

# Hall Management System

## Scope Definition

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## Introduction:

Hall management system is an automated system to manage a hall's office, students' information, mess system and to make easier students-hall communication and student-provost communication that can hardly done by manual system.

## Existing System Analysis:

- **Mechanism:** Hall office keeps every information in MS Excel file and written in paper and sort them into various file. And manage every system manually.
  - ❖ **Room allocation systems:** They search every room physically and find the vacant or to be vacant for allocation.
  - ❖ **Student information:** Fresher fill up a form when they get admitted in hall.
  - ❖ **Mess charge:** Students submit the bank draft and office includes his fee in a MS Excel file.
  - ❖ **Mess menu:** On the notice board in front of the dining table.
  - ❖ **Meeting with provost:** Provost is not available all the time. Students have to wait for his/her arrival.
  - ❖ **Notice:** A notice board fill with various notice. Not feasible.
  - ❖ **Complain system:** There is a register book on the guard table. Student write complain on the book.
  - ❖ **Hall fund:** The fund is nothing but an account of provost sir. They made a doc file and in the doc file there is a table where they put the fund calculation.
  - ❖ **Due status:** After a term office gives a due status of the students.
  - ❖ **Stuff salary:** They calculate every stuff salary and give them from hall fund manually.
  - ❖ **Hall Library:** A librarian handles the library manually.

- **Problem:**

- Student information**

- Have no organized information of students
    - No system of updating information
    - Room allocation problem

- Communication**

- Poor communication system with provost
    - Poor communication system with hall office

### Dining management system

- Don't know food menu
- No expenditure report
- No current mess charge report
- Students have no way to elect mess manager
- Complex system followed for running individual dining

### Office management

- Complex data management
- Possibility of loss of data
- Not feasible to find old data
- complex financial calculation
- Complex Staff salary calculation
- Delay in giving due status

### Clearance:

- As data isn't organized, it takes time to give clearance to a student
- Student couldn't know about the procedure

### Complain:

- Hardly executed
- Sometimes register book isn't found
- students feel laziness to complain through this procedure

### Query:

- Sometimes office find sportsman. But it is tuff and time killing.
- Many individual notices come but office doesn't inform students.
- No record of a students' extracurricular activities.
- No idea of a Students' blood group

### Decisions:

- No statistics, so no decision
- No change of old rule

- **Automation:** No automated system.

## Scopes:

- **Implemented portions:**

- **Student information and room allocation system:**

An account will be provided to every student. They log in their account and fill up their personal information. They can only see the protected information of their account like mess charge, admission info. They can also send a request for changing room through their account to the hall office. In our system an organized student database will automatically build up including their room no, student no, mess no, blood group, extracurricular activity etc.

- **Dining management system:**

The system will create a convenient environment for dining manager and general student communication. It will contain voting system for food menu and manager selection. Particular student will be able to apply for closing his/her dining for a certain time period. One can also check their dining dues. The mess manager can upload food menu and any further notice.

- **Financial management:**

Our System will automate different financial issues related to hall. Like calculating monthly expenditure, other charges. The hall fund is distributed to many fields and the maintenance of this fields will be automated through this system. The calculation of loan that one field can take loan from another field will be calculated automatically.

- **Application, Complain & notification system:**

The system will contain a complain box, where each student can submit complain, application for room change, nomination for dining manager. Particular admin will get notification accordingly.

- **Notice Board:**

There will be a notice board where hall office can insert and update notices. This notice board is publicly visible.

- **Non-implemented portions:**

- ☒ **Library management:**

Students don't habituated to go to hall library as it is not enriched and lack of sufficient books. If we implement library management system it will be a waste. It is also a large system to implement within this short time.

### **☒ Stuff management :**

If we implement stuff management authority will have to ensure that every staff is using internet. But so far it is not possible considering present situation. So we have decided to exclude it from our system. But the calculation of their expenditure will be included into the office management system.

## **Importance:**

### **Is this system worth implementing?**

- It is a basic need of a hall. A student have a lot of business with the hall office. But they have to face time delay and boring old rules to done with the hall issues.

### **Contributions**

- ✓ Save time
- ✓ Easy database to build up
- ✓ Search any kind of data
- ✓ Student history
- ✓ Reduce complexity
- ✓ No data loss
- ✓ Systemm will be faster

## **Obstacles:**

### **➤ Possible Roadblocks:**

- Exist data entry:  
We have to include the information of existing batch. But this is a huge amount of data to include for two or three people.

### **➤ Solutions:**

- We give an account not only the fresher but also the senior batch. So everyone log in the account and set his own information. Only the protected information will be inserted by the hall authority.