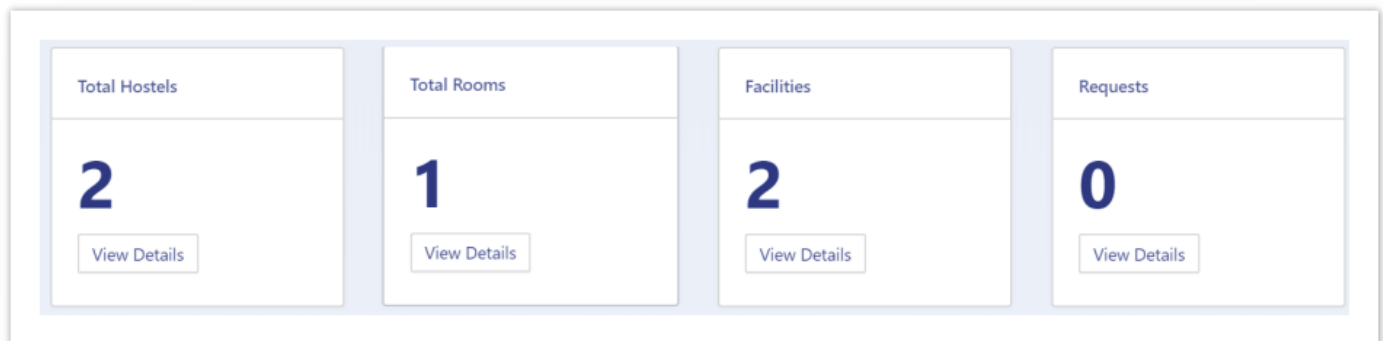


Hostel Management

Introduction

Hostel Management is the overall management of hostel-related activities. It helps in managing Student and Staff Record, Mess Bills, Allotting Room and Generating Student Reports.



Settings

This section contains the configuration detail related to the Hostel module.

Only the admin with the rights of Hostel_Admin can view and access it.

Hostel

In this field, all the hostels listed under the university(Estate module) are present.

Admin can only view the details by clicking on view icon available in front of every entry.

Rooms

In this field, all the rooms in the hostel will be listed.

- Admin can add a new room by clicking on the “Add Rooms” button present on the top right side of the portal and fill in the required details:

2. Room Number

3. Hostel(select from the drop-down)

4. Capacity

5. Apply Fee(Yes/No)

6. Status(Inactive/Active)

7. Visible(Yes/No)

- Admin can view the details by clicking on view icon available in front of every entry.
- Admin can edit/update the details by clicking on the edit icon available.
- Admin can configure the fee(daily/ by clicking on configure icon available in front of every entry.

Facility List

In this field, the types of facilities that are offered by the hostel are defined.

- Admin can add hostel facilities by clicking on the "Add Facility" button present on the top right side of the portal and fill in the required details:-

1. Facility Name

2. Status(Inactive/Active)

3. Visible(Yes/No)

- Admin can view the details by clicking on view icon available in front of every entry.
 - Admin can edit/update the details by clicking on the edit icon available.
-

In this field, facilities are mapped with hostels.

- Admin can add/map facility in the hostel by clicking on the “Add Facility” button present on the top right side of the portal and fill in the required details:

1. Hostel(select from the drop-down)
2. Facility Name(select from the drop-down)
3. Fee(Yes/No)
4. Status(Active/Inactive)
5. Visible(Yes/No)

- Admin can view the details by clicking on view icon available in front of every entry.
- Admin can edit/update the details by clicking on the edit icon available.
- Admin can configure the fee(daily/ by clicking on configure icon available in front of every entry.

Mess-Menu

In this section, a list of menus that are applicable in the hostel day-wise is defined.

- Admin can add a new mess menu by clicking on the “Add item” button present on the top right side of the portal and fill in the required details:

1. Day(select from the drop-down)
 2. Meal(select from the drop-down)
 3. Food
-

5. Visible(Yes/No)

Hostel Request Types

- Admin can add a new Hostel Request Type by clicking on the “Add-Type” button present on the top right side of the portal and fill in the required details:-

1. Name(select from the drop-down)
2. Category(select from the drop-down)
3. Status(Active/Inactive)
4. Visible(Yes/No)

- Admin can view the details by clicking on view icon available in front of every entry.
- Admin can edit/update the details by clicking on the edit icon available.

Fee Component Types

- Admin can add fee component by clicking on the “Add Fee Component” button present on the top right side of the portal and fill in the required details:

1. Name
 2. Facility (select from the drop-down)
 3. Amount
 4. One time(Yes/No)
 5. Late Fee Applicable(Yes/No)
-

7. Last Date of the Month(select from the Calendar)

8. Status(Active/Inactive)

9. Visible(Yes/No)

- Admin can view the details by clicking on view icon available in front of every entry.
- Admin can edit/update the details by clicking on the edit icon available.

Student Fee Component

- Admin can add fee component by clicking on the “Add Student Fee Component” button present on the top right side of the portal and fill in the required details:

1. Student ID

2. Facility ID

3. Month

4. Start Date

5. Last Date

6. Amount

7. Status(Active/Inactive)

8. Visible(Yes/No)

Application

Allocation

This section specifies and will help to allocate hostel to students.

- Admin can allocate hostel by clicking on the “Allocate Hostel” button present on the top right side of the portal and fill in the required details:
 1. Hostel(Select from the Drop-Down)
 2. Building(Select from the Drop-Down)
 3. Room Number(Select from the Drop-Down)
 4. Student(Select from the Drop-Down)
 5. Valid From (Select from the Calendar)
 6. Valid Till(Select from the Calendar)

Hostel Request

Admin can also make a request for a hostel on behalf of the student in this section.

- Admin can request hostel by clicking on the “Add Request” button present on the top right side of the portal and fill in the required details:
 1. Student(Select from the Drop-Down)
 2. Category(Select from the Drop-Down)
 3. Type (Select from the Drop-Down)
 4. Description
 5. Resolution
-

7. Status(Inactive/Active)

8. Visible(Yes/No)

Incident

Students can report any incident that happens within the hostel in this section.

- Admin can report the incident by clicking on the “Add Incident” button present on the top right side of the portal and fill in the required details:

1. Student(Select from the Drop-Down)

2. Incident

3. Reported By

4. Status(Inactive/Active)

5. Visible(Yes/No)

Facility Mappings

In this section, a student is mapped with facilities provided in the hostel.

- Admin can do the mapping by clicking on the “Add Mapping” button present on the top right side of the portal and fill in the required details:

1. Student(Select from the Drop-Down)

2. Facility(Select from the Drop-Down)

Admin can upload bulk mapping details by clicking on “Bulk Import”. There is an option of “Download Excel Format” to understand the format in which bulk details to be uploaded. Admin can download the format, fill in the details, and “upload” the file in the required format only.

There will be 2 types of logins and dashboard:

Hostel_Admin

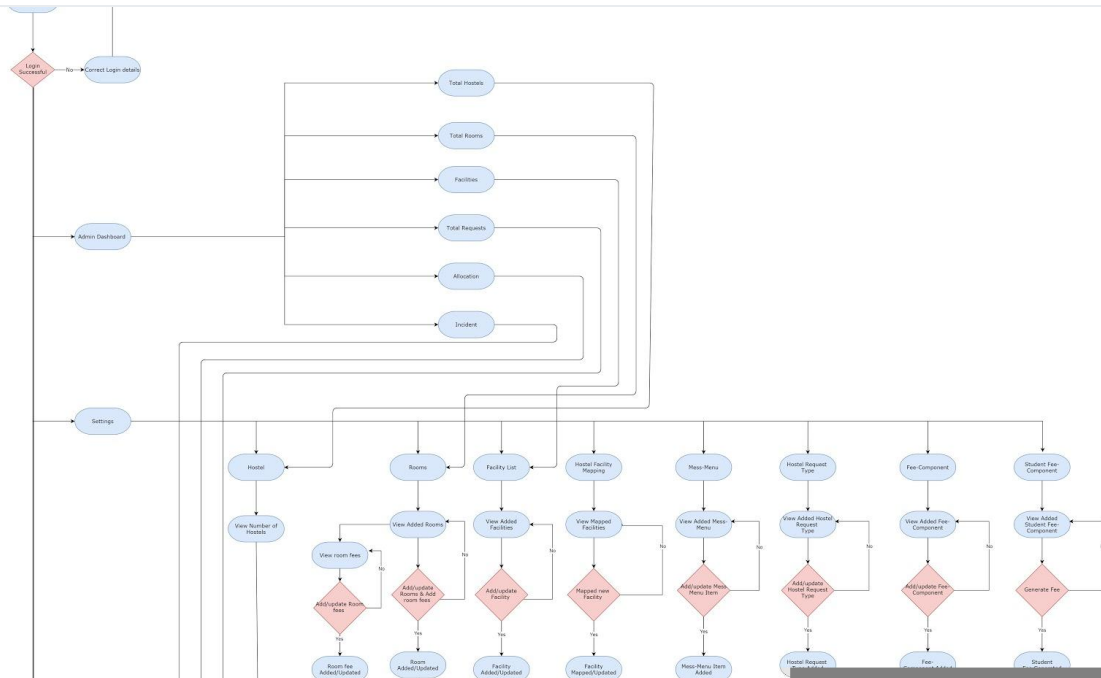
User with this role can view the application, configure settings, etc.

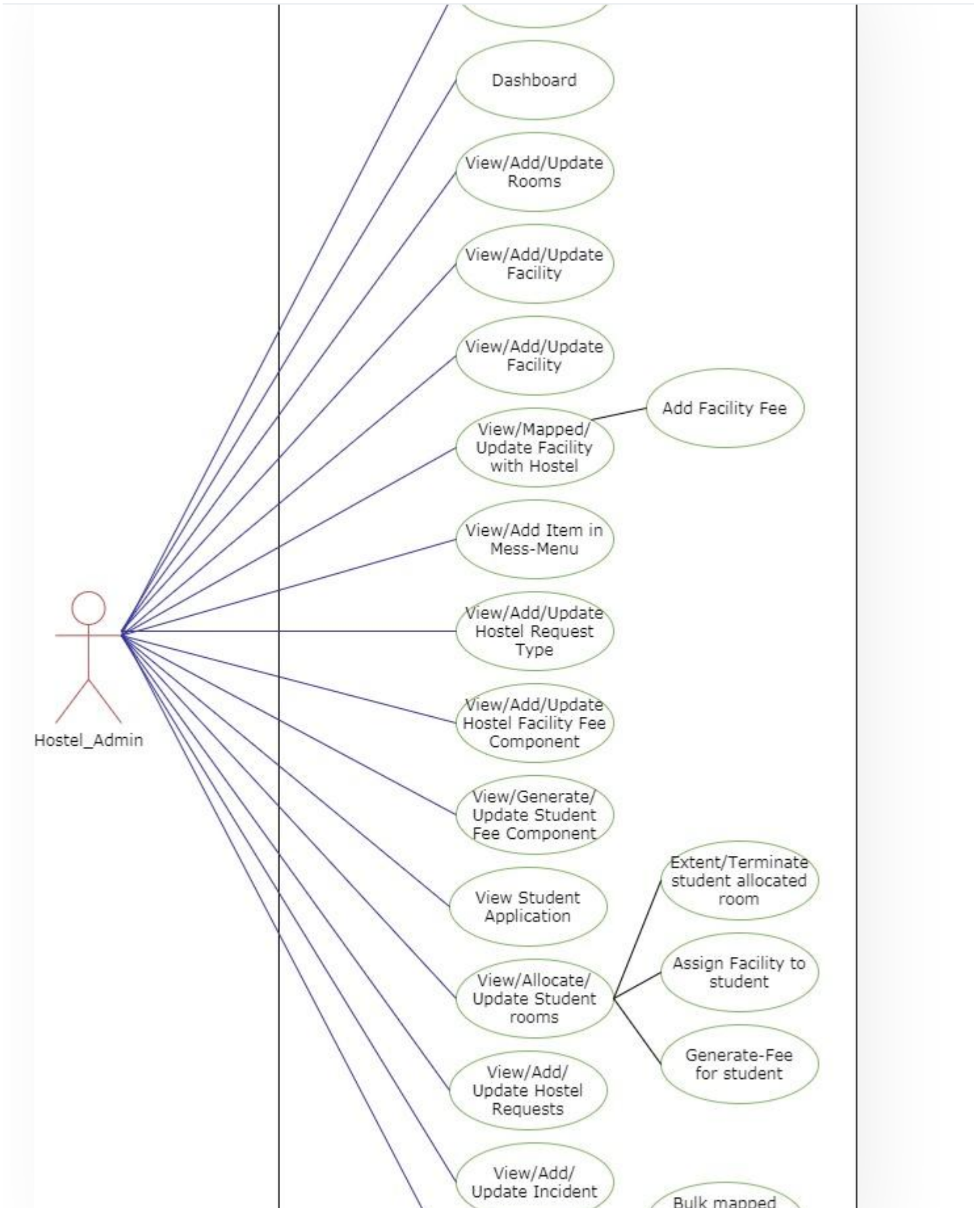
Student

User with role can request for the hostel.

Diagrams

Activity Diagram





Mappings

Hostel Admin

External Resources

 [Module Training Video ↗](#)

 [Edit this page](#)

[← Health Management System](#)

[Inventory Management System →](#)

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

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

BASE MODULES

University Profile - Organizational Unit & Organigram
User Administration

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

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
Screening Process of Teaching Recruitment
Screening Process of Teaching Recruitment- University of Delhi
Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System
Essential Services
Grievance Management
Health Management System
Security Management System
Sports Management System
Transport Management System
