**Business Process Flow of Hostel**

**Masters screens :** Before any transaction master records should be created so that it can be used in subsequent transaction screens. Below is the masters screen where data has to be created first. Where Hostel masters, Room master, Hostel Type, Room Type, Room Description, Employee Hostel Allotment & material distribution master will be created and the records which are created in these screens will get fetched/populated in the transaction screens

**Roles:** The below screen is accessible to Hostel Admin, Hostel warden

Hostel masters Room master Hostel Type Room Type Room Description Employee Hostel Allotment material distribution master

**Transaction screens** : these screens will be followed by master screens once all the master data records has been created and it will be fetched in the transaction screens wherever needed.

**Process flow for Student Admission & Essentials :** This process involves creating new Student Hostel Admission, after hostel admission is created, student medical history is created in order to proceed ahead in Hostel Admission then material distribution is created where all the essential items that needs to be given to the ward once they are admitted in the room.

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that master screen has been created as the foundation for Student hostel admission.

student Hostel Admission Room Allotment student medical history

**Process flow for material distribution :** This process involves creating the new Material distribution records which needs to be given to the students whose rooms has been allotted.

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that Student has been admitted to the hostel and material distribution master has been created as the foundation for material distribution.

student Hostel Admission Room Allotment Material distribution

**Process flow for Allotment & De-Allotment :** In this process once student admission is completed then Room allotment and de-allotment is created for the student who want to change their allotted room to a different room.

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that master records and materials has been distributed to the students who took admission as the foundation for Allotment & De-Allotment.

**Note :** if some student want to change the room or type of room after he/she is admitted in the hostel, he/she can change the room either in same hostel or he/she can also change the entire hostel and his/her room type also.

student Hostel Admission Room Allotment Room De-Allotment

**Process flow for Room change or Inter/Intra change :** In this process student can change the room or hostel within the same institution by creating new Room change or inter-intra hostel change.

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that hostel room allotment to the student has been done and all the master records has been created as the foundation of Room change or Room Type change, Inter-intra hostel change

Student hostel admission Room Allotment Room change/ Room Type change/ Inter intra hostel change

**Process flow for Student Mortality record :** In this process those student who got expired in hostel due to some reasons their records will be created and maintained.

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that Room allotment and all the master records has been created as the foundation for creation of student mortality record.

Student hostel admission Room Allotment Student mortality record

**Process flow for Long leave :** In this process students who are absent temporarily from hostel for several weeks or several months due to some reasons without giving information of their return back to hostel. Long leave is created .

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that master records and room allotment has been done as the foundation for long leave.

Student hostel admission Room Allotment Long leave

**Process flow for Attendance & leave :** In this process student leave process is created which will be applied to hostel while taking student leave. Hostel Attendance and hostel Attendance tool is created so that warden can take the attendance in bulk as well as for single student and can the track the student presence status in the hostel.

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that master records and room allotment has been done as the foundation for Attendance & leave.

Student hostel admission Room Allotment Hostel Attendance Tool Hostel Attendance

For **leave:**  Student hostel admission Room Allotment Student leave process

**Process flow for Hostel Clearance :** In this process those student whose course has been completed or whose admission has been cancelled their hostel clearance will be created.

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that master records and room allotment has been done as the foundation for Hostel clearance.

Student hostel admission Room Allotment Hostel clearance

**Process flow for Hostel reports :** In this process hostel warden and hostel admin can generate the reports to track the hostel utilization and hostel status like Room vacancy , Room Type, Hostel vacancy, Total students Allotted, Total capacity of the hostel.

**Roles:** The below screens are accessible to Hostel Admin, Hostel warden.

**Prerequisites:** it is assumed that master records and room allotment has been done as the foundation for generation of Hostel Reports.

Hostel Summary reports Room Allotment report