

Department of School Education, TG

User Manual for

“KGBV Hostel Management System (HMS)”

By

**TGOnline**

## Contents

1. INTRODUCTION .....	4
2. OBJECTIVE .....	4
3. SCOPE .....	4
4. PROCESS – HM/SO LOGIN .....	5
5. SERVICE: - SCHOOL REGISTRATION .....	6
6. SERVICE: - SCHOOL REGISTRATION EDIT.....	10
7. SERVICE: - VENDOR REGISTRATION .....	12
8. SERVICE: - OTHER VENDOR REGISTRATION .....	14
9. SERVICE: - STOCK OPENING BALANCE: - .....	15
10. SERVICE: - PURCHASES .....	17
11. SERVICE: - ADD PURCHASED ITEM .....	18
12. SERVICE: - ISSUES .....	21

## List of Figures

Figure 1 :- Login Page.....	5
Figure 2 :- Login Screen .....	5
Figure 3 :- Module Screen .....	5
Figure 4 :- Home Screen.....	6
Figure 5 :- Service selection.....	6
Figure 6 :- Entry Screen .....	7
Figure 7 :- Auto populated Screen.....	8
Figure 8 :- Entry Screen .....	9
Figure 9 :- Successful Screen .....	10
Figure 10 :- Service selection.....	10
Figure 11 :- Entry Screen .....	11
Figure 12 :- Successful Screen .....	12
Figure 13 :- Service Selection .....	12
Figure 14 :- Issues Entry Screen.....	13
Figure 15 :- Successful Screen .....	13

Figure 16 :- Service Selection .....	14
Figure 17 :- Entry Screen .....	14
Figure 18 :- Alert Screen .....	14
Figure 19 :- Successful Screen .....	15
Figure 20 :- Service Selection .....	15
Figure 21 :- Alert Screen .....	16
Figure 22 :- Successful Screen .....	16
Figure 23 :- Service Selection .....	17
Figure 24 :- Purchases Entry Screen .....	17
Figure 25 :- Successful Screen .....	18
Figure 26 :- Service Selection .....	18
Figure 27 :- Entry Screen .....	19
Figure 28 :- Entry Screen .....	19
Figure 29 :- Successful Screen .....	20
Figure 30 :- Service Selection .....	21
Figure 31 :- Issues Entry Screen.....	21
Figure 32 :- Successful Screen .....	22

## 1. INTRODUCTION

Department of school education portal <http://schooledu.telangana.gov.in/ISMS/> was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

## 2. OBJECTIVE

To capture and generate the all bills related to KGBV schools and development on a continuous basis throughout the year by monitoring all type of purchases and issues.

The system facilitates to generate the monthly expenditure bills. The system calculates and generate item wise monthly bills.

## 3. SCOPE

This document explains the process of the KGBV Hostel Management System (HMS) process.

## 4. PROCESS – HM/SO LOGIN

**Note:** - Here User can access the Services through KGBV Portal.

- Browse <https://www.kgbv.telangana.gov.in/KGBV/>, below screen displayed. Click on Login as depicted in the below figure.



Figure 1 :- Login Page

- Enter User Id, Password and Captcha and click Login as depicted in the below figure



Figure 2 :- Login Screen

- Select Hostel Management System as depicted in the below figure



Figure 3 :- Module Screen

- Below home screen displayed.



Figure 4 :- Home Screen

## 5. SERVICE: - SCHOOL REGISTRATION

- ✓ It is one-time entry service.
- In home screen select **School Registration** service under Registration tab as depicted in the below figure.



Figure 5 :- Service selection

- Below entry screen displayed.

### INSTITUTIONAL DETAILS

<b>Institution Code</b>	36010204507	<b>DISE Code</b>	36010204507
<b>Name of the Institution</b>	KGBV JAINAD	<b>Type of the Institution</b>	School
<b>Resident type</b>	KGBV	<b>District Name</b>	ADILABAD
<b>Mandal Name</b>	JAINAD	<b>Village Name</b>	Jainad
<b>Habitation Name</b>	JAINAD	<b>Phone No</b>	8523072334
<b>Building Status</b>	3	<b>No. of Toilets Available</b>	19
<b>No. of Toilets in Working Conditions</b>	15	<b>Library Hall</b>	Yes
<b>Art/Craft/Music room</b>	0	<b>Staff Quarters</b>	0
<b>Play Ground</b>	Yes	<b>Compound Wall</b>	1-Pucca
<b>North Co-ordinates</b>	19.724736	<b>East Co-ordinates</b>	78.647079

SSC Code

School Address\*

Assembly Constituency\*

Parliament Constituency\*

Village/Habitation Name

DDO Code

Bank Name\*

IFSC Code\*

Account Number\*

**Infrastructure Details:**

Building Status\*

Total Land (in Acres)\*

No. of Bath Rooms Available\*

Drinking Water Source\*

Mode of Water Storage\*

Safety Drinking Water\*

Whether rain water Harvesting system is available\*

Cooking System\*

No. of Stoves Available\*

Gas Connection\*

Consumer Service No\*

Gas Agency Name\*

School Enrollment\*

Cosmetic Charges (per student)\*

No. of Living Rooms\*

No. of Classrooms\*

**Office Rooms(Size in Sqft.)**

Office Room

Staff Room

Principal Room

No. of Fans\*

No. of Tubelights\*

No. of Bulbs\*

Computer Lab\*

K YAN/Projector\*

Television\*

DVD\*

Science Lab\*

Sick Room\*

Auditorium\*

Sports Room\*

NCC/NGC/Scouts & Guides\*

Kitchen Shed\*

Gas Chamber\*

Dining Hall\*

Store Room\*

Play Ground(Size in Sqft.)\*

Gate\*

Public Address System\*

Kitchen Garden\*

Drainage facility\*

Electricity Connections\*

Service No\*

Inverter/Generator\*

Solar Power Plant\*

Figure 6 :- Entry Screen

- In school registration details entry screen below fields which marked are auto populated from UDISE plus portal and read only and remaining fields for entry as depicted in the below figure.

## INSTITUTIONAL DETAILS

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<b>Resident type</b>	KGBV	<b>District Name</b>	ADILABAD
<b>Mandal Name</b>	JAINAD	<b>Village Name</b>	Jainad
<b>Habitation Name</b>	JAINAD	<b>Phone No</b>	8523072334
<b>Building Status</b>	3	<b>No. of Toilets Available</b>	19
<b>No. of Toilets in Working Conditions</b>	15	<b>Library Hall</b>	Yes
<b>Art/Craft/Music room</b>	0	<b>Staff Quarters</b>	0
<b>Play Ground</b>	Yes	<b>Compound Wall</b>	1-Pucca
<b>North Co-ordinates</b>	19.724736	<b>East Co-ordinates</b>	78.647079

<b>SSC Code</b> 56795987	<b>School Address*</b> VILLAGE AND MANDAL JAINAD DISTRICT ADILABAD	<b>Assembly Constituency*</b> ADILABAD	<b>Parliament Constituency*</b> ADILABAD
<b>Village/Habitation Name</b> adilabad	<b>DDO Code</b> 12345	<b>Bank Name*</b> ICICI BANK LIMITED	
<b>IFSC Code*</b> ICIC000438	<b>Account Number*</b> 043454545435		

Figure 7 :- Auto populated Screen



- In continuation to the above screen, infrastructure, Office rooms and other details need to fill by user and click on Submit button as depicted in the below figure.

### Infrastructure Details:

<b>Building Status *</b> <input type="text" value="Government"/>	<b>Total Land (in Acres) *</b> <input type="text" value="0"/>	<b>No. of Bath Rooms Available *</b> <input type="text" value="100"/>
<b>Drinking Water Source *</b> <input type="text" value="Hand Pump"/>	<b>Mode of Water Storage *</b> <input type="text" value="OHSR"/>	<b>Safety Drinking Water *</b> <input type="text" value="AquaGuard"/>
<b>Whether rain water Harvesting system is available *</b> <input type="text" value="Yes"/>	<b>Cooking System *</b> <input type="text" value="Gas"/>	<b>No. of Stoves Available *</b> <input type="text" value="3"/>
<b>Gas Connection *</b> <input type="text" value="HP"/>	<b>Consumer Service No *</b> <input type="text" value="13241486"/>	<b>Gas Agency Name *</b> <input type="text" value="HP"/>
<b>School Enrollment *</b> <input type="text" value="75"/>	<b>Cosmetic Charges (per student) *</b> <input type="text" value="100"/>	
<b>No. of Living Rooms *</b> <input type="text" value="20"/>	<b>No. of Classrooms *</b> <input type="text" value="100"/>	

### Office Rooms(Size in Sqft.)

<b>Office Room</b> <input type="text" value="453"/>	<b>Staff Room</b> <input type="text" value="434"/>	<b>Principal Room</b> <input type="text" value="434"/>	<b>No. of Fans *</b> <input type="text" value="343"/>
<b>No. of Tubelights *</b> <input type="text" value="43"/>	<b>No. of Bulbs *</b> <input type="text" value="500"/>	<b>Computer Lab *</b> <input type="text" value="Yes"/>	<b>K YAN/Projector *</b> <input type="text" value="Yes"/>
<b>Television *</b> <input type="text" value="Yes"/>	<b>DVD *</b> <input type="text" value="Yes"/>	<b>Science Lab *</b> <input type="text" value="Yes"/>	<b>Sick Room *</b> <input type="text" value="Yes"/>
<b>Auditorium *</b> <input type="text" value="Yes"/>	<b>Sports Room *</b> <input type="text" value="Yes"/>	<b>NCC/NGC/Scouts &amp; Guides *</b> <input type="text" value="Yes"/>	<b>Kitchen Shed *</b> <input type="text" value="Yes"/>
<b>Gas Chamber *</b> <input type="text" value="Yes"/>	<b>Dining Hall *</b> <input type="text" value="Yes"/>	<b>Store Room *</b> <input type="text" value="Yes"/>	<b>Play Ground(Size in Sqft.) *</b> <input type="text" value="5000.0"/>
<b>Gate *</b> <input type="text" value="Yes"/>	<b>Public Address System *</b> <input type="text" value="Yes"/>	<b>Kitchen Garden *</b> <input type="text" value="Yes"/>	<b>Drainage facility *</b> <input type="text" value="Open Drain"/>
<b>Electricity Connections *</b> <input type="text" value="Yes"/>	<b>Service No *</b> <input type="text" value="12352612"/>	<b>Inverter/Generator *</b> <input type="text" value="Yes"/>	<b>Solar Power Plant *</b> <input type="text" value="Yes"/>



Figure 8 :- Entry Screen

- On successful submission below success message displayed as depicted in the below figure.



Figure 9 :- Successful Screen

## 6. SERVICE: - SCHOOL REGISTRATION EDIT

Note: - After Registering School, found any mistakes Edit the details through this Service.

- In home screen select **School Registration Edit** service under Edit service as depicted in the below figure.



Figure 10 :- Service selection

- Below edit screen displayed. In that screen can edit the fields which are editable and click on Submit button as depicted in the below figure.

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<b>Resident type</b>	KGBV	<b>District Name</b>	ADILABAD
<b>Mandal Name</b>	JAINAD	<b>Village Name</b>	Jainad
<b>Habitation Name</b>	JAINAD	<b>Phone No</b>	8523072334
<b>Building Status</b>	3	<b>No. of Toilets Available</b>	19
<b>No. of Toilets in Working Conditions</b>	15	<b>Library Hall</b>	Yes
<b>Art/Craft/Music room</b>	0	<b>Staff Quarters</b>	0
<b>Play Ground</b>	Yes	<b>Compound Wall</b>	1-Pucca
<b>North Co-ordinates</b>	19.724736	<b>East Co-ordinates</b>	78.647079

**SSC Code**

**School Address\***

**Assembly Constituency\***

**Parliament Constituency\***

**Village/Habitation Name**

**DDO Code**

**Bank Name\***

**IFSC Code\***

**Account Number\***

**Infrastructure Details:**

**Building Status \***

**Total Land (in Acres)\***

**No. of Bath Rooms Available\***

**Drinking Water Source \***

**Mode of Water Storage \***

**Safety Drinking Water \***

**Whether rain water Harvesting system is available \***

**Cooking System \***

**No. of Stoves Available\***

**Gas Connection\***

**Consumer Service No\***

**Gas Agency Name\***

**School Enrollment\***

**Cosmetic Charges (per student)\***

**No. of Living Rooms\***

**No. of Classrooms\***

**Office Rooms(Size in Sqft.)**

**Office Room**

**Staff Room**

**Principal Room**

**No. of Fans\***

**No. of Tubelights\***

**No. of Bulbs\***

**Computer Lab\***

**K YAN/Projector\***

**Television\***

**DVD\***

**Science Lab\***

**Sick Room\***

**Auditorium\***

**Sports Room\***

**NCC/NGC/Scouts & Guides\***

**Kitchen Shed\***

**Gas Chamber\***

**Dining Hall\***

**Store Room\***

**Play Ground(Size in Sqft.)\***

**Gate\***

**Public Address System\***

**Kitchen Garden\***

**Drainage facility\***

**Electricity Connections\***

**Inverter/Generator\***

**Solar Power Plant\***

**Submit**

Figure 11 :- Entry Screen

- On successful submission below alert message displayed as depicted in the below figure.



Data Updated Successfully

Figure 12 :- Successful Screen

## 7. SERVICE: - VENDOR REGISTRATION

- ✓ It is one-time registration for the new vendors who are from Tender finalized suppliers.
- Select the Vendor Registration under Other Activities service as depicted in the below figure.



Figure 13 :- Service Selection

- Below screen displayed. Fill all the fields and click on Submit button as depicted in the below figure.

The screenshot shows a web form titled "Details of Vendors Associated with the School". The form is organized into several sections:

- Name of the Shop:** SHASHI KUMAR
- Nature of Business:** Fruits Vendor
- PAN No:** AAAAAT111B
- Tin No/GST No:** (empty)
- Address of Shop:** BEGUMPET
- Contact Number of Shop:** 9999999999
- Name of the Supplier:** HARSHA FRUIT VENDOR
- Mobile Number of Supplier:** 9999999997
- Aadhaar Number of Supplier:** (empty)
- Supplier Bank Details:**
  - Supplier Bank Name:** ICICI BANK LIMITED
  - IFSC code:** ICIC000438
  - Bank Branch:** KARIMNAGAR
  - Supplier A/C No:** 043801516007
- DPC Approval Proceeding:** Choose File | TG-LOGO-SMALL.png

A blue "Submit" button with a right-pointing arrow is located at the bottom center of the form and is highlighted with a red rectangular box.

Figure 14 :- Issues Entry Screen

- On success full submission below alert message displayed as depicted in the below figure.



Figure 15 :- Successful Screen

## 8. SERVICE: - OTHER VENDOR REGISTRATION

- ✓ Depends on situation these Local vendors are registered.
- Select the Other Vendor Registration under Other Activities service as depicted in the below figure.



Figure 16 :- Service Selection

- Below screen displayed. Fill all the fields and click on Submit button as depicted in the below figure.

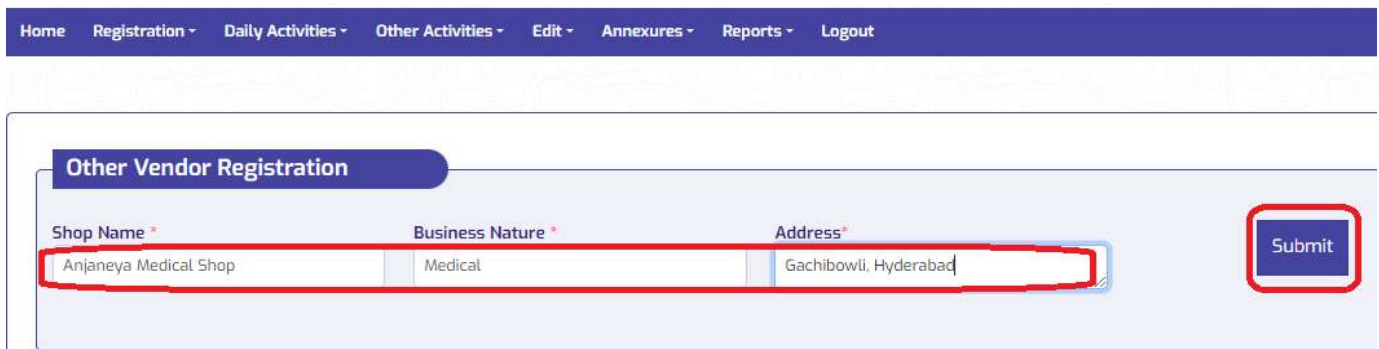
A screenshot of the 'Other Vendor Registration' entry screen. The page has a dark blue header with navigation links: Home, Registration, Daily Activities, Other Activities, Edit, Annexures, Reports, and Logout. Below the header is a white content area with a blue tab labeled 'Other Vendor Registration'. The form contains three input fields: 'Shop Name' with the value 'Anjaneya Medical Shop', 'Business Nature' with the value 'Medical', and 'Address' with the value 'Gachibowli, Hyderabad'. A blue 'Submit' button is located to the right of the form. A red rectangular box highlights the entire form area.

Figure 17 :- Entry Screen

- Below alert message displayed and click on OK button as depicted in the below figure.



Figure 18 :- Alert Screen



- On successful submission below alert message displayed as depicted in the below figure.



Figure 19 :- Successful Screen

## 9. SERVICE: - STOCK OPENING BALANCE: -

- ✓ It is one-time entry for every academic year on the month of April need to enter.
- Select the Stock Opening Balance under Other Activities service as depicted in the below figure.

**Note:** - This service is one-time entry only.

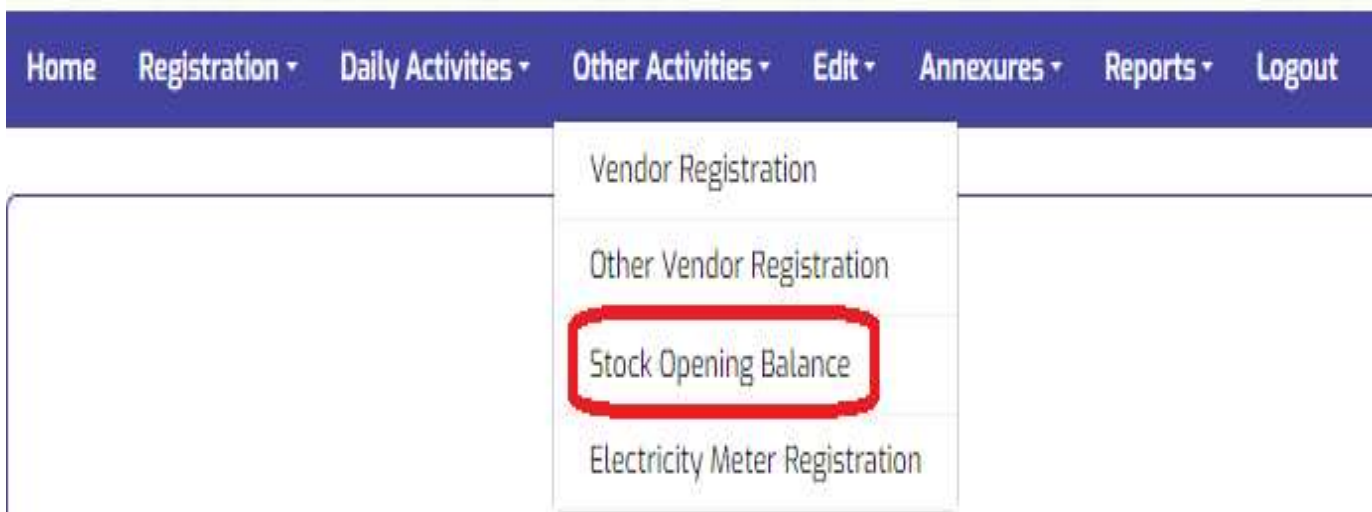


Figure 20 :- Service Selection

- Below screen displayed. Enter Quantity, and Rate, the Amount will be auto calculated. After entering all fields for left over items click on Submit button as depicted in the below figure.

## STOCK OPENING BALANCE

S.No	Name Of the Item	Quantity	Rate	Amount
1	AKUKURA Any Leaf Veg	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
2	Apples	<input type="text" value="100"/>	<input type="text" value="80"/>	<input type="text" value="8000.00"/>
3	AP Snak Food	<input type="text" value="500"/>	<input type="text" value="10"/>	<input type="text" value="5000.00"/>
4	Atukulu	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.0"/>
5	Badam	<input type="text" value="10"/>	<input type="text" value="900"/>	<input type="text" value="9000.00"/>
6	Bagara Aaku	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.0"/>
7	Banana	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.0"/>
8	Batana	<input type="text" value="10"/>	<input type="text" value="60"/>	<input type="text" value="600.00"/>
9	BEENS	<input type="text" value="15"/>	<input type="text" value="60"/>	<input type="text" value="900.00"/>

Figure 21 :- Alert Screen

- On successful submission below alert message displayed as depicted in the below figure.



**KASTURBA GANDHI BALIKA VIDYALAYA (KGBV)**  
Government Of Telangana

Home Registration ▾ Daily Activities ▾ Other Activities ▾ Edit ▾ Annexures ▾ Reports ▾ Logout

**Data Inserted Successfully**

Figure 22 :- Successful Screen



## 10. SERVICE: - PURCHASES

- ✓ It is daily activity.
- Select the Purchases under Daily Activities service as depicted in the below figure.



Figure 23 :- Service Selection

- After selecting the service below screen displayed and fill the fields Date of purchase, Bill no, Item Name, Item Vendor & Quantity, Rate and Amount are auto populated and click on Submit button as depicted in the below figure.

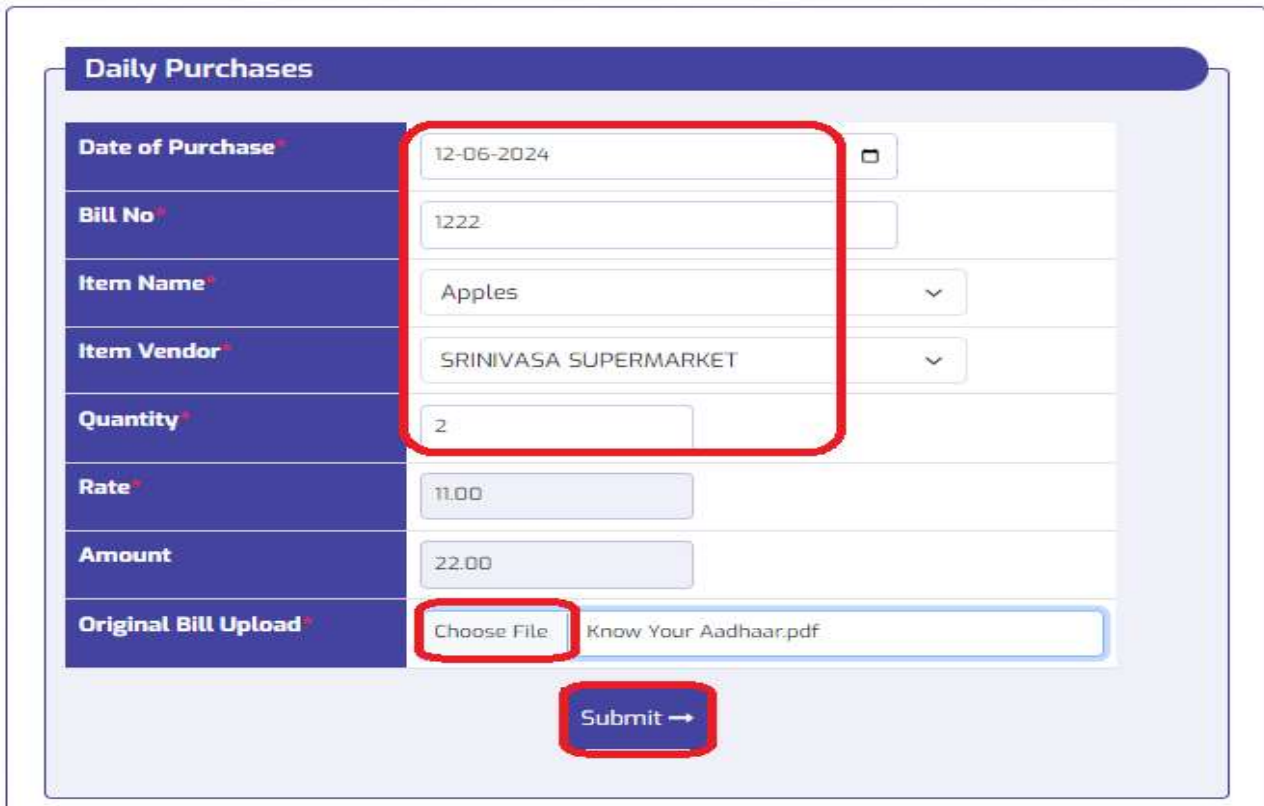
A screenshot of the 'Daily Purchases' entry screen. The screen has a dark blue header with the text 'Daily Purchases'. Below the header is a form with several fields. The fields are: 'Date of Purchase' (12-06-2024), 'Bill No' (1222), 'Item Name' (Apples), 'Item Vendor' (SRINIVASA SUPERMARKET), 'Quantity' (2), 'Rate' (11.00), 'Amount' (22.00), and 'Original Bill Upload' (Choose File). The 'Date of Purchase', 'Item Name', 'Item Vendor', and 'Quantity' fields are grouped together and highlighted with a red rectangular box. The 'Submit' button is located at the bottom of the form and is also highlighted with a red rectangular box. The text 'Know Your Aadhaar.pdf' is visible next to the 'Choose File' button.

Figure 24 :- Purchases Entry Screen

- On success full submission below alert message displayed as depicted in the below figure.

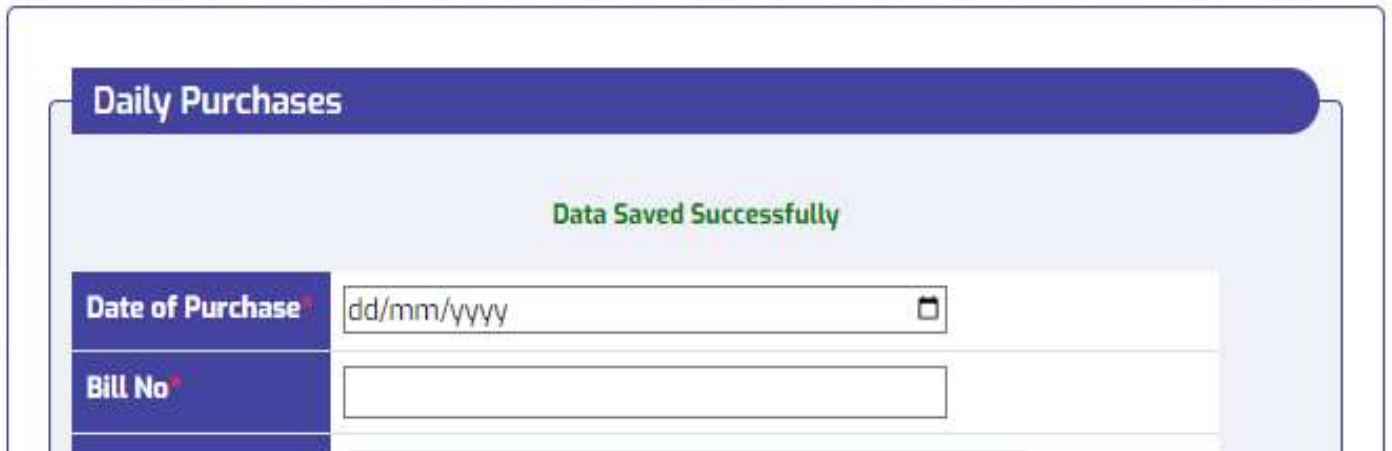


Figure 25 :- Successful Screen

## 11. SERVICE: - ADD PURCHASED ITEM

- Select the Add Purchased Items under Annexures service as depicted in the below figure.



Figure 26 :- Service Selection

- Below screen displayed. Click on **Add** button to add the new Item as depicted in the below figure.

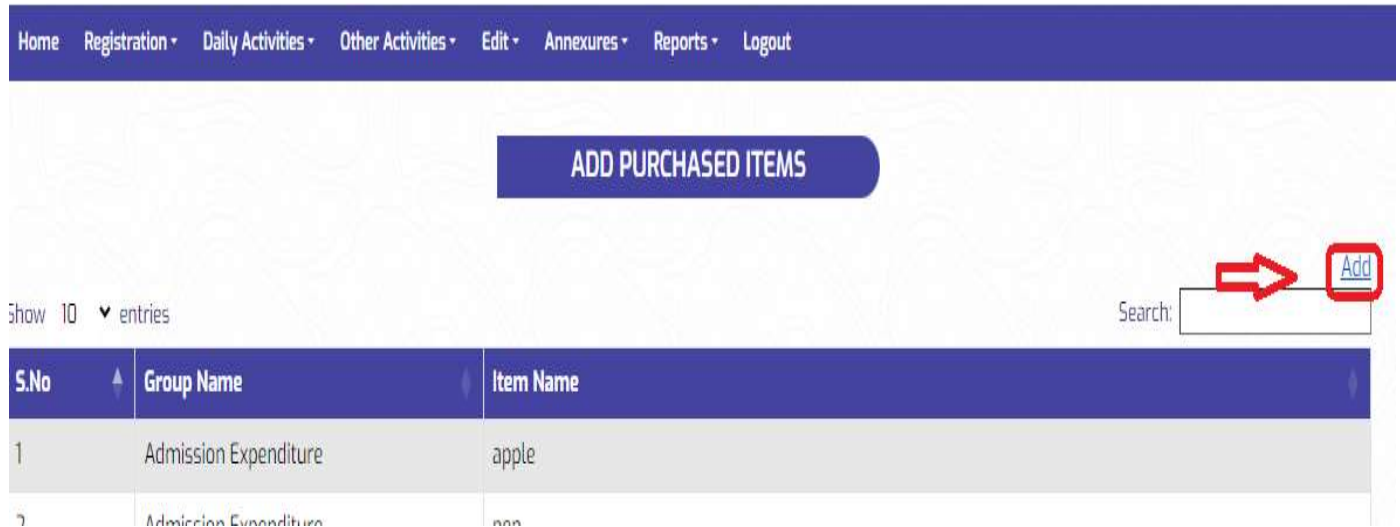


Figure 27 :- Entry Screen

- Select the Item Group from dropdown masters, enter the Item Name and click on **Submit** button as depicted in the below figure.

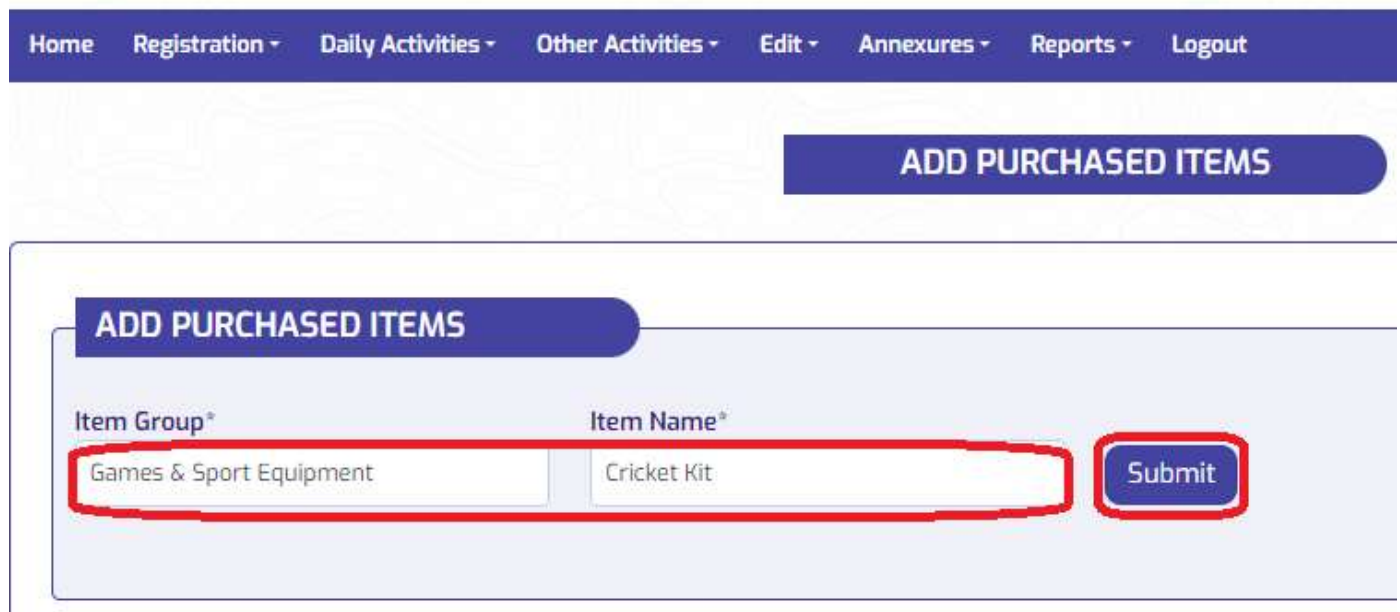


Figure 28 :- Entry Screen

- On successful submission below alert message displayed as depicted in the below figure.

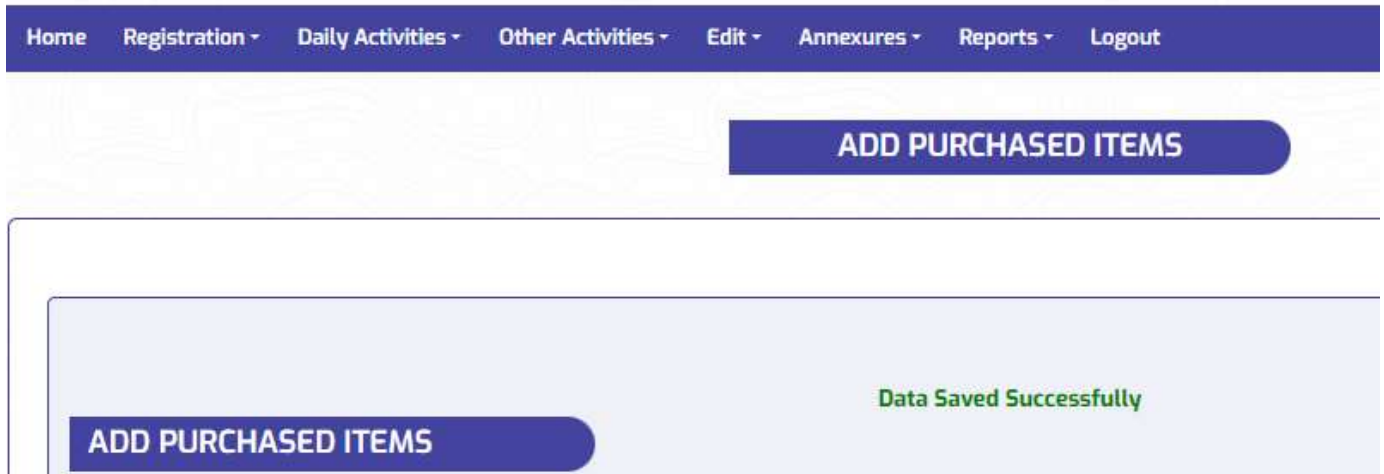


Figure 29 :- Successful Screen

## 12. SERVICE: - ISSUES

- ✓ It is daily activity.
- Select the Issues under Daily Activities service as depicted in the below figure.

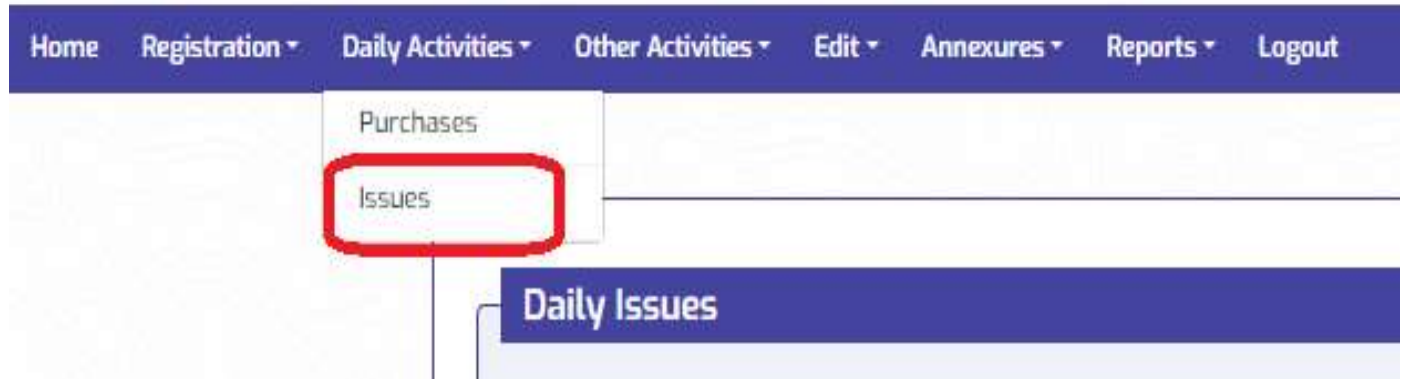


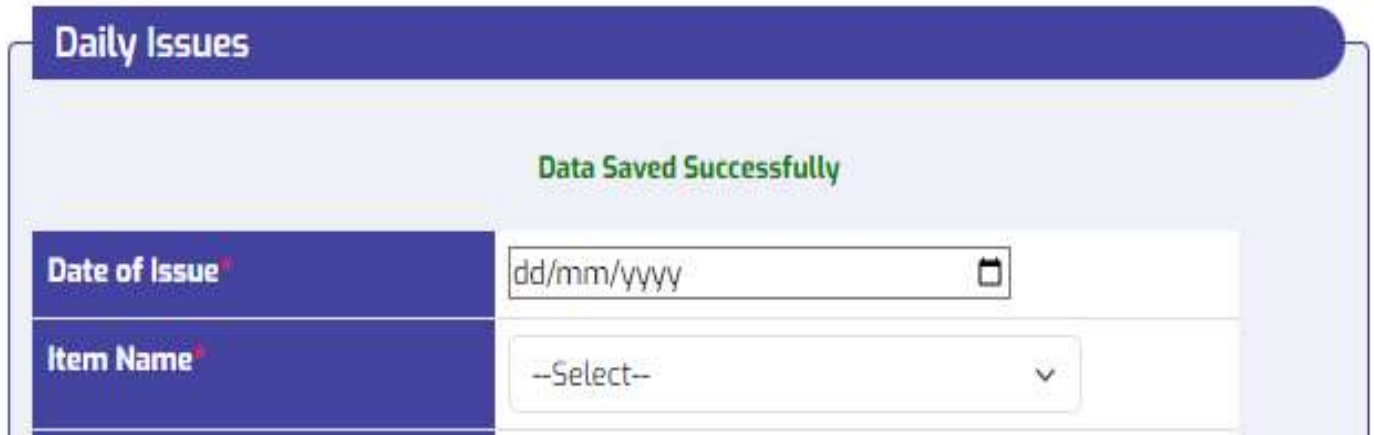
Figure 30 :- Service Selection

- After selecting the service, below screen displayed and fill the Date of issue, Item Name, Available Quantity & Issued Quantity only. Details of Selected Item is auto populated and click on Submit button as depicted in the below figure.

A screenshot of the 'Daily Issues' entry form. The form has a blue header bar with the text 'Daily Issues'. Below the header, there are five input fields on the left and their corresponding values on the right. The fields are: 'Date of Issue' with the value '21/05/2024'; 'Item Name' with a dropdown menu showing 'Apples'; 'Available Quantity' with a dropdown menu showing '500.00\*10.00=5000.00'; 'Issued Quantity' with a text input field containing '10'. The 'Details of Selected Item' section is auto-populated with the text: 'Available Quantity : 500.00', 'Rate : Rs. 10.00', and 'Amount : Rs. 5000.00'. A blue 'Submit' button with a right-pointing arrow is located at the bottom of the form. A red rounded rectangle highlights the entire form area.

Figure 31 :- Issues Entry Screen

- On successful submission below alert message displayed as depicted in the below figure.



The screenshot shows a web interface for 'Daily Issues'. At the top, there is a blue header with the text 'Daily Issues'. Below the header, a green message 'Data Saved Successfully' is displayed. The form contains two input fields: 'Date of Issue' with a text input containing 'dd/mm/yyyy' and a calendar icon, and 'Item Name' with a dropdown menu showing '--Select--'.

Figure 32 :- Successful Screen

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