Details should be placed here
		di characters left: 97		.ii] Characters left: 98
	2014. Campus Labs I	Pvt. Ltd.		C

- (a) 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).

♂campuslabs						🗅 🗯 English - 🔤 Mrs. Kalpana (Hostel Admin-CAMPUS) -
Home	1	My Caler	ndar	0	Upcoming / Ongoing Events & Birthdays	My Requests & Approvals
Hostel	Ģ	-				
Hostel Complaint Register		<	Monday, Dec 28, 2015	>	Winter Vacation Period Winter/Vacation Period	28/12/2015 Hostel Complaint Bhupinder Bhardwaj Singh
Bulk Hostel Admission		all-day	Monday 12/28		Event Start: 24 days ago / Event Close: in 2 days	a few seconds ago Generated Alert Take action
Hostel Item Allocation		8am		· · · · · · · · · · · · · · · · · · ·	Birthday of G Ramachandran in 2 days	17/12/2015 Hostel Complaint Repair Alert Mr. Praveen Kumar Srivastav 11 days ago Take action
		9am				
		10am		E		14/12/2015 Hostel Complaint Bhupinder Bhardwaj Singh 14 days ago Take action
		11am				
		12pm				
		1pm				
		2pm		-		

- 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

⊙campuslabs						(35) 🗰 English -	Mrs. Kalpana (Ho				
Hostel Complaint Register											
Bulk Hostel Admission	Hostel Complaint Details		Workflow Status								
Hostel Item Allocation	complaint number	HCN-Hostel-5-8	Date		From - To		Action	Remarks			
	hostel name complaint date	Hostel-5 28/12/2015	Dec 28, 2015 6:07 PM	Bhupinder Bhardwaj	Bhupinder Bhardwaj Singh -> Mrs. Kalpana		Registered				
	floor	Building Work Ground Floor									
	type subject	Subject should be		Key is defined if a client wants to list only a sepecific department's employee. like IWD in case of IISER -Mohali							
	location	placed here Location should be									
	details	Details should be placed here									
				Key : ho	stel_complaint	repairer_dept_code					
	🖉 scrutinizing details										
	priority High 👻	status	Approved 👻	employee to	038 - Praveen Kun	nar Srivastava		Send Mail			
	scrutinized on 28/12/2015	scrutiniz	ed by Kalpana	IISER Specific rest with auto selected o	of all chooser w f logged in emp	ill come loyee.					
	remarks						If it's che mail will b	eked then only 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.

Qca	mpuslabs 🔳			쓰 🗘 🙁 🗰 Engl	sh • Mr. Praveen Kumar Sr	ivastava (Hostel Admin-CAMPUS) -
•	🌶 Hostel Complaint Details		Workflow Status			
	complaint number	HCN-Hostel-5-8	Date	From - To	Action	Remarks
_	complaint date	28/12/2015	Dec 28, 2015 6:07 PM	Bhupinder Bhardwaj Singh -> Mrs. Kalpana	Registered	
U	category floor	Building Work Ground Floor	Dec 28, 2015 7:17 PM	Mrs. Kalpana -> Mr. Praveen Kumar Srivastava	Approved	Issue is valid.!
	type subject location details	Subject should be placed here Location should be placed here Details should be placed here				
	Hostel Complaint Approval/ priority status scrutinized on scrutinized by	Rejection Details		High Approved 28/12/2015 Kaloana		
	remarks department			Issue is valid.! HOSTEL		

					High		
status					Approved		
scrutinized b	by				Kalpana		
remarks					Issue is valid.!		
department					HOSTEL		
			Bv	default Logged in Employee as	selected		
			- /	1		In case of third party employee you may go w	ith
A	tails						
repairing det							
repairing det							
repaired on	28/12/2015	repairer	Employee	Praveen Kumar Srivastava		Other	
repaired on	28/12/2015	repairer	Employee	Praveen Kumar Srivastava		Other	_
repaired on work done	28/12/2015	repairer	Employee	Praveen Kumar Srivastava		Other	
repaired on work done	28/12/2015	repairer	Employee	Praveen Kumar Srivastava		Other	
repaired on	28/12/2015	repairer i	Employee	Praveen Kumar Srivastava		Other	
repaired on work done	28/12/2015 Characters left: 127	repairer i	Employee	Praveen Kumar Srivastava		Other	

- 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.

⊙ campuslabs					<u>ع</u>	🗘 🗰 English - 🔛 Mrs. Kalpana (Hostel Admin-CAMPUS) -
Home	1	My Cal	lendar	o	Upcoming / Ongoing Events & Birthdays	My Requests & Approvals
Hostel	Ģ		Tuesday, Dec. 20, 2015			
Hostel Complaint Register		<	Tuesday, Dec 29, 2015	>	Winter Vacation Period WinterVacation Period	29/12/2015 Hostel Complaint Repair Alert Mr. Praveen Kumar Srivastav
Bulk Hostel Admission		all-day	Tuesday 12/29		Event Start: 24 days ago / Event Close: in 2 days	5 minutes ago Take action
Hostel Item Allocation	D	8am		•••••••••	Birthday of G Ramachandran in 2 days	17/12/2015 Hostel Complaint Repair Alert Mr. Praveen Kumar Srivastav 12 daya go Take action
		9am				
		10-20		=		14/12/2015 Hostel Complaint Bhupinder Bhardwaj Singh
		Toann				15 days ago Take action
		11am				
		12pm				
		1pm				
		2pm		-		

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

QC	ampuslabs						Ł	Δ (43) 🗰 Eng	glish - Bhupinder Bhar	dwaj Singh (Student-CAMPUS) •
	1	HCN-Hostel-5-1	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-5-2	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-5-4	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-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	Registered
	5	HCN-Hostel-5-6	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-5-8	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.

⊙ campuslabs					<u>ዳ</u> ቧ (35) [™] English •	Mrs. Kalpana (Hostel Admin-CAMP
Hostel Complaint Register		A Hostel Complaint Verifi	,			
				Workflow Status		
Hostel Item Allocation	•	complaint number hostel name complaint date	HCN-Hostel-5-8 Hostel-5 28/12/2015	Date Dec 28, 2015 6:07 PM	From - To Bhupinder Bhardwaj Singh → Mrs. Kalpana	Action Remarks
		block	Building Work Hostel-5	Dec 28, 2015 7:17 PM	Mrs. Kalpana -> Mr. Praveen Kumar Srivastava	Approved Issue is valid.!
		floor type subject	Ground Floor Subject should be	Dec 29, 2015 11:02 AM	Mr. Praveen Kumar Srivastava -> Mrs. Kalpana	Repaired Issue is valid.!
		location details	placed here Location should be placed here Details should be placed here			
		🖋 scrutinizing details				
		priority High		status Repaired		
		scrutinized on 28/12/2015		scrutinized by Kalpana		
		remarks issue is valid.!		department HOSTEL		
		L				

- ✓ 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.

0

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

€ campuslabs				표 요 (26) 🗰 English - 🚆 Bhupinder Bhardwaj Singh (Student-CAMPUS) -
Home		My Calendar	0	Upcoming / Ongoing Events & Birthdays My Requests & Approvals
Student Registration	C			
IISERM Webmail	G	< Tuesday, Dec 29, 2015 >		Winter Vacation Period 29/12/2015 Hostel Complaint Verification Alert Mrs. WinterVacation Period Kalpana
IISERM Course Management System	th	all-day		Event Start 25 days ago/ Event Close: In a day a few seconds ago Take action
Library	¢	8am		Birthday of G Ramachandran 17/12/2015 Hostel Complaint Verification Alert Mrs. Kalpana 12 days age Take action
Hostel Request		9am		
		10am	E	17/12/2015 Hostel Complaint Verification Alert Mrs. Kalpana 12 days ago Take action
		11am		
		12pm		
		1pm		
		2pm		

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

campuslabs				요 (43) 🗰 Englist	n - MO	hupinder Bhardwaj Singh (Student-CAMPU)
🥒 Submit Com	nplaint For Hostel-5, Room No 105					
complaint number	HCN-Hostel-5-10		complaint date	28/12/2015		
category	BUILDING WORK \sim		subject	Subject should be placed here		
location	Location should be placed here		details	Details should be placed here		
	Characters left: 127			Characters left: 127		
() Workflo	ow Status					
						_
	Date	From - To	,		Action	Remarks
Dec 28, 2015	Date 5 6:07 PM	From - To Bhupinder Bhardwaj Singh -> Mrs. Kalpana		R	Action	Remarks
Dec 28, 2015 Dec 28, 2015	Date 5 6:07 PM 5 7:17 PM	From - To Bhupinder Bhardwaj Singh -> Mrs. Kalpana Mrs. Kalpana -> Mr. Praveen Kumar Srivastava	,	R	Action egistered	Remarks
Dec 28, 2015 Dec 28, 2015 Dec 29, 2015	Date 5 6:07 PM 5 7:17 PM 5 11:02 AM	From - To Bhupinder Bhardwaj Singh -> Mrs. Kalpana Mrs. Kalpana -> Mr. Praveen Kumar Srivastava Mr. Praveen Kumar Srivastava -> Mrs. Kalpana		R A F	Action egistered pproved lepaired	Remarks Issue is valid.! Issue is valid.!

- 2. Through a Navigation by clicking on Edit button
 - <u>Complaint Register List:</u>
 - Admin user(Caretaker/INCHARGE) can search the registered complaint for a particular hostel with two optional filters i.e. category and Subject .

<i>6</i> 00	ampuslabs							<u>ل</u> (35)	🚻 English -	NO IMAGE MICHINE	rs. Kalpana (Hostel Admin-CAMPUS)	5) -	
	Home Complaint Register List												
6	Scrutinizing Repairing Verifying												
	Complaint Register List												
D	hostel name HoSTEL-S V Category -SELECT CATEGORY- V Subject												
D													
											anali 2		
											(0(8), 2		
	sl. no.	complaint number	block	floor	room	location	type	subject	complain	nt 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).

ana (Hostel Admin-CAMPUS) +
🔶 🔅 -
itered 🔻 Go
5

 \checkmark User can filter the records for a particular hostel with provided filter.

Q0	ampuslabs					보 요 (35)	🗰 English -	Mrs. Kalpana		
	# Home C	Complaint Scrutinizing List								
Ģ	Registering	Repairing Verifying								◆ ☆ ·
	🧪 Complai	nt Scrutinizing List								
•	hostel nan	HOSTEL-5	\vee	-SELECT CATEGORY	∨ subject	0		status Registere	d 🔻	Go
Þ										
								to	otal : 2	
	sl. no.	complaint number	type	subject	complaint date	category			actio	ns
	1	HCN-Hostel-5-5		Subject should be mentioned should be placed here.	14/12/2015	Building Work			ŕ	Q
	2	HCN-Hostel-5-9		Subject should be mentioned should be placed here.	29/12/2015	Building Work			¢	Q
	© 2014. Campus	s Labs Pvt. Ltd.								C

- ✓ 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).

5	ampuslabs:							ዶ	Д (35)	🗰 English -	Mrs. Kalpana (Hoste	I Admin-CAMPUS) -
٢	f Home Com	plaint Repairing List										
Ģ	Registering	Scrutinizing Veri	fying									◆
	🥒 Complaint R	epairing List										
•	hostel name	HOSTEL-5	~	category	SELECT CATEGORY	\sim	subject	0			status Approved 🔻	Go
D												
	2014. Campus Lab	is Pvt. Ltd.										C

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

6	car	mpuslabs					<u>ደ</u> ቢ (35)	🗰 English -	Mrs. Kalpana (Hostel Admin-CAMPUS) -
۲		# Home Co	mplaint Repairing List						
Ģ		Registering	Scrutinizing Verifying						🔶 🌣 -
		🧪 Complaint	t Repairing List						
•		hostel name	e HOSTEL-5	✓ categor	YSELECT CATEGORY ∨	subject	•	st	atus Approved - Go
_							v		
-									
									total : 1
		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	
		e 2014: Campus c	aos Pvt. Lto.						Ç

- ✓ 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).

6	ampuslabs	3						ዶ	Д (35)	🗰 English -	NO MISS	. Kalpana (Hostel)	Admin-CAM	PUS) -
	# Home Compla	int Verifying List												
Ģ	Registering S	crutinizing Rep	pairing										+	☆ ·
	🖉 Complaint Veri	fying List								-				
•	hostel name	HOSTEL-5	\checkmark	category	-SELECT CATEGORY	\checkmark	subject	0			status	Repaired 👻	Go	
0								•						
	© 2014. Campus Labs P	vt. Ltd.												0

 \checkmark User can filter the records for a particular hostel with provided filter.

60	amj	puslabs 🛛	3						8 D (3	5) 🗰 English -	Mrs. Kalpana (Ho	stel Admin-C	'AMPUS) -
		Home Compla	int Verifying List										
Ģ		Registering S	crutinizing Rep	airing								+	☆ -
	4	🖉 Complaint Veri	fying List										
0		hostel name	HOSTEL-5	\sim	-SELECT	CATEGORY	- ~	subject	0		status Repaired 🔻	Go	
0									•				
											total	• 1	
											tota		
		sl. no. c	omplaint number	complaint date	category		priority	scrutinized on	scrutinized by	repaired on	repairer	action	5
	1	HCN	-Hostel-5-9	29/12/2015	Building Work		High	29/12/2015	Kalpana	29/12/2015	Kalpana	¢	Q
	© 2	2014. Campus Labs P	vt. Ltd.										٢

- \checkmark 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.

6	campuslabs 🗧		A (45)	🗰 English -	Bhupinder Bhardwaj Singh (Student-CAMPUS) •
۲	Home / My Hostel Info / Hostel Application				
	You already have a room allocated!!				Х
C Th	Hostel Complaint Request Complaint Request Complaint Request Complaint Request Complaint Request Complaint Request Complaint Complaint Request Complaint Com	5 Jest			
	Student status is active.				
0	Click here				
	© 2014. Campus Labs Prt. Ltd.				C

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

⊜ ca	mpuslab	s 🗖						요 (45)	🗰 English -	Bhupinder Bhard	waj Singh (Student-C/	AMPUS) -	
^	# Home	Hostel Leave List									Today's date: 2	29/12/2015	
								Cli	ck here to make req	uest	+ +	\$ ₽ -	
												total : 12	
'n	sl no.	hostel admission	leaving date	return date	reason	permission from	Status	Remarks	Forwarded By	Approved By	Leave Type	no of days	
0	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	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	

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

00	ampuslabs 🔲	🙎 🚨 👫 English - 🚨 Bhupinder Bhardwaj Singh (Student CAMPUS) -
	希 Home Leave Application Form	Today's date: 23/12/2015
e		🔶 🖻 😓
G	🖉 Hostel-5	
	hostel admission	PH12106 Bhupinder Bhardwaj Singh
000	Leave Type	WORKING DAYS \vee
6	leaving date	30/12/2015
9	period	FULL DAY \checkmark
	return date	30/12/2015
	period	FULL DAY \checkmark
	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 Mgida

- 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

€ campuslabs						🗱 English - 🛛 Dr. Chanchal Kumar (Hostel Admin-CAM
Home	۲	My Calendar		0	Upcoming / Ongoing Events & Birthdays	My Requests & Approvals
Hostel	Ģ	ть	ureday, Dec 21, 2015			
Hostel Complaint Register			arsuay, Dec 51, 2015	>	Winter Vacation Period WinterVacation Period	31/12/2015 Leave Request from Mr. Bhupinder Bhardwaj Singh
Bulk Hostel Admission		all-day	Thursday 12/31		Event start, a month ago / Event Close, 11 hours ago	a rew seconds ago Take action
Hostel Item Allocation	•	8am		· · · · · · · · · · · · · · · · · · ·	Birthday of G Ramachandran 11 hours ago	
		9am				
		10am				
		11am				
		12pm				
		1pm				
		2pm		-		
		Zhill				

• Alert for dean academic affairs

• Alert for hostel warden(s)

€ campuslabs				😤 🕮 👫 English - 🧱 Prof. Arvind (Hostel Admin-CAMP
Home	٢	My Calendar	0	Upcoming, Ong Alerts & Notification
Hostel	Ģ	Thursday, Dec 31, 201	5	✓ 31/12/2015 Leave Request from Mr. Bhuginder Bhardwai Singh
Hostel Complaint Register		Thursday, 500 51,201		Winter Vacat 8 minutes ago Winter Vacat 6 Minutes ago Notification for hostel warden(s)
Bulk Hostel Admission		all-day		
Hostel Item Allocation		8am	<u>^</u>	Birthday of G Ramachandran 11 hours ago
		9am		
		10am	E	
		11am		
		12pm		
		1pm		
		2pm		

• 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.

Qc	ampuslabs 🔳						<u>گ</u> (20)	🗰 English -	Dr. Chancha	Kumar (Hostel Adm	iin-CAMPUS) +
	ff Home Hostel Leave List									Today's	date: 29/12/2015
Ģ	Leave Processing Form										
										+	+ ☆ ·
•	hostel name HOSTEL	5	\sim		from 28/12/2	015	to 27/04/2	016	Go		
•											
	sl o hostel o no. admission	leaving date ○	return o date	reason 0	permission from	Status 0	Remarks	Forwarded O By	Approved By	Leave Type ု	no of o days
	PH12106- 1 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- 5 Bhupinder Singh	15/02/2016	15/02/2016	Some valid reason should be placed here	Dean	Pending				Working Days	1.0

 \checkmark

- ✓ By clicking on Leave Processing Form a shown below page will display.
- \checkmark (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 notication. Any hostel warden can arrpove it.

∕o campuslabs							<u>8</u>	۵	English - Prof. Arvind (Hostel Admin-CAMPUS) -
Home	۲	My Caler	ndar	٥	Upci ming / Ong		Alerts & Notification		My Requests & Approvals
Hostel Hostel Complaint Register	<u>چ</u>	<	Thursday, Dec 31, 2015	>	V inter Vacati	~	31/12/2015 Leave Request from Mr. Bhupinder Bhardwaj Singh Forward by Dr. Chanchal Kumar		Leave forward notification for all warden
			Thursday 12/31		E		a few seconds ago		
Bulk Hostel Admission	-	all-day				~	31/12/2015 Leave Request from Mr. Bhupinder Bhardwai Singh Forward		
Hostel Item Allocation		8am		-	Birthday o 11 hours ago		by Dr. Chanchal Kumar a few seconds ago		
		9am							
		10am		====					
		11am							
		12pm							
		1pm							
		2pm							

- 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.

Qca	mpuslabs 🔳						<u>ዳ</u> ር20)	🗰 English -	Dr. Chanchal Kumar (Hostel Admin-CAMPUS) -
	ff Home Leave Pro	cessing Form							Today's date: 29/12/2015
Ģ	Go To Hostel Leave L	ist Page							
									🔶 🛅 🔅 -
	hostel name	Hostel-5		•	Status	Pending 👻		Filter	
	Check All Clear All 0	name \circ from \circ	to 🗘 Status 🗘	Remarks 0	Forwarded By 🗘	Approved By \Diamond	Leave Type 🗘	no of days 🗘	reason 🗘
		PH12106 - Bhupinder Bhardwaj Singh 01/01/2016	01/01/2016 Pending				Working Days	1.0	TEST!
		PH12106 - Bhupinder Bhardwaj Singh 15/02/2016	15/02/2016 Pending				Working Days	1.0	Some valid reason should be placed here
	Remarks								
		Authority 028-Dr. Chanchal Kumar			Statu	s FOR	WARD	~	To Warden
localhost:20)20/campus/campusm	enu.action			Save Cancel				

✓ 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.

6	cai	mpuslabs 🛙	3						众 (20)	ish - MO			
۲		f Home Leave P	rocessing	Form								Today's	date: 29/12/2015
Ģ		Go To Hostel Leave	List Page										
								_				• •• C	■ * -
₽		hostel name	Hoste	I-5			▼ Status	[Approved 🔻	Filte	r		
P							There is no check box and action window	v					
		name	\$	from 🗘	to 🗘	Status 🗘	Remarks		C Forwarded By C	Approved By	Leave Type	no of days	reason 🗘
		PH12106 - Bhu Bhardwaj Sir	pinder ngh	04/01/2016	04/01/2016	Approved	This text to be treated as remarks for dean. Th text to be treated as warden's remarks	nis	Dr. Chanchal Kumar	Arvind	Working Days	1.0	TEST!!
		L											
		© 2014. Campus Labs P	/t. Ltd.										0

• 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.

Qco	ımp	ouslat	os 🔳							ع م	83) 🗰 English	Prof. A	Arvind (Hostel Admi	n-CAMPUS) -
Ģ	Le	eave Proe	cessing Form											
													•	- \$₹·
		hostel n	iame Hi	STEL-5		\sim		from 28	/12/2015	to 25	/02/2016	Go		
•														
		sl no. 0	hostel admission	0	leaving \Diamond date	return date	reason 🗘	permission from	⊖ Status :	Remarks	By Forwarded	Approved By	Leave Type 🗘	no of days \diamond
		1	PH12106- Bhupinder Sir	gh 3	1/12/2015	31/12/2015	Test!	Dean	Forwarded	This text to be treated as dean remarks.	Dr. Chanchal Kumar		Working Days	1.0
		2	PH12106- Bhupinder Sir	gh 0	1/01/2016	01/01/2016	TEST!	Dean	Pending				Working Days	1.0
		3	PH12106- Bhupinder Sir	gh 0	2/01/2016	02/01/2016	Demo!	Warden	Pending				Non-Working Days	1.0
		4	PH12106- Bhupinder Sir	gh 0	14/01/2016	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 Sir	gh 1	5/02/2016	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.

6	am	npuslabs I	3						A (83)	🗰 English -	NO Pr	
•		hostel name	Hostel-5				▼ Status	Forward 💌		Filter		🔶 🖺 🌣 -
۰												
		Check All Clear All \$	name 🗘	from \Diamond	to 🗘	Status 🗘	Remarks 0	Forwarded By \diamond App	noved By	Leave Type	no of days	reason ≎
			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!
		V	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									
		C	Characters left: 97 Authority 008-Prof. A	rvind				Status	/ED	×		
_							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 caretakter(s) will get notication as shown below
- Plesae 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) :

(Iocalhost:2020/car	mpus/campu	ismenu.action			C Q Sear	ch	★111 ♥ ↓ ☆ ♥ ♥ ♥ + =
🔨 Iiser_Live 🕤 Iiser-T 🕤 N	liser-L 🧒 N	liser-T 🐔 Ifim-T 🐔 IFIM-L 🀔 IIITD-L 间 P	FromDev 🌂 Java Deve	eloper 🤭 Java Desigr	n Patterns 斗 Hibernate Second Lev 🕼	Spring 2.5 ar	nd Spring 📄 Passport Seva 📄 Passport Seva J Java4s
⊙ campuslabs					<u>ه</u> ۲ (۱) 👯 Er	nglish - 🔛 Mrs. Kalpana (Hostel Admin-CAMPUS) -
Home	1	My Calendar	٥	Upcc ming / On	Alerts & Notification		My Requests & Approvals
Hostel	Ģ	Thursday, Dec 31, 201	5		 31/12/2015 Leave Request from Mr. Bhupinder Bhardwaj Singh Approved 	-	
Hostel Complaint Register		Thursday 12/31		Winter Vaca WinterVacation Event Start: a n	by Prof. Arvind 4 minutes ago		Notication for caretaker(s)
Bulk Hostel Admission		all-day			 31/12/2015 Leave Request from Mr. Bhupinder Bhardwaj Singh Approved 		
Hostel Item Allocation		8am		Birthday 12 hours ago	by Prof. Arvind 4 minutes ago	-	
		9am					
		10am	E				
		11am					
		12pm					
		1pm					
		2pm	-				

- 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.

Qcc	ampuslabs 🔳				<u>ل</u> ا	£	1 (20) 🗮 Engli	sh • Mo	. Chanchal Kuma	ır (Hostel Adm	in-CAMPUS) -
۲	f Home Leave Processing F	orm								Today's	date: 29/12/2015
Ģ	Go To Hostel Leave List Page										
										•	□ ☆ ·
Ţ	hostel name Hostel-	5			▼ Status	Ар	proved 💌	Filte	7		
Ģ					There is no check box and action window						
	name 🗘	from \Diamond	to 🗘	Status 🗘	Remarks	٥	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!!
	© 2014. Campus Labs Pvt. Ltd.										0

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

€ campuslabs				<u>۹</u> (38)	🗰 Eng	lish - Bhupinder Bhardwaj Singh (Student-CAMPUS) -
Home	۲	My Calendar	•	Upcoming / Ongoing Events & Birthdays		My Requests & Approvals
Student Registration	۲	Tuesday Dec 29 2015				
IISERM Webmail		Tuecday 12/20		Winter Vacation Period WinterVacation Period Event Start: 25 days ago / Event Close: in a day		29/12/2015 Leave Approved By Mr. Prof. Arvind a few seconds ago
IISERM Course Management System	in	all-day				20122/2015 Linear Second Public Parchareta Kurran
Library	8	8am	-	Birthday of G Ramachandran in a day		21 minutes ago
- Hostel Request	<u>_</u>	9am	_			29/12/2015 Hostel Gate Pass Request Approved by
	~					Mr. Prof. Arvind 3 hours ago View
		10am				
		11am				
		12pm				
		1pm				
		2pm	-			

Hostel Guest Room Booking

Hostel Guest Room Booking

 $\checkmark~$ A student can request for Hostel Guest Room booking from student portal whether he/she residing in hostel or Not .

6	campuslabs 🔳					A (47)	🗰 English -	Bhupinder Bhardwaj Singh (Student-CAMPUS) -
۲	Home / My Hostel Info / Hostel Application							
	You already have a room allocated!!							Х
C M	Hostel Complaint Request	Guest Room Booking Details	Download Item Allocation Report	Gate Pass Reque	5 st			
	Student status is active.	Click here for booking requ	est					
<u>.</u>								
	© 2014. Campus Labs Pvt. Ltd.							C

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

Qca	mpuslabs			盘 🛆 (4) ၊ 邦 English - 🕌 Bhupinder Bhardwaj Singh (Student-CAMPUS) -
G	🥖 Hostel Bookin	g Details		
in	hostel	HOSTEL-5 V		
	first name	Lalit	middle name	Kumar
	last name	Kushwah	gender	Male 💌
	relationship	Friend	no of persons	1
	Permanent Address	B-108 Sector -65 <u>Noida</u>	Contact Address	B-108 Sector -65 Ngida
		Characters left: 106		Characters left: 106
	Phone Number	9713995900	Email	lalit.kushwah@yahoo.com
	Room Type	Guest room \sim	Check in	01/01/2016 Check out 03/01/2016
	© 2014. Campus Labs	Pve. Ltd.		0

- ✓ 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.

Sca				且 🛛 (4) 🗮 English - 🏙 Bhuping						
<u>_</u>							-		*	
e	🥒 Hostel Booki									
in	hostel	HOSTEL-S V								
	first name	Lalit	no of days can not be more than 3	Kumar						
	last name	Kushwah		Male 💌	<	J	anuary	2016	3	>
	relationship	Friend	ОК	1	Su	Мо	Tu I	We TI	Fr	Sa
	Permanent Address	B-108 Sector -65 Ngida	Contact Address	B-108 Sector -65 Ngida	27	28	29 5	30 3 [.]	1	2 9
					10	11 18	12 19	13 14 20 21	15 22	16 23
	Phone Number	9713995900	Email	lalit.kushwah@yahoo.com	24	25	26		29	30
	Room Type	GUEST ROOM	Check in	01/01/2016 Check out	04/01	/2016	5			

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

60				표 요 (4) 🗰 English - 🧱 Bhupinder Bhardwaj Singh (Student-CAMPUS) -
۲	# Home Hoste	el Booking Form		Today's date: 31/12/2015
C				🕶 🔳 🛄 🔅 ·
e	🥒 Hostel Booki	ng Details		
m	hostel	HOSTEL-S V	You have to select a future date	
6	first name	Lalit	ОК	Kumar
	last name	Kushwah	gender	Male -
•	relationship	Friend	no of persons	1
	Permanent Address	B-108 Sector -65 Noida	Contact Address	8-108 Sector -65 Noida
		Characters left: 106		Characters left: 106
	Phone Number	9713995900	Email	lalit.kushwah@yahoo.com
	Room Type	GUEST ROOM	Check in	31/12/2015 Check out 02/01/2016
				-

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

Qcc	ampuslabs					윤 유 (4)	🗱 English - 🔛 Bho							
۲	6 Home Hostel Booking Form Today's date: 31/12/2015													
۲	Your Request fo	or Booking the room is submi	tted with booking numb	er HBK15.You will be not	tify about the stauts of	this request		х						
G								🔶 🕂 🌣 ·						
ŵ	🖉 Hotel Booking	Details												
(hostel name :	HOSTEL-5 V	Filter											
<u></u>	Filter: Type	to filter Q						Show entries: 10 V						
	sl. no. \land	booking number 🗘	hostel name 🗘	booked date 🗘	arrival date 🛛 🗘	Inmate type	≎ status ≎	actions \Diamond						
	1	HBK15	Hostel-5	31/12/2015	01/01/2016	Others	Pending	< ⊗ ⊗						
	2	HBK10	Hostel-5	30/12/2015	31/12/2015	Others	Pending	9. 8 8						
	3	HBK14	Hostel-5	30/12/2015	31/12/2015	Others	Pending	Q ⊗ ⊗						
	4	HBK12	Hostel-5	30/12/2015	31/12/2015	Others	Pending	Q 🛞 🛞						

 \checkmark During the saving of the hostel room booking request alert will generate for Hostel caretaker.

Calhost:2020/can	npus/setUse	rRole.action?userRole.id=339,	771,394	C Q Sean	m ☆ 自 ♥ ↓ 余 ❷ S # - =
Scampuslabs		ilser-1 (3 mm-1 (3 muv-L	G IIID-L D FromDev C Java Di	eveloper 😏 Java Design Patterns 🥻 Hibernate Second Lev 🔟	2 III Passport Seva C Passport Seva A Javaes
Home	۲	My Calendar	0	Upcoming / Ongoing Events & Birthdays	My Requests & Approvals
Hostel	Ģ	< Thursd	ay, Dec 31, 2015 >	Winter Version Decied	21/12/2015 Martial Court Dears Realise Desure
Hostel Complaint Register			Thursday 12/31	Winter Vacation Period WinterVacation Period Event Start: a month ago / Event Close: 13 hours ago	5 minutes ago Take action
Bulk Hostel Admission		all-day	,		
Hostel Item Allocation		8am		Birthday of G Ramachandran 13 hours ago	
		9am			Alert for caretaker
			Ξ.		
		10am			
		11am			
		12pm			
		1pm			
		2pm			

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

60	ampuslabs 🔳	mpuslabs 📃 🕹 🖉 English - 🤷 Mrs. Kalpena (Hossel Admin-CAMPUS) -										
۲	# Home Forward/0	ancel Guest Room Requ	est							Today's date: 31/12/2015		
Ģ	Hostel Booking Approval									🔶 🔳 🏟 -		
	hostel name Hostel-5 Status Pending - Filter									ilter		
	Select All Deselect All	○ Booking No ○	Hostel 🗘	Guest Name 🗘	Gender 🗘	From 0	To 0	No of Persons 🗘	Relation 0	Requested By		
		HBK15	Hostel-5	Lalit Kumar Kushwah	Male	01/01/2016	02/01/2016	1	Friend	Bhupinder Bhardwaj Singh		
		HBK10	Hostel-5	First name	Male	31/12/2015	02/01/2016	2	Cousin	Bhupinder Bhardwaj Singh		
		HBK14	Hostel-5	lalit	Male	31/12/2015	31/12/2015	2	Cousin	Bhupinder Bhardwaj Singh		
		HBK12	Hostel-5	Abhilasha	Male	31/12/2015	31/12/2015	2	Cousin	Bhupinder Bhardwaj Singh		
		HBK11	Hostel-5	Lalit	Male	31/12/2015	02/01/2016	4	Friend	Bhupinder Bhardwaj Singh		
		HBK8	Hostel-5	Lalit Kumar	Male	05/12/2015	05/12/2015	2	Friend	Bhupinder Bhardwaj Singh		
		нвк1	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh		

	HBK7	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh
	HBK6	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh
	HBK4	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh
	НВКЗ	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh
	HBK2	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh
Remarks			Approval Authority	008	Prof. Arvind		Aj St	oproval atus	Forward •
Remarks	cters left: 128 👩		Approval Authority	008	Prof. Arvind		Aj St	oproval atus	Forward •
Remarks	cters left: 128 👔		Approval Authority	008	Prof. Arvind		Aj St	oproval atus	Forward •
Remarks	cters left: 128 👔		Approval Authority	008	Prof. Arvind		Aj St	pproval atus	Forward •
Remarks	cters left: 128 🌍		Approval Authority	008	Prof. Arvind	an a	Aj St	oproval atus	Forward •

 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:

∕o campuslabs				
Home	۲	My Cale	endar	0
Hostel	Ģ	<	Thursday, Dec 31, 2015	>
Hostel Complaint Register			Thursday 12/31	
Hostel Item Allocation	0	all-day		*
		yam		=
		10am		
		11am		
		12pm		
		1pm		
		2pm		

• Alert for Student:

🔶 🛞 localhost:2020/cam	npus/logir	action		C Q Search	6 自 🛡 🖡 🎓 😕 🌾 🔻
🕤 Iiser_Live 🕤 Iiser-T 🕤 Ni	iser-L 🔨	Niser-T 🐔 Ifim-T 🀔 IFIM-L 🐔 IIITD-L 间 Froi	mDev 🌂 Java Deve	eloper 🤭 Java Design Patterns 🏊 Hibernate Second Lev 🔡 S	pring 2.5 and Spring 📋 Passport Seva 💭 Passport Seva 🎿 Java4s
€ campuslabs				£ _ (4) 👫	English • Bhupinder Bhardwaj Singh (Student-CAMPUS) •
Home	۲	My Calendar	¢	Upcoming / Ongoing Events & Birthdays	My Requests & Approvals
Student Registration			_		
IISERM Webmail	e	< Thursday, Dec 31, 2015	>	Winter Vacation Period Winter Vacation Period	31/12/2015 Hostel Booking Forward By Mr. Mrs. Kalpana
IISERM Course Management	-	Thursday 12/31		Event Start: a month ago / Event Close: 13 hours ago	2 minutes ago Take action
System	100	all-day			
Library	@	8am		Birthday of G Ramachandran 13 hours ago	31/12/2015 Hostel Booking Forward By Mr. Mrs. Kalpana 2 minutes ago Take action
Hostel Request	<u>@</u>	9am			
		10am	E		31/12/2015 Leave Approved By Mr. Prof. Arvind an hour ago
		11am			
		12pm			
		1pm			
		2pm	-		

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

60	ampuslabs 🔲								L (4)	🗰 English -	Prof. Arvind (Host	
۲	f Home Guest Room	Approval Form										oday's date: 31/12/2015
\$									+	🖻 🌣 ·		
	hostel name	Hostel-5		▼ Statu	JS FO	orward 👻		Filter				
	Select All Deselect All	○ Booking No ○	Hostel 🗘	Guest Name 🗘	Gender 🗘	From \diamond	То 0	No of Persons	0 Relatio	n O	Requested By	Remarks 🗘
		HBK15	Hostel-5	Lalit Kumar Kushwah	Male	01/01/2016	02/01/2016	1	Frien	d Bhu	ipinder Bhardwaj Singh	
		HBK10	Hostel-5	First name	Male	31/12/2015	02/01/2016	2	Cousi	n Bhu	ipinder Bhardwaj Singh	
	Remarks				Appr	oval Status Ap	prove 🔻					
	C	aracters left: 128 🕜										
						Save						

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



• Alert for caretaker:

♂campuslabs										🗱 English - 🏼 Mrs. Kalpana (Hostel Admin-CAMPUS) -
Home	1	My Calence	dar	٥		Jpcoming / On		Alerts & Notification		My Requests & Approvals
Hostel	Ģ	<	Thursday, Dec 31, 2015		1		~	31/12/2015 Hostel Booking Request Approval by Mr. Prof. Arvind	* III	
Hostel Complaint Register			Thursday 12/31			Event Start: a n		7 minutes ago		Notification for caretaker
Bulk Hostel Admission		all-day					~	31/12/2015 Leave Request from Mr. Bhupinder Bhardwaj Singh Approved by Prof. Arvind		
Hostel Item Allocation		8am		^		Birthday 13 hours ago		an hour ago	-	
		9am								
		10am								
		11am								
		12pm								
		1pm								
		2pm		-						

• System generated mail for student and caretaker:



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

60	ampuslabs					л	. <u>р</u>	🗰 English -	Mrs. Kalpana	(Hostel Admin-CAMPUS) +
۲	# Home Bul	k Hostel Admission								Today's date: 31/12/2015
Ģ									+	🔳 🔛 🌣 ·
	hostel adm. date:	31/12/2015		hostel: Hostel-5 🔻		inmate type: Othe	rs 🔻			
D	admission yea	ar:Select 🔻 🕜		program:Select	•	genderSelect	• 🕜			
D	roll number :			Show Inmates						
	Check All Clear All	admission no	name 🗘	gender 0	date of birth	\$		emall	0	preferences
		Abhilasha	Female		lalit.kushwah@yahoo.com					
		TEST TEST TEST	Male		lalit.kushwah@yahoo.com					
		Lalit Kumar Kushwah	Male		lalit.kushwah@yahoo.com					
	2014. Campus Li	abs Pvt. Ltd.								٢

4 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.

Qcc	mpuslabs			<u>(44)</u>	🗰 English -	Bhupinder Bhardwaj Singh (Student-CAMPUS) •
C						🔶 🔳 🛄 🌞 ·
e	🖉 Submit Gate I	ass Request For Hostel-5, Room No 105				
iin	hostel admission	PH12106 Bhupinder Bhardwaj Singh				
(e)	gate pass required for	Check-IN •				
Q	reporting date	29/12/2015 reporting 11:30				
	reason	Some valid reason should be placed here				
		Characters left: 84				
	mobile No	9713995900				
	are you accompanying	• Yes No				
	no. of visitors	5				
	declaration	\blacksquare I declare that the gate pass is issued on my request and I am solely responsible for my conduct	t and safety when outside th	he campus.		

- ✓ 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.

∕5 campuslabs						<u>д</u> (81)	1) 🗰 English - 🔡 Prof. Arvind (Hostel Admin-CAMPUS	
Home	۲	My Caler	ndar	٥	Upcoming / Ongoing Events & Birthdays		My Requests & Approvals	
Hostel	Ģ						1	٦.
Hostel Complaint Register		<	Tuesday, Dec 29, 2015	>	Winter Vacation Period WinterVacation Period		29/12/2015 Hostel Gate Pass Request From Bhupinder Bhardwaj Singh	
Bulk Hostel Admission		all-day	Tuesday 12/29		Event Start: 25 days ago / Event Close: in a day		39 minutes ago Take action	
Hostel Item Allocation		8am		<u>^</u>	Birthday of G Ramachandran			
		9am						
		10am						
		11am						
		12pm						
		1pm						
		2pm		-				

 \checkmark $\;$ By clicking on the alert warden will redirect to the screen as $\;$ shown below

⊙ car	npuslabs						(80) 🕰	🗰 English -	NO IMAGE Intel And		
	🖷 Home 🛛 Gate P	Pass Verification								Today's date: 2	29/12/2015
Ģ										►	☆ -
	hostel name	Hostel-5		status	Pending	•					
	from date	29/12/2015		to date	29/12/2015					Filter	
Þ	select al	II deselect all									
	si no. 🗘	hostel admission	status 🗘	reporting date-time(i	nh:mm) 🗘		reason		٥	approved / rejected by	, ¢
		PH12106 - Bhupinder Bhardwaj Singh	Pending	29/12/2015 (11:30)		Some valid reason sh	nould be place	ed here			
	remarks										
	Characters left: 15	00			amendment statu	s Approved 🔻					

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

⊙ campuslabs				표 요 (B6) 🗰 English - 📓 Bhupinder Bhardwaj Singh (Student-CAMPUS) -
Home	۲	My Calendar	Φ	Upcoming / Ongoing Events & Birthdays
Student Registration	۲	Tuesday, Dec 20, 2015		
IISERM Webmail	e	a Tuesday, Dec 23, 2015	,	Winter Vacation Period 29/12/2015 Hostel Gate Pass Request Approved by Winter/Vacation Period Mr. Prof. Arvind
IISERM Course Management System	'n	all-day		event start. 25 days ago i event Uose in a bay View
Library	¢	8am		Birthday of G Ramachandran 29/12/2015 Hostel Complaint Verification Alert Mrs. Kalpana Anourage Take action
Hostel Request	0	9am		
		10am	======	17/12/2015 Hostel Complaint Verification Alert Mrs. Kalpana 12 days ago Take action
		11am		
		12pm		
		1pm		
		2pm	•	

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

6	campuslabs			上 🗘 (44) 🗮 English - 📲	Bhupinder Bhardwaj Singh (Student-CAMPUS) •
۲	# Home Late R	leporting			Today's date: 29/12/2015
۲					◆
G					total : 1
ĩ'n	si no.	hostel admission	reporting date-time(hh:mm)	reason	status
۲	1	PH12106- Bhupinder Singh	29/12/2015 (11:30)	Some valid reason should be placed her	re Approved
0	0.2014 Computed at	De las			
	© 2014. Campus cabs	PVC Ltd.			0

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

6	can	npuslabs					上 (37)	🚻 English -	Mrs. Kalpana (Hostel Admin-CAMPU	S) -
۲		f Home Gate	Pass Verification						Today's date: 29/12/	2015
Ģ									🔶 🖻 🖻	x -
	Repo	hostel name	Hostel-5	[▼ status	Approved 🔻	0		dick born to a	
D		from date	29/12/2015		to date	31/12/2015			Filter	at
Þ		select a	ill deselect all							
		stan û	heated admirelan							_
			PH12106 - Bhupinder Bhardwaj Singh	Approved 29/	12/2015 (11:30)	manin) v	Some valid reason should be pl	aced here	Prof. Arvind	~
		remarks								
javascript	:shov	Characters left: 15	500		а	mendment status	Approved -			

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

ab
D
In
C
j

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