

# Procedures for Students

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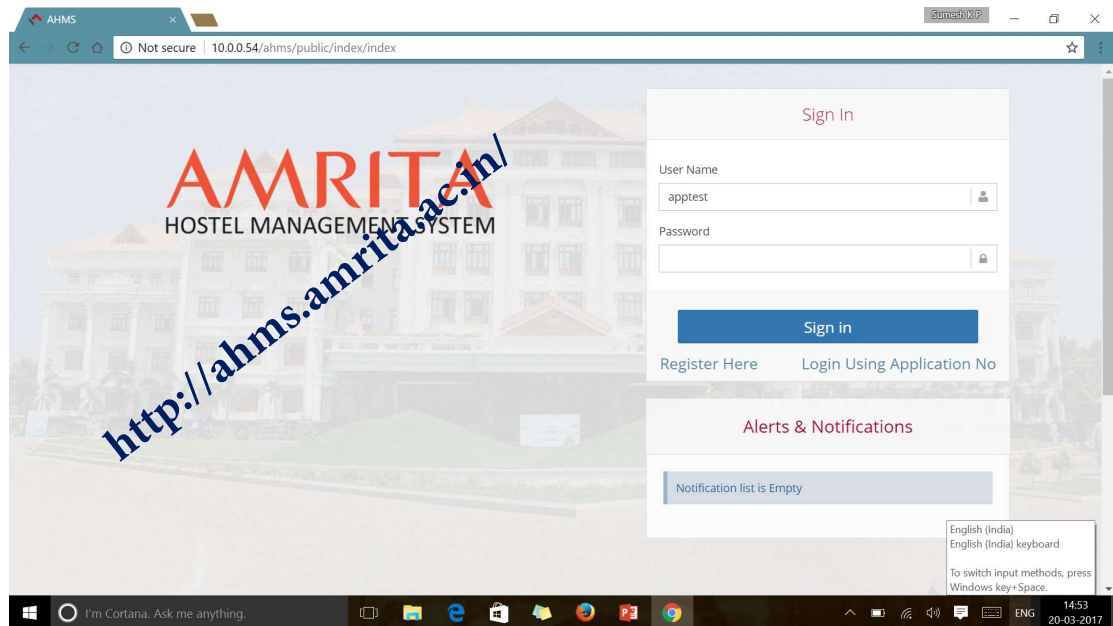
## AHMS

– *Amrita Hostel Management System* is an online platform focusing on hostel processes of students and staffs staying in Amrita Hostel. It using for

- i) Daily attendance
- ii) Leave application process
- iii) Stay-back request processing
- iv) Giving complaints
- v) Upload feed back
- vi) Hostel vacating process
- vii) Process for become hosteller.
- viii) Get latest information on various college functions.

# How to register in AHMS

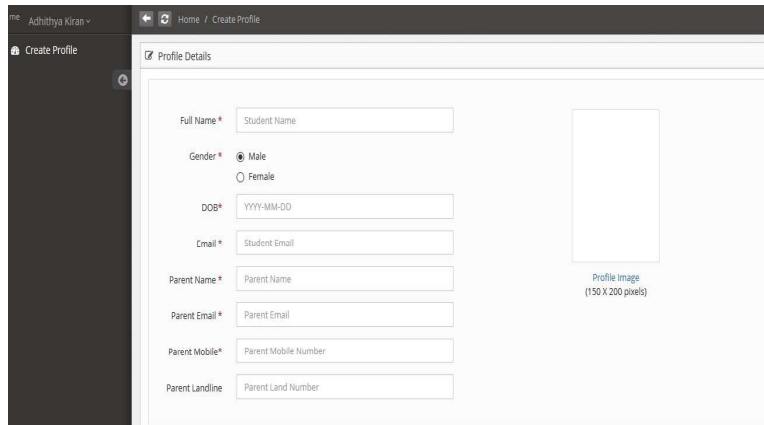
## a) Upload Your personal data



Use your TISS user name and password to sign in the system. URL is <http://ahms.amrita.ac.in/>. This URL is applicable only in Amrita Network. For accessing from other networks URL is <https://ahms.amrita.ac.in/>. You can access the AHMS in this URL only after entering an authorizing username and password through network firewall.

b) Provide all personal data requested by the system. Provide only correct mobile number and email id to ensure

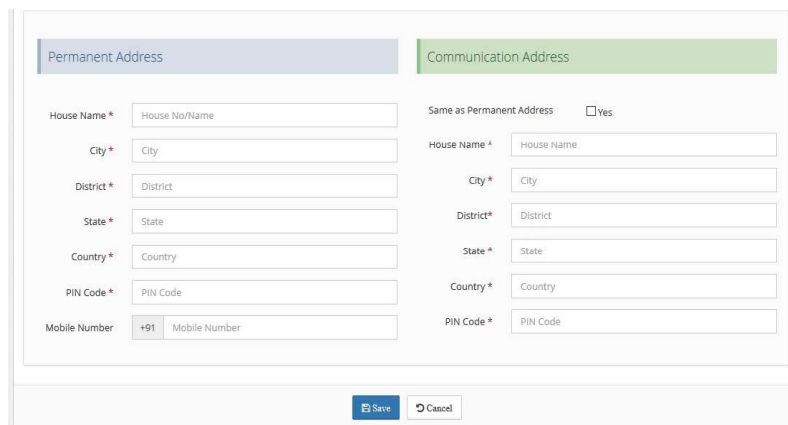
proper auto-communication from system. Your registration get delayed / rejected if the information found wrong.



The screenshot shows a web application interface for creating a profile. The page title is 'Home / Create Profile'. The main heading is 'Profile Details'. The form contains the following fields:

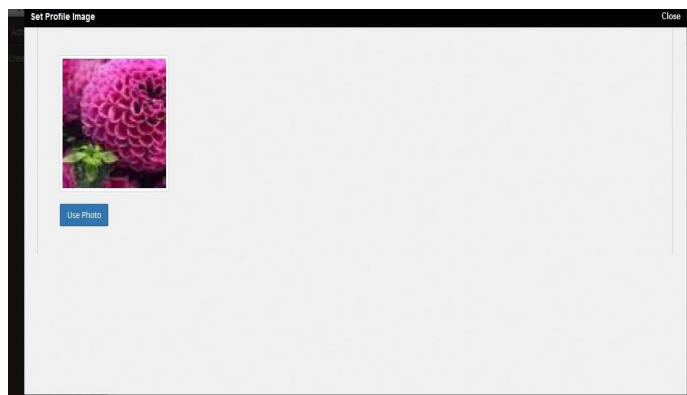
- Full Name \* (Text input with placeholder 'Student Name')
- Gender \* (Radio buttons for Male and Female, with Male selected)
- DOB\* (Text input with placeholder 'YYYY-MM-DD')
- Email \* (Text input with placeholder 'Student Email')
- Parent Name \* (Text input with placeholder 'Parent Name')
- Parent Email \* (Text input with placeholder 'Parent Email')
- Parent Mobile\* (Text input with placeholder 'Parent Mobile Number')
- Parent Landline (Text input with placeholder 'Parent Land Number')

There is a large empty rectangular box on the right side of the form, labeled 'Profile Image (150 X 200 pixels)'.



The screenshot shows a form for selecting an address. It has two tabs: 'Permanent Address' (selected) and 'Communication Address'. The 'Permanent Address' section includes fields for House No/Name, City, District, State, Country, PIN Code, and Mobile Number. The 'Communication Address' section includes a checkbox for 'Same as Permanent Address' and fields for House Name, City, District, State, Country, and PIN Code. At the bottom, there are 'Save' and 'Cancel' buttons.

b) Upload your profile photo (latest photo).

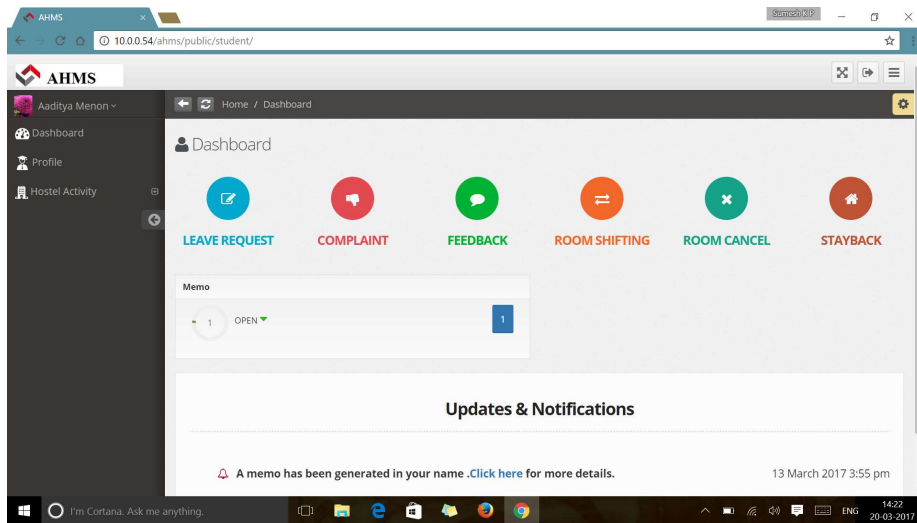


File size shall be less than 40MB.

Hostel authority will reject your registration if you upload other than your photo.

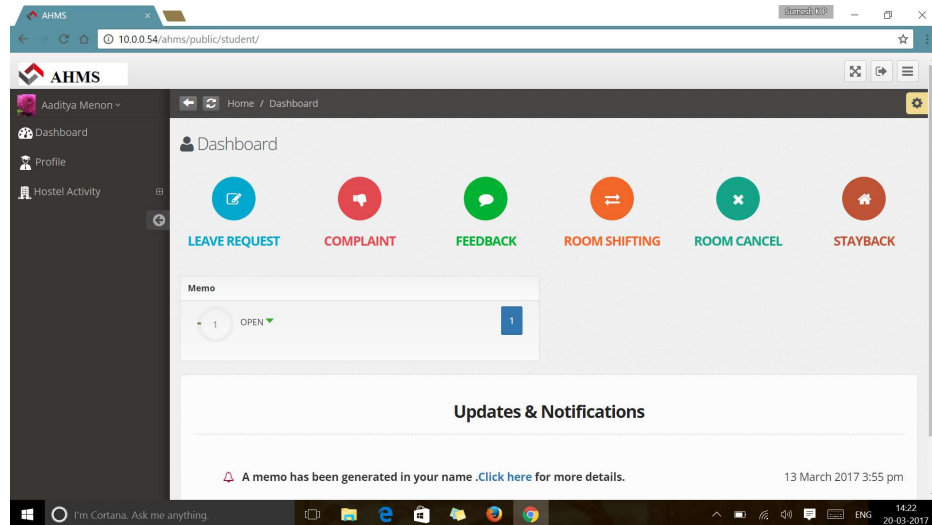
Once you punched all the profile data; your registration gets over and you can use AHMS for further process.

c) Once you provided all the data you will get dashboard as below;

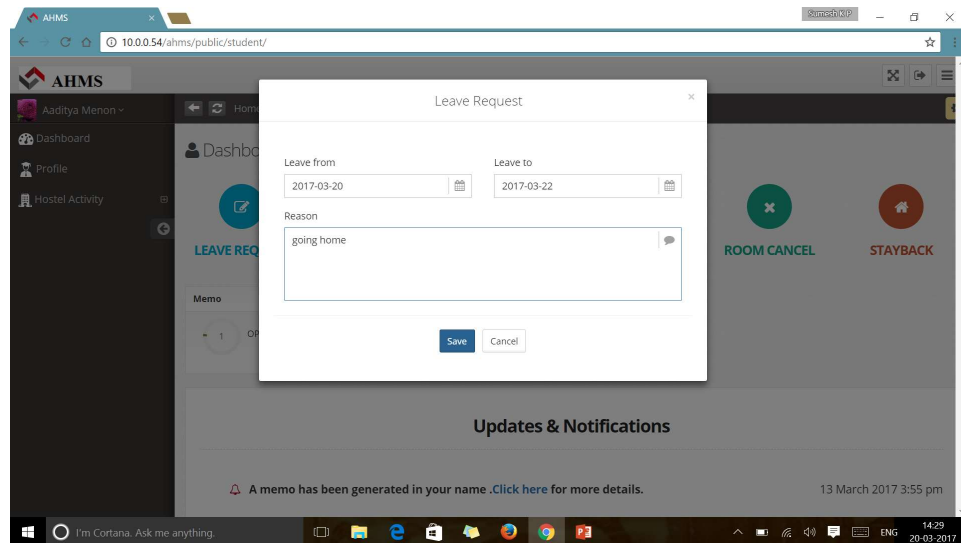


# Leave application process

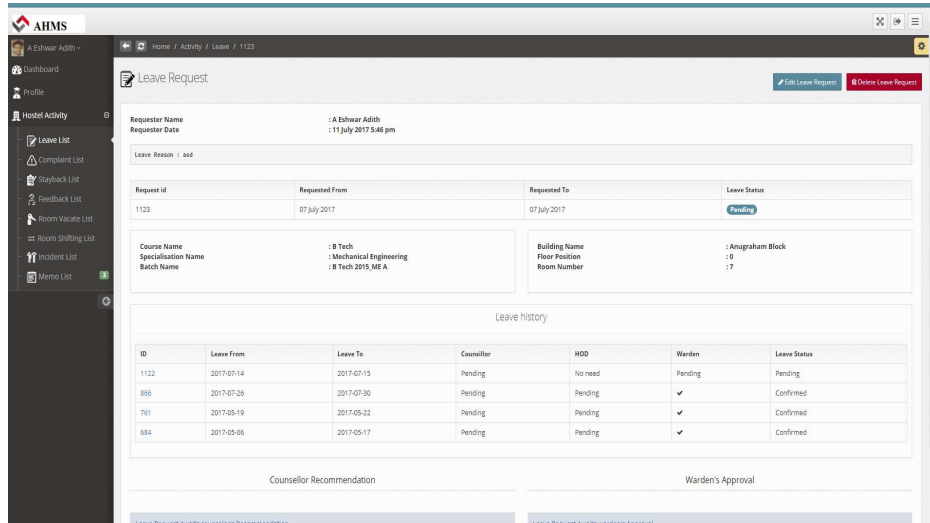
Apply through “leave request” in the dash board.



System will ask for other details like “From Date”, “to Date” and “Reason for leave”.



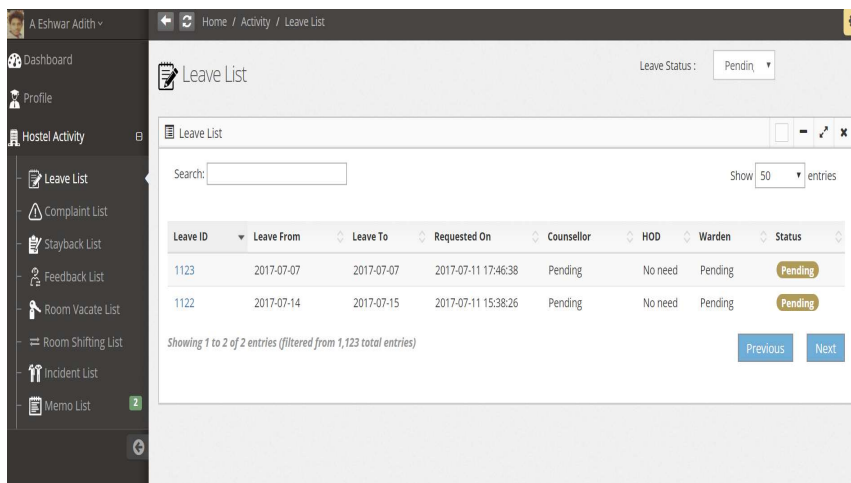
You have to give all proper details for further processing.



Students can edit / delete their leave request if required. But once you delete the request, students can't apply leave on those days again.

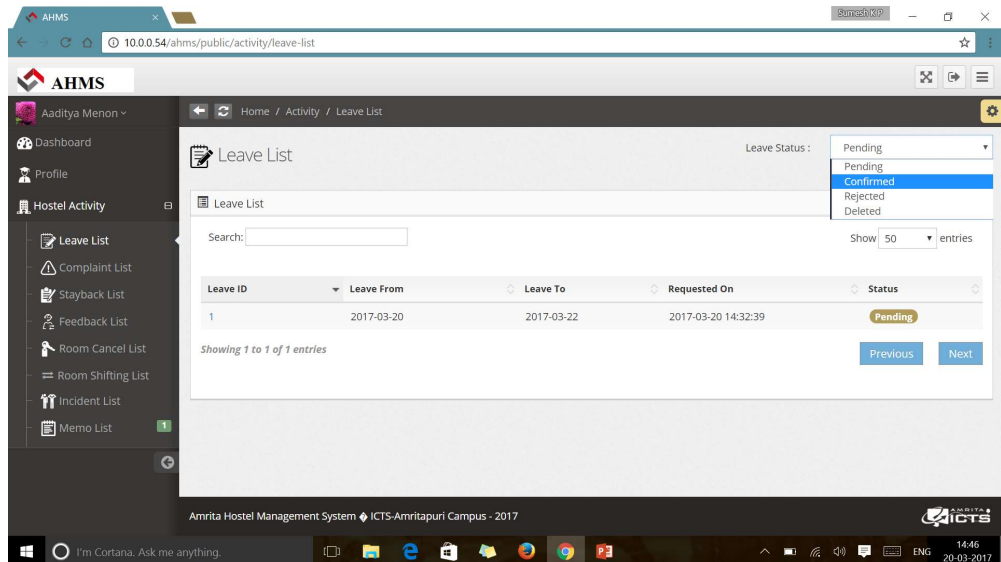
AHMS will re-route your request to all of your counsellors & advisors for approval. Students should meet faculties personally and request for recommending leave.

System will automatically forward the leave form to Department Chairman & vice chairman, if you apply leave in any working days.



Students can verify the process pending on which end and approach those people for getting approval if required in fast track.

Students can check approved, rejected, deleted and pending requests history also.



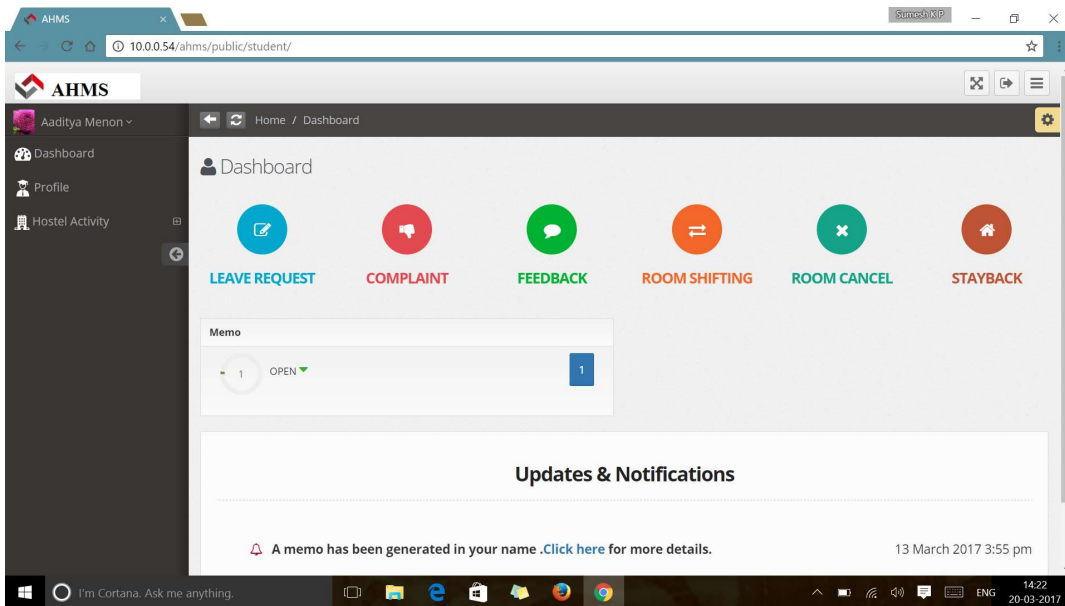
NB: Things to be take care during leave processing

- i) Students should visit faculty & HOD, after apply leave request through system. This system is only for substitute the leave form.
- ii) Students should leave hostel only after getting approval from Warden to avoid unauthorized absent.
- iii) Leave application should get approved one day before you are leaving hostel.

- iv) Students can apply for three emergency leave (leave applying on the same day) in a semester, that can approve by warden after getting confirmation from your parents through SMS / call from registered mobile number in AHMS.
- v) If the applicant delete one leave request, can't apply another leave on same day.

# Stay-back application process

Students should be there in hostel with in the time frame specified in rule book.

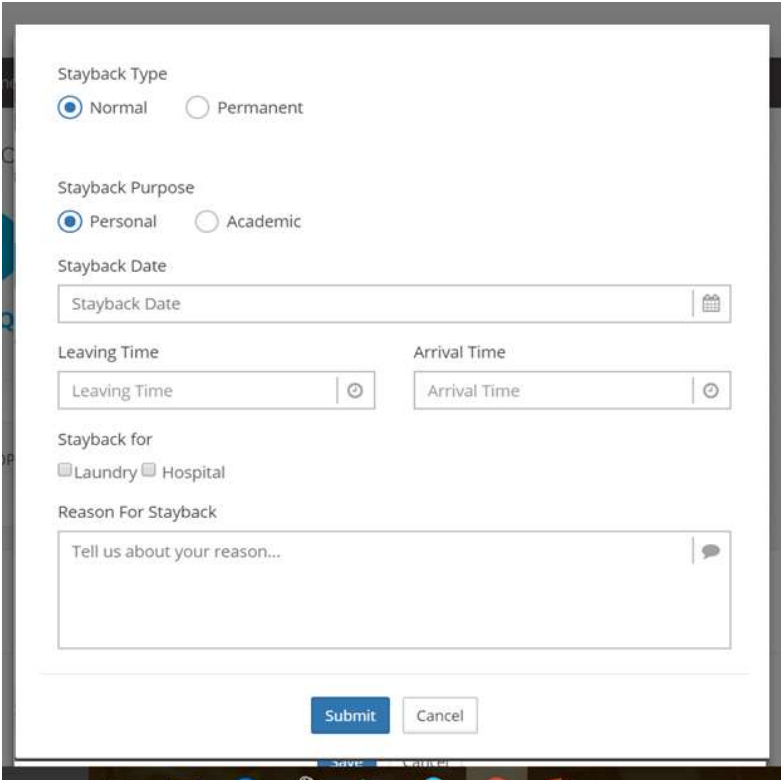


Any stay back for academic or non-academic purpose should be process the system. There are three type of stay-backs

- i) Normal & Personal: - In holidays, students are permitted to go to nearest city for purchase. Warden will approve this stay back. Inmates should back to hostel before specific time mentioned in the rule book. This stay-back request can process for Laundry or Hospital purpose also.
- ii) Normal & Academic: In working days, if inmate want to stay in college after college hour for using library, lab, gym or participating in any programs, extra

classes, etc.. can apply thorough this mode. Students should specify the name of faculty approving this request. Once request is approved by faculty, system will re-route the request to warden during attendance process period.

- iii) Permanent: This is applicable for a long period (but within a semester). Students should get their approval on this stay-back from their concerned faculty & chief warden.

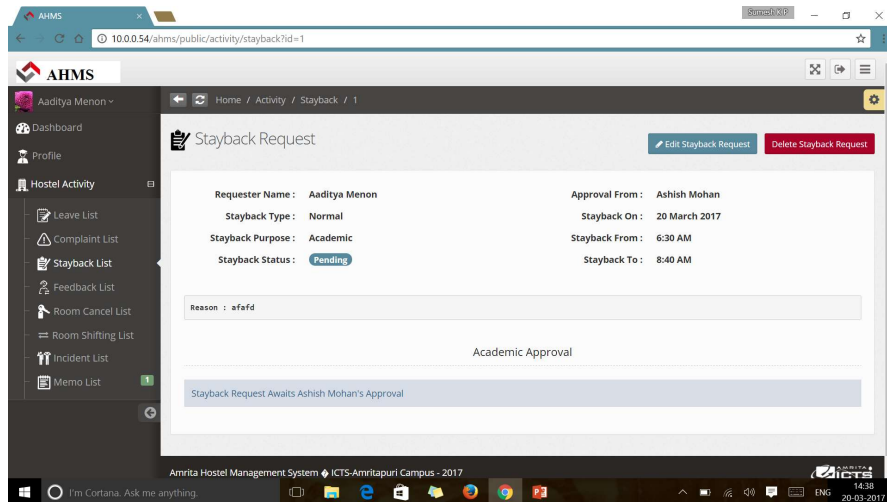


The image shows a digital form for submitting a stayback request. The form is titled 'Stayback Type' and has two radio button options: 'Normal' (selected) and 'Permanent'. Below this is the 'Stayback Purpose' section with 'Personal' (selected) and 'Academic' options. The 'Stayback Date' is entered in a date picker field. There are two time picker fields for 'Leaving Time' and 'Arrival Time'. The 'Stayback for' section has checkboxes for 'Laundry' and 'Hospital'. A text area for 'Reason For Stayback' contains the placeholder text 'Tell us about your reason...'. At the bottom, there are 'Submit' and 'Cancel' buttons.

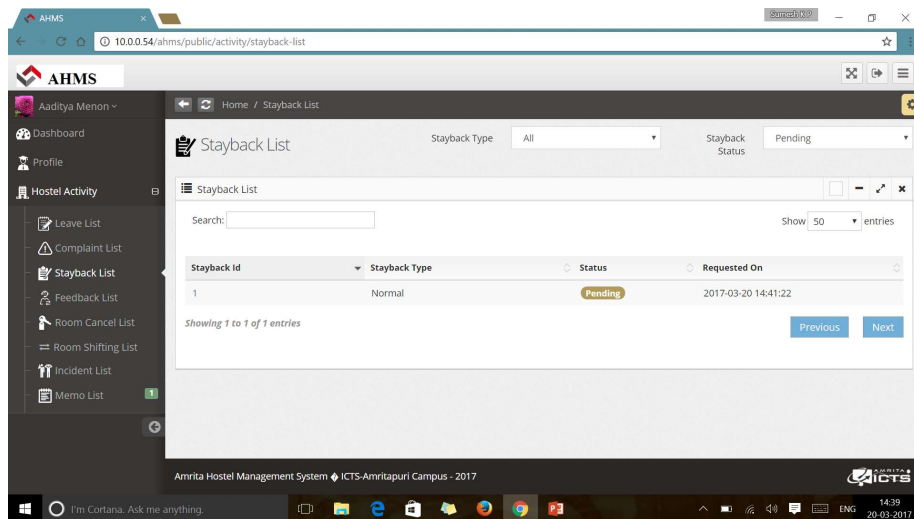
NB: Things to be take care during leave processing

- i) Students should visit faculty, after apply Stay-back request through system. This system is only for substitute the leave form.

- ii) Students permits to use stay-back facility only after getting approval from concerned authority to avoid unauthorized absent.
- iii) If the applicant deletes one stay-back request, can't raise another request on these same day.
- iv) Inmates can edit / delete the request if need

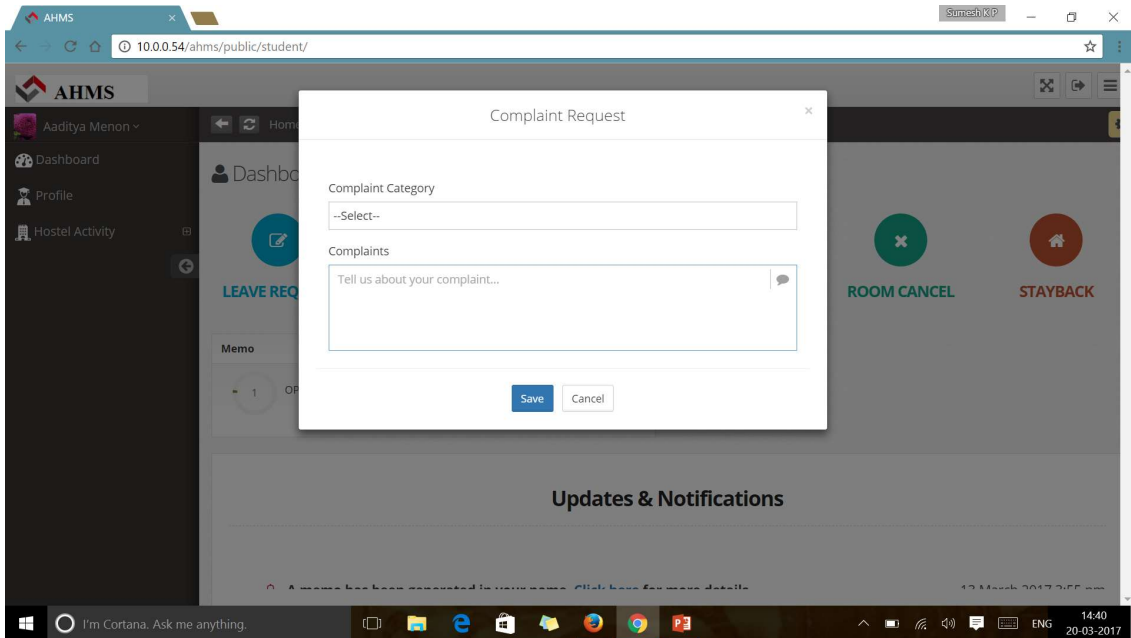


- v) Inmates can see the history of all request rejected, deleted or confirmed.

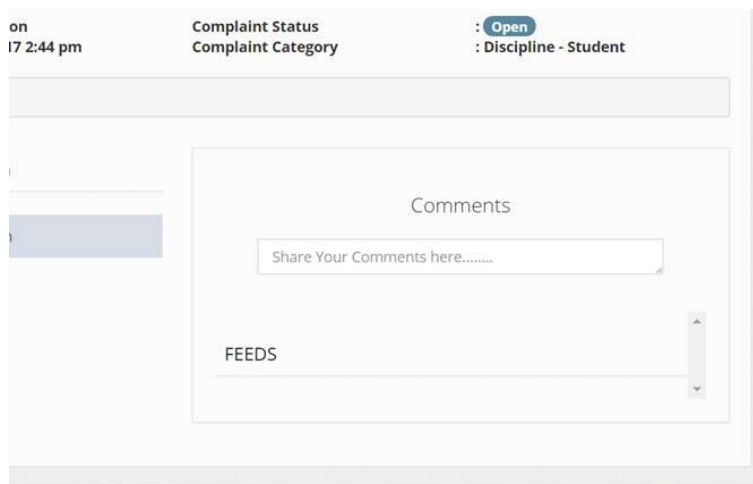


## How to register a compliant?

Students can register a complaint on infrastructure issues, Wi-Fi, Mess, Discipline of students & wardens. All the complaints will keep in confidential. Complaints on wardens visible only to the chief warden.



Inmates can edit / delete complaints.



Comments feeds are provided in this for chat with warden / chief warden. Inmates can give details on the issues through this feeds also.

Authority is using these complaints for the performance of various services provided to Hostel. So request to provide a details of each complaints you are raising.

## How to upload a feed-back?

Feed-back system is using for provide best service for the inmates in future. Inmates can give their feed-back though field, can be visible to Chief warden only.

For further quires, improvements can contact chief warden or mail to [sumeshkp@am.amrita.edu](mailto:sumeshkp@am.amrita.edu)