

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 between 4 days to 1 day of coming. i.e., if you're coming on 15th June, you can book online 11, 12, 13, 14 June only.
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 → Hostel Booking for Short Duration

The screenshot displays the UMS interface with the following navigation path highlighted in red boxes:

- UMS Navigation** (top left menu)
- Residential & Vendor Services** (sub-menu)
- Residential Booking** (sub-sub-menu)
- Hostel Booking for Short Duration** (final destination link)

The main content area shows a table with the following data:

Room Number	Att. Status (View Timetable)
34-306X	Not Marked
34-306X	Not Marked
34-306X	Not Marked
34-306X	Not Marked
34-306X	Not Marked

Other visible elements include a 'FEE NOTIFICATION' section, a 'Polls / Survey' section, and a 'Today's Placement/Internship Drives' section. The bottom of the page features 'MY MESSAGES' and 'UPCOMING EVENTS' sections.

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.