# 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	4
User Roles:	4
Functions of Department User:	8
Login /out:	8
Student Personal Data:	10
Supported/Unsupported characters:	12
How to save the conflicting student?	12

#### 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



Figure 0.2 use case of hostel admin

## **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.

	if . ft	
	Login to your account	
	L simple@email.com	
	······	
	Login	
	Forgot Password?	
	No problem, contact with Admin to get a new password.	
Copyright © 2013-2015 University of Balochistan All Rights Reserved	d	Go to PC settings to activate Windows.

#### 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.

🖼 Bootstrap Metro Dashboa 🗙 🗲 🔿 C 🗋 localhost/0	university/hostel/index					▲ _ B ☆ Ø
Oniversity Of	Balochistan Quetta.					⊥ niaz <del>•</del>
🗘 Index	🖀 Home > 🚯 Dash Board					Account Settings
읍 Hostel 🗸	Total Students	_	B.I.S.E Verfied	B.I.S.E Not Verif	-	ර් Logout
ි Users 🗸	i otai students		B.I.S.E Verlied	B.I.S.E Not Veri	ied	Migration
Greate New User			0	0		0
All Users	Students		percent	percent		percent
□ Department ∨	Students		Students	Students		Students
🗅 Program 🗸						
□ Level 🗸	Students Who I	have				
□ Academic Session 🗸	Basic Info	Acadmic Records	Generated Fee Receipt	Paid Registartion Fee	Uploaded Fee Receipt	Got Registration Cards
⊐ Student ✔						
Log Out	0 percent	0 percent	0 percent	0 percent	percent	0 percent
Log Out					Activate	Windows
				Students	Students PC se	

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

QUniversity C	Df Balochistan Quetta.	1 niaz -
♠ Index	중 Home > 🛔 Add Student	
🗅 Users 🗸		
-	C Enter Student Details	× *
🗅 Department 🗸	Department Program of Stud	dy Academic Session
🗅 Program 🗸	•	• •
🗅 Level 🗸	Student Name Father Name	University Registration No.
🗅 Academic Session 🗸	Gender Nationality	Category
🗅 Student 🗸	Male     Female     Select an Option	• A O B O C
	Religion Date of Birth	Place of Birth
Add Student	Select an Option   mm/dd/yyyy	Select an Option 👻
All Conflicting	Domicile/Local District	Province
Siddenis	Select an Option - Select an Option	▼ Select an Option ▼
♣ Search Students	C.N.I.C number Home Address	s Mailing Address
⊥ Log Out	(format: 11111-111111-1)	
- Log out		Activate Windows
	Contact Number Place of Stay	Go to PC settings to activate Windows.
	© Own He Figure1. 3 Add Student	uise

# ➢ 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

QUniversity C	f Balochistan Quetta.						1 niaz <del>-</del>
$\Lambda$ Index	# Home > 🌡 Search Students						
🗅 Users 🗸	C Search Student Details						۶× ۲
🗅 Department 🗸	-	gram of Study	Academic Session				
🗅 Program 🗸	COMPUTER S V	v	٣	Search			
🗅 Level 🗸							
$\Box$ Academic Session $\checkmark$	Name Father Name	Registration	No.	Department	Program	Session	Status
🗅 Student 🗸							
$\bigtriangleup$ Add Student	Copyright © 2013-2015 University	ty of Balochistan <b>All Rig</b>	hts Reserved				
All Conflicting Students							
Search Students	5						
♠ Log Out						ctivate Windov o to PC settings to a	

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/	Anything	
Mailing Address		
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

Add Student	C	Domicile/Local	District		Province	
All Conflicting Students		Conflicting student Details	ABBOTTABAN	×	Balochistan   Mailing Address	
♠ Search Students	(form 56302-1440	This student is conflicting. He is already Please must Review Your details. Befor				
Д Log Out	033333333	Save to Conflict Discar	rd Student Detail	ew Student Detail		
	Academic Deta					

**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

QUniversity Of	f Balochistan Quetta.							1 Abdul	l Nasir <del>+</del>
∆ Index	🖶 Home 🔸 🛔 Search S	tudents							
	C Search Stude	nt Dotoile							6 44
$\Delta$ Search student		gram of Study		Academic	Session	~			<i>у</i> х
	BACHLOR	E IN FINE ARTS 🔹			¥	Search	D		
Admission Cancel	¢								
↓ Log Out	Show 10	• entries							
	Search: abdul wahab	<u> </u>							1
	Name	Father Name	Registration No.	Department	Program	Session	Status	Action	2
	ABDUL WAHAB	HAJI ABDUL MOHAMMAD	NOT REGISTR	FINE ARTS	BACHLORE IN FINE ARTS	2014-2018 (MORNING)	ENROLLED	C Admission	n Cancel
	Showing 1 to 1 of 1 er PreviousNext	ntries (filtered from 39 total ent	ries)						
	Copyright © 2013-20	15 University of Balochistan A	II Rights Reserved	I					

Figure 1.6Admission cancel