

Hostel Attendance:

Purpose:

Procedure:

How to mark hostel attendance manually?

- 1.1) Go to the “**HOSTEL**” module.
- 1.2) Select the “**HOSTEL ATTENDANCE**” form.
- 1.3) Fill the Admission and hit “Enter”.

The screenshot shows the 'Hostel Attendance' form in a web application. The top navigation bar includes 'Finance', 'Admin', 'Employee', and 'Hostel'. The 'Hostel' module is selected, and the 'Hostel Attendance' link is highlighted in the 'Quick Links' section. The main form area shows 'Transfer/Mark Attendance' with a 'Transfer Hostel Attendance' button, an 'Admission No' field containing '209GU003', and an 'In Time' field containing '1:48PM'. A green checkmark is visible next to the admission number.

How to transfer hostel attendance through other mediums. (Bio-Metric)

- 1.1) Go to the “**HOSTEL**” module.
- 1.2) Select the “**HOSTEL ATTENDANCE**” form.
- 1.3) Click the “Transfer Hostel Attendance” button.

The screenshot shows the 'Transfer/Mark Attendance' form in a web application. The top navigation bar includes 'Transfer/Mark', 'Search Details', 'Attendance Details', and 'Attendance Summary'. The 'Transfer/Mark Attendance' form is displayed, and the 'Transfer Hostel Attendance' button is highlighted. The 'Admission No' field is empty, and the 'In Time' field is also empty. A green button labeled 'Transferred..!!' is visible at the bottom right.

5.1) Hostel Change:

Purpose: This form is used to change the hostel of the student.

Procedure:

How to change the hostel?

- 1.1) Go to the “HOSTEL” module.
- 1.2) Select the “HOSTEL CHANGE” form.
- 1.3) Select the Session name, college, fee structure, hostel, semester etc.
- 1.4) Click on Search Button, list of students appears mark the students whose hostel has to be changed.
- 1.5) Click on Save Button to save the changes made by you.

SIMWEB > HOSTEL MODULE > HOSTEL ALLOTMENT FORM

Hostel Change Form Fields:

- Session: 2012-2013
- College: GU
- Fee Structure: 08-07 Double Seated(Grs)
- Gender: Female
- Reg. Date From: 01/07/2013
- Hostel: Vidushi Bhawan B-Block
- Semester: Sem II
- Status: Active
- To: 31/07/2013
- Program: B.Tech. (CS)
- Category: Student
- Admission SubStatus: -select-

Hostel Change Table:

Category	College	Admission No	Student/Emp Name	Hostel	Room	Floor	Capacity	New Hostel	New Floor	New Room	Allotted	Vacant Bedding
<input checked="" type="checkbox"/>	Student	GU	201201011	Deepa Agarwal	Vidushi Bhawan B-Block	9-14	Ground	Nandkumari Girls Hos	Ground	3-01		
<input type="checkbox"/>	Student	GU	201201014	Heerika Mangla	Vidushi Bhawan B-Block	9-15	Ground	Vidushi Bhawan B-Block	Ground	9-05	3	0
<input type="checkbox"/>	Student	GU	201201018	Megha Agarwal	Vidushi Bhawan B-Block	9-17	Ground	Vidushi Bhawan B-Block	Ground	9-07	3	0
<input type="checkbox"/>	Student	GU	201201020	Shwami Gera	Vidushi Bhawan B-Block	9-10	Ground	Vidushi Bhawan B-Block	Ground	9-09	3	0
<input checked="" type="checkbox"/>	Student	GU	201201021	Arushi Taneja	Vidushi Bhawan B-Block	9-12	Ground	Nandkumari Girls Hos	Ground	3-03		
<input type="checkbox"/>	Student	GU	201201030	Sona Firdous	Vidushi Bhawan B-Block	9-11	Ground	Vidushi Bhawan B-Block	Ground	9-11	3	0
<input type="checkbox"/>	Student	GU	201201010	Shreshal Yadav	Vidushi Bhawan B-Block	9-13	Ground	Vidushi Bhawan B-Block	Ground	9-13	3	0
<input type="checkbox"/>	Student	GU	201201008	Uvabhai	Vidushi Bhawan B-Block	9-10	Ground	Vidushi Bhawan B-Block	Ground	9-13	3	0
<input type="checkbox"/>	Student	GU	201201040	Swamika Singh	Vidushi Bhawan B-Block	9-12	Ground	Vidushi Bhawan B-Block	Ground	9-15	3	0
<input type="checkbox"/>	Student	GU	201201019	Arushi Verma	Vidushi Bhawan B-Block	9-11	Ground	Vidushi Bhawan B-Block	Ground	9-09	3	0

Hostel Changed Successfully

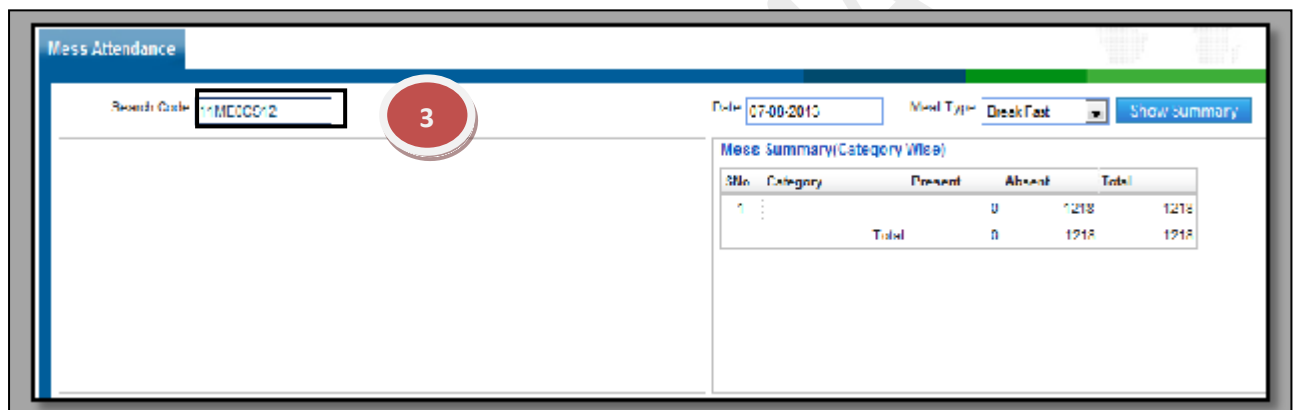
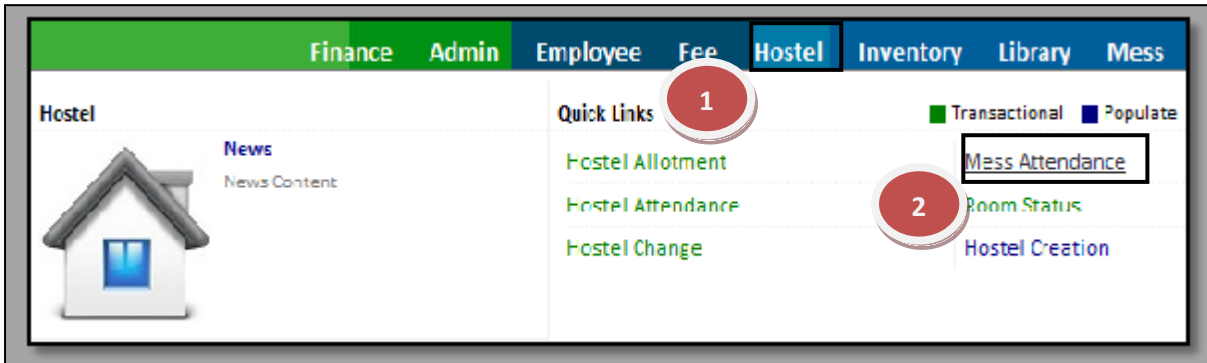
5.2) Mess Attendance:

Purpose:

Procedure:

How to mark hostel attendance manually?

- 1.1) Go to the “**MESS**” module.
- 1.2) Select the “**MESS ATTENDANCE**” form.
- 1.3) Fill the Search Code and hit “Enter”.



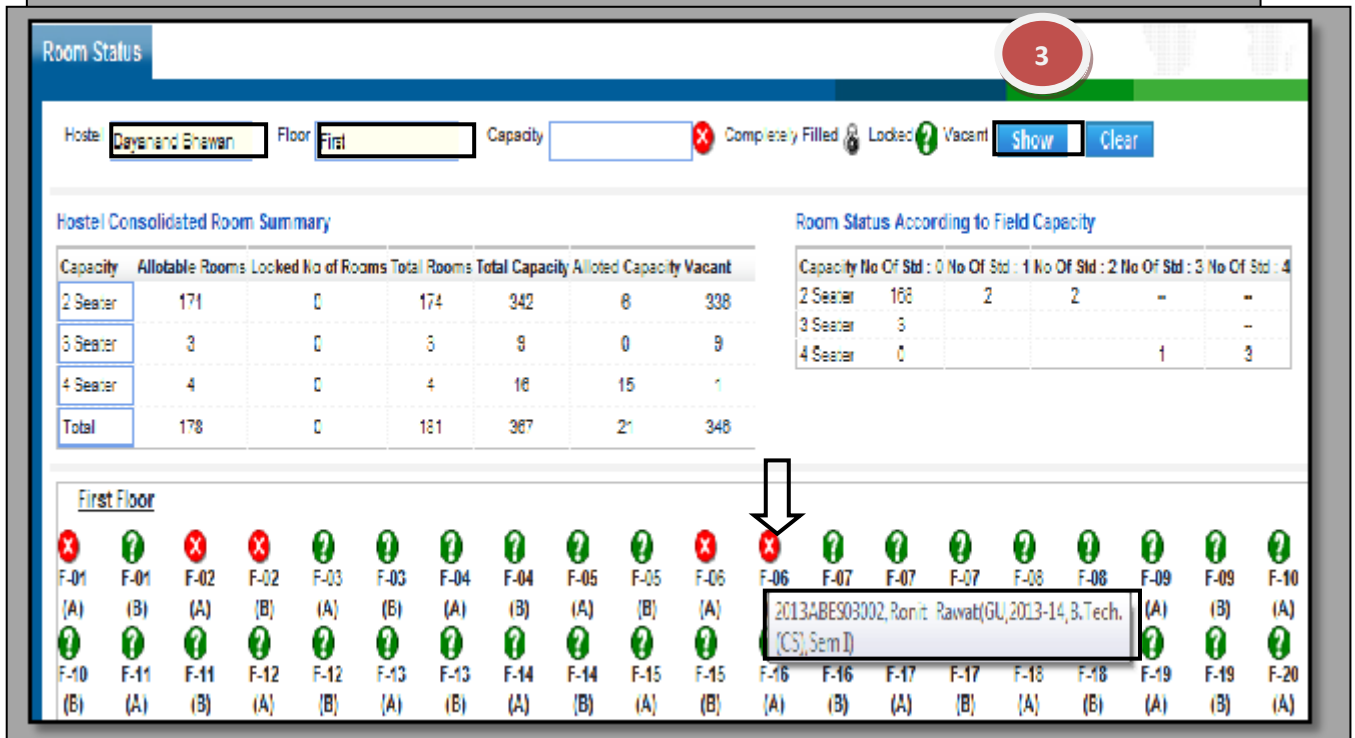
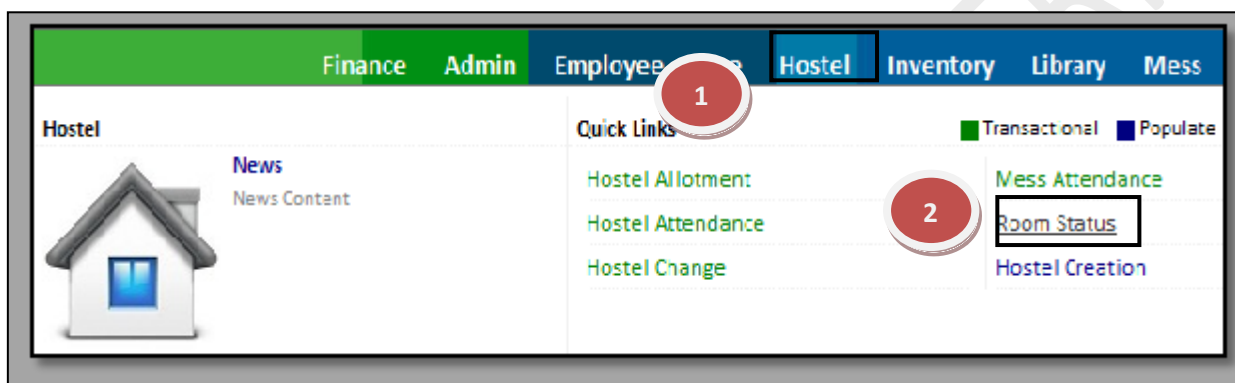
5.3) Room Status:

Purpose: To get the Status of the Rooms of particular hostel whether rooms are available, reserved or Unavailable.

Procedure:

- 1.1) Go to the “HOSTEL” module.
- 1.2) Select the “ROOM STATUS” form.
- 1.3) Fill the Hostel Name & Floor and then click on “Show” button.

NOTE: If you want to check the status of the particular room, just move your mouse over the room number and it will show the occupant details.



5.4) Hostel Creation:

Purpose: To Create & Update the Hostel information.

Procedure:

How to create a new hostel entry?

- 1.1) Go to the “**HOSTEL**” module.
- 1.2) Select the “**HOSTEL CREATION**” form.
- 1.3) To create a new Hostel click on new entry button towards the end of the page which will show a blank form and the fields with red border are the mandatory fields.
- 1.4) After you enter the mandatory fields then you can click on save button to save your changes. According to the entries done by the user a new Hostel is created.

SIMWEB

HOSTEL MODULE

HOSTEL CREATION FORM

The screenshot illustrates the 'Hostel Creation' process in the SIMWEB application. It is divided into three main sections:

- Top Section (Navigation):** Shows the 'Hostel' module selected in the top menu. The 'Quick Links' section includes 'Hostel Allotment', 'Hostel Attendance', 'Hostel Change', 'Mess Attendance', 'Room Status', and 'Hostel Creation' (highlighted with a red circle '2').
- Middle Section (Form):** The 'Hostel Master' form is displayed. It contains fields for:
 - Hostel Name: Modl Hostel
 - Hostel Type: Boys
 - Total Rooms: 100
 - Chief Warden Name: Ajay Kumar Goel
 - Chief Warden Code: ENAC081
 - Warden Name1: Devendra Singh
 - Warden Code1: EANRD483
 - Warden Name2: (empty)
 - Warden Code2: (empty)
 A 'New Entry' button is highlighted with a red circle '3'.
- Bottom Section (Table and Confirmation):** A table with columns: Sno., Floor, Room No., Bedding, Capacity, Type, and Remark. The table contains 6 rows of data for Ground floor rooms (Room No. 0-5, Capacity 2, Type A. Iosable). A 'Save' button is highlighted with a red circle '4'. A green message box at the bottom right states 'Record Save Successfully'.

How to edit the details of Hostel that are previously created?

- 1.1) In Case, you know the Chief Warden name just enter the details in the specific field which will give you the options to select the required Hostel.
- 1.2) Now you can make changes in the data & then Click on save.

Hostel Master

Hostel Name: Mod Hostel
Chief Warden Name: Ajay Kumar Singh
Warden Name1: Devendra Singh
Warden Name2:
Hostel Code: 100
Chief Warden Code: PHACGM1
Warden Code1: CANRO483
Warden Code2:

Hostel Master

Ssn	Floor	Room No	Building	Capacity	Type	Remarks
1	Ground	0	Two	2	Allotable	
2	Ground	1	Two	2	Allotable	
3	Ground	2	Two	2	Allotable	
4	Ground	3	Two	2	Allotable	
5	Ground	4	Two	2	Allotable	
6	Ground	5	Two	2	Allotable	

Save Cancel Print

New Entry Save Delete Print

5.5) Mess Menu:

Purpose: To Create the Daily or Weekly based Mess Menu for the Mess.

Procedure:

How to prepare the menu of mess?

- 1.1) Go to the “**HOSTEL**” module.
- 1.2) Select the “**MESS MENU**” form.
- 1.3) Click the New Entry Button at the Bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Select the date effective from, day name, meal type, etc.
- 1.5) Click on Save Button to save the Information related to mess menu.

SIMWEB HOSTEL MODULE MESS MENU FORM

The screenshot shows the SIMWEB software interface. At the top, there are navigation tabs: SIMWEB, HOSTEL MODULE, and MESS MENU FORM. Below this is a main menu with options: Finance, Admin, Employee, Hostel, Inventory, Library, Mess, Student, Transport, and Utilities. The 'Hostel' tab is selected. On the left, there is a 'Hostel' section with a house icon and a 'News' section. In the center, there is a 'Quick Links' section with buttons for 'Hostel Allotment', 'Hostel Attendance', 'Hostel Change', 'Mess Attendance', 'Room Status', and 'Hostel Creation'. On the right, there is a 'Mess Menu' section with buttons for 'Mess Menu', 'Hostel Fee Structure', and 'Hostel Setup'. Below the main menu, there are three buttons: 'New Entry', 'Edit', and 'Print'. The 'New Entry' button is highlighted with a red circle and the number 3. Below this is the 'Mess Menu' form. It has fields for 'Effective From' (31/07/2013), 'Day Name' (Sunday), and 'Meal Type' (Break Fast). There is a 'Show' button. Below these fields is a table with columns: S.No., Particular, Quantity, and Meal Type. The table contains five rows of data:

S.No.	Particular	Quantity	Meal Type
1	Bread Slices	4	Veg
2	Boiled Eggs	2	Non Veg
3	Butter(piece)	1	Veg
4	Jam(spoon)	1	Veg
5	Cheese Spread	1	Veg

At the bottom of the form, there is an 'Insert Row' button and a 'Save' button. The 'Save' button is highlighted with a red circle and the number 5. A callout bubble next to the 'Save' button says 'Meal menu details has been successfully added !!'.

5.6) Hostel Fee Structure:

Purpose: To Create & Update the Hostel Fee Structure.

Procedure:


How to create the fee structure of hostel?

- 1.1) Go to the “**HOSTEL**” module.
- 1.2) Select the “**HOSTEL FEE STRUCTURE**” form.
- 1.3) Click the New Entry Button at the Bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Fill the fee structure name, amount and select the structure.
- 1.5) Click on Save Button to save the Information related to fee structure.

SIMWEB
HOSTEL MODULE
HOSTEL FEE STRUCTURE

Finance
Admin
Employee
Hostel
Inventory
Library
Mess
Student
Transport
Utilities

Hostel



News
News Content

Quick Links 1

Hostel Allotment

Hostel Attendance

Hostel Change

Mess Attendance

Room Status

Hostel Creation

Legend: ■ Transactional ■ Populste ■ Master ■ Others

Mess Menu

Hostel Fee Structure

Hostel Setup

3

New Entry
Edit
Print

FeeStructure
Search
Search Result

Fee Structure 4

Fees Of Fee Structure Name Refresh Fee Head

Head Name	Amount	Structure
Hostel Security Fee	10000	Yearly ▼
Hostel Fee	45000	Yearly ▼
Hostel Registration Fee	500	Yearly ▼
Hostel Security01	1000	Yearly ▼
Hostel Security02	1000	Yearly ▼

5

Save
Cancel

5.7) Hostel Setup:

Purpose: This form is used to define the number of hostels and their types (Boys & girls) that is present in any particular college.

Procedure:

How to define the number of hostels and their types?

- 1.1) Go to the “**HOSTEL**” module.
- 1.2) Select the “**HOSTEL SETUP**” form.
- 1.3) Click the New Entry Button at the Bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Select the college, session, program, hostel name, etc. as per the requirements of the form and then click on Save Button to save the Information.

SIMWEB

HOSTEL MODULE

HOSTEL SETUP

Priority	Hostel Type	Hostel Name	Floor	Bedding	Fee Structure	View
1	Boys	Ashoka Bhawan	Ground	One	06-07 Triple Seated	View
2	Boys	Dayanand Bhawan	Ground	Two	06-07 Double Seated	View
3	Girls	Nandkumari Girls Ho	Ground	Three	06-07 Triple Seated	View

How to edit or makes changes in the hostel setup?

- 1.1) Follow above procedure up to step (1.4).
- 1.3) Now you can make the changes in the required fields like college, session, program, hostel name, etc.
- 1.4) Click the Save Button, which will save the changes made on that particular Information changed by you.

New Entry Edit Print

Hostel Setup Search Result

College Session Program

Priority	Hostel Type	Hostel Name	Floor	Bedding	Fee Structure	
	1	Boys	Ashoka Bhawan	Ground	One	06-07 Triple Seated View
	2	Boys	Dayanand Bhawan	Ground	Two	06-07 Double Seated View
	3	Girls	Nandkumari Girls Ho	Ground	Three	06-07 Triple Seated View

Data has been saved successfully

Save Cancel

How to Delete a Hostel Setup?

- 1.1) Please follow above steps to search the desired data and Click "Delete" Button.

Selected setup has been deleted successfully

New Entry Edit Delete Map Setup