User Manual

STUDENT AFFAIR AND HOSTEL MANAGEMENT SYSETM

(Student Affairs User)

University of Balochistan Quetta.

Development By:

Office of Research, Innovation and Commercialization

Development Team:

Niaz Muhammad
Mehwash Razzaq
Qurban Shah

Supervised by:

Dr. Waheed Noor
(Director of ORIC)
Abstract:

This User manual is intended by of Research, Innovation and Commercialization 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........................................................................................................................................4
User Roles........................................................................................................................................4
Functions of Administrator (student affair): ...............................................................................8
Logging in/out...................................................................................................................................8
How to create department: ...........................................................................................................10
How to create program: ................................................................................................................10
How to create academic session: ..................................................................................................11
Student Personal Data: ................................................................................................................11
Unsupported characters: ..............................................................................................................13
How to know that Department is create?......................................................................................13
How to know that program is create? ..........................................................................................14
How to update department or program? ......................................................................................14
How to save the conflicting student? ............................................................................................15
How to resolve the conflicting student? ......................................................................................15
How to add new user? ....................................................................................................................16
How to add update/View user? .......................................................................................................17
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 sorted by the department admin, which will be provided by the student for a particular program at the time of admission. This system will also help in evaluating hostel eligibility criteria of a student. It’s also provides functionality of hostel room allocation and management. It can be accessed from student affairs, 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 can view all student academic records, departments information, program and session of program record.

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

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

Administrator can

- Access to the records.
- 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

**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
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 Administrator (student affair):
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 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.
Note: If you forget your password, contact the student affairs office of your faculty.

- **Login out from 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.
2. After the logout window is displayed, click on (Close button) to close the Web browser.

**How to create department:**

1. Login to Student affair and hostel management System
2. Click on department in menu bar
3. Click on add department button
4. Fill the form and click on create button

![Add Department](image1.png)

**How to create program:**

1. Login to Student affair and hostel management System
2. After creating department click on program from menu bar
3. Click on add program button
4. Fill the form and click on program create button
How to create academic session:

1. Login to student affair and hostel management system
2. After create department and program select the academic session from menu bar
3. Click on add academic session from button
4. Fill form and click on create academic session button

Student Personal Data:

1. 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
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
Supported/Unsupported characters:

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

How to know that Department is create?

1. Login to student affair and hostel management system
2. Click on All Department from menu bar
3. Click on search department button
4. Write department name and click on search button
How to know that program is create?

1. Login to student affair and hostel management system
2. Click on All Program from menu bar
3. Click on search program button
4. Write program name and click on search button

How to update department or program?

1. Login to student affair and hostel management system
2. Click on department/program from menu bar
3. Click on search department button
4. Write department name and click on search button
5. After searched click on update button and update department/program

![Update Department Details](image1)

Figure 1.10 Update Program/Department

**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

![Save to Conflict](image2)

Figure 1.11 Save to Conflict

**How to resolve the conflicting student?**

1. Login to student affair and hostel management system
2. Click on conflict student from menu bar
3. Write student name for search
4. Click on resolve button
5. Cancel a Degree of student of both Degrees

![Figure 1.12 Resolve Conflicting Students](image1)

**Figure 1.12 Resolve Conflicting Students**

**How to add new user?**

1. Login to student affair and hostel management system
2. Click on User in menu bar
3. Click on Add User in menu bar
4. Fill form and submit

![Figure 1.13 Add User](image2)
How to add update/View user?

1. Login to student affair and hostel management system
2. Click on User in menu bar
3. Click on All User in menu bar to view all users
4. Click on update user
5. Fill form and submit

Readmission Of student?

1. Login to student affair and hostel management system
2. Click on Readmission/migration from menu bar
3. Select department of student
4. Select the student status to search
5. Click on search button
6. Click on readmission button
7. Check the history of student and click on readmission button
8. Check the required for readmission and submit
Figure 1. 15Readmision of Student