

Essential Services

Introduction

- This module helps employees/students/users having administrative accounts avail services offered by the university such as a guest house, conference hall, transport, etc.
- Essential services module helps to book parking space, halls for meetings or events, guest houses for stay, transport for commuting purposes from one place itself.

Dashboard

It gives an overview of the number of parking request, number of conference hall requests, number of guest house requests, number of transport request etc.

Parking

An employee or a user having administrative account can request Parking space to park his/her vehicle, and an Admin can request on behalf of the employee or a user having administrative account and take necessary action on the request received.

Request Parking

Admin/Employee/User having administrative account can request parking space by clicking on the "Request Parking Space" button present on the top right side of the portal and fill in the required details:-

1. Type of Account(Employee/Administrative)(Admin Login)
2. Employee Name/Administrative Account(Admin Login)

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4. Vehicle Registration Number
 5. Description
 6. Start Date(select from the calendar)
 7. End Date(select from the calendar)

View

Admin/Employee/User having administrative account can view the details by clicking on view icon available in front of every entry.

Edit

Admin/Employee/User having administrative account can update the details by clicking on edit icon or update button.

Cancel

Admin/Employee/User having administrative account can cancel the request by clicking on the cancel button, prompting you to cancel the request.

Submit

Admin can finally submit the vehicle details after adding/editing by clicking on the Submit button.

Approve

Admin can approve/reject/cancel the request by clicking on tick icon.

Print

Admin/Employee/User having administrative account can take a print of the request granted by clicking on the print icon.

An employee or a user having administrative account can request booking conference halls to conduct any event, parties, seminar, etc. An Admin can ask on behalf of the employee or a user having administrative account and take necessary action on the request received.

Request Conference Hall

Admin/Employee/User having administrative account can request to book a conference hall by clicking on the "Request Conference Hall" button present on the top right side of the portal and fill in the required details:

1. Type of Account(Employee/Administrative)(Admin Login)
2. Conference Coordinator's Name/Administrative Account(As Admin login)
3. Conference Level(Select from the drop-down)
4. Title of Conference
5. Purpose
6. Start Date(Select from the calendar)
7. End Date(select from the calendar)
8. Total No of speakers and participants expected

View

Admin/Employee/User having administrative account can view the details by clicking on view icon available in front of every entry.

Update

Cancel

Admin/Employee/User having administrative account can cancel the request by clicking on the cancel button, prompting you to cancel the request.

Submit

Admin/Employee/User having administrative account can finally submit details after adding/editing by clicking on the Submit button.

Note: Once clicked on submit button, It cannot be undone and request approved by the admin, can not be cancelled.

Approve

Only Admin can approve/reject/cancel the request by clicking on tick icon and allot the hall number.

Print

Admin/Employee/User having administrative account can take the print of the request granted by clicking on the print icon.

Guest House

An employee or a user having administrative account can request to book a guest house to provide accommodation facility to his/her guest, and an Admin can request on behalf of the employee or a user having administrative account and take necessary action on the request received.

Request Guest House

Employee/Admin/User having administrative account can request to book a guest house by clicking on the "Request Guest House" button present on the top right side of the portal and fill in the required details:

1. Name of the guest

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3. Contact number of the guest
 4. Email of the guest
 5. Nationality of the guest (Select from the drop-down)
 6. Type of Account(Employee/Administrative)(Admin Login)
 7. Employee Name/Administrative Account (Admin Login)
 8. Purpose of the visit
 9. Name and Relationship of the person accompanying the guest
 10. Date and time of Departure
 11. Date and time of Arrival
 12. Number of rooms required
 13. Mode of payment(Select from the drop-down)
 14. Amount
 15. Medical History

View

Admin/Employee/User having administrative account can view the details by clicking on view icon available in front of every entry.

Update

Cancel

Admin/Employee/User having administrative account can cancel the request by clicking on the cancel button, prompting you to cancel the request.

Submit

Admin/Employee/User having administrative account can finally submit details after adding/editing by clicking on the Submit button.

Once the Submit button clicked, No further changes can be made and admin approves the request, it can not be cancelled.

Approve

Only Admin can approve/reject/cancel the request by clicking on tick icon and allot the hall number.

Print

Admin/Employee/User having administrative account can take the print of the request granted by clicking on the print icon.

Transport

An employee or a user having administrative account can request to book a transport facility for traveling purposes, and an Admin can request on behalf of the employee or a user having administrative account and take necessary action on the request received.

Request Transport

Employee/Admin/User having administrative account can request to book a transport facility by clicking on the "Request Transport" button present on the top right side of the portal and fill in the required details:-

1. Type of Vehicle

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3. Request For
 4. Guest/Person Name
 5. Address
 6. Contact No.
 7. Departure (From)
 8. Arrival(To)
 9. Reason for Request
 10. Type of Account(Employee/Administrative)(Admin Login)
 11. Name of Person Incharge at University/Administrative Account(Admin Login)
 12. Date From(Select from the calendar)
 13. Date To(Select from the calendar)
 14. Any other information

View

Admin/Employee/User having administrative account can view the details by clicking on view icon available in front of every entry.

Update

Admin/Employee/User having administrative account can update/edit the details by clicking on edit icon or update button.

Admin/Employee/User having administrative account can cancel the request by clicking on the cancel button, prompting you to cancel the request.

Submit

Admin/Employee/User having administrative account can finally submit details after adding/editing by clicking on the Submit button.

Note: Once the Submit button is clicked, changes cannot be made and the admin approves the request, can not be cancelled.

Approve Transport Request

Only Admin can approve/reject/cancel the request by clicking on tick icon and allot the transport requested.

Assign Vehicle

Admin can assign a vehicle to a particular request; admin needs to click on the assign button option and Select the details.

1. University Vehicle (Yes or No)
2. Vehicle
3. Driver
4. Other Details

Print

Admin/Employee/User having administrative account can take the print of the request granted by clicking on the print icon.

Email Logs

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1. Parking Request Email Logs
 2. Conference Hall Request Email Logs
 3. Guest House Request Email Logs
 4. Transport Request Email Logs

Parking Request Email Logs

Admin can view the email logs of parking request in this section.

Conference Hall Request Email Logs

Admin can view the email logs of conference hall request in this section.

Guest House Request Email Logs

Admin can view the email logs of guest house request in this section.

Transport Request Email Logs

Admin can view the email logs of transport request in this section.

Reports

This section consists of four types of reports namely:

1. Parking Request Report
 2. Conference Hall Request Report
 3. Guest House Request Report
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Parking Request Report

-The parking_admin can generate the parking request report based on the following filters namely:

1. Employee Name
2. Organization Unit
3. Type of Account(Employee/Administrative)
4. Administrative Account
5. Vehicle Type(Two Wheeler/Three Wheeler/Four Wheeler/Heavy Vehicle)
6. Vehicle Registration Number
7. Allotted Parking Number
8. Status
9. Start Date
10. End Date
11. Submit(Yes/No)

- We can generate the parking request report by clicking on the Search button.
 - We can export the parking request report in the form of CSV by clicking on CSV button.
 - We can copy the parking request report data by clicking on Copy button.
 - We can download the pdf of the parking request report by clicking on PDF button.
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-The conference_hall_admin can generate the conference hall request report based on the following filters namely:

1. Conference Coordinator's Name
 2. Name of Organising Department/ College/ Institute/ Centre
 3. Type of Account(Employee/Administrative)
 4. Administrative Account
 5. Conference Level
 6. Title of the Conference
 7. Total No. of speakers and participants expected
 8. Hall No
 9. Status
 10. Submit
 11. Start Date
 12. End Date
- We can generate the conference hall request report by clicking on the Search button.
 - We can export the conference hall request report in the form of CSV by clicking on CSV button.
 - We can copy the conference hall request report data by clicking on Copy button.
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Guest House Request Report

- The guest_house_admin can generate the guest house request report based on the following filters namely:

1. Employee Name
2. Organization Unit
3. Type of Account(Employee/Administrative)
4. Administrative Account
5. Nationality of the Guest
6. Mode of Payment
7. No of Rooms Required
8. Room No
9. Status
10. Submit
11. Date and Time of Arrival
12. Date and Time of Departure

- We can generate the guest house request report by clicking on the Search button.
 - We can export the guest house request report in the form of CSV by clicking on CSV button.
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- We can download the pdf of the guest house request report by clicking on PDF button.

Transport Request Report

- The transport_request_admin can generate the transport request report based on the following filters namely:

1. Name of person in-charge at University
2. Organization Unit
3. Type of Account(Employee/Administrative)
4. Administrative Account
5. Vehicle Type
6. Sitting Capacity
7. Request For
8. University Vehicle
9. Date From
10. Date To
11. Status
12. Submit

- We can generate the transport request report by clicking on the Search button.
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- We can copy the transport request report data by clicking on Copy button.
- We can download the pdf of the transport request report by clicking on PDF button.

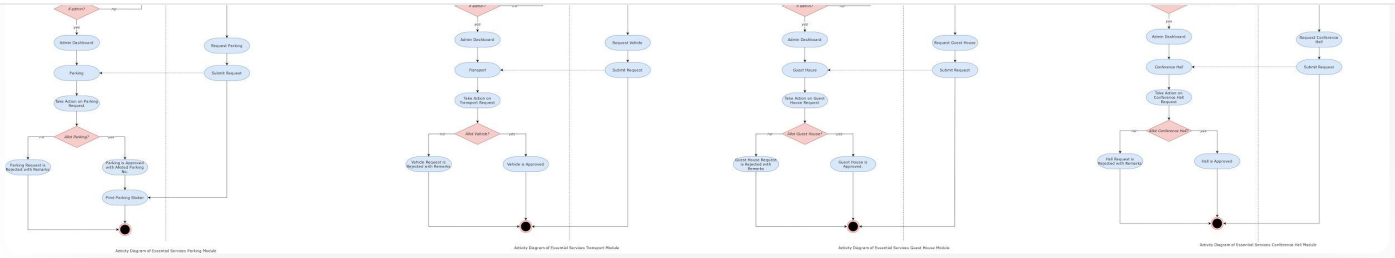
Annexure

Roles

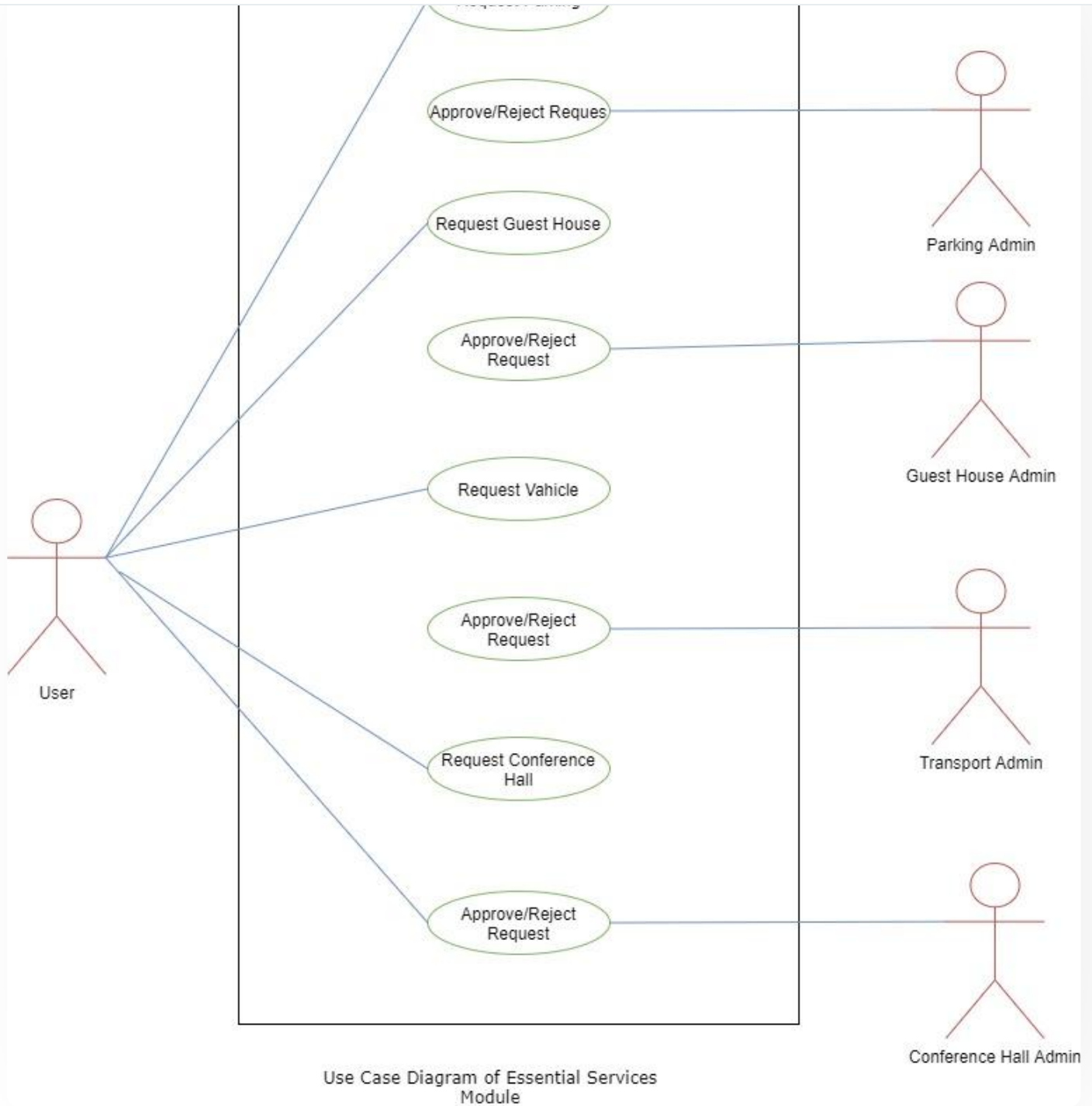
Role Name	Description
guest_house_admin	Can request a guest house on employee's behalf and also can approve it.
conference_hall_admin	Can request for a conference hall for employee behalf and also can approve it.
parking_admin	Can request a parking place for employee behalf and also can approve it.
transport_request_admin	Can request a transport vehicle for employee behalf and also can approve it.
employee	Can just ask for parking, guest house, conference hall, transport and get it approved by an admin.
essential_administrative	User having administrative account can request for parking,conference hall,guest house etc.

Workflow Diagrams

Activity Diagram



Use Case Diagram



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INTRO

Getting Started

Module Breakup and Prerequisites

ACADEMICS

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

GOVERNANCE

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Allocation (E-housing)

RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

UNIVERSITY FACILITY

Core Communication System

[Essential Services](#)

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System