

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

RAMAPURAM CAMPUS

FACULTIES OF SCIENCE AND HUMANITIES

HALL BOOKING SOFTWARE

Hall booking software is developed with a motive to automate the hall booking process. The following halls can be booked through the software,

- Block V, 3rd Floor - Gallery hall
- Block V, 4th Floor - Gallery hall
- TRP Auditorium
- Open Air Theatre (OAT)
- Hi-Tech Hall II

URL : <http://hallbooking.srmrmp.edu.in/Hall/> for accessing the software

SALIENT FEATURE OF THE HALL BOOKING SOFTWARE

- User friendly
- Simple UI/UX designs
- Flexibility
- Consumes less time
- Anytime access
- Technical assistance

FUNCTIONALITIES OF THE HALL BOOKING SOFTWARE

HOME PAGE

Home page consists of 6 menus – Events, Facilities, Hall booking, Contact, Login, Register

1. Event

In the event menu, forthcoming events are displayed after the bookings made by the department.

If the poster is not ready at the time of booking, the concerned HOD should update the poster of the event.

The authorities can view the posters in their login.

2. Facilities

In the menu the details of the halls are displayed on the screen mentioning the location of the hall, capacity, and facilities included (mike and sound) in the hall and the name of the in charge.

3. Hall Booking

Photos of the hall along with the booking options are available in this menu.

4. Contact

For any queries related to the software contact address of the developer and the supporting staff is provided in this menu.

5. Login

Authorized personnel can login to the website through their registered email id and password.

6. Register

To access the software the user need to register himself with the basic information (first name, last name, department, faculty ID, Address, Email ID, club name, phone number, and password).

- **PROCEDURE FOR HALL BOOKING**
- Register yourself with the application by the HOD.
- Login to the application with the official username (HOD email ID) and password.
- Check the availability of the halls from the “check availability” menu.
- Select the required date from the calendar option for check the availability of the halls in the given date.
- From the hall booking menu, select and book the hall as per the requirement.

- On booking the hall provide the details of the slot, reason for booking, name of the event, details of the event, poster to be uploaded, registration link and the details of the contact personnel).
- On successful booking, an approval is sent to the admin for confirmation of the booking along with the booking ID.

- **HOD LOGIN**

- Only the HOD is given the access to book the halls. In case of any discrepancies, the HOD can appoint one senior faculty member from the department to perform the booking process.
- HOD can login to the account using the official email ID and password.
- For booking the hall, choose an appropriate date from the calendar menu. (Bookings for a period of 4 months are made visible to the users).
- List of halls available on the selected date is displayed to the user from which he/she can book a particular hall.
- On successful booking, a request is sent to the admin for approval.
- The admin can either approve/reject the booking.
- Once the admin approves the booking, an auto generated booking confirmation email is sent to the HOD (whose account has been already registered).

- **ADMIN LOGIN**

- After proper verification, the admin has the right to either approve or reject the booking.
- On successful approval of the booking, a confirmation email is sent to the respective user.
- On rejection, a rejection email mentioning the reason for rejection is sent to the user.
- The authorities have the privileged to book the hall directly from the block slots menu.

- In case of any priority event organized by the Management, the admin has the privilege to duly cancel the booking made by the user and a cancellation email is sent to the user.
- If the admin desires to provide any announcements related to server maintenance or software up gradation, a “Make Announcement” menu is available.
- Admin can get a detailed report of the booking from the “Booking Details” menu.
- **SUPER ADMIN LOGIN**
- Super Admins (Top-level Management) can login to the software at any time, take a glance at the bookings, and monitor the booking process.
- Super admins are given the privilege to cancel any booking at any time in case of events planned by the management.
- **CANCELLATION PROCEDURE**
 - Post booking, in case if the events are cancelled the HOD must immediately cancel the booked hall at least within 48 hours prior to the booking date.
 - From the HOD login the cancellation request is sent to the admin for approval.
 - On successful cancellation by the admin, a confirmation mail is sent to the registered email ID.