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.

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

- ✓ 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.
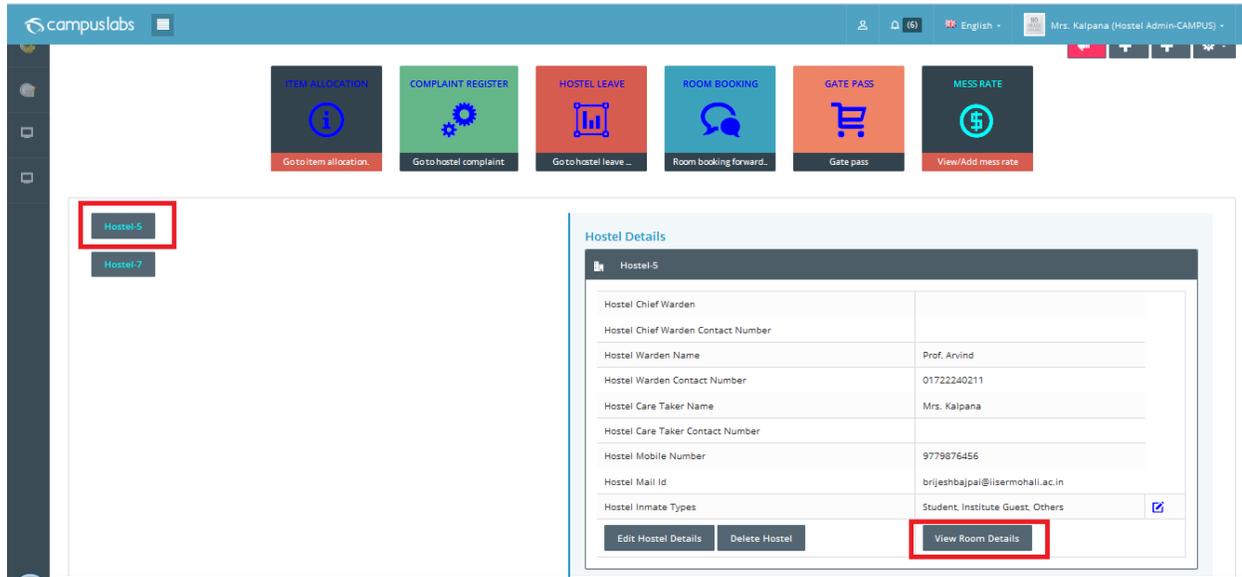
- ✓ Select the room at floor of block as shown below with color code interpretation.
  - • Green :- Fully empty
  - • Orange : Partially Filled
  - • Red : Fully Filled
  - • Dark Blue: Either inventory missing or damaged
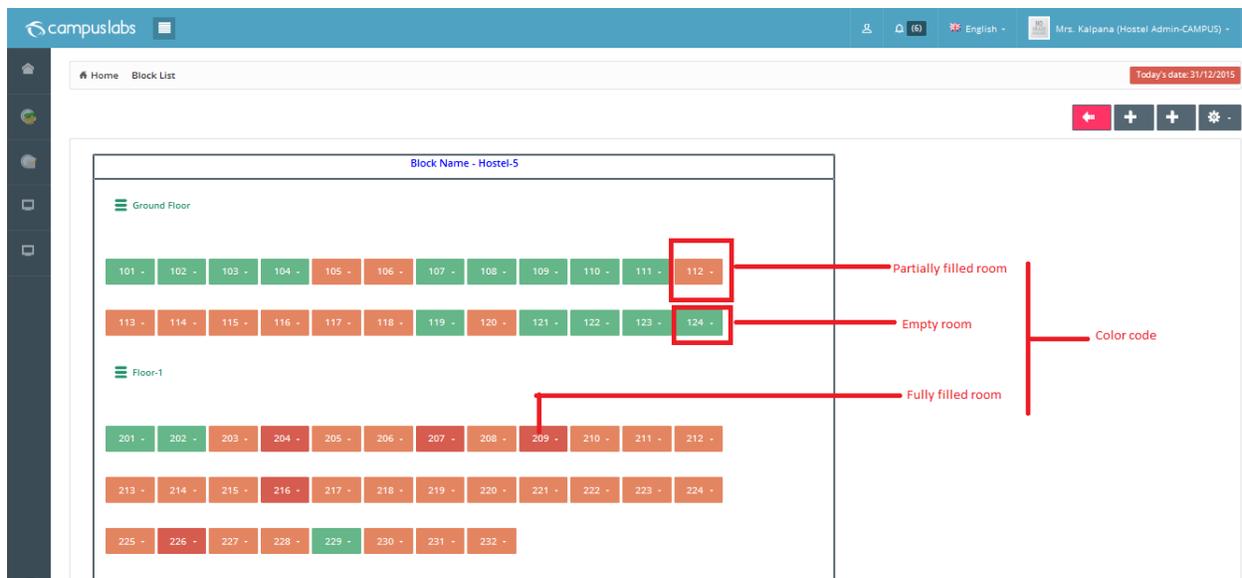
✓ Select the appropriate action by clicking on drop down button of room as shown below for check in.
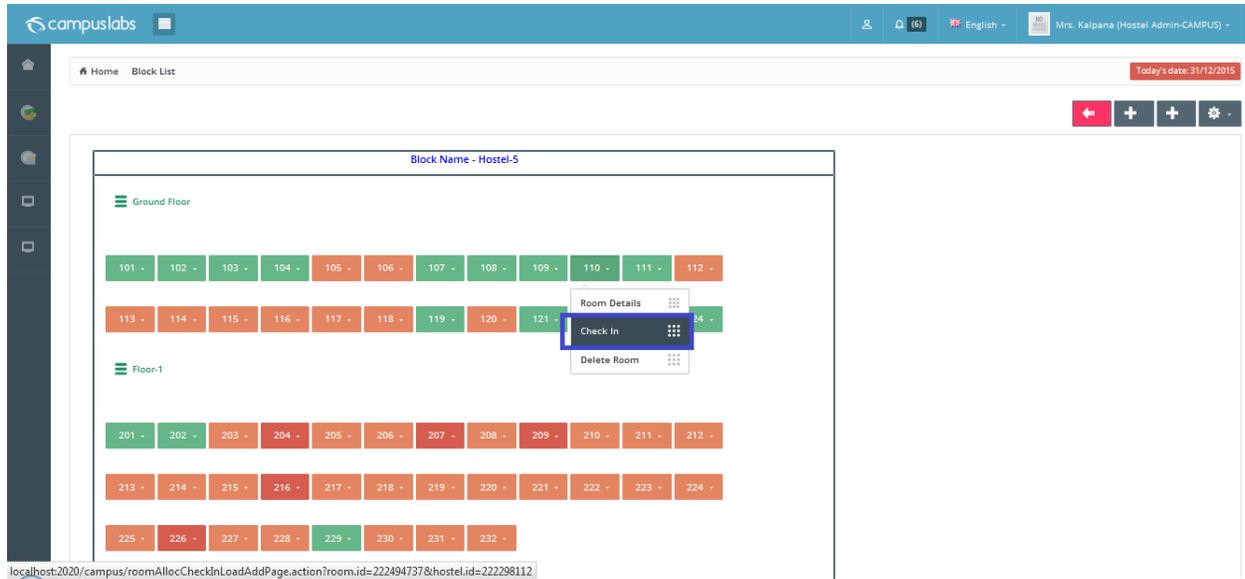
✓ Filter the records based on proved filters.
✓ Select student(s) and click on save button.
✓ You are not allowed to check in more students from the capacity of the room.
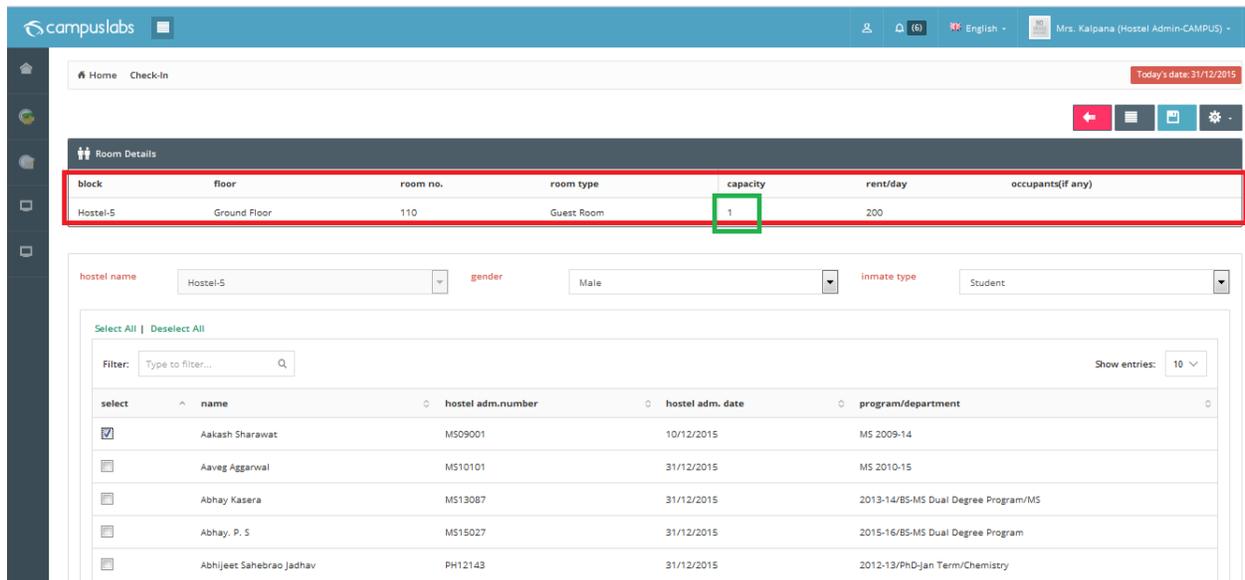
✓ You will get the action completion message with occupant's name and admission number as shown below.

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

* * * * * * * * * * * * 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:**

✓ **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)

This screen will come after clicking on hostel request module.
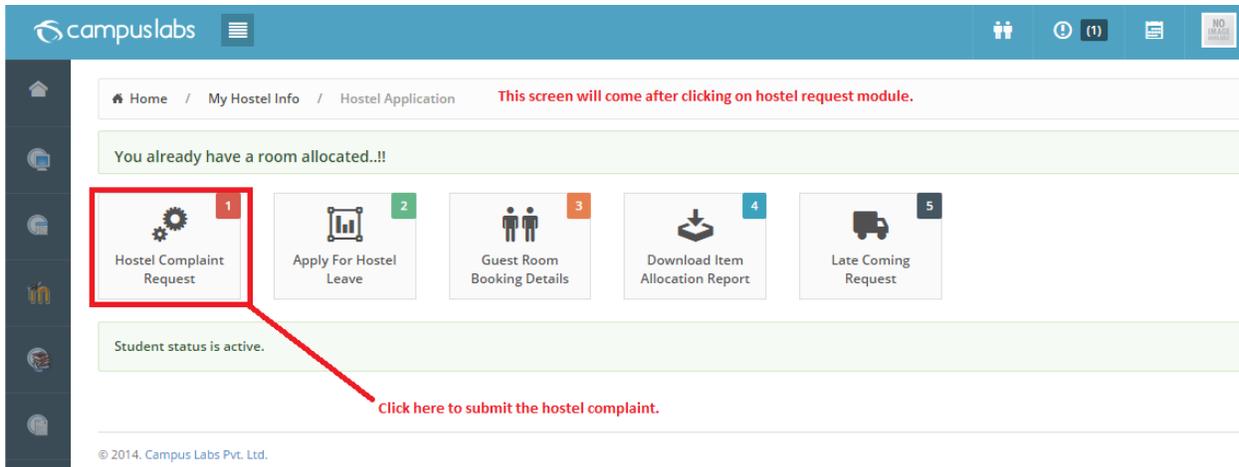
✓ By default search page would be listed. Add (+) button is available for make a complaint.
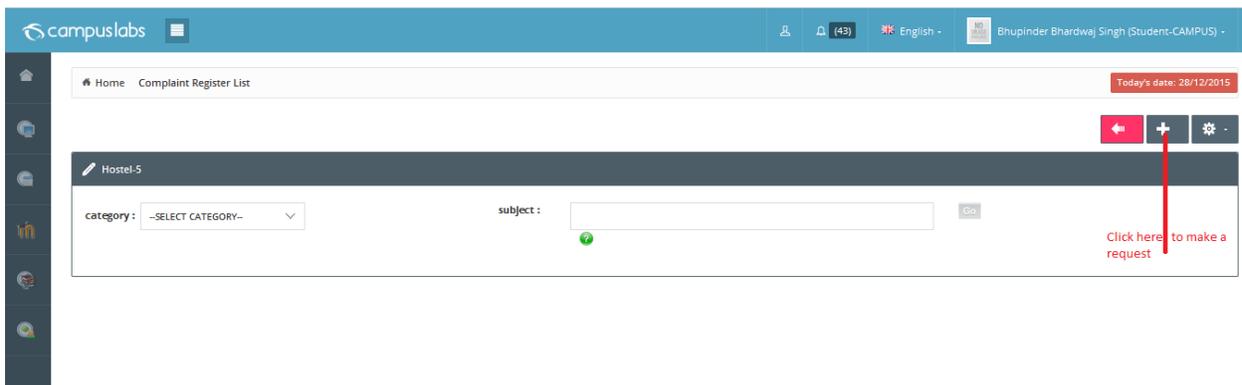
✓ Requisition form for hostel complaint
- For a Prefix a key is defined with named 'compl' you may change accordingly. Since CL release version 3.4.1 onwards it's HCN (Hostel Complaint Number) for all clients.
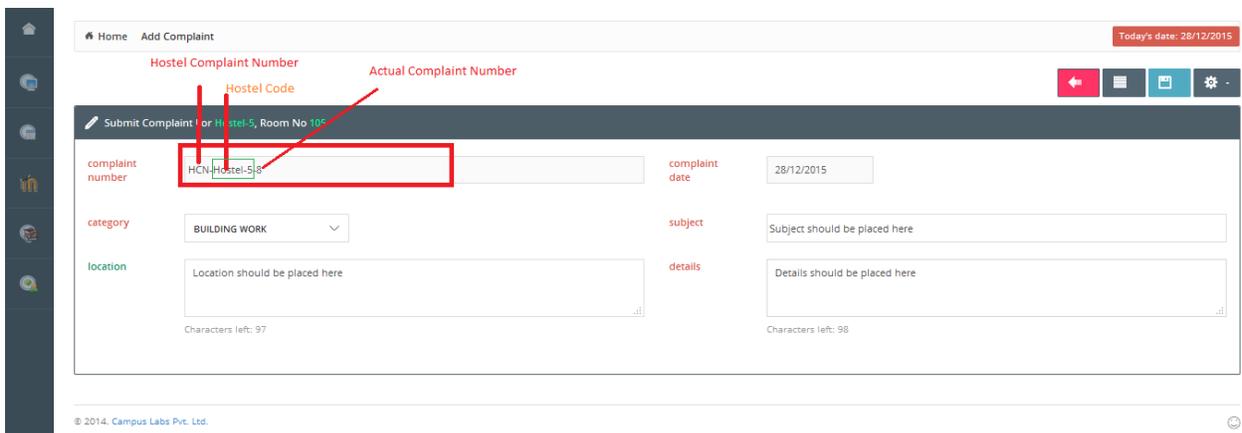
- ▪ **@ Admin Role:**

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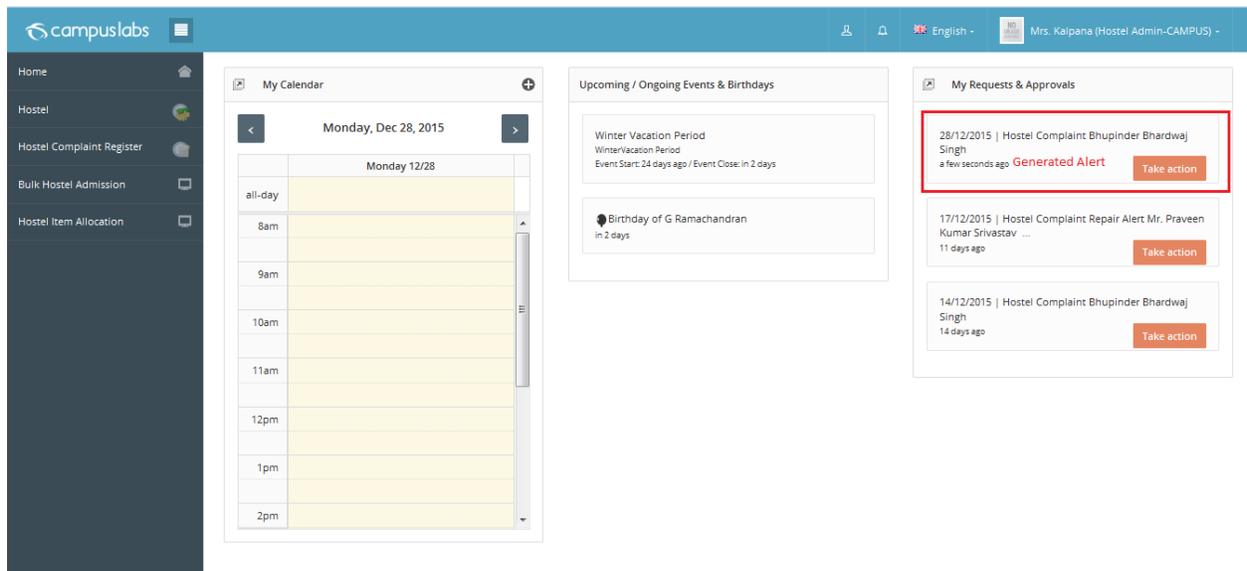
1. By clicking on the alert, the respective authority will redirect to the page given below. OR
2. Through a Navigation by clicking on Edit button (This link will be discussed at next step)

- 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.
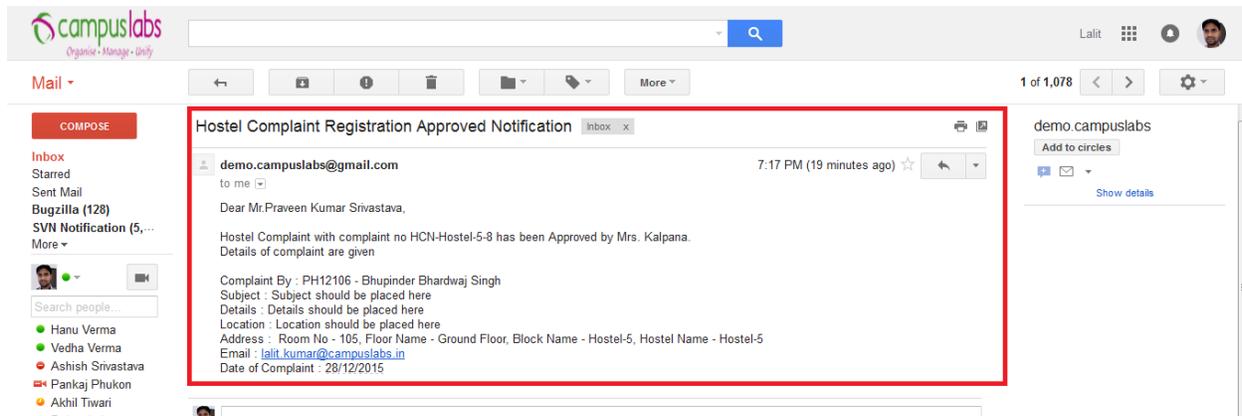
✓ Employee To gets the alert for only approved hostel complaints as shown below.
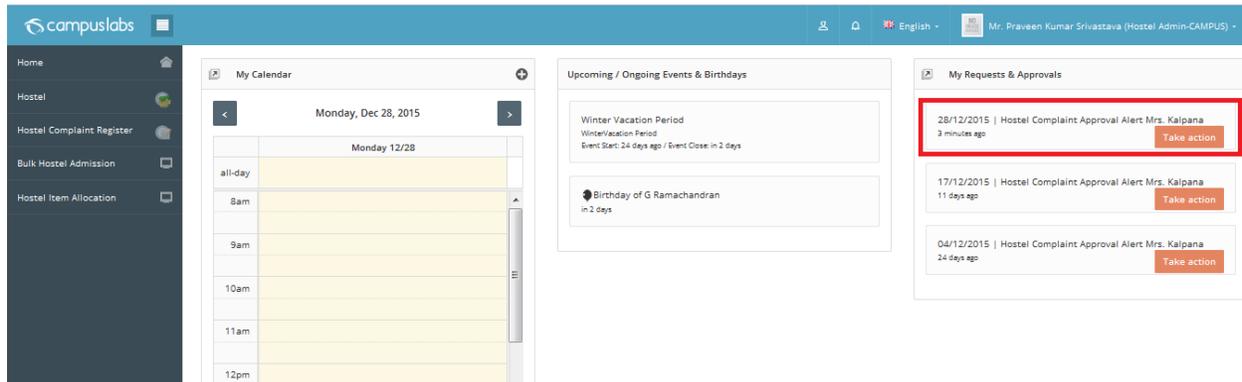
✓ Now after clicking on the received alert the employee will be redirected to the screen as shown below.

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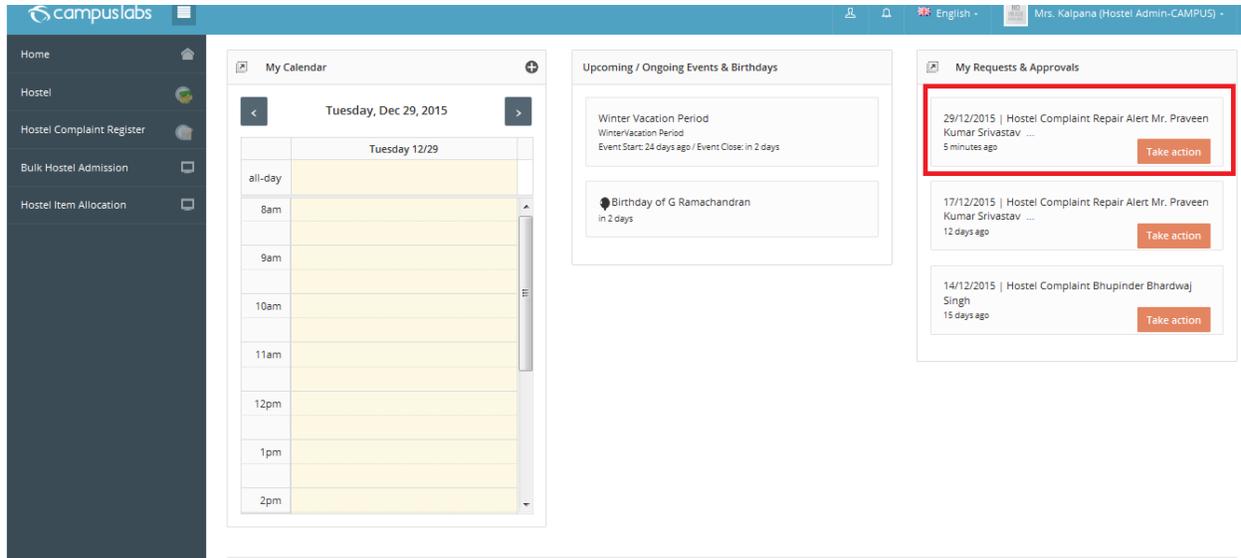
  ✓ Students can track the status of their complaint as shown below.

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

✓ 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.

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

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

- ▪ **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 .

- 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.

- ✓ 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).

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

✓ 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).

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

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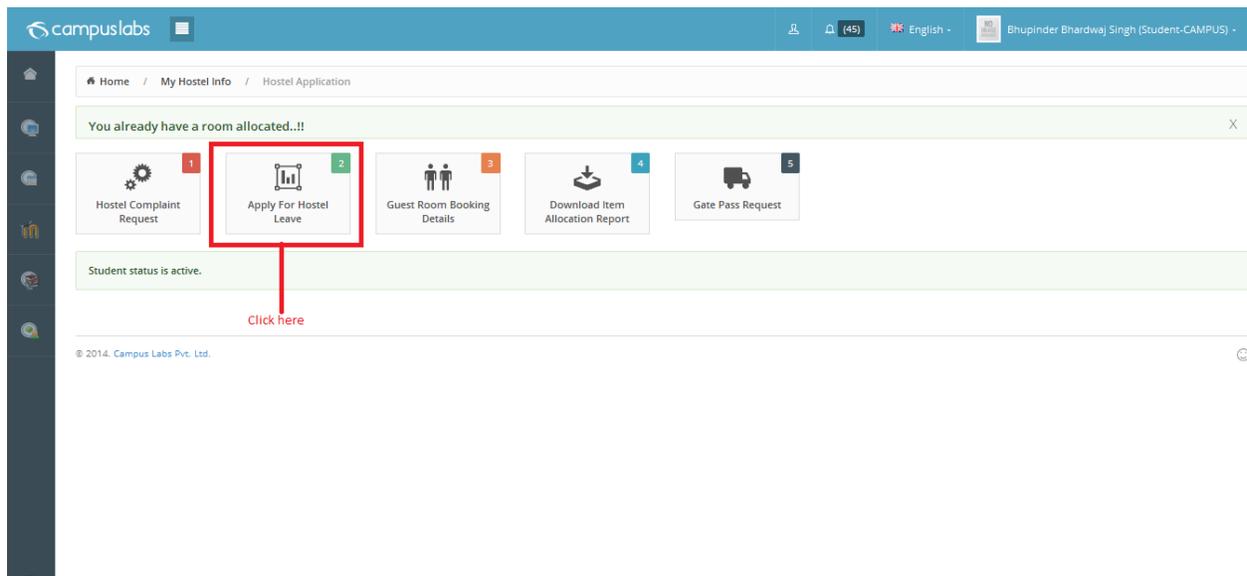
✓ By clicking on this button a search page will display as shown below.

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

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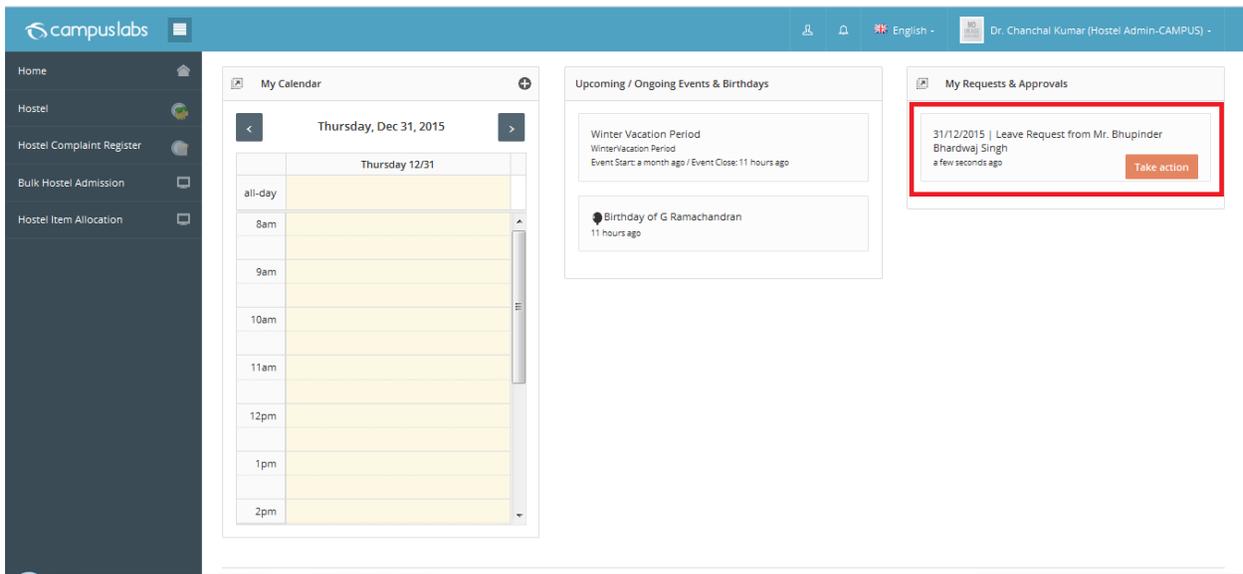
- Alert for hostel warden(s)
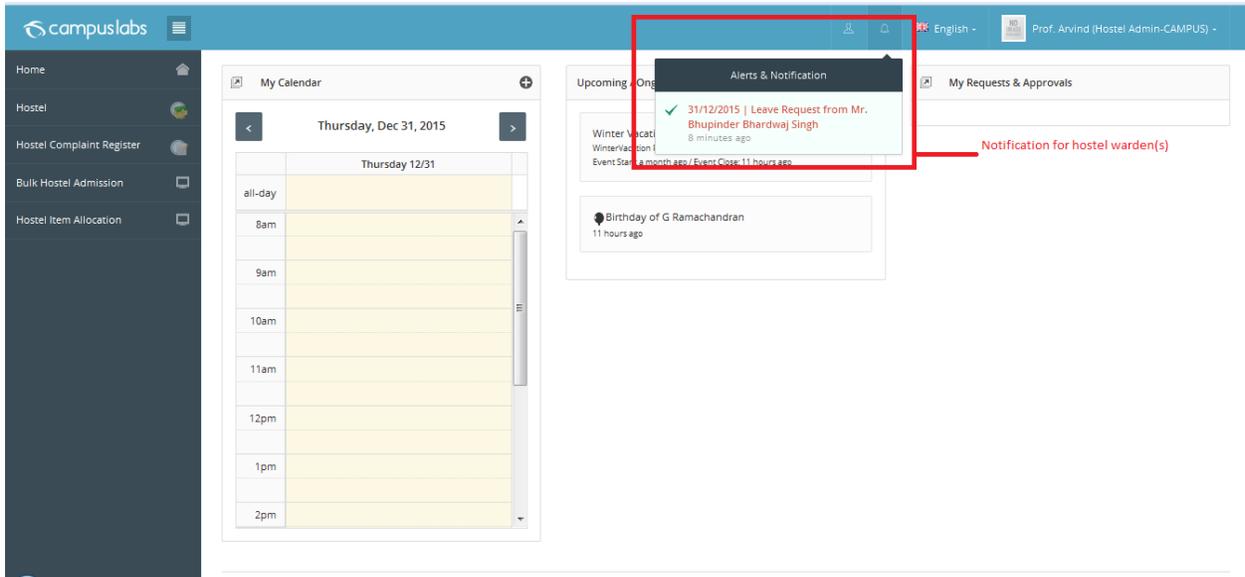
- Notification for hostel caretaker(s)
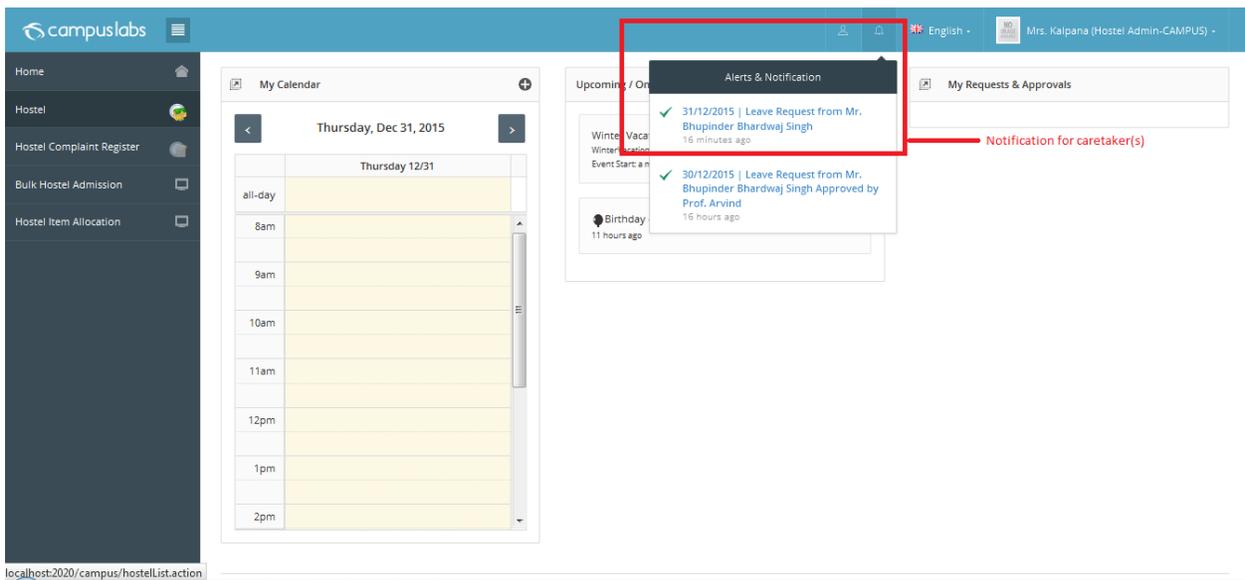
✓ Based on Leave type /permission from it will to for hostel leave processing.
  - In case of working day it will go to dean academic affairs. There is a key defined in campus config master with named: 'hostel_leave_academic_dean_emp_code' .we need to supply the value of it.

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.

✓
✓ 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 notication.Any hostel warden can arrpove it.

- 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.
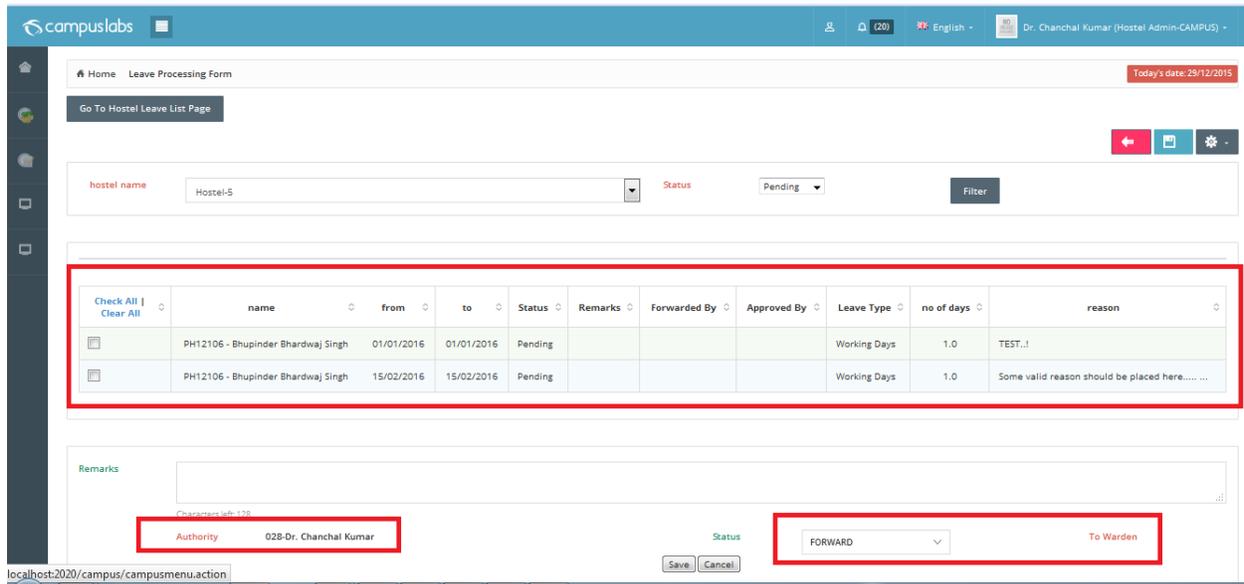
✓ User can change the status of leave for non-approved leave only. Once it approves you can't change the status of leave as shown below.
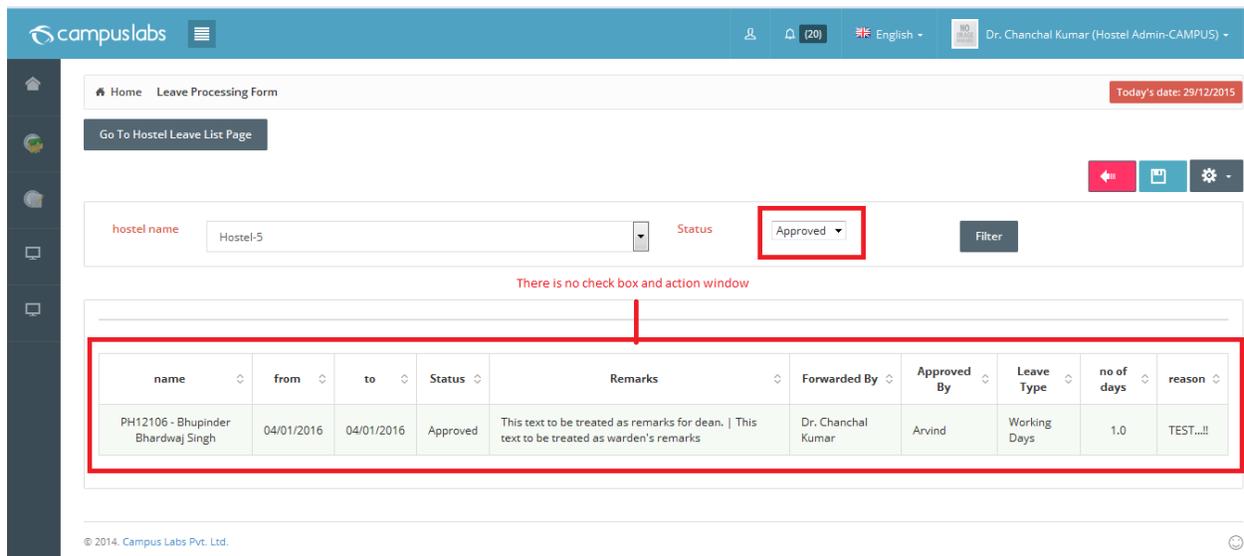
- Hostel Leave List Page:
- Any Hostel warden (Suppose 5 hostel that means 5 wardens) can see the pending or forwarded or approved leave by any warden or dean academic affairs as shown below.

- ✓ 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.

- ✓ 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 noticion 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 noticion.
  - • Alert for student :
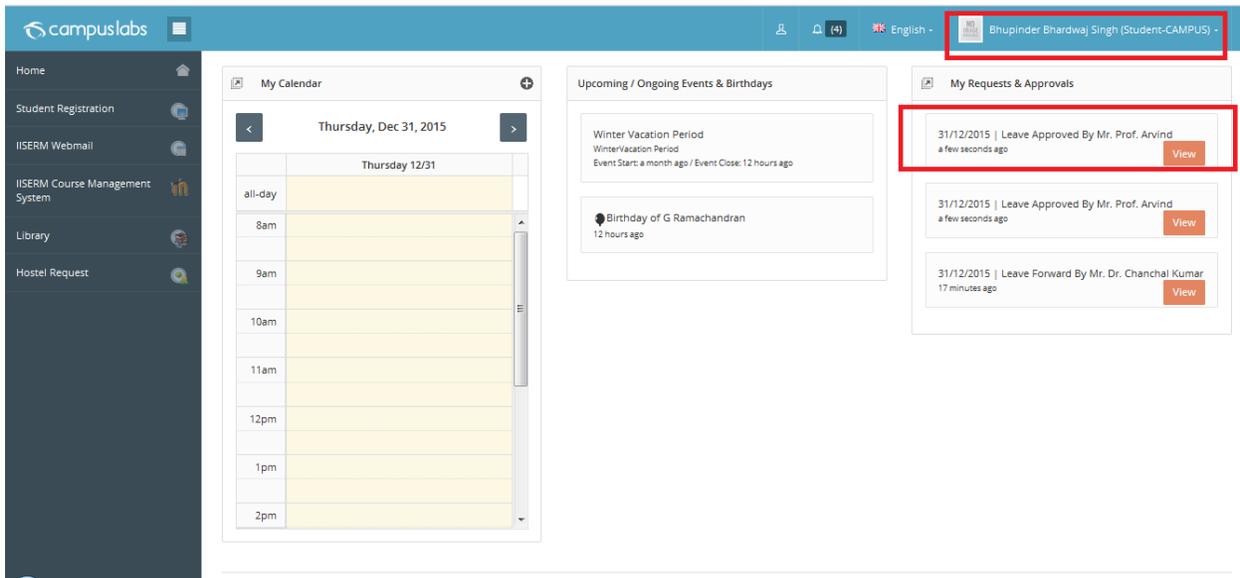
  - • Alert for caretaker(s) :
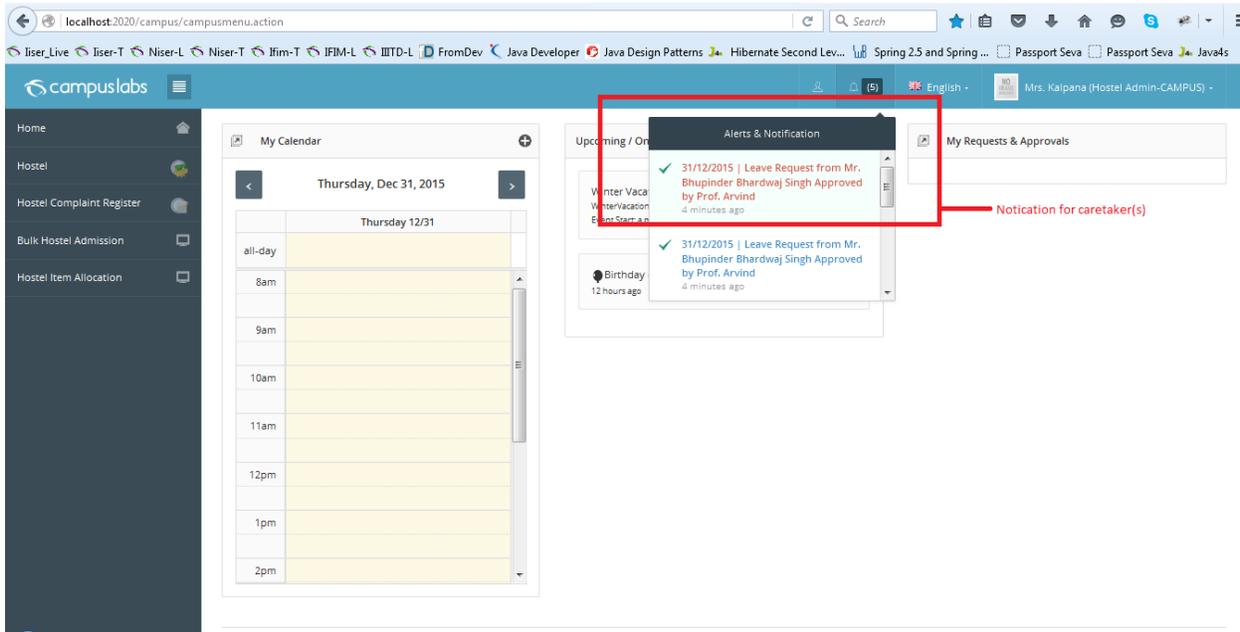
  - • Alert for warden(s) :
    - ▪ Will be same as above..

✓ 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.

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

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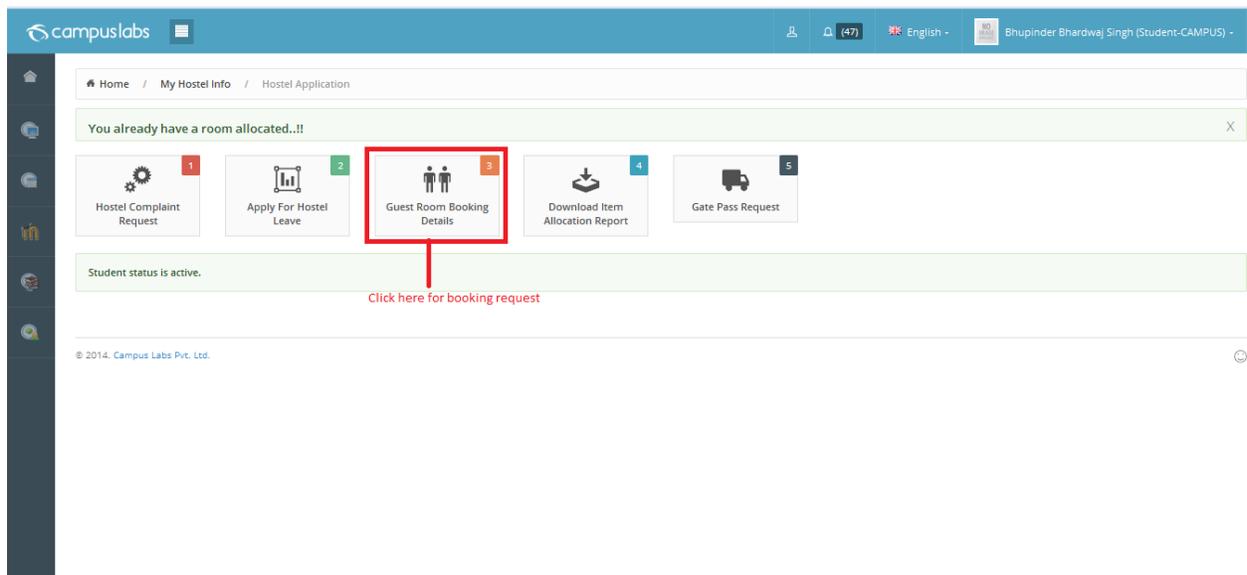
✓ By clicking on this button Hostel Room Booking requisition form will appear as shown below.

- ✓ 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.

- ✓ Both Check in and Check Out date must be future date otherwise we will gate as alert message as shown below.
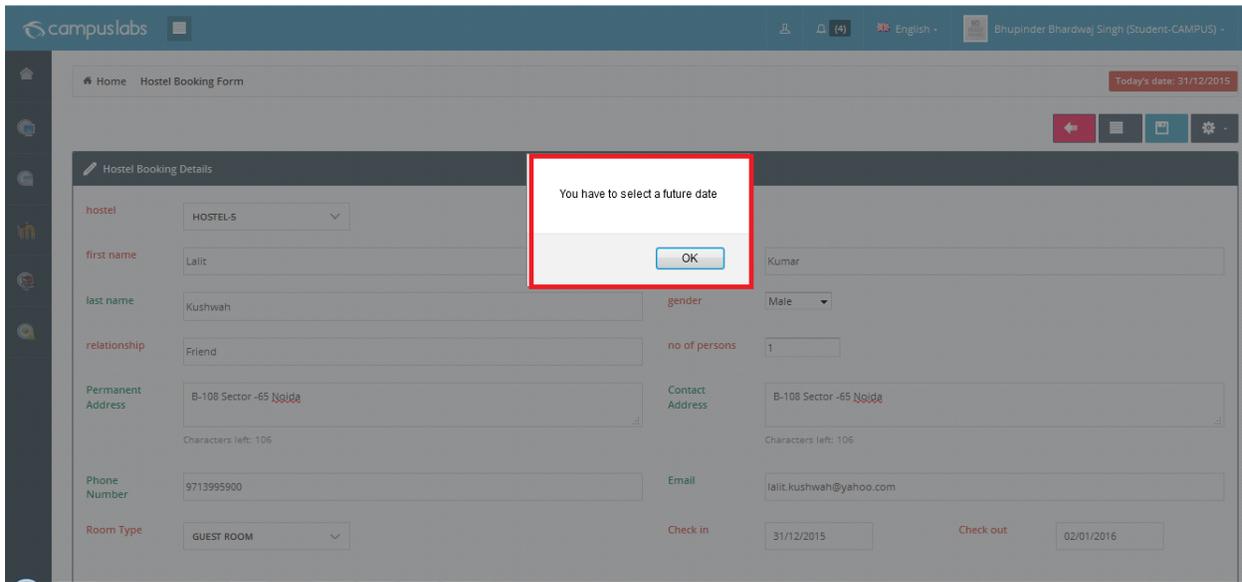
- ✓ After filling the mandatory field student can submit it._
- ✓ After saving student will be redirect on list page with appropriate message as shown below
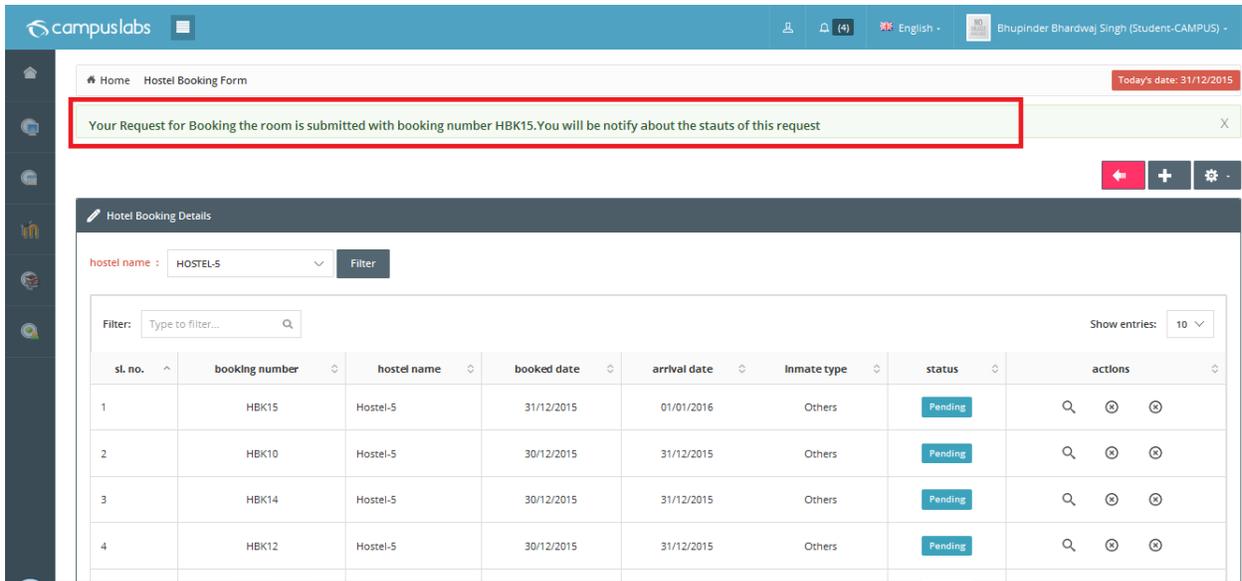
- ✓ During the saving of the hostel room booking request alert will generate for Hostel caretaker.
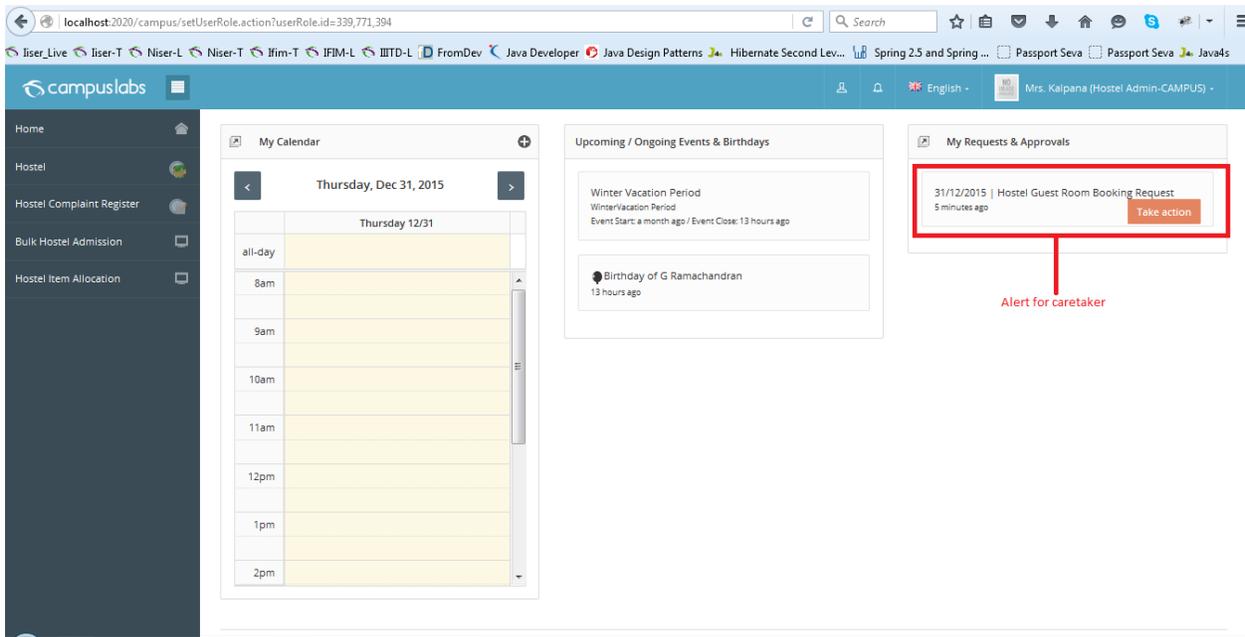
✓ By clicking on the alert caretaker will redirect to the screen as shown below
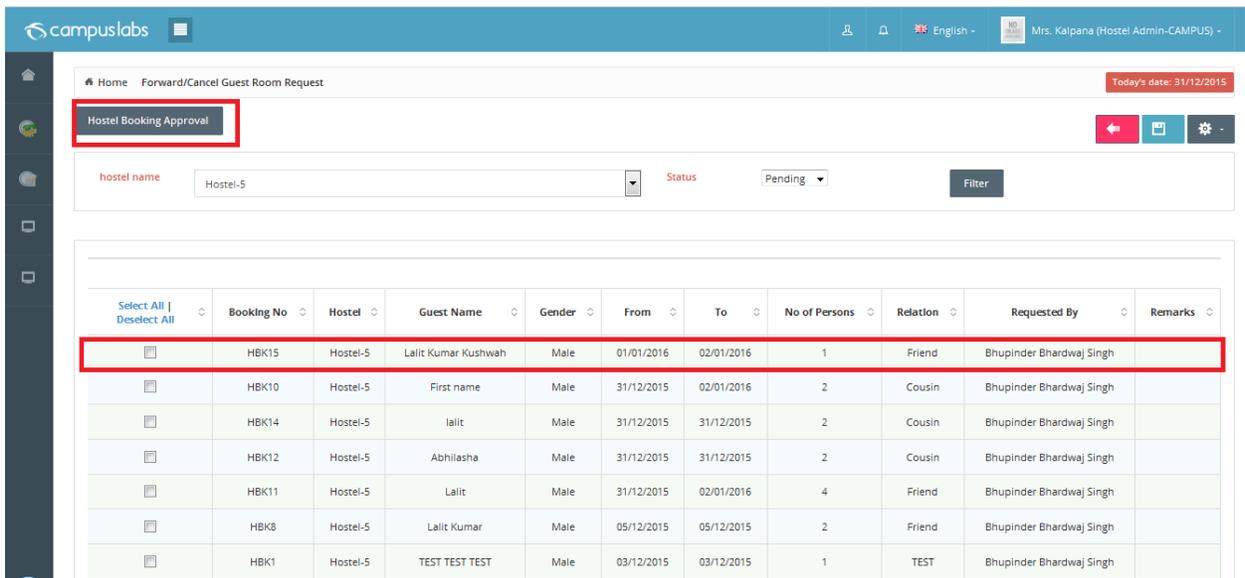
	HBK7	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh
	HBK6	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh
	HBK4	Hostel-5	TEST TEST TEST	Male	03/12/2015	03/12/2015	1	TEST	Bhupinder Bhardwaj Singh
	HBK3	Hostel-5	TEST TEST TEST	Male	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

Characters left: 128

Approval Authority   008 Prof. Arvind

Approval Status   Forward

Save   Cancel

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✓ 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:
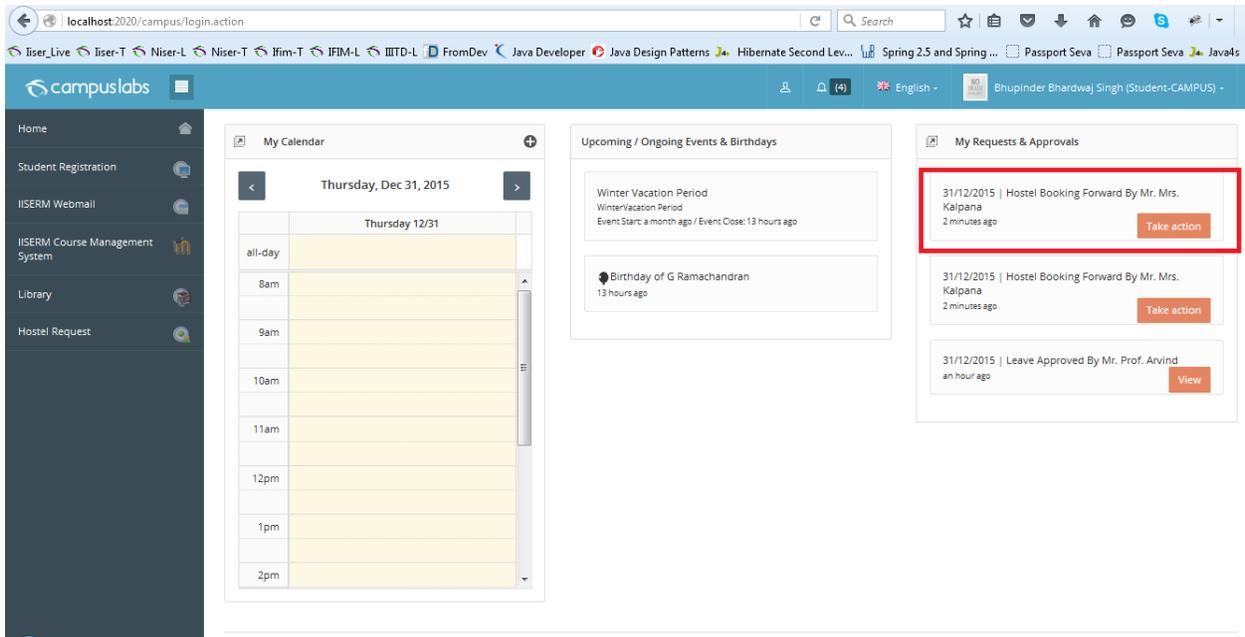
• Alert for Student:

✓ By clicking on alert warden will redirect on a page as shown below
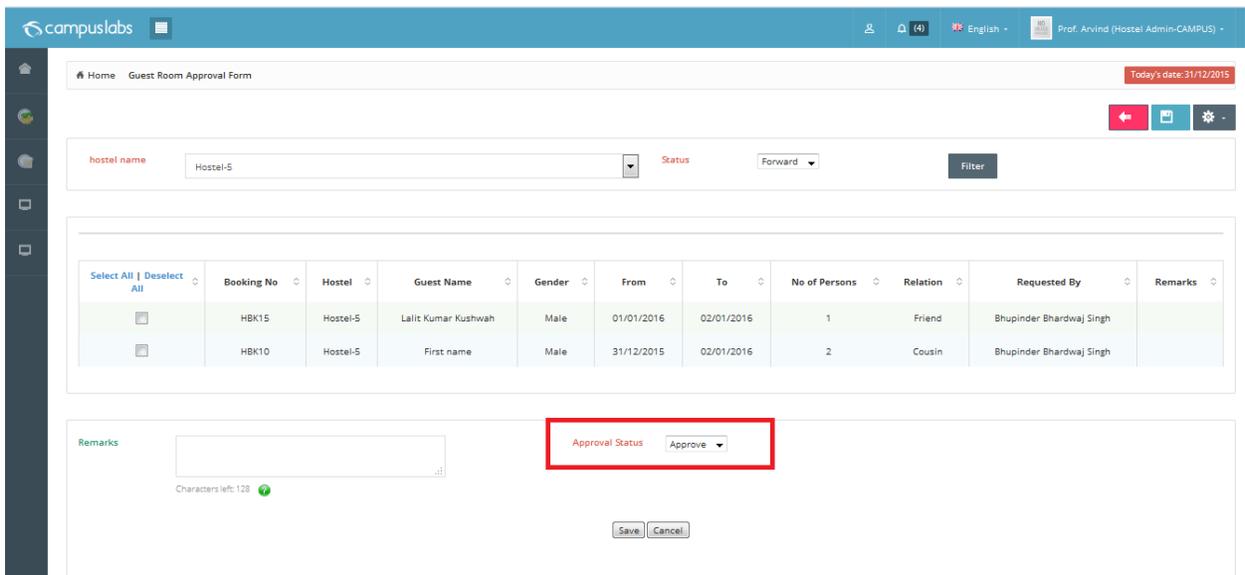
✓ During the saving student and caretaker will get alert notification as well as mail. As shown below.

• Alert for student:
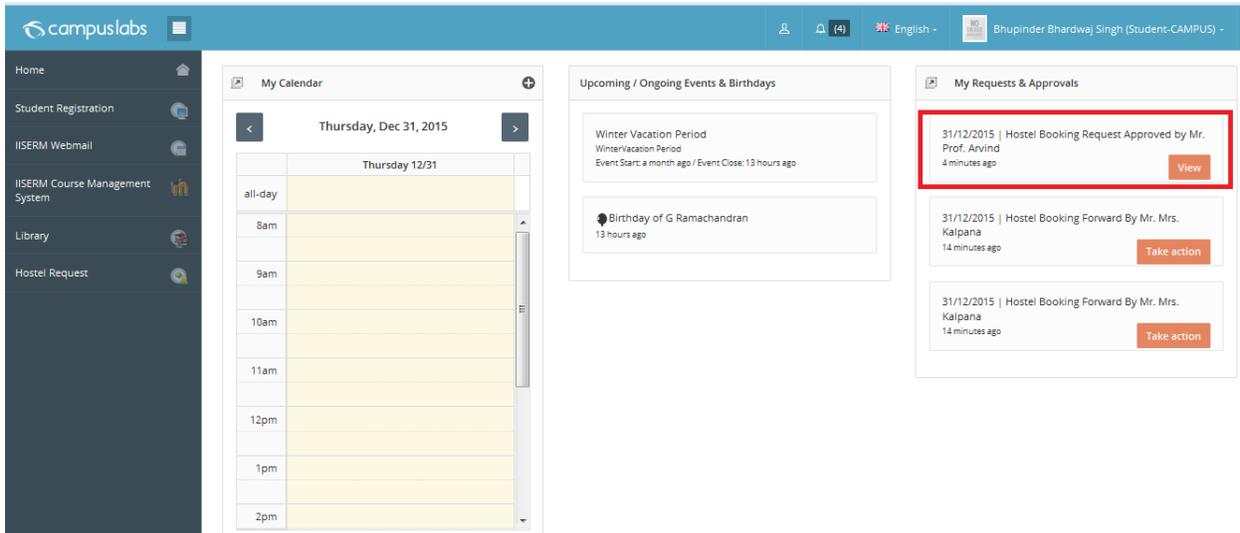
• Alert for caretaker:
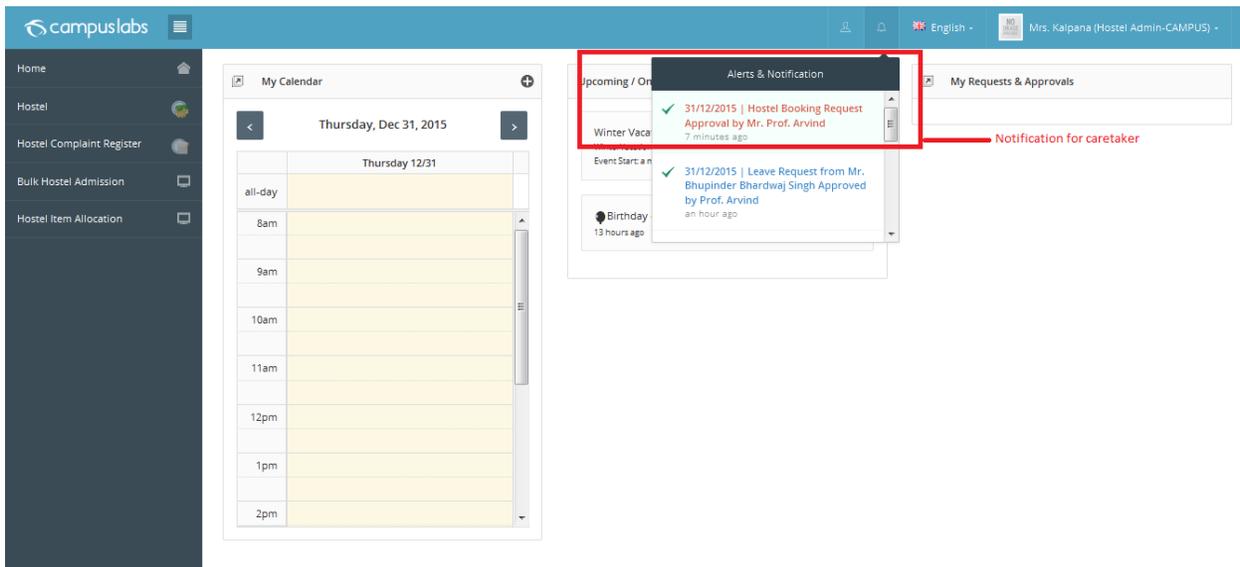
• System generated mail for student and caretaker:
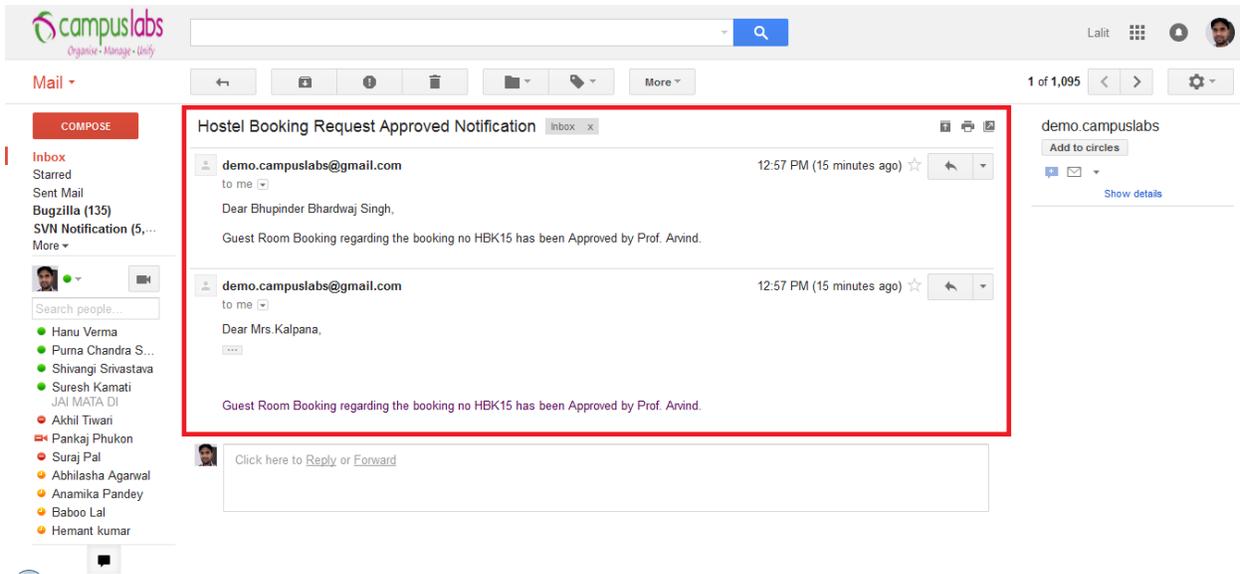
✓ Once caretaker gets the notification he/she should follow the given below procedure.
  o Using bulk hostel admission guest need to be admitted into hostel.
  o Guest should be checked in room based on availability.

  o Using bulk hostel admission guest need to be admitted into hostel.
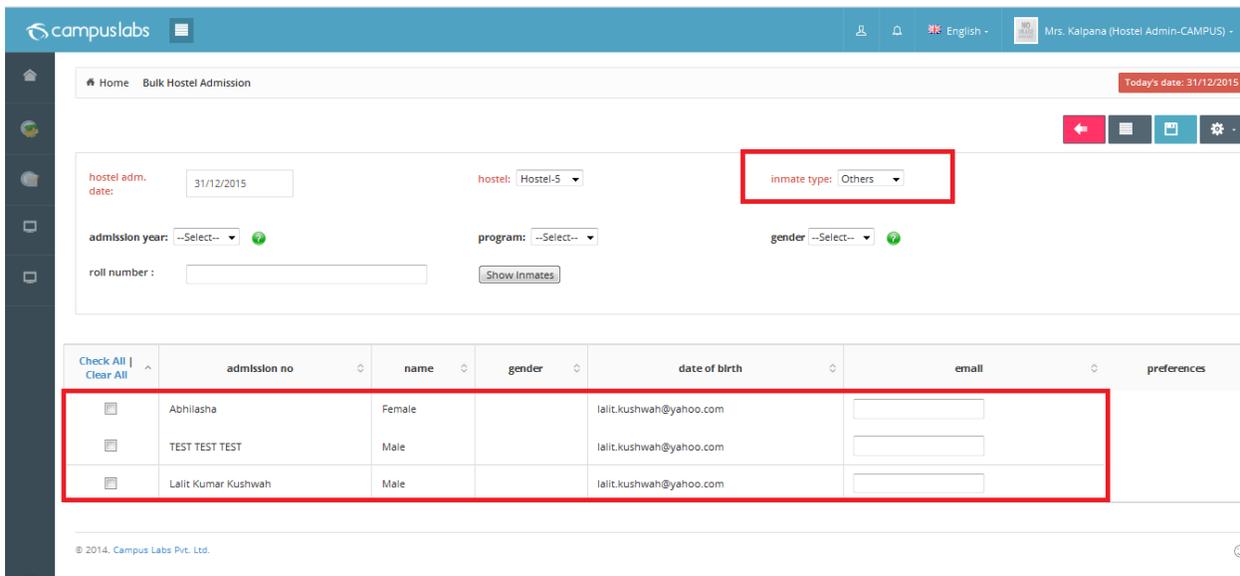
- Guest should be checked in room based on availability.

  Same as student check in process.

* * * * * * * * * * * Hostel Guest Room Booking * * * * * * * * * * * * * * *

Gate Pass Request/ Gate Pass

<u>Late Reporting/Gate Pass</u>

✓ By clicking on this button a form to submit Gate Pass requisition form will appear as shown below.
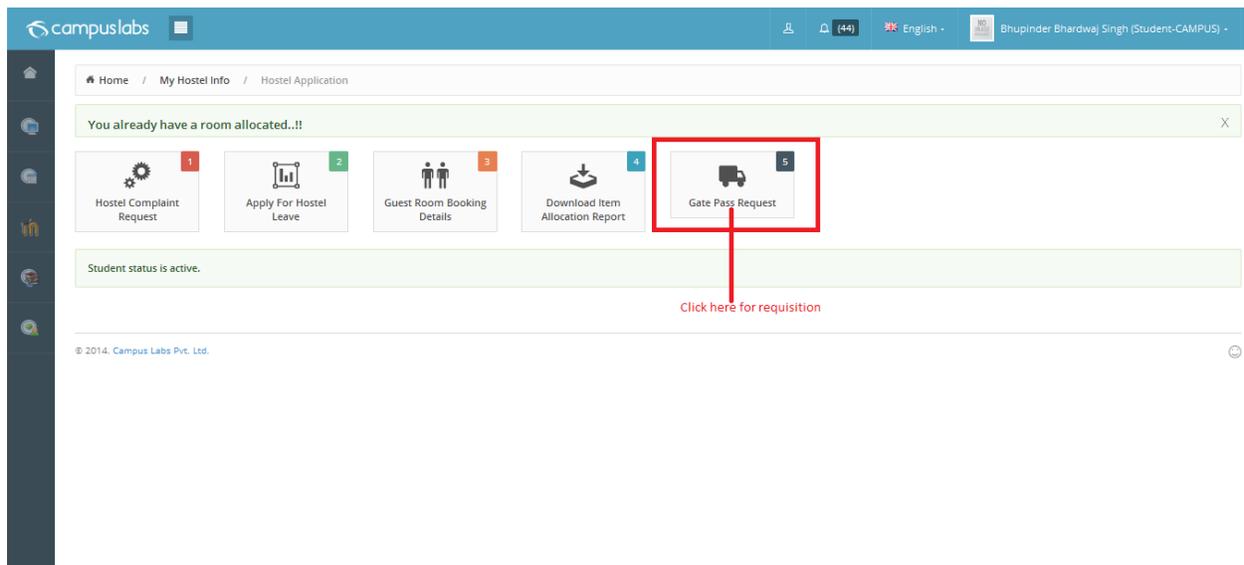
- ✓ If a student is having admission in hostel then he/she can fill the details for late reporting from student portal.

- ✓ 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.

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

✓ Warden can approve or Reject this request in bulk, an alert will be sent to student as shown below.
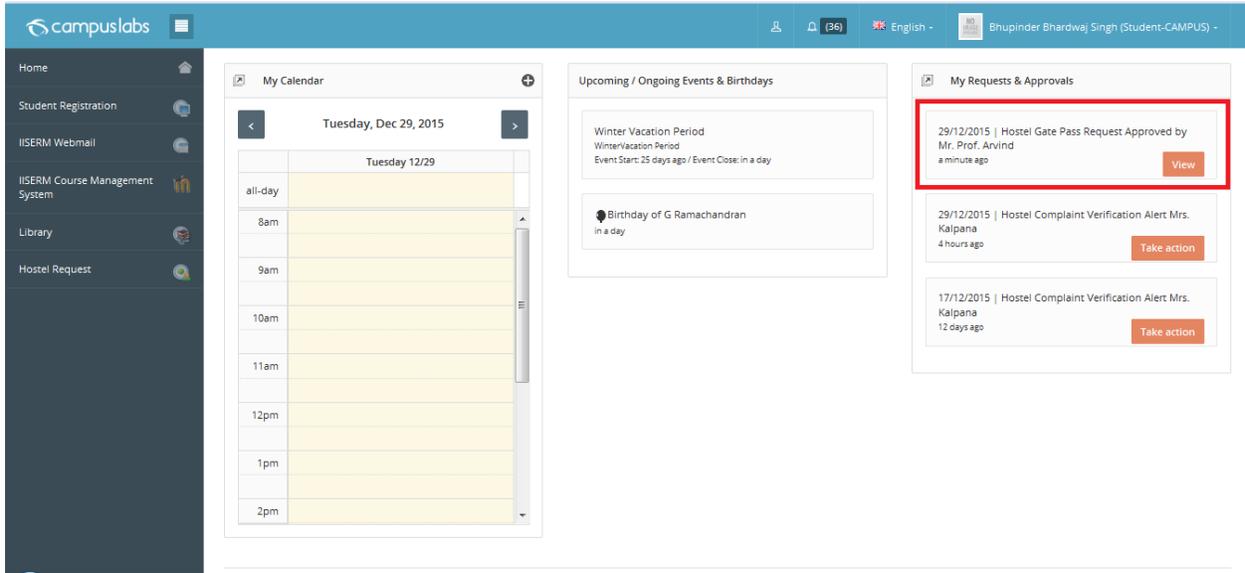
✓ By clicking on alert student will redirect on a page as shown below
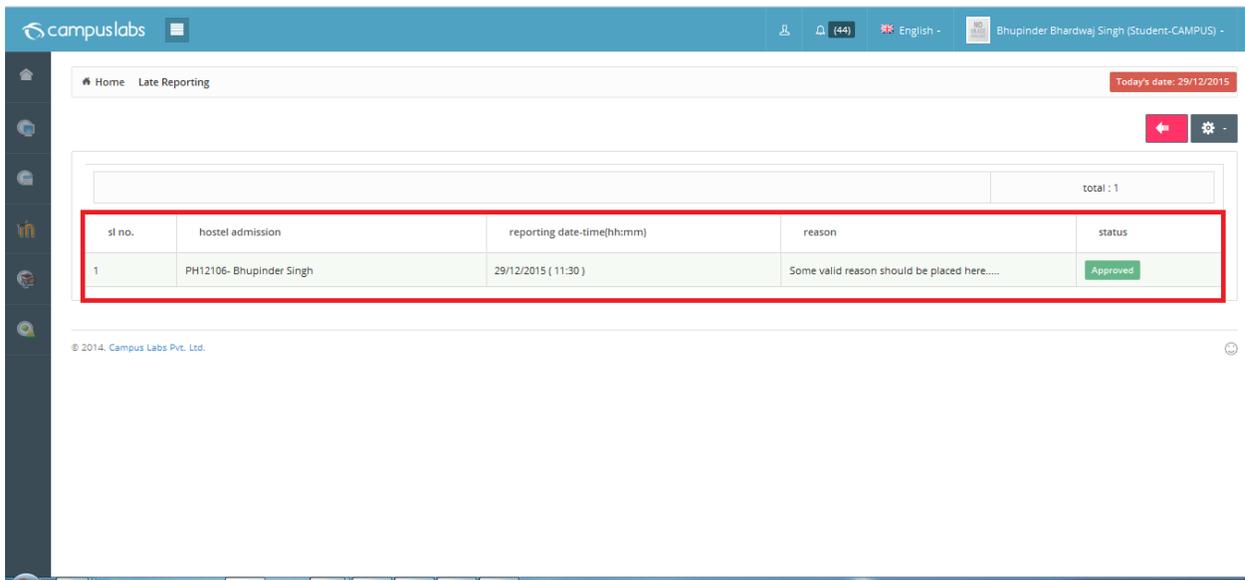
✓ Caretaker /Incharge /Warden Can generate the report for a particular duration based of status as shown below.

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

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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

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

* * * * * * * * * * * * Gate Pass * * * * * * * * * * * *