



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
	Admin Window	
1	Room Management	3
2	Hostel room allocation to student	4
3	Hostel fee invoice generation	5
4	Hostel student attendance	6
5	Payment tracking	7
6	Reports	8
	Student Window	
1	Student login	10
2	Apply for hostel room	11
3	Hostel fee details	13
4	Report	14



Topic: Room Information

Prerequisite: 1. Hostel Admin / Head Admin Role to User
2. building configuration should be added with all details.

Roles: Hostel Admin / Head Admin

Path: Configuration » Rooms

Functionality:

1. Able to create hostel room types.
2. Able to give unique no to every room.
3. Able to edit room details.
4. Able to block rooms.
5. Able to view list of block rooms.
6. Able to save occupancy type to every room.
7. Able to view all information of hostel rooms.

Room configuration:

The screenshot displays the 'CONFIGURATION » ROOMS' interface. At the top right, the date and time are shown as 'FEB 03, 2018 11:54:32'. The main form includes three dropdown menus: 'Campus' (with a callout 'Select Campus name'), 'Building' (set to 'Annex III', with a callout 'Select building'), and 'Floor No.' (set to 'Ground Floor', with a callout 'Select floor no.'). Below these are fields for 'Total no. of rooms' (value: 40) and a 'Blocked Rooms' button. A 'Generate Pdf' button is also present. A toolbar contains 'Add', 'Edit', 'Block', and 'Usage' buttons, with a callout 'Add room' pointing to the 'Add' button. The 'Available Room Details' table is as follows:

<input type="checkbox"/>	Sr No.	Room Type	Room No.	Room Alias	Area(in square feet)	Capacity	No. Of Doors	No Of Windows	Accomodation For		Occupancy Type	
									Employee	Student		
<input type="checkbox"/>	1	Single Room	10		200	2	1	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	2	Single Room	11		200	2	1	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	3	Single Room	12		200	2	1	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	4	Single Room	13		200	2	1	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No



Topic: Hostel room allocation to student

Prerequisite: 1. Hostel Admin / Head Admin Role to User
2. building configuration should be added with all details.

Roles: Hostel Admin / Head Admin

Path: Hostel allocation » Occupant search

Functionality:

1. Able to allocate hostel room to student.
2. Able to swap room.
3. Able to cancel the room of allocated student.

★ HOSTEL ALLOCATION » OCCUPANT SEARCH MAR 08, 2020 11:50:45 PM

Search: Arati Machhindra Nanekar(2019-2021)

	Name	Arati Nanekar
	Dept / Year	M.Sc.(Biochemistry) / Second year
	Gender	Female
Course M.Sc.(Biochemistry) - Second year		
Hostel / Floor / Room HPTU Ladies Hostel / First Floor / F1- 104		
Room Type Triple Seater		
Bed Number		
Mess Type		
Ac / Non-Ac Type		

Actions to be performed :

- ☞ To Allocate Room click here [\[Allocate Room\]](#)
- ☞ To Admission Cancellation click here [\[Admission Cancellation\]](#)
- ☞ To Swap Room click here [\[Swap Room\]](#)
- ☞ To Transfer Room click here [\[Transfer Room\]](#)
- ☞ To Hostel Fine click here [\[Hostel Fine\]](#)
- ☞ To Hostel I Card click here [\[Hostel I Card\]](#)
- ☞ To Group Fine click here [\[Group Fine\]](#)
- ☞ To Gate Pass click here [\[Gate Pass\]](#)
- ☞ To Change Allocated Mess click here [\[Hostel Mess\]](#)
- ☞ To Change Allocated Bed click here [\[Hostel Bed\]](#)

[Installment](#)

Allocate Occupants **Allocate Room**

F1- 104

Capacity	3
Occupied	2

[Allocate](#)

Allocated Student List

Sr no.	Name	Course
1	Kirti Kate	BBA(IB) III
2	Isa Islam	BBA III

Available Fast Filling

F1- 101 Capacity :3 Occupied :3 F1- 102 Capacity :3 Occupied :3 F1- 103 Capacity :3 Occupied :3 F1- 104 Capacity :3 Occupied :2

F1- 105 F1- 106 F1- 107 F1- 108

[Close](#)



Topic: Hostel fee invoice generation

Prerequisite: 1. Hostel Admin / Head Admin Role to User.
2. Hostel room allocation should be done.

Roles: Hostel Admin / Head Admin

Path: Hostel allocation » Occupant search

Functionality:

1. Able to generate hostel fee invoice.

Hostel Fees

Vacation 2020(Mar 07,2020 - Jun 10,2020)
[CURRENT]

Click to generate View/Print Invoice

A. Total Fees (Receivable) (In ₹)	-
B. Paid Amount till date (In ₹)	-
C. Student Receivable [A-B] (In ₹)	-
D. Invoice Status	-
E. Fee Deposit Status	-

Hostel fee invoice

★ HOSTEL ALLOCATION » OCCUPANT SEARCH
MAR 08, 2020 11:14:24 PM

Invoice generation for **Arati Nanekar**

Fee Invoice

Name of Student : Arati Nanekar Fee Invoice No : INVC-2020-0159500

Address : A/p. Chincholi Morachi Shirur, Maharashtra, India, 412218, Invoice Date :

Allocated on : Mar 08,2020 Room Type : Triple Seater

Hostel Name	Room No	Institute Name	Academic Batch
BMCC Ladies Hostel	F1- 104	Fergusson College (Self-Finance)	2019-2021

Invoice details

S.No.	Particulars	Amount (In ₹)	Desc/Remark	Student payable amount (In ₹)
1	Vacation Admission Fees	₹500.00	Vacation Admission Fee	₹500.00
2	Vacation Monthly Fees	₹5,000.00	Vacation Monthly fees	₹5,000.00
3	Vacation Daily Charges	₹250.00	Vacation Daily Charges	₹250.00
4	Vacation Hostel Deposit	₹2,000.00	Vacation Hostel Deposit	₹2,000.00
Grand Total				7,750.00

Print



Topic: Hostel student attendance

Prerequisite: 1. Hostel Admin / Head Admin Role to User
2. Student should be allocated to hostel

Roles: Hostel Admin / Head Admin

Path: Hostel allocation » Student attendance

Functionality:

1. Able to mark hostel student attendance.

★ **HOSTEL ALLOCATION » STUDENT ATTENDANCE**
MAR 08, 2020 2:27:17 PM

Hostel Building St. Mother Theresa Hostel

Select Date Mar 6, 2020

Floor First Floor

Submit

Note: Click the "Student Status" Column below

Mark as Present
Mark as Absent

Select the student and mark the attendance

Search:

<input type="checkbox"/>	Sr No.	Student Name	Mobile	Gender	Course Name	Course Year	Room No	Student Status	Reason
<input type="checkbox"/>	1	Judith Philip S Philip	9747313210	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 101A	<input type="radio"/> Present <input type="radio"/> Absent	
<input type="checkbox"/>	2	Judith Philip S Philip	9747313210	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 101A	<input checked="" type="radio"/> Present <input type="radio"/> Absent	
<input type="checkbox"/>	3	Swati Mallick	9873821525	Female	MBBS (SJMC)	2	St. Mother Theresa Hostel - 101B	<input checked="" type="radio"/> Present <input type="radio"/> Absent	
<input type="checkbox"/>	4	Alisha Jasper	8765228891	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 102A	<input checked="" type="radio"/> Present <input type="radio"/> Absent	
<input type="checkbox"/>	5	Tanisha Gulati	9650777912	Female	MBBS (SJMC)	2	St. Mother Theresa Hostel - 102B	<input checked="" type="radio"/> Present <input type="radio"/> Absent	
<input type="checkbox"/>	6	Deepthi Maria B B	9972161487	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 103	<input checked="" type="radio"/> Present <input type="radio"/> Absent	
<input type="checkbox"/>	7	SIMONA MELENI SALDANHA	7349681239	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 103	<input type="radio"/> Present <input checked="" type="radio"/> Absent	LEPH



Topic: Payment tracking

Prerequisite: 1. Hostel Admin / Head Admin Role to User

Roles: Hostel Admin / Head Admin

Path: Reports » Occupancy report

Functionality:

1. Able to view details of hostel payment

★ REPORTS » OCCUPANCY REPORTS
MAR 08, 2020 11:30:15 PM

Hostel Plan: Jun 12,2019 - Mar 04,2020 [Hostel A...]

Reports

[Overall Report](#) |
 [Hostel Admission Report](#) |
 [Daily Admission Report](#) |
 [Cancellation Report](#) |
 [Collection Report](#) |
 [Hostel Occupancy](#) |
 [Hostel Fees Outstanding](#)

Over All Report: Institute wise Department wise Hostel wise

Hostel:

All records per page Search:

Sr No.	<input type="checkbox"/>	Photo	Occupant Name	Gender	Contact no	Department	Academic Batch	Registration Date	Call For Admission	Hostel Room No	Mess Name	Total (In ₹)	Paid (In ₹)	Receivable (In ₹)	Payat (In ₹)
1	<input type="checkbox"/>		Nita Madhukar Chaudhari	Female	9561352458	(M.Sc. (Electronic Science))	2019-2021	Jul 31 2019		HPTU Ladies Hostel - Ground Floor 1	-	₹47,750.00	₹0	₹47,750.00	₹0.
Total (In ₹)												₹47,750.00	₹0.00	₹47,750.00	₹0.

Showing 1 to 1 of 1 entries ← Previous Next →



Report

a) day-scholars

★ **REPORTS » STUDENT ATTENDANCE REPORT** MAR 08, 2020 2:29:07 PM

Hostel Building: Floor:

Overall Report **Between Report**

Date:

Note: Click the "Student Status" Column below in table to mark the Attendance.

All records per page Search:

Sr No.	Student Name	Mobile	Gender	Course Name	Course Year	Room No	Student Status	Reason
1	Judith Philip S Philip	9747313210	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 101A	P	
2	Judith Philip S Philip	9747313210	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 101A	P	
3	Swati Mallick	9873821525	Female	MBBS (SJMC)	2	St. Mother Theresa Hostel - 101B	P	
4	Alisha Jasper	8765228891	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 102A	P	
5	Tanisha Gulati	9650777912	Female	MBBS (SJMC)	2	St. Mother Theresa Hostel - 102B	P	
6	Deepthi Maria B B	9972161487	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 103	P	
7	SIMONA MELENI SALDANHA	7349681239	Female	MBBS (SJMC)	1	St. Mother Theresa Hostel - 103	A	LEPH

b) Hostel occupancy

★ **REPORTS » OCCUPANCY REPORTS** MAR 08, 2020 2:31:38 PM

Hostel Plan:

Overall Report **Hostel Occupancy**

Hostel Occupancy Chart **Hostel Occupancy Report**

Hostel: Floor:

Floor Name	Capacity	Allocations	Vacancy	Extra Allocations
First Floor	123	119	4	0

101A Capacity :1 Occupied :1	101B Capacity :1 Occupied :1	102A Capacity :1 Occupied :1	102B Capacity :1 Occupied :1	103 Capacity :2 Occupied :2
104A Capacity :2 Occupied :2	104B Capacity :2 Occupied :2	105A Capacity :2 Occupied :2	105B Capacity :2 Occupied :2	106A Capacity :2 Occupied :2
106B Capacity :2 Occupied :2	107A Capacity :2 Occupied :2	107B Capacity :2 Occupied :1	108A Capacity :2 Occupied :2	108B Capacity :2 Occupied :2



c) Floor wise hostel occupancy report

Hostel Occupancy Chart		Hostel Occupancy Report						
Hostel Name		St. Mother Theresa Hostel	Total Rooms: 330					
Floor Wise Occupancy						Floor Name		
Sr No.	Floor Name	Capacity	Allocations	Vacancy	Extra Allocations	▶ FLOOR NO.:GROUND FLOOR		
1	Ground Floor	69	57	12	0	▶ FLOOR NO.:FIRST FLOOR		
2	First Floor	123	119	4	0	▶ FLOOR NO.:SECOND FLOOR		
3	Second Floor	123	121	2	0	▶ FLOOR NO.:THIRD FLOOR		
4	Third Floor	123	122	1	0			
10 records per page						Search:		
Sr No.	Photo	Student Name	Course	Course Year	Contact No.	Email	Hostel	Mess Name
1		Rosmy John	MD PATHOLOGY (SJMC)	1	7034037665	rosmyjohnpottanat@gmail.com	St. Mother Theresa Hostel - 10	
2		Judith Philip S Philip	MBBS (SJMC)	1	9747313210	judithphilip111@gmail.com	St. Mother Theresa Hostel - 101A	ASSISI Block
3		Swati Mallick	MBBS (SJMC)	2	9873821525	swati.m@stjohns.in	St. Mother Theresa Hostel - 101B	
4		Alisha Jasper	MBBS (SJMC)	1	8765228891	alisha.j@stjohns.in	St. Mother Theresa Hostel - 102A	ASSISI Block
5		Tanisha Gulati	MBBS (SJMC)	2	9650777912	tanisha.gh@stjohns.in	St. Mother Theresa Hostel - 102B	
6		Deepthi Maria B B	MBBS (SJMC)	1	9972161487	deepthimaria.b@gmail.com	St. Mother Theresa Hostel - 103	

d) Hostel Student information (list of hostlers)

All Student List						
Show All entries		Search:				
Sr. No	Student Full Name	Course Name	Hostel Admission Date	Room Name	Occupant Hostelied	Occupant Student Email
1	Prasad Prakash Kulkarni	Jr.College(Science)		Room No 4	no	anuyaramteke@gmail.com
2	Rohit Ravinder Puri	Jr.College(Science)		Room No 10	yes	abhjeetanpure01@gmail.com
3	Deepak Kumar Sharma	B.Sc.(Zoology)	2016-09-28 17:55:24.0	Room No 24	yes	holmk2@gmail.com
4	Sarita Hanamantrao Gaikwad	B.Sc.(Geology)	2017-07-21 13:00:00.0	Room No 252		nitin.parbhani@gmail.com
5	Ashwini Sanjeev Khadikar	Jr.College(Science)		Room No 179	yes	abhisheknaale341@gmail.com
6	Nehad Sunil Vichare	B.A.(Political Science)	2016-09-06 16:55:35.0	Room No 22	yes	vidya.wak01@gmail.com
7	Swapnil Sunil Nilange	B.A.(Psychology)	2016-09-02 16:55:41.0	20	yes	eepata.s15@gmail.com
8	PRIYANKA MUKESH AGRAWAL	B.Sc.(Geology)	2016-07-20 17:31:45.0	Room No 248	yes	pranaybhapkar@gmail.com
9	PANKAJ SHIVSHANKAR BOHARA	B.Sc.(Biotechnology)	2019-05-09 13:00:00.0	Room No 245	yes	vshali1896@gmail.com
10	MILONI ATUL DEDHIYA	B.Sc.(Physics)	2016-09-09 16:55:10.0	Room No 26	yes	pooja.munno15296@gmail.com
11	SWATI KANHAIYA FULSUNGE	B.Sc.(Mathematics)	2016-07-20 17:08:36.0	Room No 212	yes	deore.kunal97@gmail.com
12	MEGHA SHARMA	B.Sc.(Mathematics)	2016-07-20 16:55:45.0	Room No 260	yes	ashishuk001@gmail.com
13	NAGMA CHAWLA	B.Sc.(Geology)	2016-07-20 17:28:13.0	Room No 214	yes	praveen_paturkar@yahoo.com
14	Ekta Sukesh Shah Shah	B.Sc.(Geology)	2017-07-21 13:00:00.0	Room No 219	yes	abhishen@yahoo.in
15	Malkesh Sureshbhai Patel Patel	B.Sc.(Physics)	2017-07-21 13:00:00.0	Room No 224	yes	harshapotdar100@gmail.com
16	Malvika Shende Shende	B.Sc.(Zoology)	2017-07-21 13:00:00.0	Room No 215	yes	seharb3@gmail.com
17	Mayur Haroda Haroda	B.Sc.(Mathematics)	2017-07-21 13:00:00.0	Room No 258	yes	teilsanket1808@gmail.com
18	Shashank Bansod Bansod	B.Sc.(Geology)	2016-07-20 17:31:49.0	Room No 250	yes	sarang42@gmail.com



Topic 1: Student Login

Prerequisite:

1. Students should be registered into JUNO Campus.
2. User should have student role.

Roles: Student

Path: <http://erp.himtu.ac.in/> Enter Username and Password then click on Login Button.

Student login screen:

हिमाचल प्रदेश तकनीकी विश्वविद्यालय
Himachal Pradesh Technical University
कर्मणि व्यञ्ज्यते प्रज्ञा

HIMACHAL PRADESH TECHNICAL UNIVERSITY
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

University Automation System

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Click to login Login Forgot password?



Topic: Apply for hostel

Prerequisite: 1. Student should register in JUNO campus

Roles: Student

Path: Facilities » hostel » hostel registration

Functionality:

1. Able to apply for hostel

FACILITIES » HOSTEL » HOSTEL REGISTRATION
MAR 08, 2020 4:38:35 PM

Course Year	<input type="text" value="I"/>	Gender	<input type="text" value="Female"/>
--------------------	--------------------------------	---------------	-------------------------------------

HOSTEL DETAILS

Policy Name: <input type="text" value="HPTU Hostel Policy"/>	Plan Name: <input type="text" value="HPTU_Plan"/>
---	--

PARENT/GUARDIAN DETAILS

Please enter all your Parent and Guardian Details.
You can enter details from Home Page - Profile - Guardian Details Tab and Parent Details Tab.

	Father Details *	Mother Details *	Guardian Details *
Name*	<input type="text" value="Vivek Gupta"/>	<input type="text" value="Shubhra Gupta"/>	<input type="text" value="Seby Issac"/>
Contact No.*	<input type="text" value="8875024367"/>	<input type="text" value="6375760460"/>	<input type="text" value="9945317317"/>
Address*	<input type="text" value="A-189, Talwandi"/>		<input type="text" value="204,Queen Amber Apt. ,1st cross, omkar nagar,arekere gate ,banergatta road"/>

OTHER HISTORY

Other History	
Vehicle Number	License Number

PREVIOUS HOSTEL HISTORY

Previous Hostel History			
Building Name	NA	Floor Name	NA
Room Name	NA		

HOSTEL RULES

Hostel Rules:

Click to register

I hereby accept all the rules and regulations.
Register



FACILITIES » HOSTEL » HOSTEL REGISTRATION MAR 09, 2020 1:17:55 AM

Course Year: Gender:

You have applied successfully..

PAYMENT METHOD

Online

APPLICATION FORM

Proceed for online payment



Topic: Hostel Fee details

Prerequisite: 1. Student should register in JUNO campus
2. Invoice for hostel should be generated

Roles: Student

Path: Facilities » hostel » hostel fee details

Functionality:

1. Able check and pay the hostel fee

INSTITUTE » FINANCE » FINANCIAL DETAILS MAR 08, 2020 12

Academic Fees

Hostel Fees

Vacation 2020(Mar 07,2020 - Jun 10,2020) [CURRENT]

A. Total Fees (Receivable) (in Rs.)	7750.0
B. Paid Amount till date (in Rs.)	0.0
C. Student Receivable [A-B] (in Rs.)	7750.0
D. Invoice Status	GENERATED
E. Fee Deposit Status	NOT-PAID

No Receipt history found!

[Print](#)

Check hostel fees

Installment Details

Installment No	Installment Date	Installment Amount (In ₹)	Receipt Number

I accept the above Invoice details You have choose to pay an amount **Rs. 7750** from your Credit / Debit card /Bank Challan of Specifide bank account against student receivable.

***If you are unable to view your receipt after successfull payment, report to your accounts department**

Report

- a) Allocated hostel room details

HOSTEL DETAILS						
Sr No.	Hostel	Floor	Room	Allocated On	Deallocated On	Reason
1	St. Mother Theresa Hostel	First Floor	126A	03/08/2018 01:06 PM		