User Manual

STUDENT AFFAIR AND HOSTEL MANAGEMENT SYSETM

(Department User)

UNIVERSITY OF BALOCHISTAN QUETTA.

Development By:

      Office of Research, Innovation and Commercialization

Development Team:

           Niaz Muhammad

           Mehwash Razzaq

Supervised by:

           Dr. Waheed Noor

           (Director of ORIC)

Abstract

This User manual is intended by Office of Research and innovation center University of Balochistan for assistance and support to End Users of this is system regarding day to day operations of Student Affair and Hostel Management System (SA & HMS). It was necessary as any user who will be using SA & HMS for the first time or need help will require basic information to comprehend SA&HMS. Keeping in view the basic requirements of a user, the manual has been divided all the topics in such a manner that the End User will find it really convenient to understand and perform all the relevant tasks efficiently. In order to ensure user affability, screen snapshots with given steps will help the users to perform all the necessary tasks affectively. To ensure the maximum benefit from this manual all the activities/examples, should be performed in a stepwise sequence which is listed under each/relevant topic.

Contents

Introduction

➢ What is Student affair and hostel management System?

Student affair and hostel management System is a Web-based system to maintain the record of student affair and hostel of university of Balochistan Quetta. It facilitates access to the student, session and department information. The system provides easy search for information and equipped with required reports for printing purposes. It facilitates to access the information of a particular student in a particular department. The information is entered by the department User, which will be provided by the student for a particular program. This system will also help in evaluating hostel eligibility criteria of a student. it also provides functionality of hostel room allocation and management. It can be accessed from student affair computers, departments of university of balochistan computer and Hostel user computer and allows department user to perform such online tasks as registering student for programs and student affair administrator viewing student academic records.

User Roles:
There are 3 types of roles for the user.

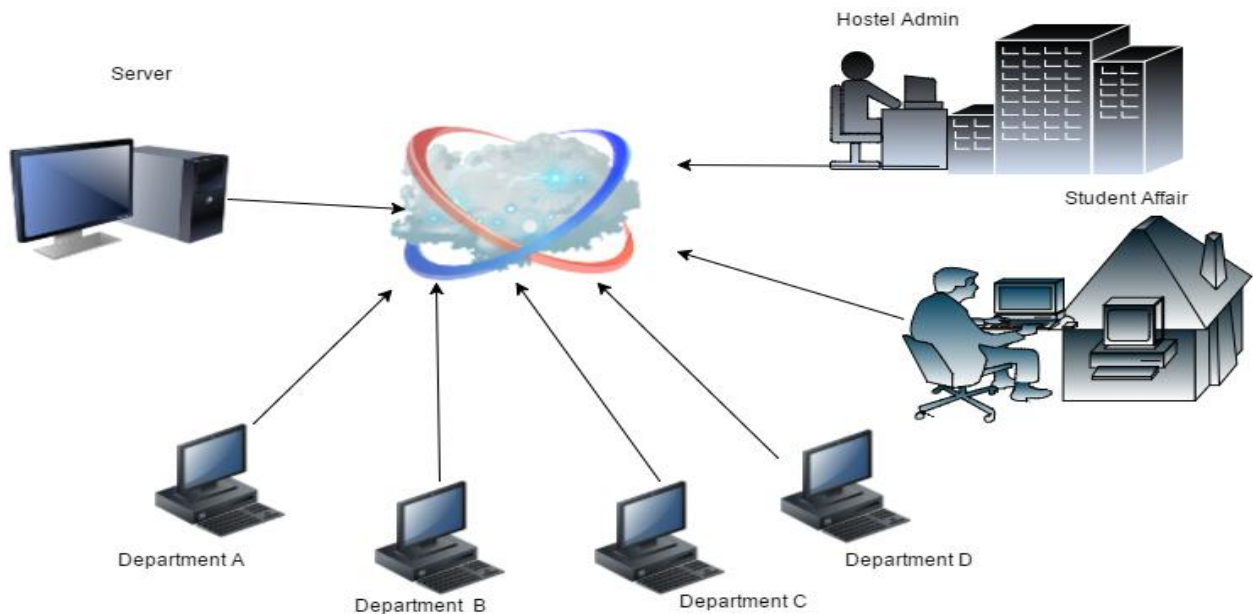1. Administrator (Student Affairs)
2. Departmental User
3. Hostel User

Figure 0 abstract diagram

Administrator (student Affair):

Administrator can

- Update the record of the student

- Access to record of the student

- Search the student record

- Resolve conflicting student (Doing dual degrees in same session and shift)

- Add the student in any department

- Add, updates and generate new password to Users

- Add, updates Department

- Add, updates Program

- Add, updates Academic Session

- Add the student in any department

- Search student by program, by session, by name and by department

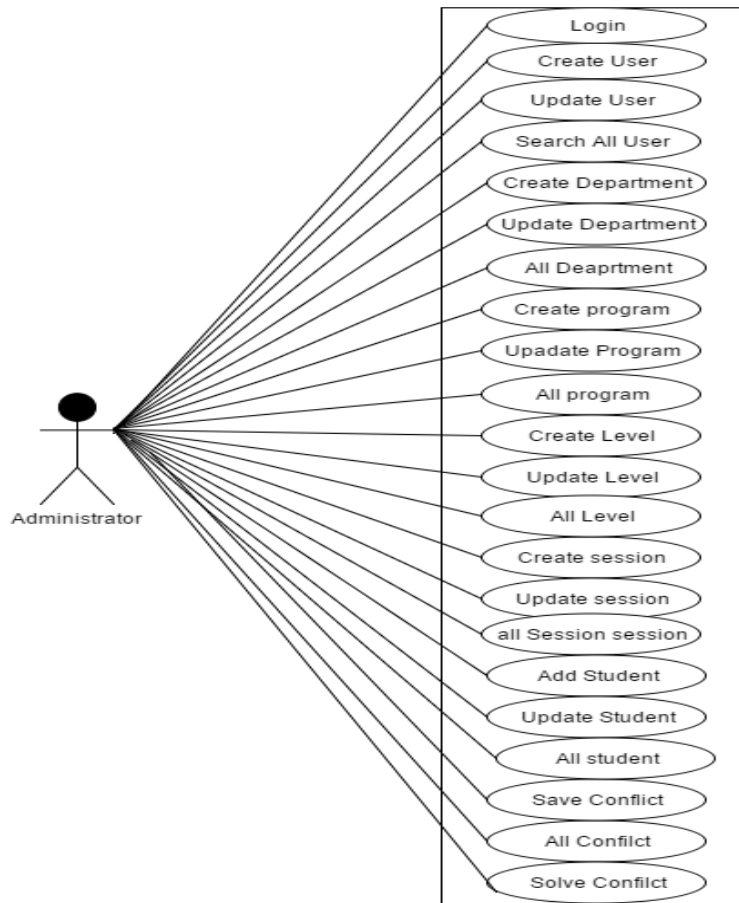- Download the student list by program, by session and by status

Figure 0.1 Use case of administrator

Department User:

Department User can

- Access to the own department data.

- Search the student record of own department.

- Add the student in own department

- Save the conflicting student if student was already enrolled and his academic session is continued.

- Search student by program ,by session ,by status and by name

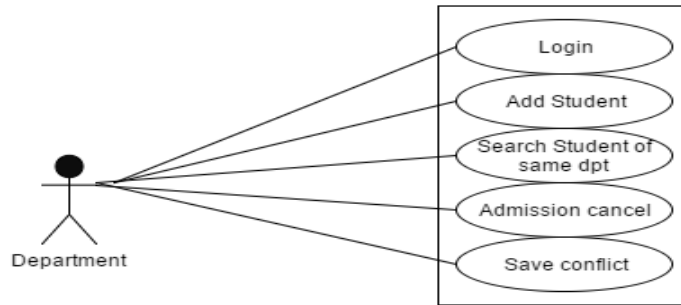- Download the student list by program, by session and by status

Figure 0.2 use case of department user

Hostel User:

Hostel User can

- Search the enrolled student record of any department.

- Allocate the seat to student in room

- De-allocate the seat to student in room

- Add and Update Hostel

- Add and Update Block in Hostel

- Add and Update room in Block
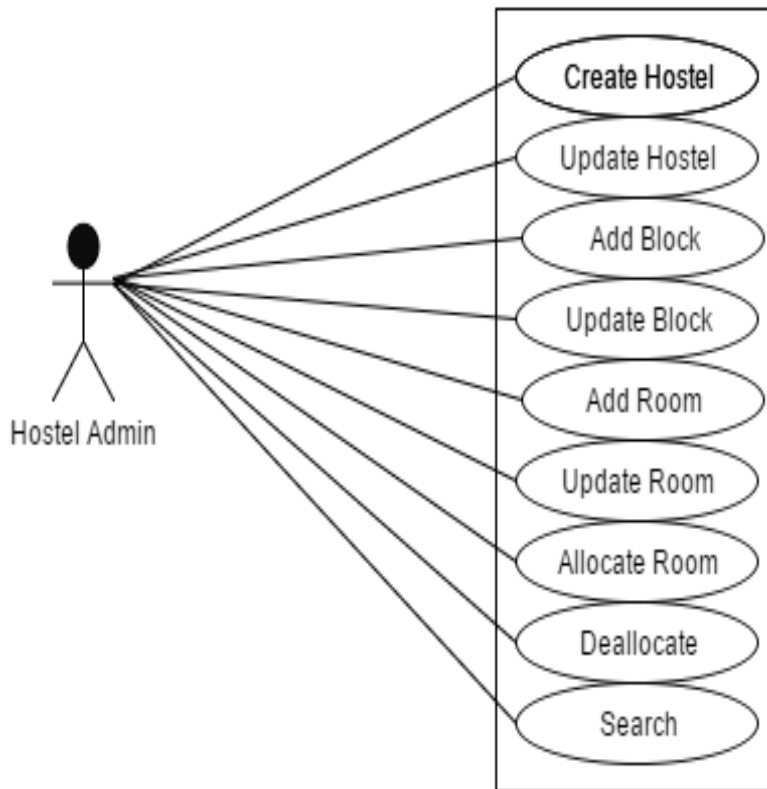
- Search the rooms detail

Functions of Department User:
Student affair and hostel management System can be used to perform the tasks listed below.

Login /out:
Login into to Student affair and hostel management System

Login into student affair and hostel management system access. Follow the procedure below.

1. Launch the computer's Web browser.
2. Enter the following URL.
3. After the log-in page is displayed, enter your User ID and password. When logging in for the first time, enter the User ID and initial password listed in the password notice sent to you by your student affair administrator. You will be prompted to change the initial password, so please be sure to register a new password of your choice. Also, please responsibly manage your new password.
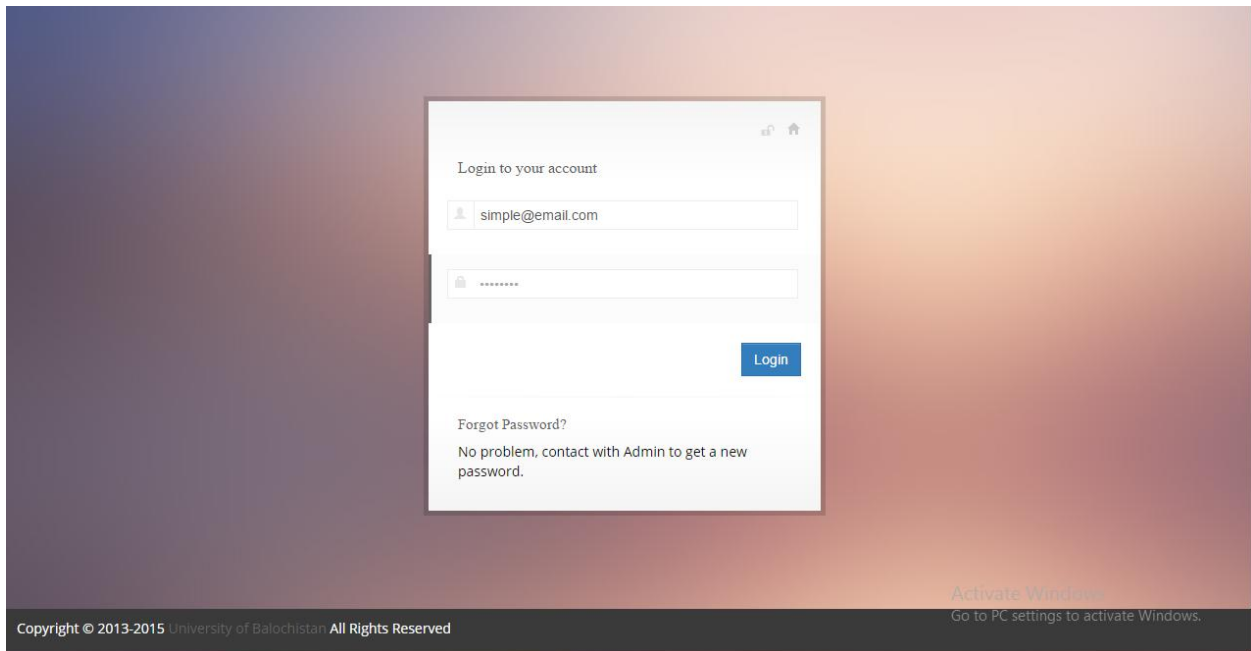
Figure1. 1 Login Screen

Note: If you forget your password, contact the student affairs office of your faculty.

- **Login out of Student affair and Hostel Management System:**

After you finish using Logging into To Student affair and hostel management

 System, please be sure to log out as instructed below.

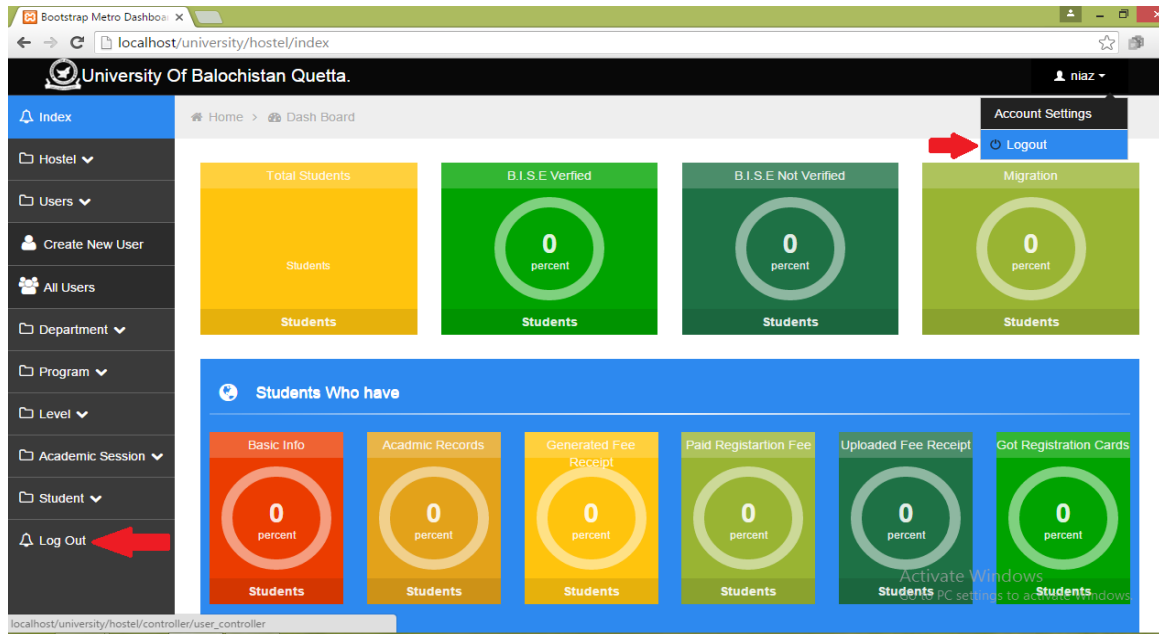1. Click on the "Logout" button in the upper right corner of the window.

Figure1. 2 Logout

2. After the logout window is displayed, click on (Close button) to close the Web browser.

Student Personal Data:

1. **Entering personal data:** To enter personal data of student to click on student add button
2. The student personal information and academic form is open
3. Fill the form and click on submit button

Figure1. 3 Add Student

➢ **How to search enrolled Student record:**
1. Login to student affair and hostel management system
2. Click on student button
3. Click on search student
4. Select the department and session in which student is enrolled
5. Write the name of student and click on search button

Figure1.4 Search Student

Supported/Unsupported characters:

Field Name	Allow Characters	Not Allowed Characters
Name	Mehwash	Mewash1
F/name	Razzaq	Razzaq
Registration no	Anything	
CNIC	00000-0000000-0	0232-12012-ad
Home Address/ Mailing Address	Anything	
Contact Number	Any thing	
Roll Number	Abc121	
Obtain marks/ G.P.A	121	Bas23
Total marks/ G.P.A	1.21	Bas23
Grad/Division	Anything	
Major Subject	Anything, Anything	

How to save the conflicting student?

1. Login to student affair and hostel management system
2. Click on Add student from menu bar
3. Enter student data if student was already enrolled in same shift and session was continue than a pop up dialogue box will be show.
4. Click on review button to review the data
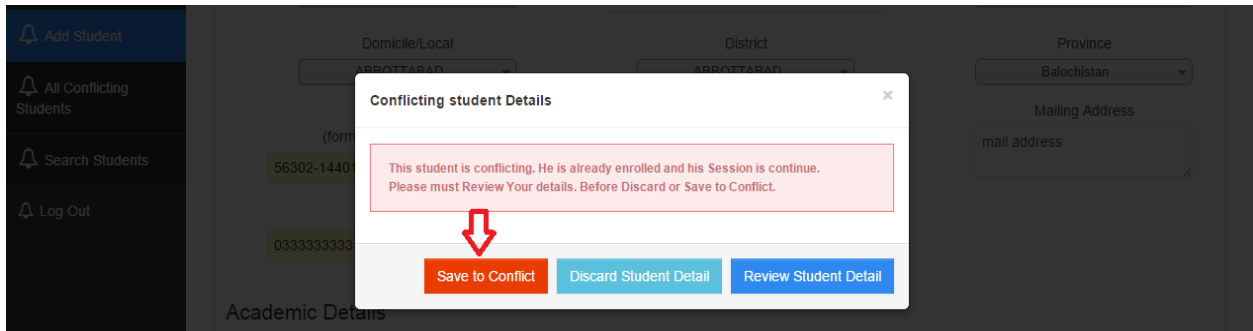5. Click on save button to save the student as conflicting student

Figure 1.5 Save to Conflict

How to cancel the student admission?

1. Login to student affair and hostel management system
2. Click on Add Admission cancel from menu bar
3. Search the program of study of student
4. Search the academic session of student
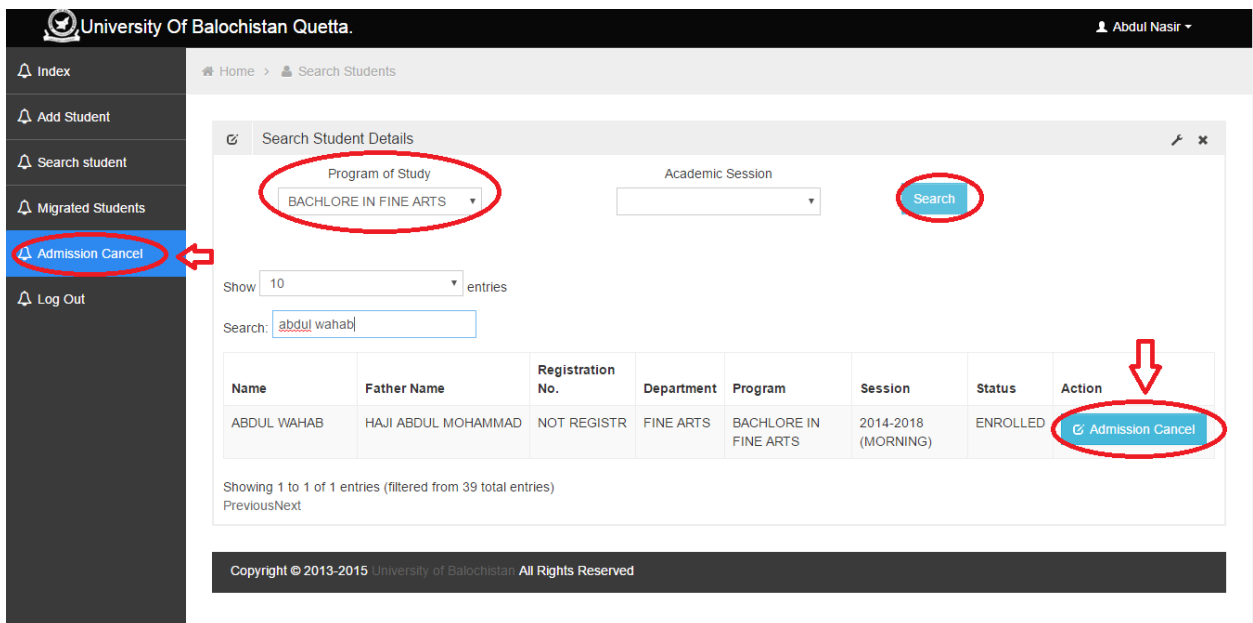5. Click on Admission cancel button

Figure 1.6Admission cancel