

User Manual

STUDENT AFFAIR AND HOSTEL MANAGEMENT SYSETM

(Student Affairs User)

University of Balochistan Quetta.



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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.

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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 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

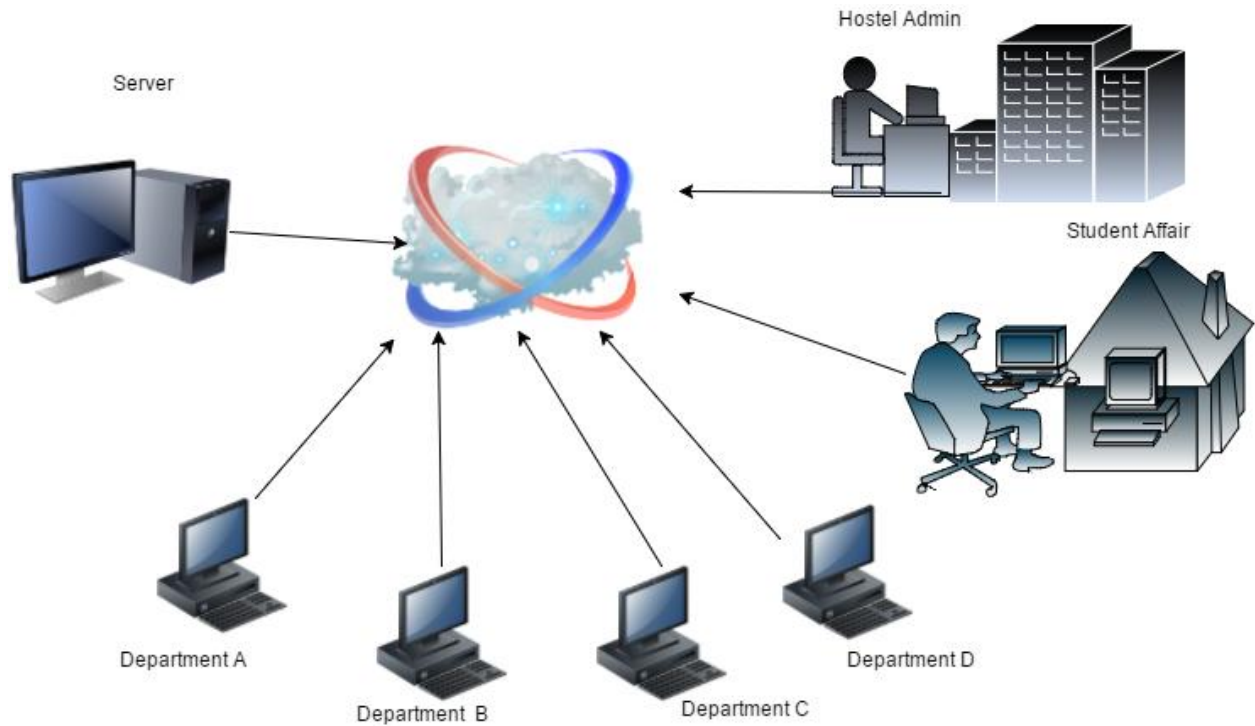


Figure 0 abstract diagram

Administrator (Student Affairs):

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

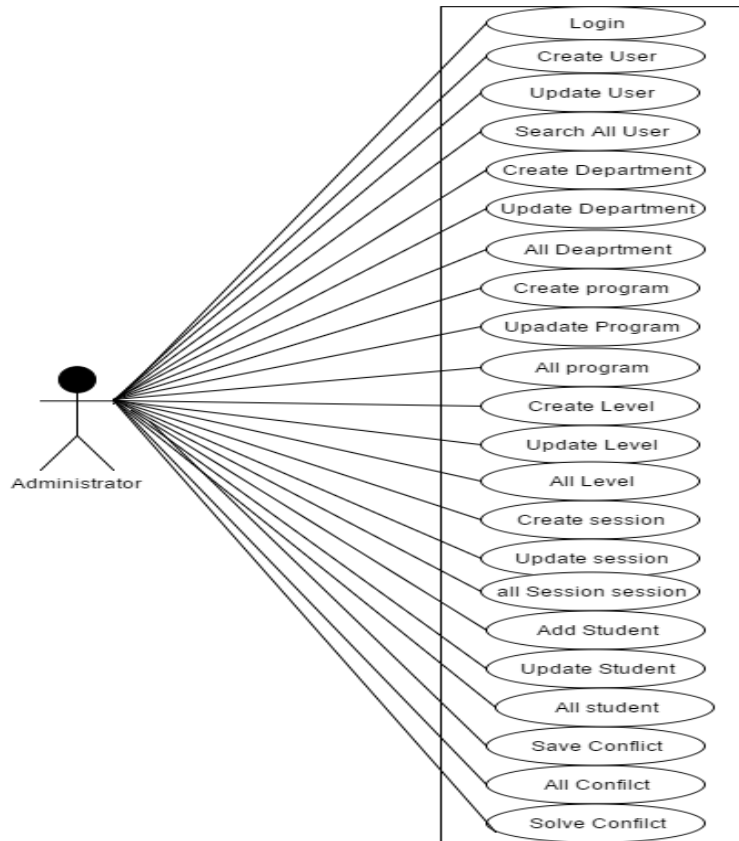


Figure0.1 Use case of administrator

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

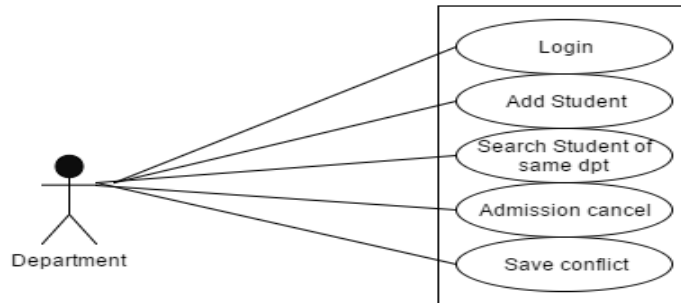


Figure 0.2 use case of department admin

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

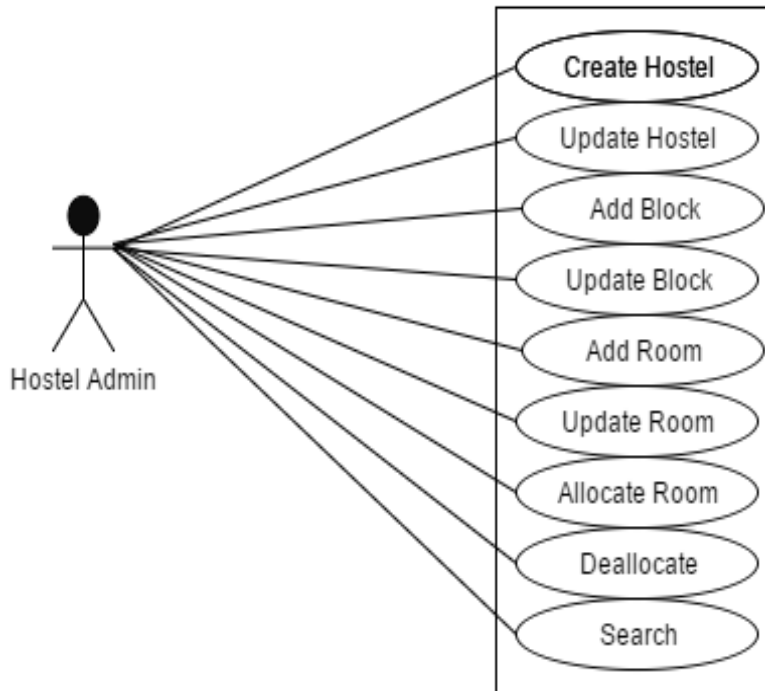


Figure 0.3 use case of hostel admin

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.

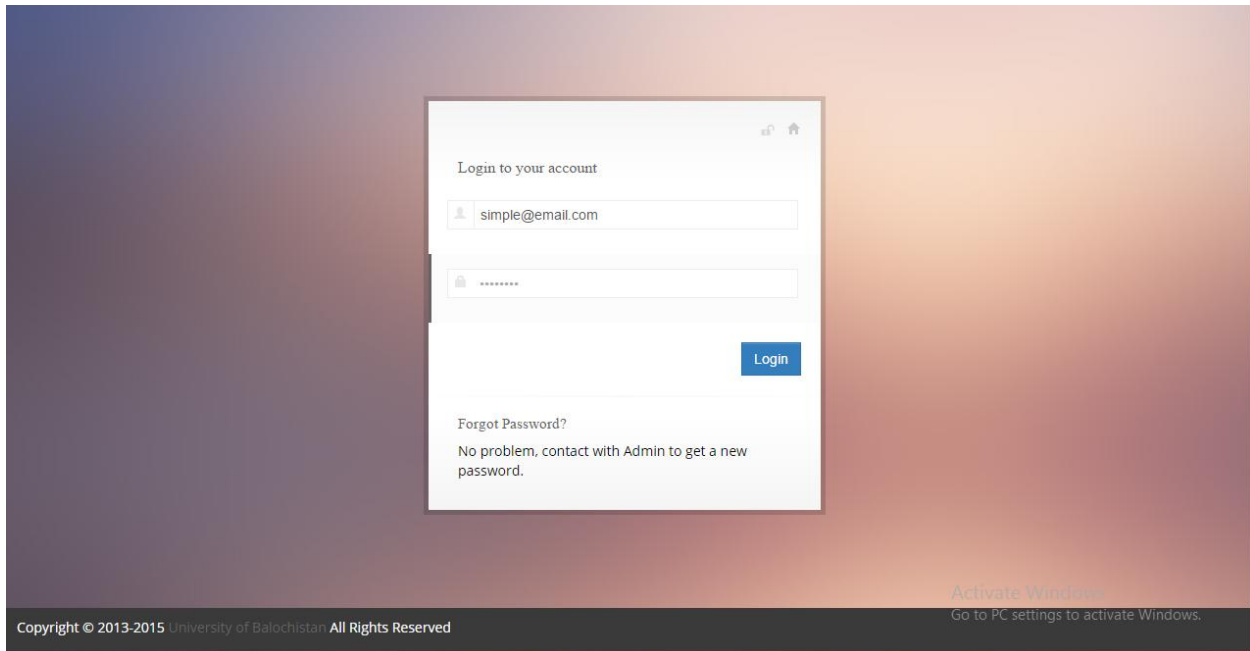


Figure1. 1 Login Screen

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.

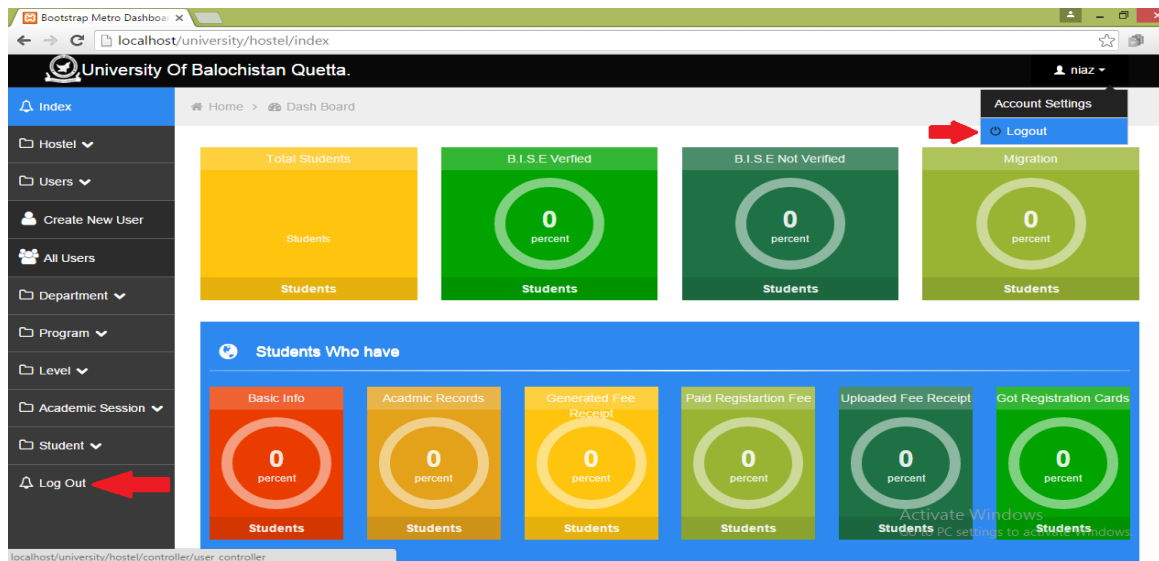
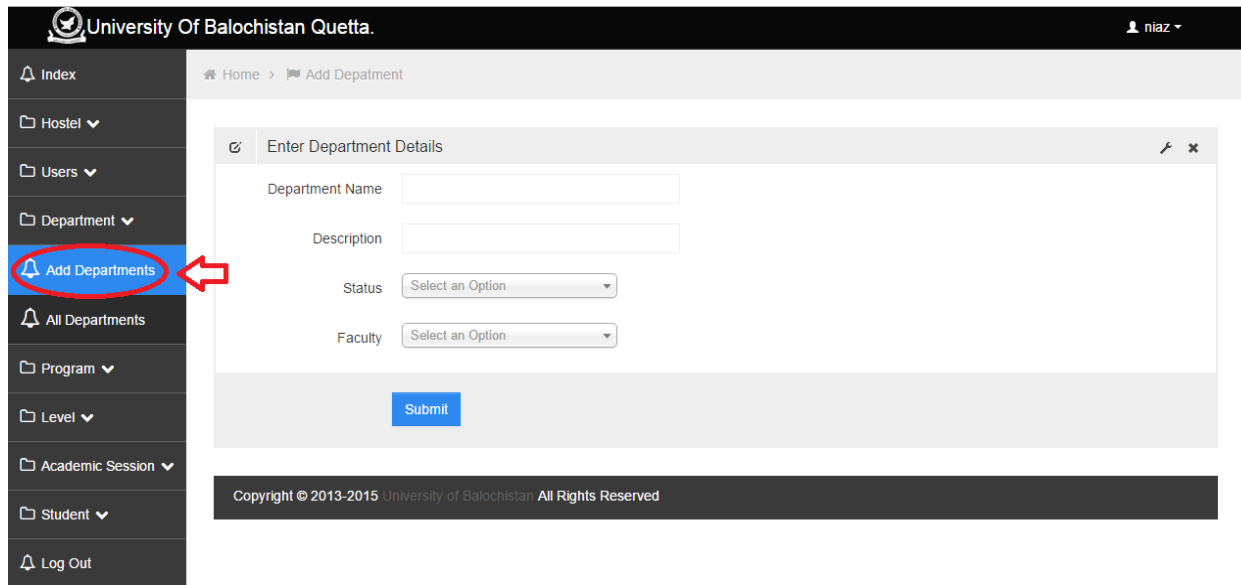


Figure1. 2 Logout

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



The screenshot displays the 'University Of Balochistan Quetta' web application interface. On the left, a dark sidebar menu contains various navigation options: Index, Hostel, Users, Department, Add Departments (highlighted with a red circle and an arrow), All Departments, Program, Level, Academic Session, Student, and Log Out. The main content area shows the 'Add Department' page with a breadcrumb trail 'Home > Add Department'. A modal window titled 'Enter Department Details' is open, containing the following form fields: 'Department Name' (text input), 'Description' (text input), 'Status' (dropdown menu with 'Select an Option'), and 'Faculty' (dropdown menu with 'Select an Option'). A blue 'Submit' button is located at the bottom of the form. The footer of the page reads 'Copyright © 2013-2015 University of Balochistan All Rights Reserved'.

Figure1. 3 Add Department

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

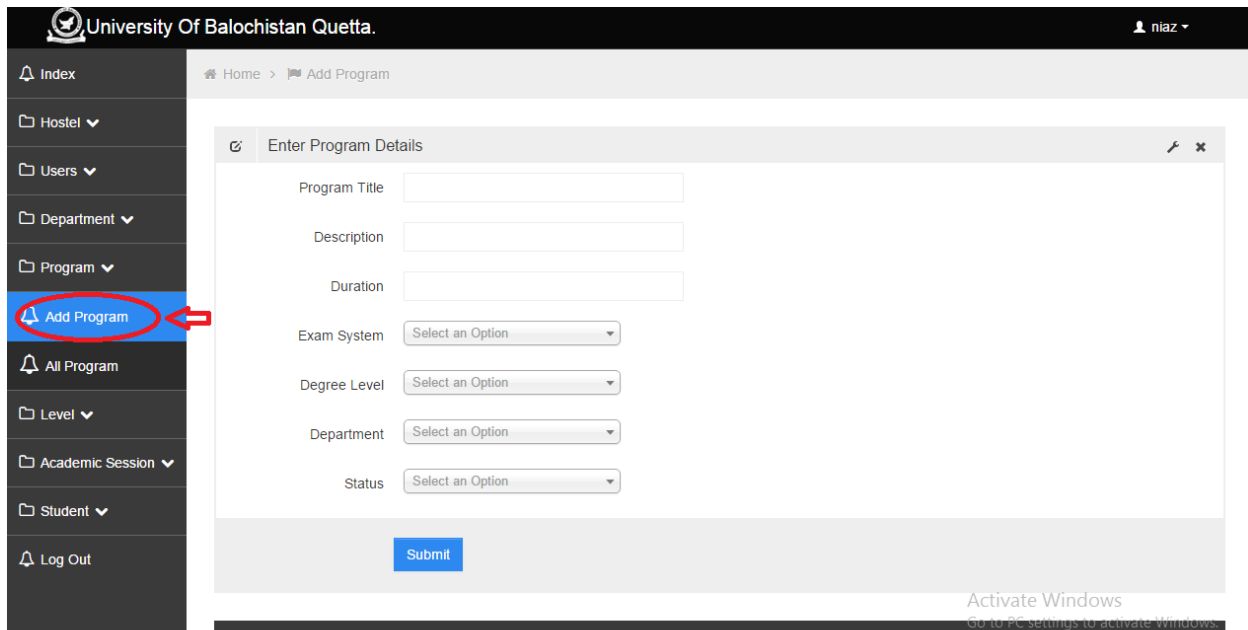


Figure1. 4 Add Program

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

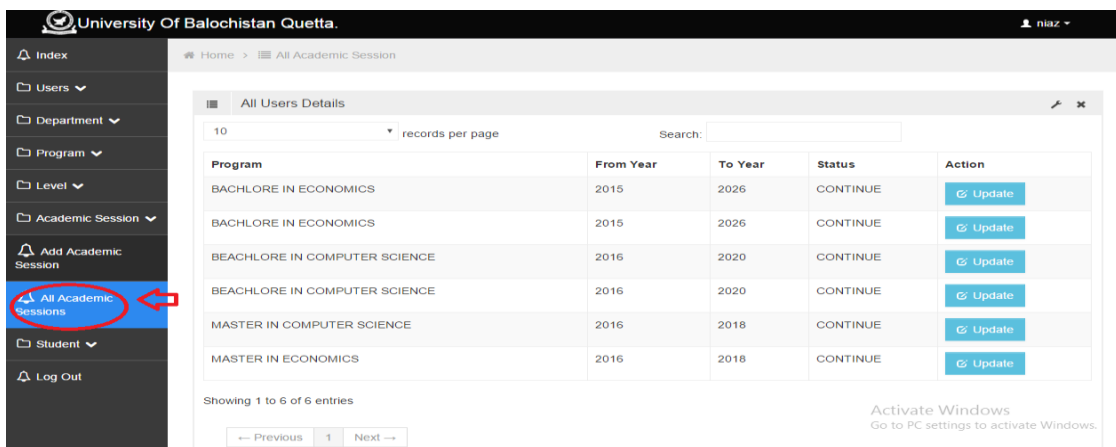


Figure1. 5 Add Academic Session

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

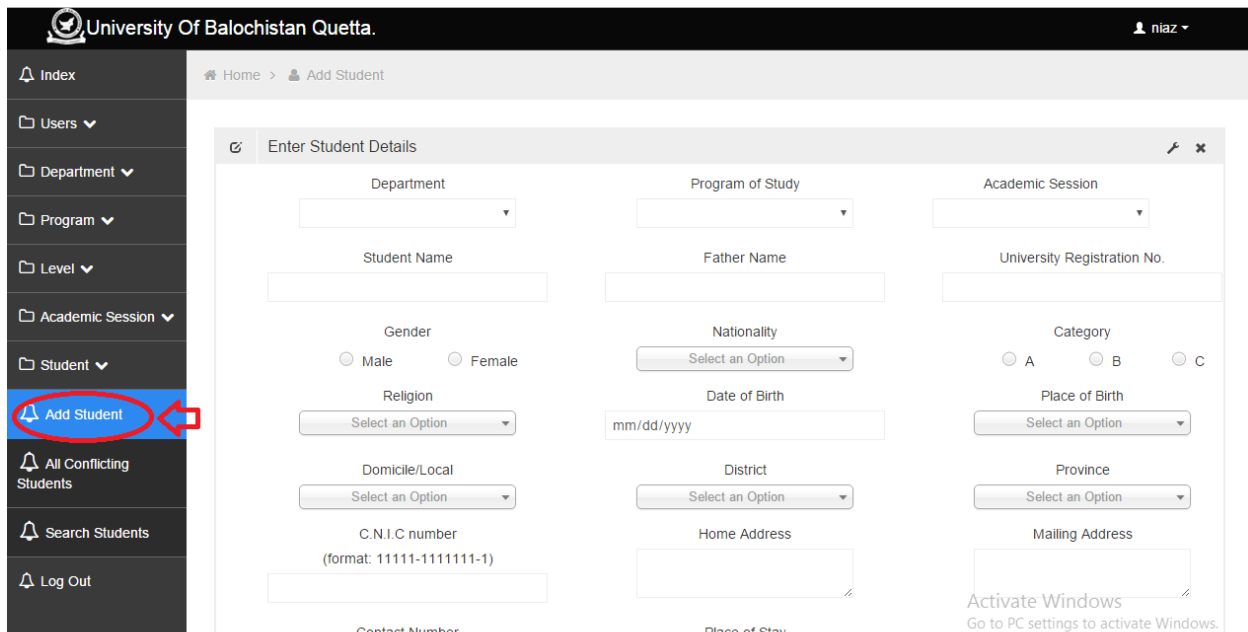


Figure1. 6 Add Student

➤ **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

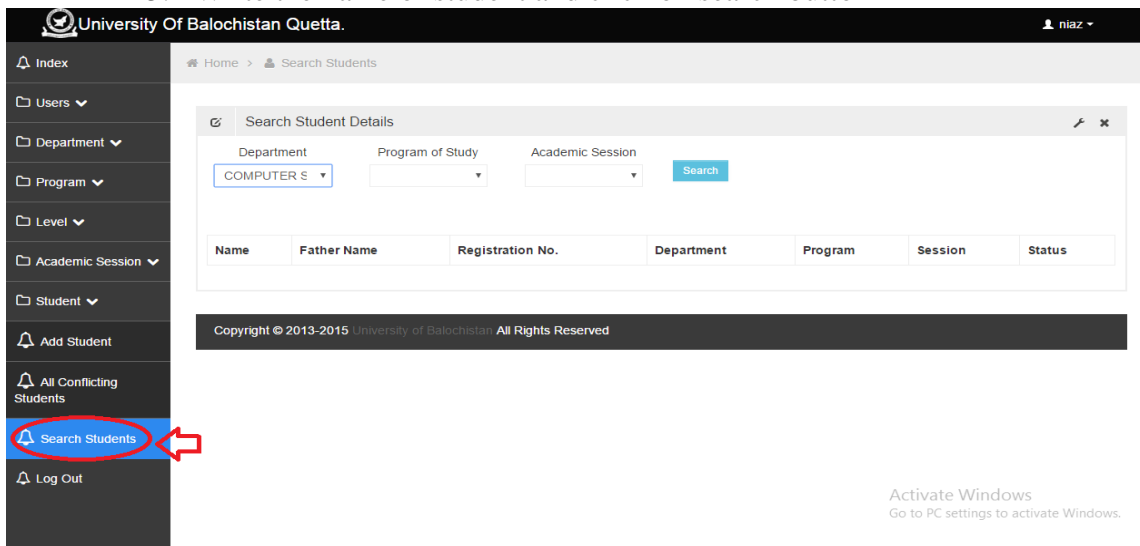


Figure1.7 Search Student

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 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

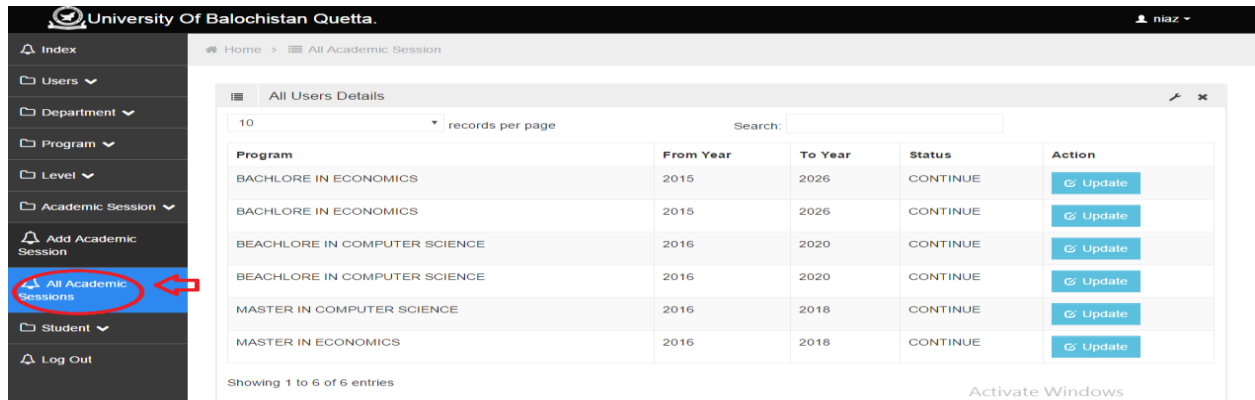


Figure1. 8 All Departments

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

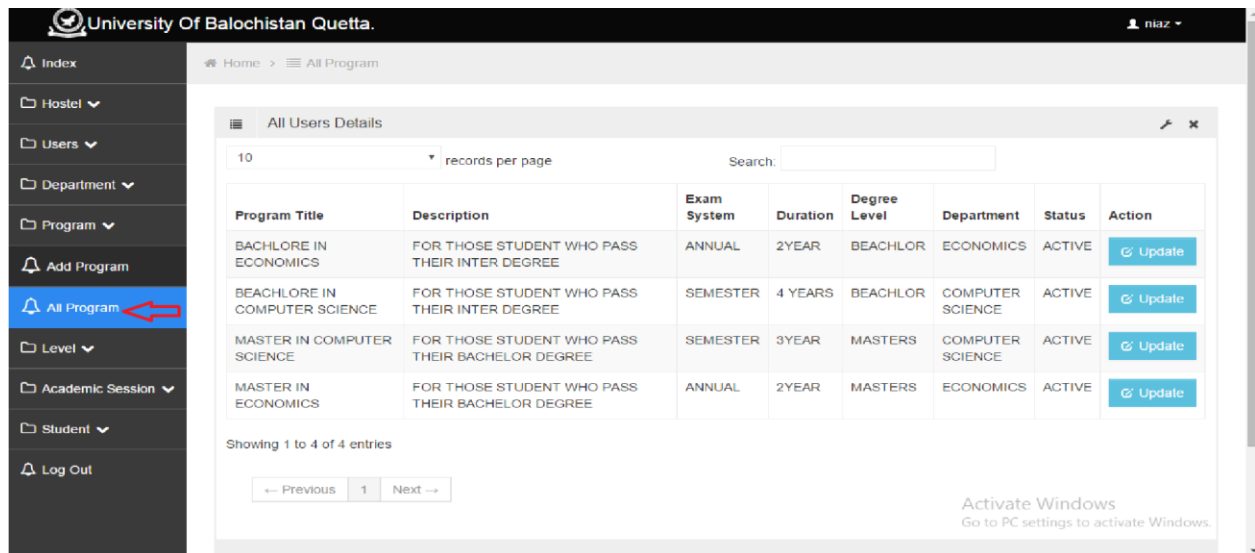


Figure1. 9 All programs

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

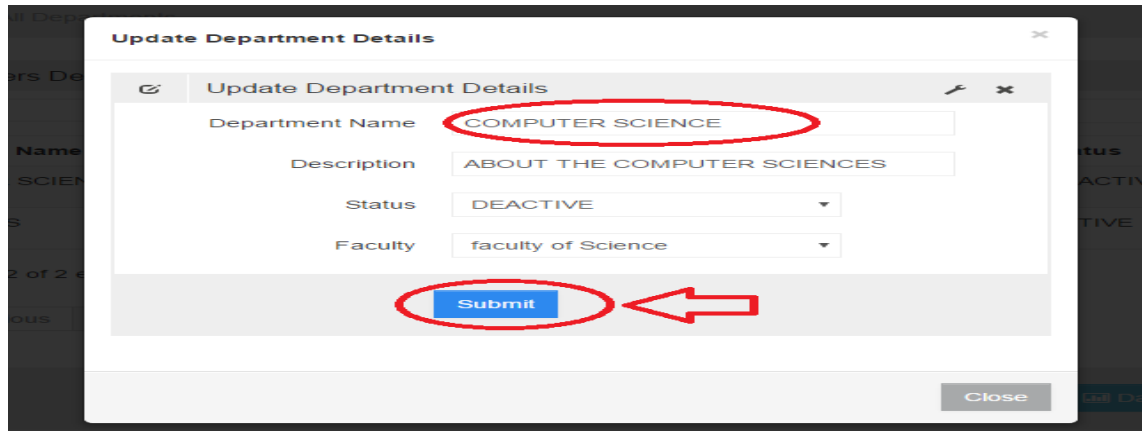


Figure1. 10 Update Program/Department

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

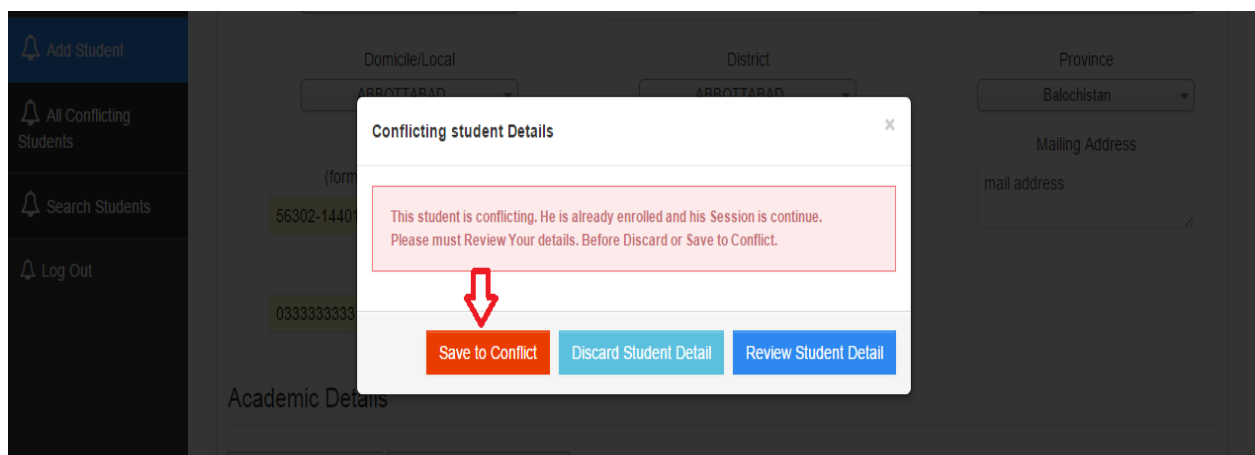


Figure 1.11 Save to Conflict

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

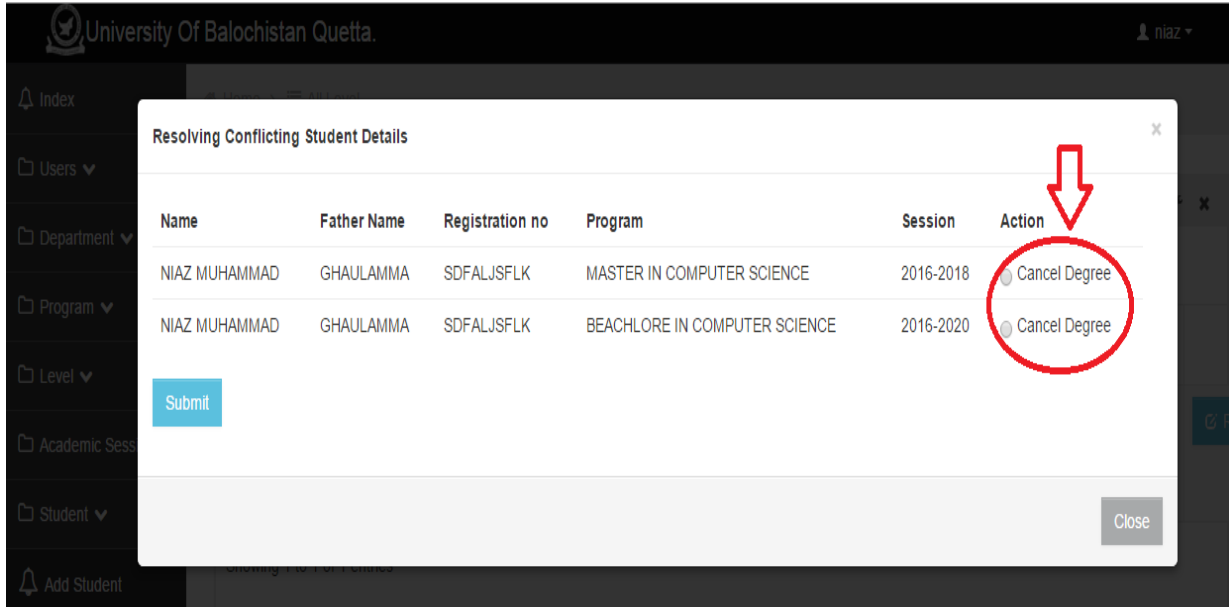


Figure1. 12 Resolve Conflicting Students

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

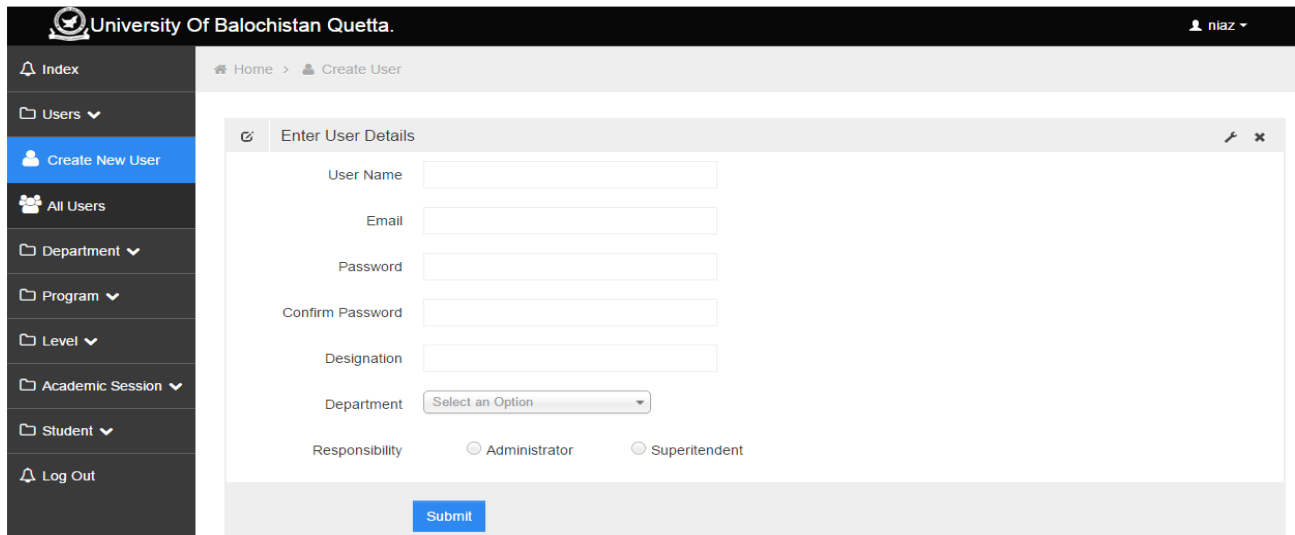
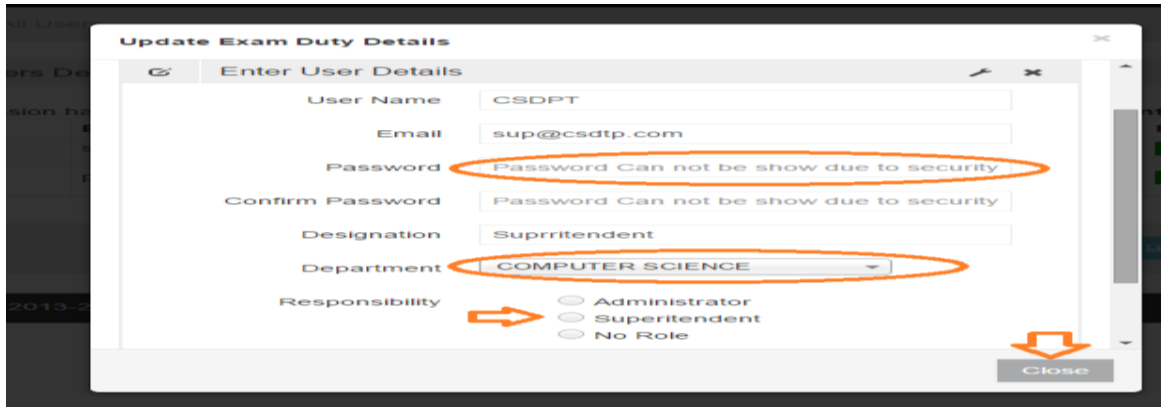


Figure1.13 Add User

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



The screenshot shows a web form titled "Update Exam Duty Details" with a sub-header "Enter User Details". The form contains the following fields and options:

- User Name: CSDPT
- Email: sup@csdtp.com
- Password: Password Can not be show due to security
- Confirm Password: Password Can not be show due to security
- Designation: Supritendent
- Department: COMPUTER SCIENCE
- Responsibility: Administrator, Superitendent, No Role

Orange annotations highlight the Password and Confirm Password fields, the Department dropdown menu, and the Responsibility radio buttons. A "Close" button is visible in the bottom right corner.

Figure1. 14Update User

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

Search Student Details To Migrate

Department: FINE ARTS | Program of Study: | Academic Session: | Student Status: ADMISSION C. | Search

Name	Father Name	Registration No.	Department	Program	Session	Status	Action
AFZAL KHAN	ABDUL GHAFOR	NOT REGISTERD	FINE ARTS	BACHLORE IN FINE ARTS	2015-2019 (MORNING)	ADMISSION CANCEL	Readmission Migrate

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Student Detail

Student Admission Cancel/Readmission Details

Name	Father Name	Registration Number	Admission Cancel Date	Readmission Date	Status	Action
AFZAL KHAN	ABDUL GHAFOR	NOT REGISTERD	2016-03-31 14:01:57	Empty	Admission Cancel	Readmission

Close

Readmission Requirement Details

- Letter Issued (For Admission Cancel)
- Recommended By Readmission Committee
- Appeal for Readmission

Submit

Close

Figure 1. 15Readmission of Student