

Online Hostel/ Guest Room Booking Process for Ph.D. Scholars

Dear student,

For Booking Online Hostel kindly follow the given instructions :

1. You may book a seat only 4 days before reporting.
2. All booking process is online through your own UMS (University Management System).
3. Once payment has been done, it will be non-refundable, whatever the case may be.
4. Guest rooms only be given on availability of seats.

Step-1

Log in your UMS and Follow Given path :

UMS Navigation → Residential and vendor Services → Residential Booking → Summer Vacation Hostel booking

The screenshot shows the UMS navigation menu with the following items:

- UMS Navigation
- Important Links
- GO TO LP
- HOME
- LOGOUT
- Central Mail System
- Change of Program
- Examination
- Feedback & Surveys
- Finance Management System (FMS)
- Health Services
- Learning Management System (LMS)
- Library Management System
- My Profile
- Online Courses (Use UMS ID & Password)
- Placement Services
- Press Release Request
- Relationship Management System (RMS)
- Research & Development
- Residential & Vendor Services**
- Security & Safety
- Student Welfare

The sub-menu for 'Residential & Vendor Services' includes:

- Electricity Consumption View
- Hostel Cloak Room Application
- Hostel Confiscation Item Acknowledgement
- Hostel Leave Application
- Hostel Mail Acknowledgement
- Laundry Acknowledgement
- Mess Card
- Resident details
- Residential Booking**
- Transport Management System
- Undertaking for seat cancellation
- Vendor Services Search

The sub-menu for 'Residential Booking' includes:

- Apply Hostel Cancellation/Refund Form
- Availing Food/Laundry Facility
- Hostel Booking/Seater Change request
- Hostel Mutual shifting
- Not opting any seat
- Online Residential Booking
- PEP Hostel Booking
- Registration for online residential booking
- Summer Vacation Hostel Booking**

The main page content includes a 'FEE NOTIFICATION' section with a table of room numbers and attendance status:

Room Number	Att. Status (View Timetable)
34-101	Present
34-105	Present

Below the table, there are sections for 'MY MESSAGES' and 'UPCOMING EVENTS'.

Step-2

Select the given options as given in screen shot given :

Summer Vacation Hostel Application Form	
NOTE: 1. If you did not occupy your hostel seat or cancel a seat after partial stay, no refund of the paid amount shall be done.	
Payment Mode :	<input type="radio"/> I-Cash <input checked="" type="radio"/> Paytm (Net banking/Credit card/ATM card) <input type="radio"/> Scratch Card
Registration No :	11616269
Name :	Shubham Sharma
Mobile No :	<input type="text" value="8968757788"/>
Email :	<input type="text" value="itsumsh1984@gmail.com"/>
Reason :	<input type="text" value="Ph. D. Students"/>
Special Remarks :	<input type="text" value="testing"/>
From Date :	<input type="text" value="9/6/2018"/>
To Date :	<input type="text" value="9/9/2018"/>
Hostel :	<input type="text" value="Summer Boys Hostel 04 Block No 51-B"/>
Seater :	<input type="text" value="Four-seater"/>
Days :	4
Electricity Charges :	50
Total Fee (Room rent + electricity) :	650
Room Status :	Room is available.
<input type="button" value="Pay Now"/> <input type="button" value="Reset"/>	

Step-3

Further through Online payment you may confirm your seat.

Approved Temporary Hostel and Elec. Charges (2018-19)

Hostel Charges

Particulars	1-Seater	2-Seater		3-Seater		4-Seater		5-Seater or More
	AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	Non-AC
One Day Charges	400	300	250	250	200	200	150	100
15 days Charges	5000	4000	3500	3000	2500	2500	2000	1500
One month Charges	10000	8000	6500	6000	5000	5000	4500	3000

Elec. Charges

Electricity Charges will be calculated as per the following formula :-

(a) For Air Cooler :	Nos. of Days X 5* X 10**
	Nos. of Seater

(b) For AC :	Nos. of Days X 9* X 10**
	Nos. of Seater

* : Average nos. of units consumed per room per day.

** : Per Unit Charge for electricity

IMP:

a) Example for Fee calculation: In case a student book 4 seater AIR COOLER room for 17 days, then charges applicable to him will be Rs. 2000 + 150*2 = 2300/-

b) Example for Electricity calculation: In case a student book 4 seater AIR COOLER room fo

85 Units X 10 Rs. Per Unit = 850 Rs.

850 Rs / 4 Students = 213 Rs. per student