



Assam University, Silchar
Notification

This is to inform all that the **Guest House Module of Samarth Portal in Assam University** is fully operational and is open for all the Departments, Officers, Employees, etc. for request guest house, approve and reject guest house booking, create and approve room extend requests, check-in and check-out a Guest, etc. through SAMARTH.

The step by step procedure is attached for doing the above by the stakeholders.

For any Technical Assistance, please contact Computer Centre.

Attachment: As above

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Registrar

Copy to:

1. PS to VC for kind information of Vice-Chancellor for necessary action
2. COE/FO/Librarian/DCDC/NO Samarth/DCC for kind information & necessary action
3. All Officers for necessary action
4. All Employees for necessary action
5. File


Registrar

User Manual of Guest House Module of Samarth

This manual outlines the steps that need to be followed by the Employees to Add request for booking Guest House Room and Administrators to Book on someone's behalf and Approve/Reject requests.

1) Request Guest House

- a) Open aus.samarth.ac.in using your office credentials.
- b) Click on "Campus Services".
- c) Click on Guest House under essential services.
- d) Click on Request Guest House to Book a room.
 - I. Select a guest house name.
 - II. Select guest type.
 - III. Add a guest name.
 - IV. Add designation & address (optional).
 - V. Add contact number of guest.
 - VI. Add email of guest.
 - VII. Select nationality of guest.
 - VIII. Select the type of account.
 - IX. Select employee name.
 - X. Add purpose of visit, Name and Relationship of person accompanying the guest (Optional)
 - XI. Add date & time of arrival.
 - XII. Add date & time of departure.
 - XIII. Guest House In charge Name, Guest House In charge Mobile Number, Guest House In charge Email (Will be auto filled)
 - XIV. Select room type. (Click on view room details to see additional room details)
 - XV. Select number of rooms required.
 - XVI. Select number of occupancy.
 - XVII. Select meal included (Yes/No).
 - XVIII. Select meal preferences.
 - XIX. Click on **Save** to generate a request.

To Cancel a request, Click on View icon of the specific request to see the details and click on **Cancel** button on top right corner.

2) Approve Guest House booking

- a) To approve a booking request, click on the Check icon (Allot Room).
- b) Change guest type (If needed).
- c) Change room type (If needed).
- d) Allot a room number from the dropdown.
- e) Add amount payable. (Amount will be auto loaded)
- f) Add a reason for approving.
- g) Set status to **Approved**.

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3) **Reject Guest House booking**

- a) To reject a request simply add a reason and then set the status to **Reject**.

4) **Create Room extend request**

- a) Click on the yellow button Request for Room Extend to set a new checkout date.
- b) Select the Date to (New).
- c) Add a reason for extending.
- d) Click on **Save** to submit room extend request.

5) **Approve Room Extend Requests**

- a) Go to Room extend requests to see the list of requests.
- b) Click on **Approve/Reject** as required.

6) **Check-in a Guest**

- a) Click on Check-In button to Check in a guest into their room in guest house.
- b) Change the room no. if required.
- c) Add Reference document.
- d) Add Visitor ID proof.
- e) Select meal include.
- f) Select meal preference.
- g) Add advance amount (If any).
- h) Set status to **Check-In**.

7) **Check-out a Guest**

- a) To checkout a guest click on the check icon (Check-out button).
- b) Change the date if late checkout is done, otherwise not.
- c) Select mode of payment.
- d) Add Transaction/ Receipt No.
- e) Add Transaction date.
- f) Add discount & Tax amount if needed.
- g) Add Meal & Miscellaneous amount if needed.
- h) Select status to **check-out**.

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