

Hostel Bulk Accommodation Request- Faculty

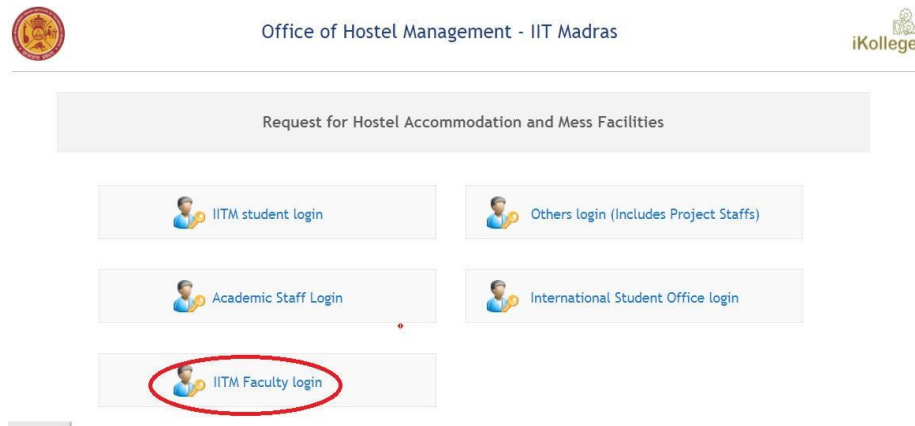
Introduction

Hosteldine portal provides a facility to request the bulk accommodation for IITM Students for short term courses or workshops or for some internship programs. Steps to request bulk accommodation is briefed below.

Steps to follow

Step 1- Login to Hostel dine portal

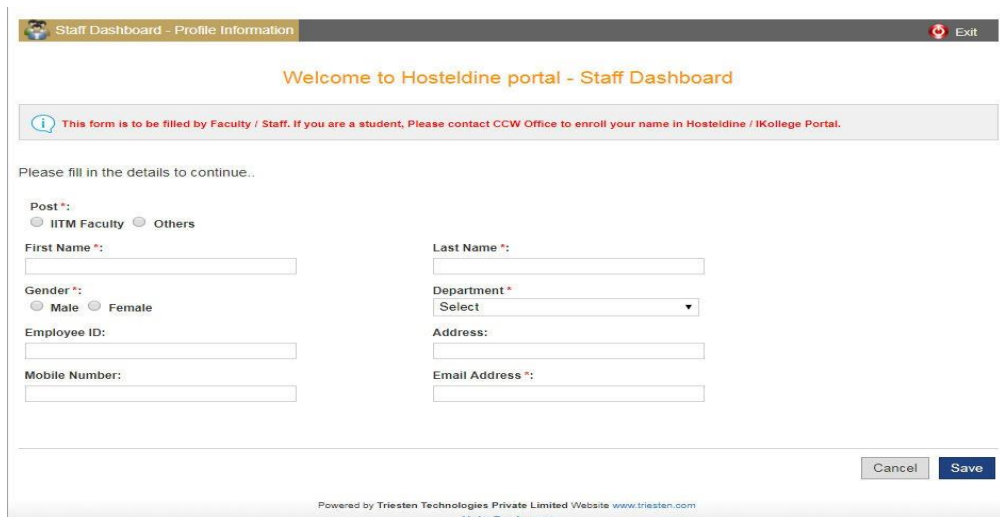
Click the URL - <http://hosteldine.iitm.ac.in/iitmhostel>



Login to Hosteldine portal using your LDAP user name and password. If the given user name and password are correct, then the page will be directed to fill in the basic.

Step 2- Simple registration process

After successful Login for the first time, user has to complete a simple registration process. Mandatory fields need to be filled in.



Step 3- Creating an Accommodation request with Excel

In this step, Faculties will be able to specify the event details and participant count. There are two methods to specify the candidates list and accommodation dates and dining requirement for them.

Excel file with details

- When arrival & departure of candidates are on different dates, an excel file filled in with necessary details can be uploaded.
- Template for the excel sheet can be downloaded in the same page. It is advised to download the template and fill in the details.
- Even after a request is approved, excel can be uploaded.

Details in the registration form directly

- If a set of candidate's accommodation start date and end date are same, filling in the male and female candidate's count is sufficient.
- There is an option to split up the stay details in the form if the accommodation dates and dining requirement matches for the set of Students.
- If the Dining option is Required, then there is a need to select one of the following options
 - All sessions
 - Limited sessions
- If the 'Limited session' option is selected, then required to mention the breakfast count, lunch count & dinner count of the particular stay split.
- If Dining is not required, please select the dining option as 'NOT REQUIRED'.

To add another set of students with same start date / end date / dining options, Press "Add new set" and enter the details as explained above.

Request - List Modules My Account Report Exit

Bulk Upload

i 1. File upload need to be done only when its Arrival & Departure of candidate are on different date. In such case please fill up the download file and upload it (Click here to Download)

2. When Arrival and Departure of Candidate in the Group are same, No need of file upload. Only information about the event participant count is needed.

Bulk Accommodation Request

Event From Date *: 21-Mar-2018

Event To Date *: 31-Mar-2018

Name of the Event *: test

Description *: test

Upload Participant List: No file chosen

[+ Add new](#)

Stay From Date *: 20-Mar-2018

Stay To Date *: 31-Mar-2018

Male Participants *: 5

Female Participants *: 6

Dining Status *: Required

Session *: Limited Session

Breakfast count *: 12

Lunch count *: 12

Dinner count *: 12

Step 4- Managing the requests

- After saving the request, a mail will be sent to the Dean (Students). The request will be listed with status. The applied request can be deleted when the status is pending.
- The request can be edited till the Dean approves the request.
- After Approval request details can be seen by clicking on the View Icon.
- If the Dean sends some queries regarding event or some other details, it will be notified in the list.

Bulk Accommodation Request List

Filter:

Records 1-6 of 6

S.No	Submitted Date	Description	Event Name	From Date	To Date	Count	Approval Status	Actions
1	19-Mar-2018	ss	sss	20-Mar-18	30-Mar-18	10	Pending	
2	19-Mar-2018	rest	test	21-Mar-18	31-Mar-18	26	Approved	
3	19-Mar-2018	rr	rfr	28-Mar-18	29-Jun-18	16	Pending	
4	19-Mar-2018	tt	tt	21-Mar-18	01-May-18	10	Pending	
5	16-Mar-2018	iuj	ji	17-Mar-18	31-Mar-18	14	Pending	You have a Message

Step 5- Uploading Excel while Edit & after Request Approval:

- While Edit or after Approval, an Excel can be uploaded by clicking on the link “Click here to upload new Bulk Request Template”
- Template for the excel sheet can be downloaded in the same page. It is advised to download the template and fill in the details.

Bulk Accommodation Request Details

Back

Event From Date *:

21-Mar-2018

Event To Date *:

01-May-2018

Name of the Event *:

tt

Description *:

tt

Uploaded File: -

[Click here to upload new Bulk Request Template](#)

Upload Participants:

Choose File No file chosen

Upload

+ Add new

Stay From Date *:

20-Mar-2018

Stay To Date *:

30-Mar-2018

Male Participants *:

5

Female Participants *:

5

Dining Status *:

Not required

✘

Update

Confirmation process

Accommodation requests will be reviewed by Dean(Students). Once approved by Dean, Mail will be sent to the Faculty and OHM office. OHM will make a payment for accommodation.