

User Manual

(HOSTEL USER)

STUDENT AFFAIR AND HOSTEL MANAGEMENT SYSETM

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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 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.

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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

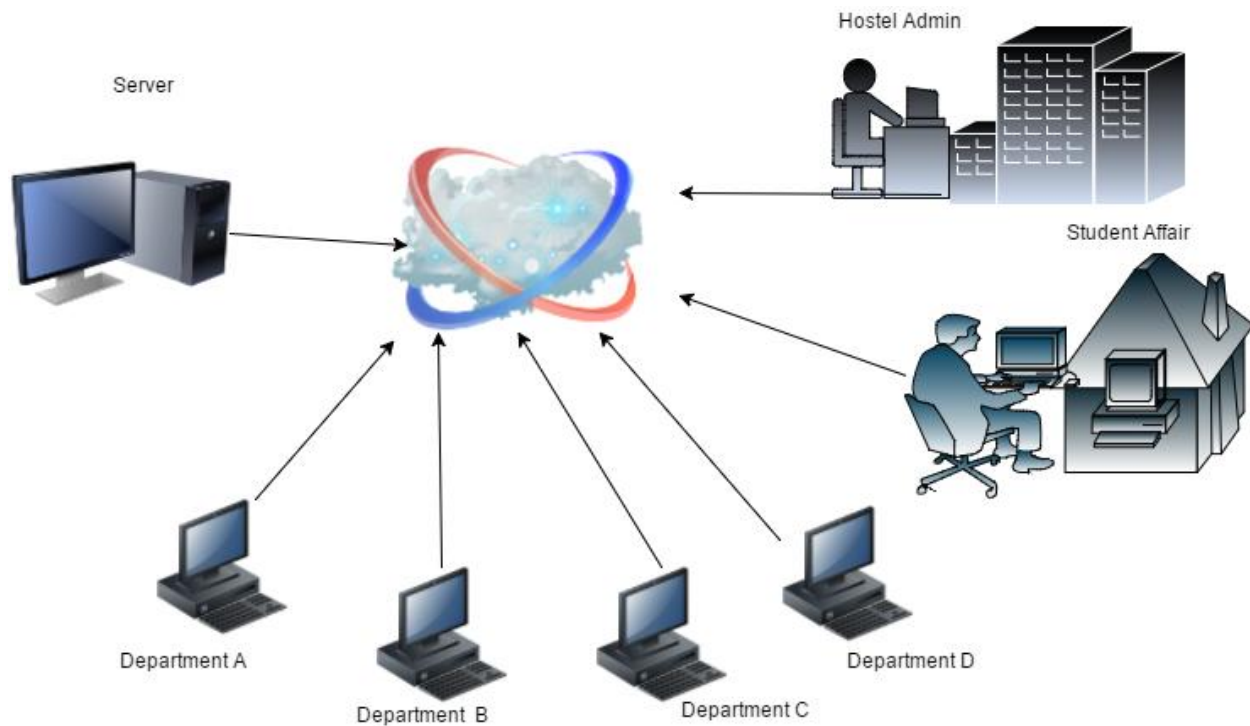


Figure 0 abstract diagram

Administrator (Student Affair):

Administrator can

- Access to the records of student .
- Update the 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

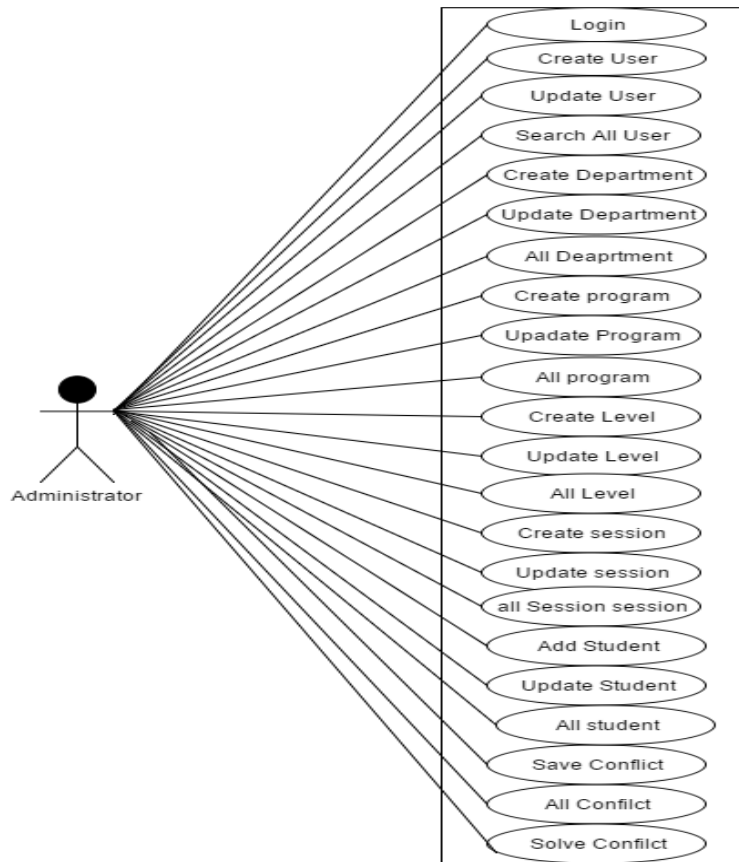


Figure0.1 Use case of administrator

Department User:

Department User

- 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

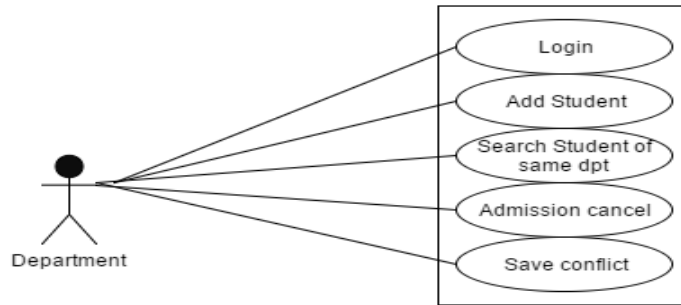


Figure 0.2 use case of department admin

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

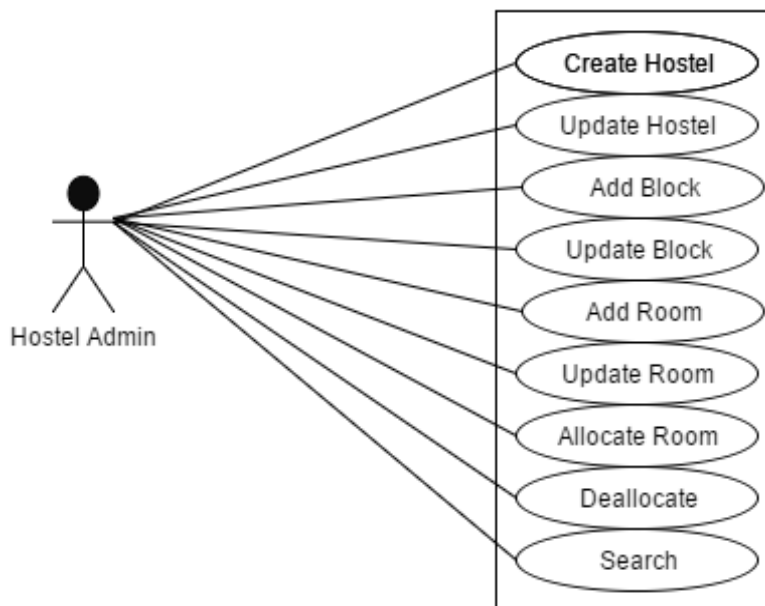


Figure 0.2 use case of hostel admin

Functions Of Hostel user:

Student affair and hostel management System can be used to perform the tasks listed below.

Login/out

Login into Student affair and hostel management System

Login into to 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.

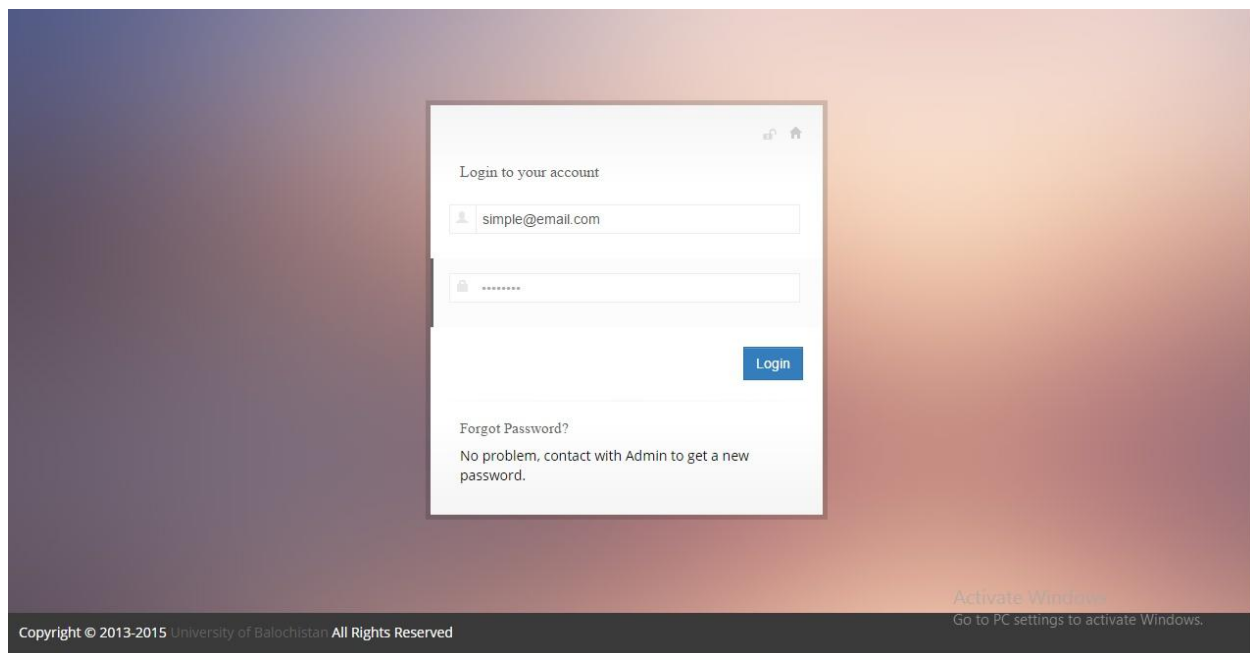


Figure1. 1 Login Screen

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

- **Login out into 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.

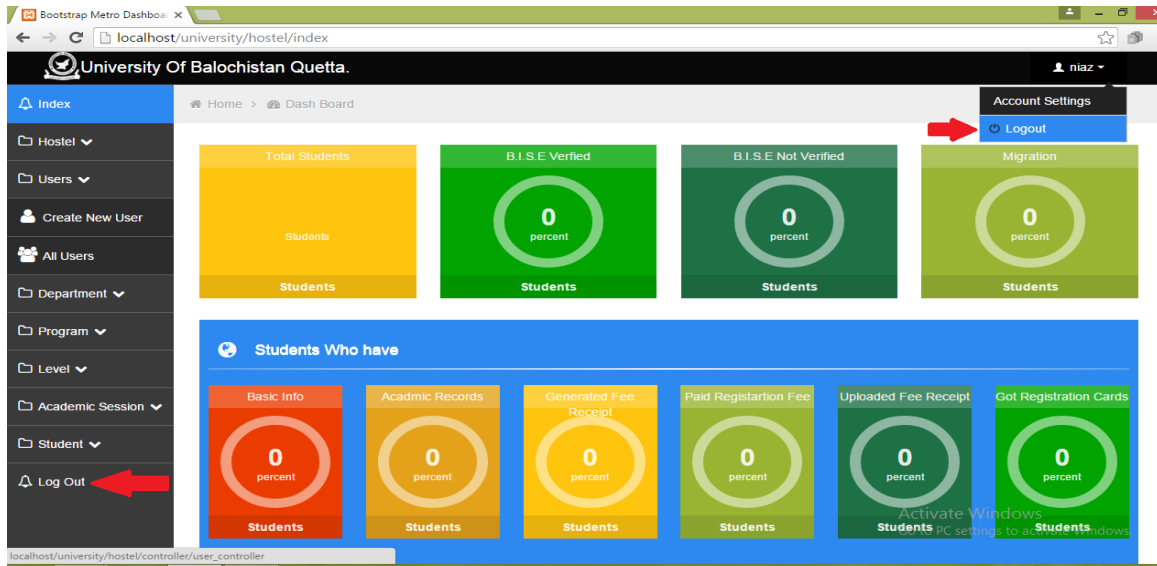


Figure1. 2 Logout

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

How to Add the Hostel?

1. Login to student affair and hostel management system
2. Click on hostel from menu bar
3. Click on add hostel button
4. Fill form and click submit button

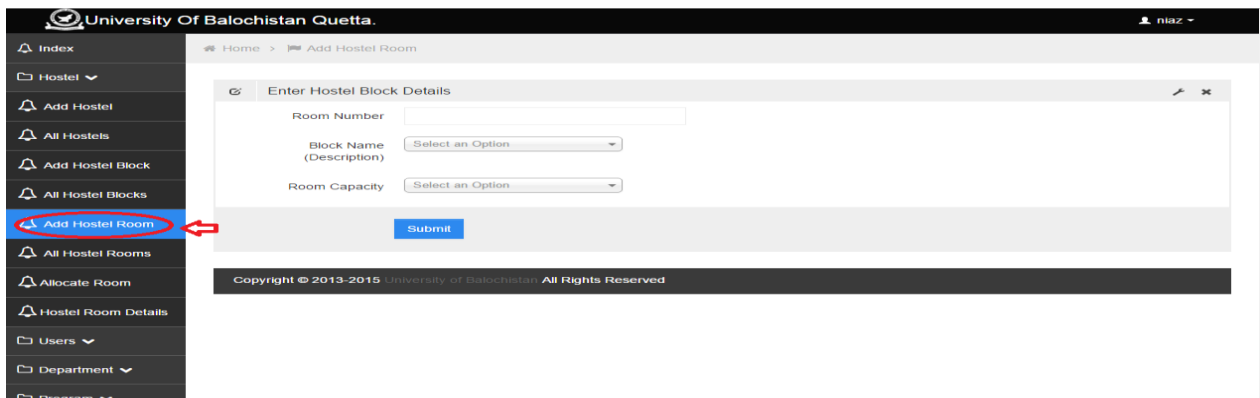


Figure1.1 Add Hostel

How to add the hostel block?

1. Login to student affair and hostel management system
2. Click on hostel block from menu bar

3. Click on add hostel block button
4. Fill form and click submit button

Figure1.2 Add Hostel Block

How to Add the Hostel room?

1. Login to student affair and hostel management system
2. Click on hostel room from menu bar
3. Click on add hostel room button
4. Fill form and click submit button

Figure1.3 Add hostel room

How to update the Hostel/Hostel Block/Hostel Room?

1. Login to student affair and hostel management system
2. Click on all Hostel/Hostel Block/Hostel Room from menu bar
3. Click on update button
4. update and click submit button

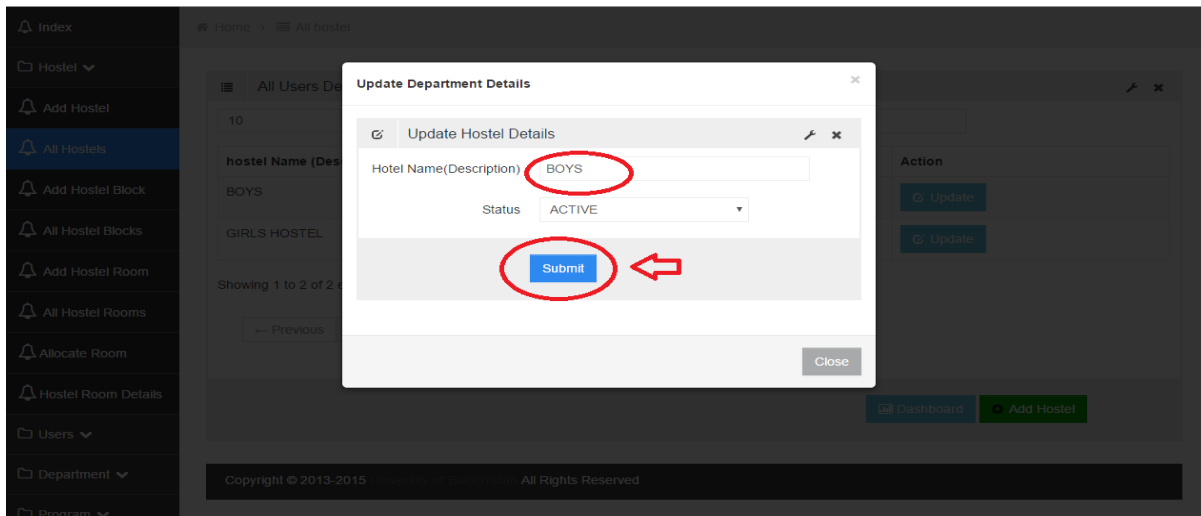


Figure1.4 Hostel/Hostel Block/Hostel Room

How to allocate a room to student?

1. Login to student affair and hostel management system
2. Click on allocate room from menu bar
3. Search student
4. Click on allocate button
5. Select Hostel
6. Select Hostel Block
7. Select Hostel Room
8. Click on submit button

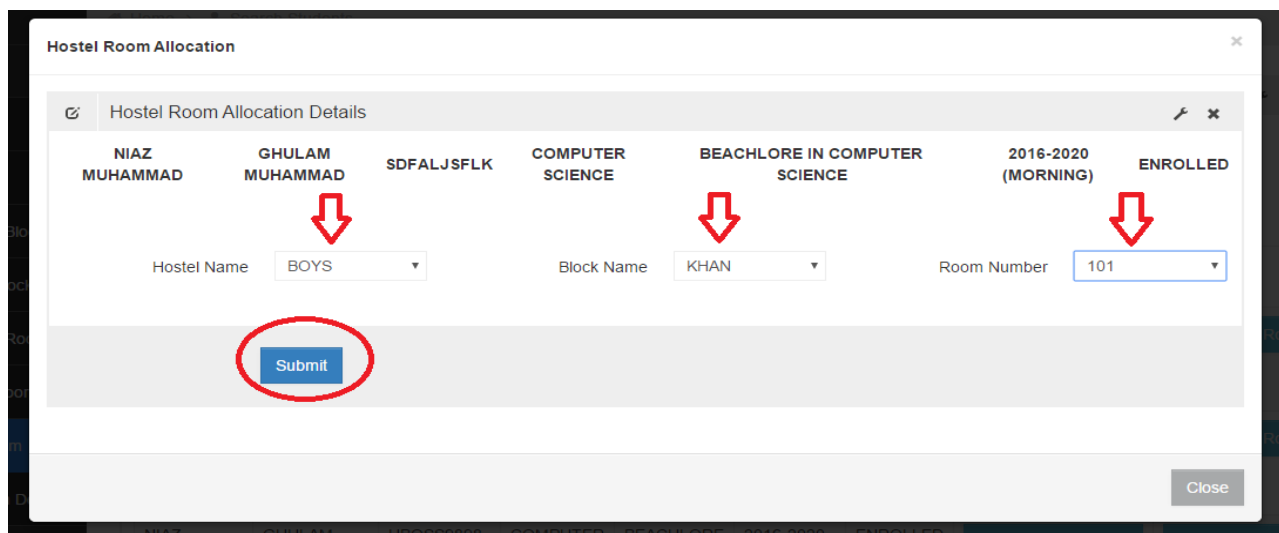


Figure1.5 allocate room

How to Deallocate a room to student?

1. Login to student affair and hostel management system
2. Click on allocate room from menu bar
3. Search student
4. Click on Deallocate button
5. Click on submit button

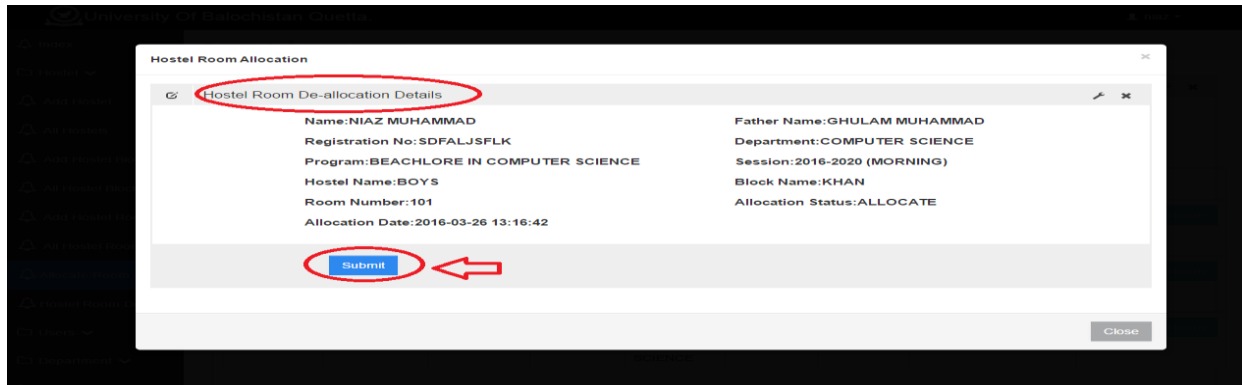


Figure1. 6 Deallocate room

How to search hostel room details?

1. Login to student affair and hostel management system
2. Click hostel room detail from menu bar
3. Select hostel
4. Click on search button

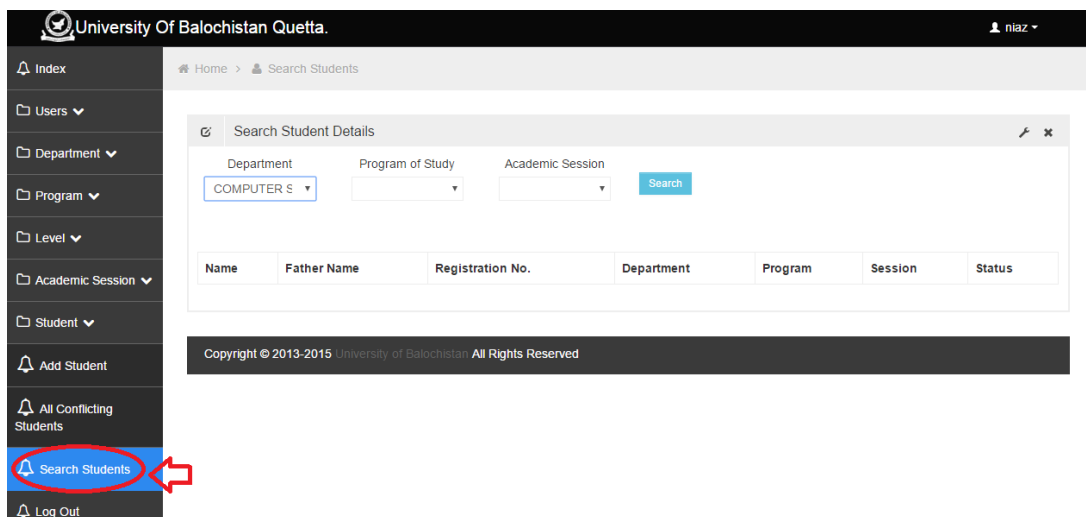


Figure1.7 hostel room detail

