



Hostel Management Module



A handwritten signature in blue ink, appearing to read "R. Singh".

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What is Hostel Management Module?

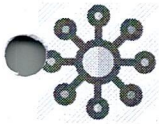
CollPoll

- This feature is used for allocation of Hostels for students based upon availability by an admin.
- This feature will help the admin to identify the current, upcoming and past occupants in a hostel.


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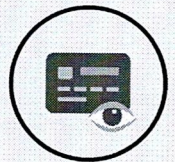
Why do this?

 CollPoll



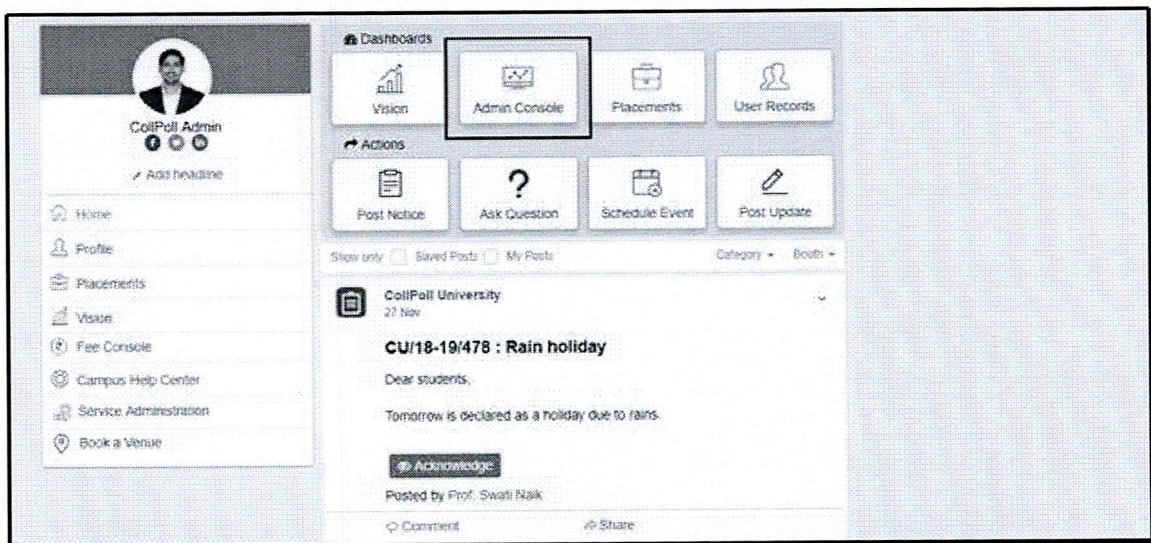
Easy identification of occupants

Centralised management of Hostel Data by an Admin



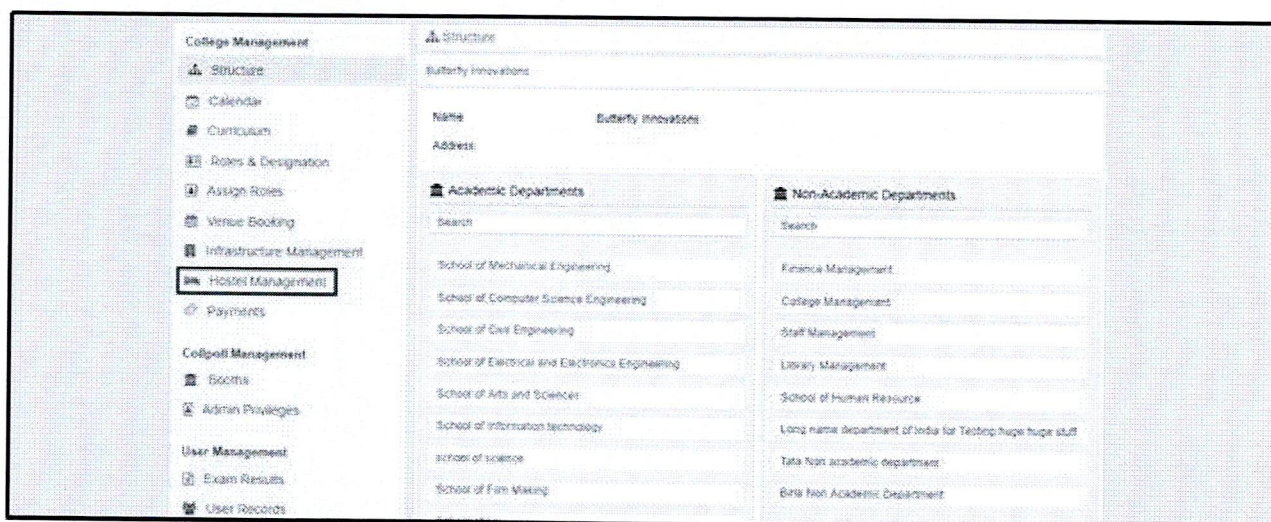
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Step 1: Click on “Admin Console” located in the Dashboard on your CollPoll home screen.



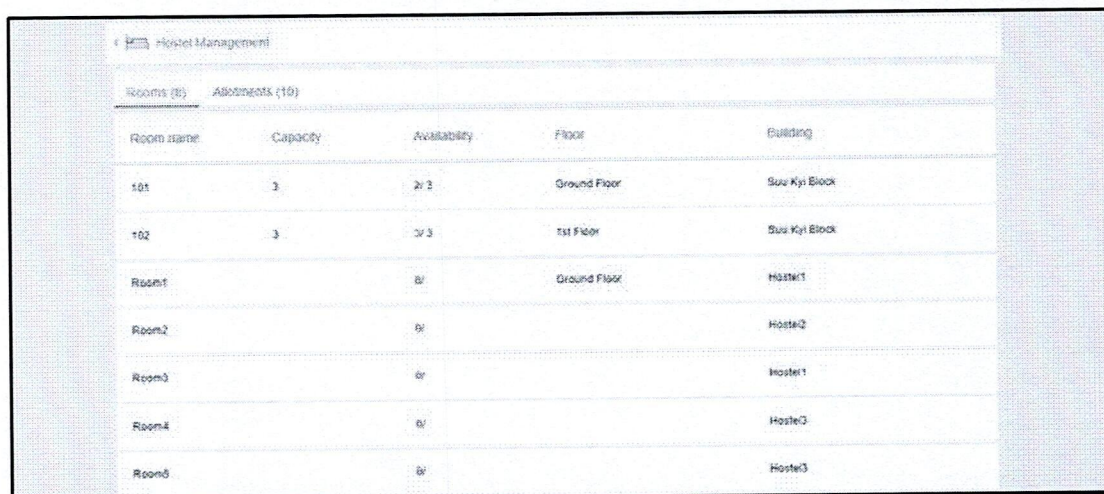
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Step 2: Click on “Hostel Management” located on the left corner.




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Step 3: Select the room number in which you want to add a student in based on the room capacity and availability displayed.



The screenshot displays a web application titled "Hostel Management". It features a table with two tabs: "Rooms (8)" and "Allocations (10)". The "Rooms (8)" tab is active, showing a table with the following columns: Room name, Capacity, Availability, Floor, and Building. The table lists eight rooms, with the first two (r01 and r02) having capacity and availability data, and the remaining six (Room1 through Room8) showing only capacity and building information.

Room name	Capacity	Availability	Floor	Building
r01	3	2/ 3	Ground Floor	Sus Kyi Block
r02	3	3/ 3	1st Floor	Sus Kyi Block
Room1	8		Ground Floor	Hostel1
Room2	8			Hostel2
Room3	8			Hostel1
Room4	8			Hostel3
Room5	8			Hostel3


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Step 4: Once the room number is selected, a list of current, upcoming and past occupants of the room is displayed. Click on "Allot" located on the right corner.

The screenshot displays a web interface for 'Hostel Management'. It features a breadcrumb trail: < Hostel Management > < Rooms. Below this, a search bar contains the text '102'. To the right of the search bar is a button labeled 'Allot'. Underneath the search bar, there is a table with the following data:

Floor	1st Floor	Availability	2
Building	Sou Kya Block	Capacity	3

Below the table, there are three sections for occupancy status, each showing a count of 0:

- Current occupants (0)
- Upcoming occupants (0)
- Past occupants (0)


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Step 5: Type the name of the student in the search tab and select their name to allot the room.

The screenshot displays the 'Hostel Management' interface. At the top, there is a breadcrumb trail: 'Hostel Management' > 'New Allotment'. Below this, a form for room details is shown. The room number is '102'. The floor is '1st Floor' and the building is 'Sua Kyi Block'. The availability is '3' and the capacity is '3'. Below the room details, there is a section for 'Occupants' with a search bar labeled 'Search members to add'. A list of two students is displayed below the search bar:

Search members to add	
	Deepika
	Deepika Patil [BI0099] RAHUL2@MAILINATOR.COM • 91-9876543216
	Deepika Mathur [BI100] collpolltest2@mailinator.com • 91-9797979792


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Step 6: Enter details such as duration of occupancy, amount payable and amount paid by the student for the hostel room.

The screenshot displays a web interface for managing student occupancy. At the top, there is a search bar labeled 'Search members to add' with the name 'Deepika' entered. Below this, a profile card for 'Deepika Palikal' (ID: 810099) is shown. The main form contains the following fields:

Programme	B.Tech in Computer Science Engineering	Department	School of Computer Science Engineering
Email	RAHUL2@MAILNATOR.COM	Contact no	91-9878543215
Start date *	2019-03-15	End date *	2019-03-29
Total amount to be paid	₹ 5000		
Amount paid	₹ 2500		
Amount due	₹ 2500		

At the bottom right, there are two buttons: 'Provisional Allotment' and 'Confirmed Allotment'.

Please Note : A "Provisional Allotment" is assigned when a student makes a partial payment of the hostel fee. The allotment will be confirmed when there are no dues in payment of hostel fee.


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Product Screenshots [CHECK-OUT FROM HOSTEL ACCOMODATION]

ColIPoll

- Select the room number and the name of the student from the list of occupants whom you want to check-out.
- Click on “Check Out” located on the bottom of the page.
- Mention remarks such as damages of property if any in the space provided.
- Click on “Checkout” to confirm the process.

Checkout

Mr. Abhiraj Bishnoi [Show Record](#)

Programme	Not Available	Department	Finance Management
Email	ab15@colipoll.com	Contact no	91-9000000000
Status	CONFIRMED	Admission time	15 Feb 09:35 am
Accommodation ID	42	Start date	31 Mar 2019
Room no	01 Mar 2019	End date	31 Mar 2019
Total Amount	₹ 2,000	Amount due	₹ 0
Amount paid	₹ 2,000		
Room no	101	Floor	Ground Floor
Building	Sukh Kyi Block		

Facilities in good condition while checkout

Remarks:

Checkout time:

[Checkout](#)


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Product Screenshots [CANCELLATION OF HOSTEL ACCOMODATION]

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- Select the room number and the name of the student from the list of occupants for whom you want to cancel the allotment.
- Click on "Cancel Allotment" located on the bottom of the page.
- Give your confirmation for the cancellation process to complete.

The screenshot displays the 'Hostel Management' interface. At the top, there's a breadcrumb trail: 'Home > Hostel Management > Allotments'. Below this, a section titled 'Current records (1)' shows a student profile for 'Mr. Abhiraj Bishnoi'. To the right of the name is a 'Show Receipt' button. The student's details are as follows:

Programme	Not Available	Department	Finance Management
Email	cp.15@aol.com	Contact no	91-9099929095
Status	CONFIRMED	Allotment Date	15 Feb 08:36 am
Allotment ID	49		
Start Date	01 Mar 2019	End Date	31 Mar 2019
Total Amount	₹ 2,000		
Amount paid	₹ 2,000	Amount due	₹ 0
Room no	101	Floor	Ground Floor
Building	Sua Kri Block		

At the bottom right of the interface, there are two buttons: 'Check Out' and 'Cancel Allotment'.


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Product Screenshots [RECEIPT FOR HOSTEL ACCOMODATION]

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- Select the name of the student from the list of current occupants in the room.
- Click on "Show Receipt" located on the right corner of the page.
- Click on "Print" located on the bottom right corner of the page to print and share the receipt with the student.

Butterfly Innovations

Mr. Ashraj Bishnoi[null]
cp.15@aol.com
91-9090999995

Hostel Allotment Receipt

Payment Details	
Total amount	2000.0
Amount Paid	2000.0

Allotment Details	
Allotment Id	49
Room no	105
Hostel	Sus Kyi Block
Allotment from	2019-03-01
Allotment till	2019-03-31
Allotment Status	confirmed

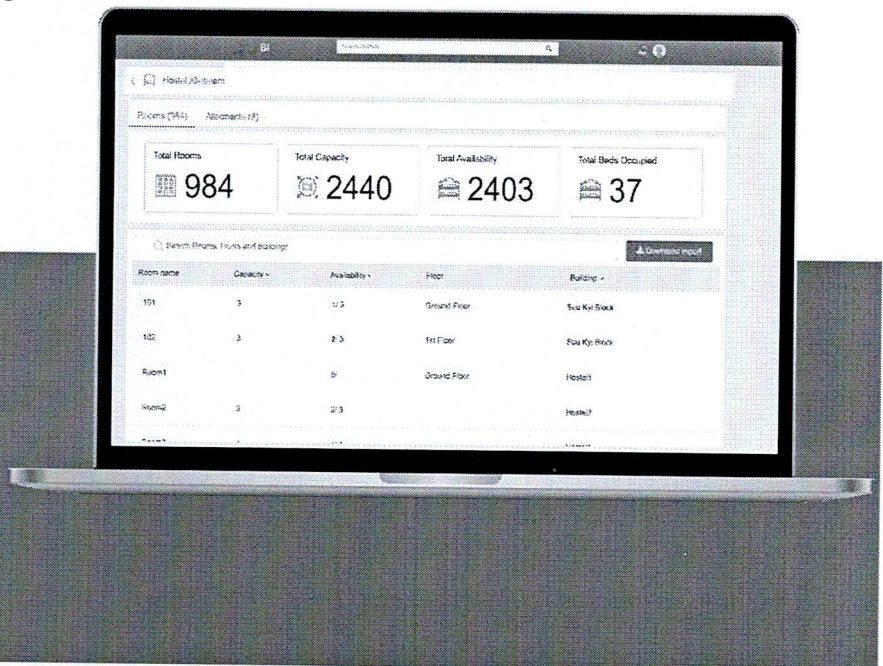
Close Print


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Smart Hostel Management For Better Control On Hostel Activities

Easily Allocate Hostel Rooms & Monitor Entire
Hostel Data From Your System




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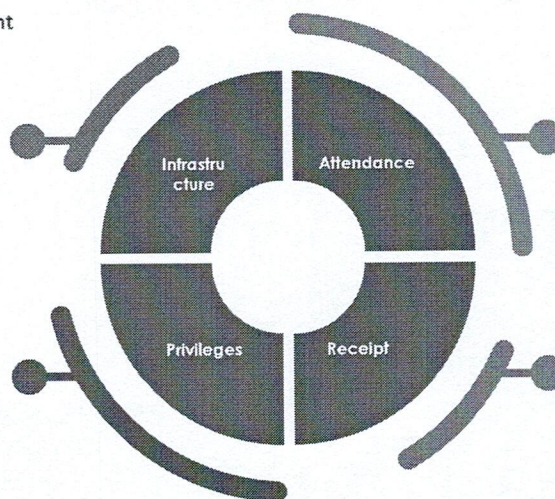
Smart Hostel Management

Infrastructure Management

- ✓ Add Hostel Building
- ✓ Add Hostel Rooms
- ✓ Add Hostel Beds

Access Control & Intelligence

- ✓ Hostel Management, Hostel Attendance, Hostel Attendance Settings



Hostel Management

- ✓ Allot Hostel Rooms in Bulk
- ✓ Hostel Checkout Management
- ✓ View & Update Hostel Rooms
- ✓ Change Students' Attendance Status

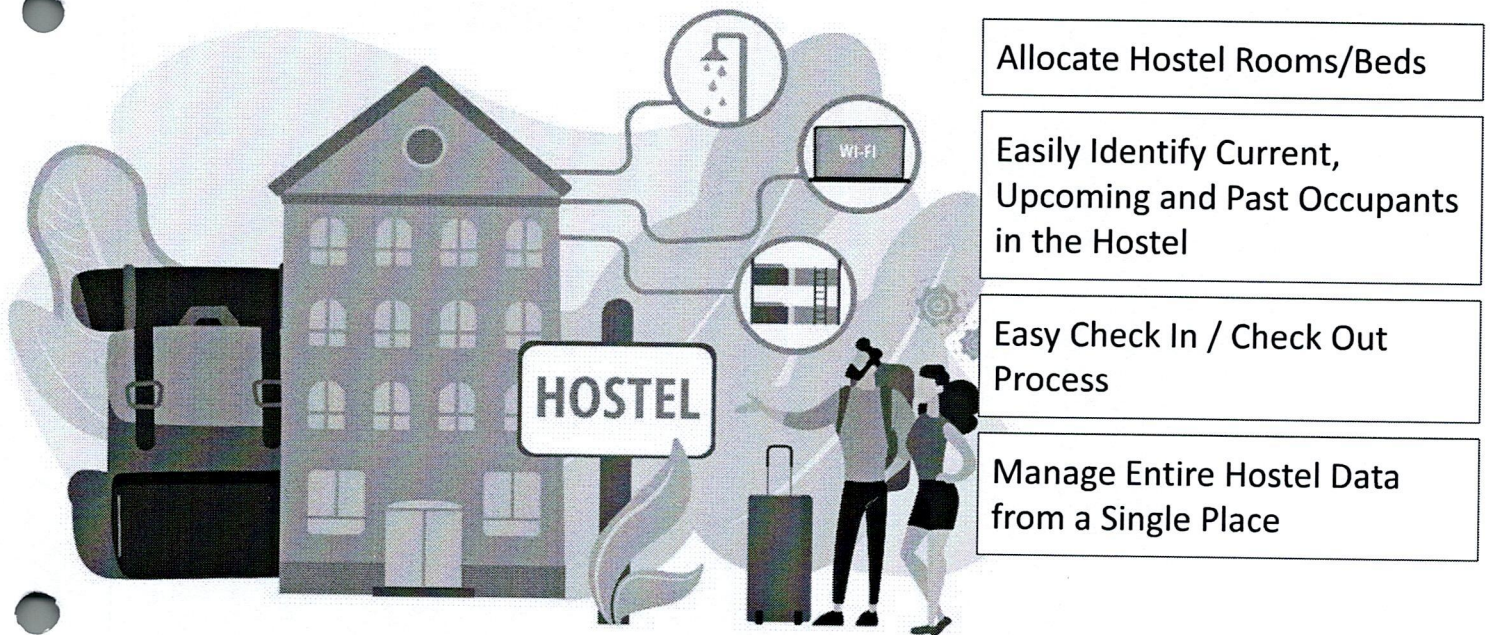
Hostel Receipt

- ✓ Download Paperless Hostel Receipt For Authentication


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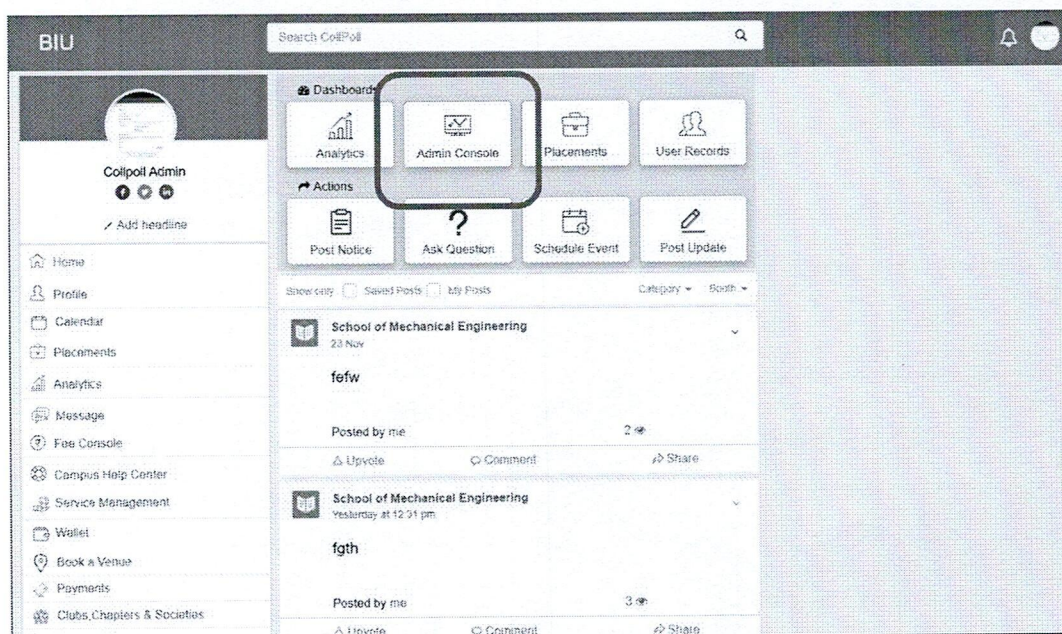
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Admin Privileges to Access Hostel Management

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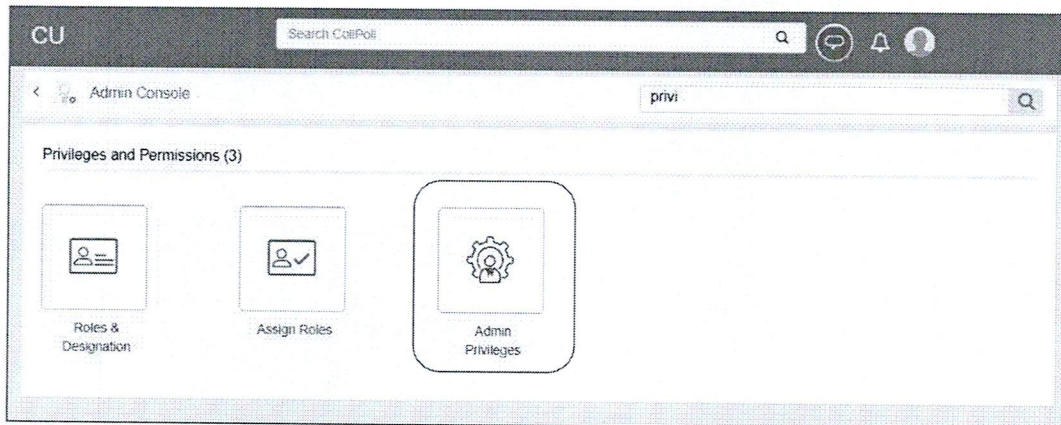


Step 1: Click on "Admin Console" located in the Dashboard on your ColIPoll home screen.

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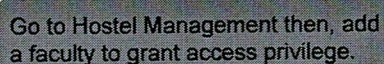
Admin Privileges to Access Hostel Management

CollPoll



Step 1: Go to
"Admin Privileges"
under admin
console.

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 CollPoll[illegible]

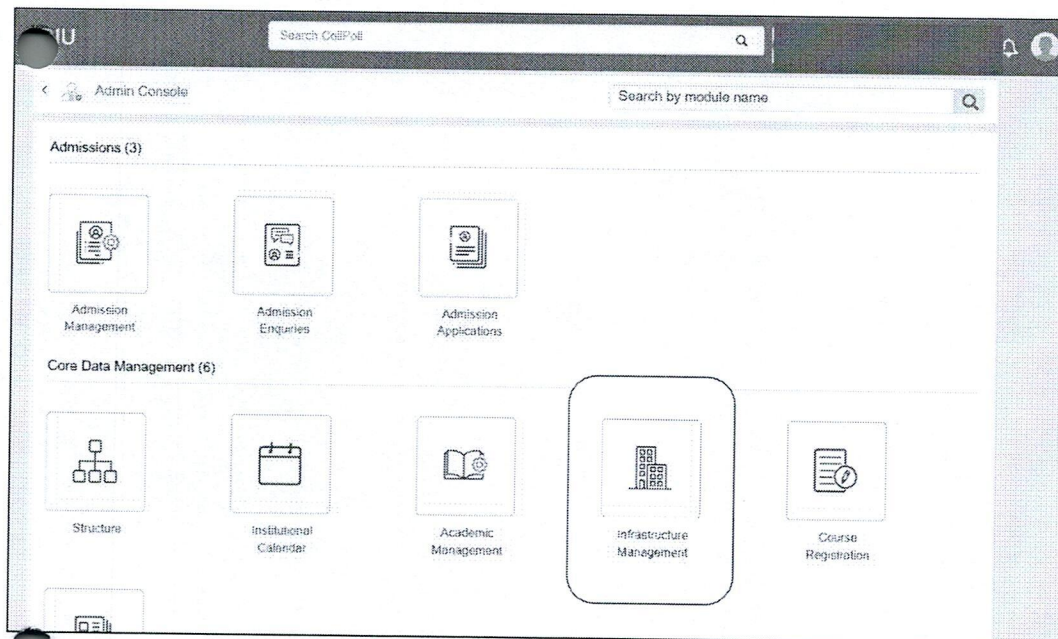
Adaptive Intelligence

Name	Location	Country	City
Columbia University	New York, USA	USA	New York
Stanford University	Stanford, USA	USA	Stanford
Harvard University	Cambridge, USA	USA	Cambridge
University of California, Berkeley	Berkeley, USA	USA	Berkeley

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Pre-requisites: Add Hostel Infrastructure

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**Step 2: Go to
"Infrastructure
Management"
in Admin
Console**

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Pre-requisites: Add Hostel Infrastructure

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Infrastructure Management

+ New Infrastructure

Classroom (66)	Auditorium (19)	Conference Room (4)	Multi Purpose Hall (2)	Hostel (11)	Hostel Room (984)	Hostel Building (32)	Mess (18)	Guest House (13)	Testing Infra Type (1)	Guest House 2 (1)
Search Infrastructure										
Anurag ki kholi Capacity 100000 Opens at 12:00 am Closes at 12:00 am			AT-208 Capacity 60 Opens at 8:30 am Closes at 6:00 pm			AT-209 Capacity 60				
AT-210 Capacity 60 Co-Ordinator: Vittal K			BAMS 1st Year Capacity 60			BAMS 2nd Year Capacity 60				
BAMS 3rd Year Capacity 60			BAMS 4th Year Capacity 60			BGMIT Capacity 40				

Step 3: Click on "New Infrastructure" in Infrastructure Management

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Pre-requisites: Add Hostel Infrastructure

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Infrastructure Management

Add Infrastructure

Cancel Add Infrastructure

Infrastructure Type * Hostel Building

Name *

Capacity

Belongs To

Floor

Opening Time

Select Opening Time

Closing Time

Select Closing Time

Number Of Floors

Number Of Rooms

Description

Establishment Date

Select date

Contact Person

Search user by name/registration id/ email

Attributes

Disclaimer

Can Be Booked?

- Select Hostel Building in Infrastructure Type
- Add Necessary Details
- Click on "Add Infrastructure"
- Similarly, follow the same procedure for adding Hostel Room and Hostel Bed


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Pre-requisites: Add Hostel Infrastructure (Hostel Room & Bed)

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The screenshot shows the 'Add Infrastructure' form with 'Hostel Room' selected in the 'Infrastructure Type' dropdown. A black arrow points to this dropdown. Another black arrow points to the 'Belongs To' dropdown menu. The form includes fields for Name, Capacity, Floor, Opening Time, Closing Time, Number Of Rooms, Establishment Date, Contact Person, and Attributes. There are 'Cancel' and 'Add Infrastructure' buttons at the top right.

- While adding Hostel Room to the Infrastructure, please do mention to which hostel building it belongs

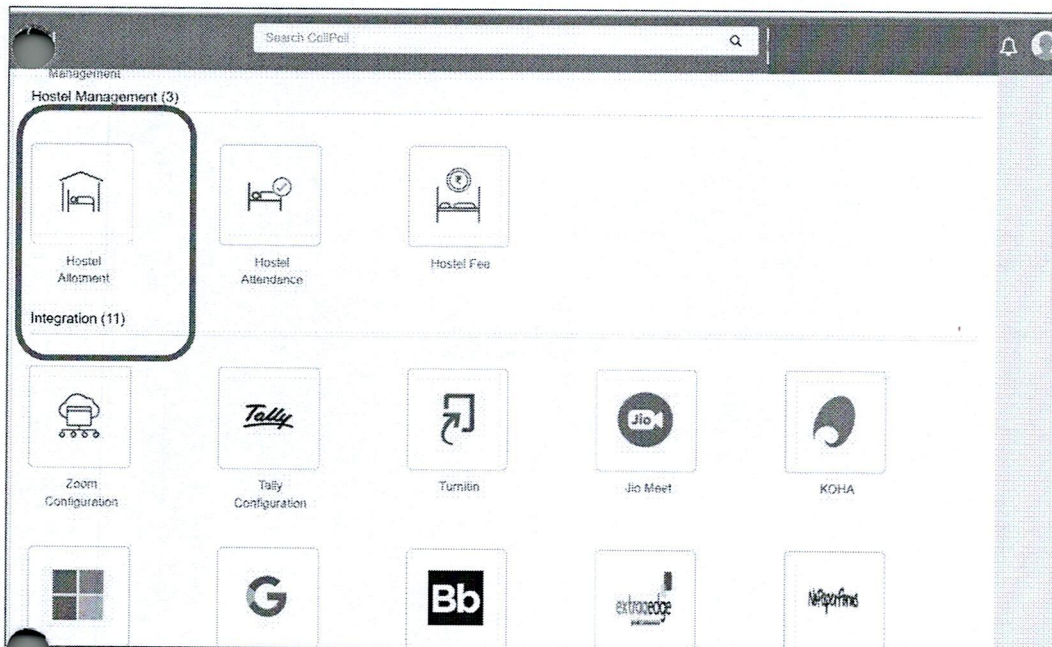
- While adding Hostel Beds to the Infrastructure, please do mention to which hostel room it belongs to

The screenshot shows the 'Add Infrastructure' form with 'Hostel Bed' selected in the 'Infrastructure Type' dropdown. A black arrow points to this dropdown. Another black arrow points to the 'Belongs To' dropdown menu. The form includes fields for Name, Capacity, Floor, Opening Time, Closing Time, Number Of Rooms, Establishment Date, Contact Person, and Attributes. There are 'Cancel' and 'Add Infrastructure' buttons at the top right.


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Hostel Allocation

CollPoll



**Step 4: Go to
"Hostel Allotment"
in Admin Console**


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Hostel Allocation : Single Allotment

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BIU Search ColiPoll

Hostel Allotment

Rooms (984) Allotments (8)

Total Rooms

984

Total Capacity

2440

Total Availability

2403

Total Beds Occupied

37

Search Rooms, Floors and Buildings Download report

Room name	Capacity	Availability	Floor	Building
101	3	1/3	Ground Floor	Suu Kyi Block
102	3	2/3	1st Floor	Suu Kyi Block
Room1		0/	Ground Floor	Hostel1
Room2	3	2/3		Hostel2

- Here, you can see details of all the rooms, their capacity, availability and hostel building
- Click on the room in which you want to make the allotment


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Hostel Allocation : Single Allotment

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< Hostel Allotment

< Rooms

101

Floor Ground Floor Availability 1

Building Suu Kyi Block Capacity 3

Price INR 800 (Fixed Rate) Available Beds 101-A, 101-B

Attributes Fully Furnished AC

Current occupants (2)

Rahul Kumar DEMO212012006 Show Receipt

Programme M.Tech in Mechanical Engineering Department School of Mechanical Engineering

Email Studentemail 03@mailinator.com Contact no 91-1189855550

Gender Male Date of Joining 01 Jan 2021

- Here, you can see details of current and past occupants
- Click on "Allot" to allocate the room to new occupant


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Hostel Allocation : Single Allotment

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Occupants: A SAIDEEPA REVANTH REDDY

Search members to add

A REVANTH REDDY
2111C5620296

Programme: B.Tech
Email: temp1000401@gmailinator.com
Gender: male

Department: B.L. University
Contact No: 91-8519885922
Date of Joining:

Payment Mode: OFFLINE

Start date: *
End Date: * 2023-03-17

Total amount to be paid: ₹ 36000

Amount paid: ₹ 15000

Amount due: ₹ 36,000

Comment: Enter comments (Max 45 characters)

Provisional Allotment Confirmed Allotment

- Type the name of the student in the search tab and select their name to allot the room
- Add details such as start and end date, Bed allocation, payment details etc.
- Fees can be collected offline, via academic fee (hostel policy under consolidated fee) or as dues.
- **NOTE:** Admin can make Provisional or Confirmed Allotment based on Student Fee Submission. In case the students' dues are collected from dues management, he/she will be automatically assigned a confirmed allotment


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Hostel Allocation : Bulk Allotment

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< Hostel Allotment

Rooms (984) **Allotments (8)**

Total Rooms

984

Confirmed Allotments

14

Provisional Allotments

23

From: 25th Oct 2022 To: 24th Nov 2022

Search Occupants by Name, Registration No., R

+ Allot rooms in bulk Change Status ~ Download report FILTER

Occupant	Room name	Floor	Building	Allotment period	Status
Test 327	HTBR2-31	1st Floor	Tungabhadra 2	01 Oct 2022 31 Oct 2022	PROVISIONAL At 12 Nov 22 11:21 pm by ColIPoll Admin
Test 329	HTBR2-31	1st Floor	Tungabhadra 2	01 Oct 2022	PROVISIONAL

- Go to Allotments
- Click on "Allot rooms in bulk"
- Upload the CSV file to allot rooms in bulk

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Hostel: Check Out

CollPoll

BIU Search CollPoll

< Hostel Allotment

Rooms (984) Allotments (8)

Total Rooms

984

Confirmed Allotments

14

Provisional Allotments

23

From 25th Oct 2022 To 24th Nov 2022

Search Occupants by Name, Registration No., R

+ Allot rooms in bulk Change Status Download report FILTER

Occupant	Room name	Floor	Building	Allotment period	Status
☒ Test 327	HTBR2-31	1st Floor	Tungabhadra 2	01 Oct 2022 31 Oct 2022	PROVISIONAL At 12 Nov 22 11:21 pm by Collpoll Admin
☐ Test 329	HTBR2-31	1st Floor	Tungabhadra 2	01 Oct 2022	PROVISIONAL

- Go to Allotments
- Click on the Occupant who is to check out from the room


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Hostel: Check Out

ColiPoll

[Hostel Management](#)

[Allotments](#)

Current records (0)

Upcoming records (1)



Aaditya Gupta
E21CSEU0852

Show Receipt

Programme	ColiPoll B Tech Mechanical Engineering	Department	ColiPoll School of Engineering
Email	E21CSEU0851@bennett.edu.in	Contact no	91-7015463639
Gender	-	Date of Joining	20 Aug 2021
Room no	105	Floor	First
Building	Nelson Mandela Block		
Status	CONFIRMED	Allotment time	01 Feb 02:25 pm
Allotment ID	168		
Start date	01 May 2022	End date	31 May 2022
Total Amount	₹ 0,001		
Amount paid	₹ 0	Amount due	₹ 0,001

Check Out

Cancel Allotment


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Hostel: Check Out

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< Hostel Management

< Checkout

 **Aaditya Gupta**
E21CSEU0852 Show Receipt

Programme	ColiPoll B.Tech Mechanical Engineering	Department	ColiPoll School of Engineering
Email	E21CSEU0851@bennett.edu.in	Contact no.	91-7015463639
Gender	.	Date of Joining	20 Aug 2021
Room no	105	Floor	First
Building	Nelson Mandela Block		
Status	CONFIRMED	Allotment time	01 Feb 02 25 pm
Allotment ID	163		
Start date	01 May 2022	End date	31 May 2022
Total Amount	₹ 9,001		
Amount paid	₹ 0	Amount due	₹ 9,001

Facilities in good condition while checkout

Remark:

Checkout time *

- Check Due Amount of the Student
- Add Remarks based on Condition of the Hostel Room
- Add a Check out Time Date and Time
- Click on Checkout


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View and Update Room/Bed Allotment Status

ColiPoll

BIU Search ColiPoll

< Hostel Allotment

Rooms (984) Allotments (8)

Total Rooms

984

Confirmed Allotments

14

Provisional Allotments

23

From 25th Oct 2022 To 24th Nov 2022

Search Occupants by Name, Registration No., R

+ Allot rooms in bulk Change Status Download report FILTER

Occupant	Room n	Room	Floor	Building	Allotment period	Status
☒ Test 327	HTBR2-31	1st Floor	Tungabhadra 2	01 Oct 2022	PROVISIONAL	
				31 Oct 2022	At 12 Nov 22 11 21 pm by Colipoll Admin	
☐ Test 329	HTBR2-31	1st Floor	Tungabhadra 2	01 Oct 2022	PROVISIONAL	

- In Allotments, you can view the allotment status of all occupants
- To change the status, select the occupant
- Click on "Change the status", choose confirmed or cancelled
- Click on "Checked out" if the occupant has left the room

[Signature]

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BIU
Search ColIPoll

< Hostel Allotment

Rooms (984) Allotments (8)

Total Rooms
984

Confirmed Allotments
14

Provisional Allotments
23

From 25th Oct 2022 To 24th Nov 2022

Search Occupants by Name, Registration No., R
+ Allot rooms in bulk Change Status Download report FILTER

	Occupant	Room name	Floor	Building	Allotment period	Status
☒	Test 327	HTBR2-31	1st Floor	Tungabhadra 2	01 Oct 2022 31 Oct 2022	PROVISIONAL At 12 Nov 22 11:21 pm by ColIPoll Admin
☐	Test 329	HTBR2-31	1st Floor	Tungabhadra 2	01 Oct 2022	PROVISIONAL


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Download Hostel Receipt



Hostel Receipt

Hostel Management

< Checkout

Aaditya Gupta
E21CSEU0852

Show Receipt

Programme	CoilPoll 6 Tech Mechanical Engineering	Department	CoilPoll School of Engineering
Email	E21CSEU0852@bhamnet.edu.in	Contact no	91-7015463552
Gender	-	Date of Joining	20 Aug 2021
Room no	105	Floor	First
Building	Nansen Memorial Block		
Status	CONFIRMED	Admission time	01 Feb 02 25 am
Admission ID	166	End date	31 May 2022
Start date	01 May 2022		
Total Amount	₹ 9,001	Amount due	₹ 9,001
Amount paid	₹ 0		

Facilities to print/confirm while checkout

Remark: e.g. The student uses damaged furniture/using items to be charged

Checkout time: 2022-05-08 12:30

Checkout

Butterfly Innovations

Test 327[CP9382]
327test@mailinator.com
91-9263783318

Hostel Allotment Receipt

Payment Details

Total amount	150000.0
Amount Paid	10000.0
Amount Due	140000.0

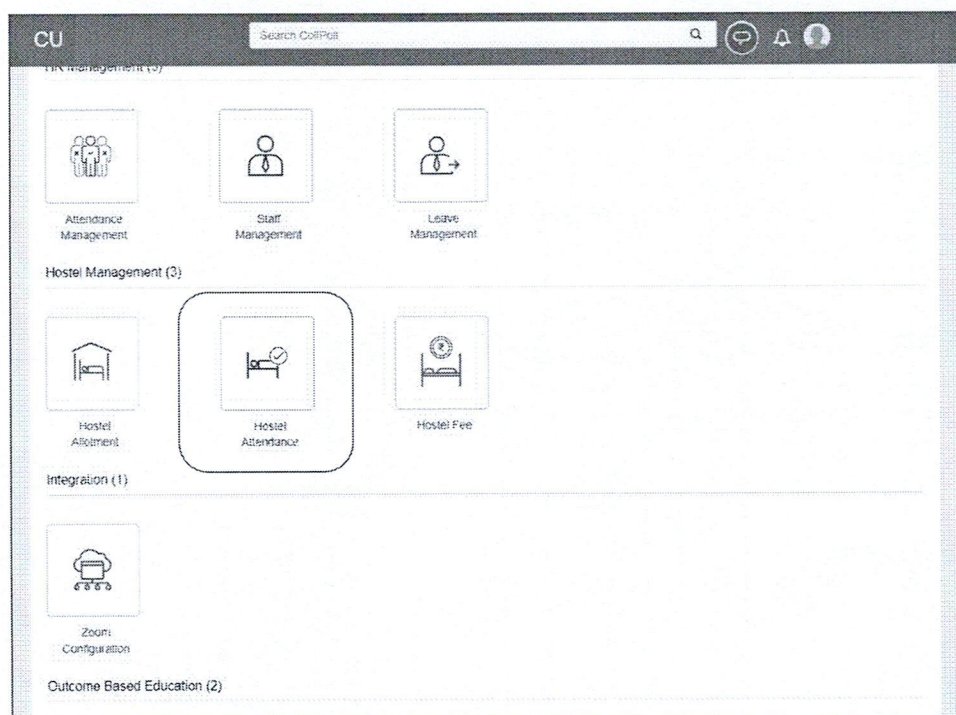
Allotment Details

Allotment Id	1219
Room no	HTBR2-31
Hostel	Tungbhadra 2
Allotment from	2022-10-01
Allotment till	2022-10-31
Allotment Status	provisional
Payment Mode	ACADEMIC FEES
Option Name	testing all DPBG


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Hostel Attendance Status

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Go to "Hostel Attendance" in Admin Console


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Hostel Attendance Status

ColIPoll

BIU Search ColIPoll

< Hostel Attendance

2023-03-27 Today

Change status

Present
Absent
Present (Late)
Not Recorded

Search by Registration ID, Name, Email ID

Name	All Hostels	Room	Attendance
☒ Akhil Kumar [15bte142]	Hostel1	Room3	
☐ 1JPG11 [test556]	Hostel2	203	
☐ Amanda Seifner [234242]	Hostel2	Room2	
☐ Khushboo Verma [19MCS009]	Hostel2	Room2	
☐ test [DEMO21MSSE2000]	SH10 T-2	102	

Select the date, click on the student name then, go to change status dropdown to update the attendance status.

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The IHMR University
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Hostel Attendance Settings

ColiPoll

BIU

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< Hostel Attendance Settings

Notification Settings (Applicable to all hostels)

Notification Event	Student	Parent
App notification 30 minutes before attendance end time Student is notified if they have not marked the attendance	☒	☐
If a student is marked Auto Absent, after Attendance timing Email and App notification	☒	☒

Timings

Hostel: SNB

Day	Start Time	End Time
MONDAY	00:00	00:00
TUESDAY	00:00	00:00
WEDNESDAY	00:00	00:00

Under hostel attendance settings you can update the notification settings and hostel timings.

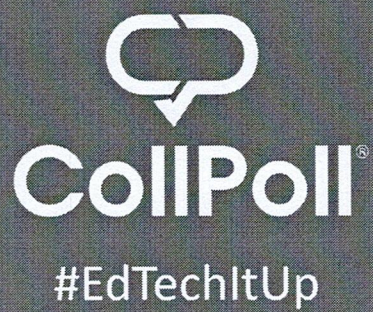

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BENEFITS OF USING THE **HOSTEL** MANAGEMENT SYSTEM!

• **Efficient Management and Execution of Tasks** : When all management-related tasks, such as allotment of rooms, mess payments, disciplinary issues, fees management, and other hostel activities are handled efficiently with an integrated system, your institute's efficiency will go up.

- **Accurate Student Data Management** : With all student-related information on a centralized platform, including their personal information such as name, address, parent or guardian's mobile number, etc., our system will make it seamless for your management and staff to keep track.
- **Easy Access to Data** : With easy access of data to authorized personnel at any given point in time from anywhere on any device, there will be nothing preventing any staff member from doing their job at the right time.
- **Robust Student Security** : Our software helps you keep your students secure as it keeps track of visitors, students in-and-out time, and student attendance. This will also help maintain transparency while ensuring student security in the hostel campus.
- **Transparency** : Our software will be integral in helping you develop trust between the parents, students, and management by creating transparency at the administrative and all other levels of management.


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