



Savitribai Phule Pune University

सावित्रीबाई फु ले पुणे विद्यापीठ

Guest House Management

User Manual

**Savitribai Phule Pune University
Pune - 411 007**

- 

SAVITRIBAI PHULE PUNE UNIVERSITY

॥ यः विद्यायां सः पण्डितः ॥

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Research Publications (2011- Onwards)

Publications	Teachers	Departments
Journal Articles (4881)	 Kshirsagar Anjali Lalitkumar	 Law
Books (363)	 Kale Vishwas Shripad	 Centre for Advanced Studies in Sanskrit
Book Chapters(527)	 Pallath Pradeep Kumar	 School of Energy Studies
Conference (781)		

PRESS RELEASE

[View All Press Releases](#)

NEWS & ANNOUNCEMENTS

तात्काळ सुरु करणावात (२०२०-२१).

'गंदी मुक्त भारत तथा स्वच्छता कृती आराखडा' अभियानास मुदतवाढ व मेल दुरुस्ती.

Circular Regarding to Sadbhavana Day Pledge.

[View All News/Announcements](#)

University Ranking SPPU



Savitribai Phule Pune University

651 - 700

THE WORLD UNIVERSITY RANKINGS

Savitribai Phule Pune University

has been ranked **No 2** among the universities in India

NAAC RE-ACCREDITED AT 'A+' LEVEL

Status of University with Potential for excellence by UGC, Delhi

DST-PURSE Sponsored University

GOLDEN WORDS

FROM CHANCELLOR's DESK

"The Governor as Chancellor plays a very constructive role in the administration of the Universities. The Chancellor being the Governor can help to insulate the Universities from unnecessary governmental interference and safeguard their autonomy."

More>>

Shri. Bhagat Singh Koshiyari
Chancellor

FROM VC's DESK

The higher education challenge for SPPU is threefold, namely expansion, inclusion and excellence - Expansion to serve the exponential demand, Inclusion for equity and access to all without compromising Excellence at par. The University therefore shall strive hard

More>>

Prof. (Dr.) Nitin R. Karmalkar
Vice Chancellor

FROM PRO - VC's DESK

"Education embedded with information and communication technology paves the robust way for creating a just and equitable society. Ultimately, quality of life of the people is dependent on the quality of education they receive."

More>>

Dr.N.S.Umarani
Pro-Vice Chancellor

FROM REGISTRAR's DESK

Savitribai Phule Pune University is one of the premier Institutes of Higher Learning and Research. It is believed that the Academic flourishes with support of efficient and transparent administration. Student centric education approach will empower the upcoming generations. More>>

Dr. Prafulla A. Pawar
Registrar

Important Circular For Colleges

Innovation and linkages

Conferences & Workshops

Student Helpline Facilitation Centre

Recruitment Online Module

CBCS SPPU Rules & Regulation

Election 2017 SPPU

Human Rights Education

UGC-DSKPDP

SPPU-PDP

SPPU Moodle

Study Material SPPU

School of Open Learning (Distance Education Program)

Avishkar SPPU

ASPIRE SPPU

MPHLS P.D. Admissions(8th Round)

External Admissions

Results SPPU All Branches

ECLM E-Content Learning Modules

Prevention of Caste based Discrimination

SPPU Research Park Foundation

Guest House SPPU

There are 711 visitors online now!

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Copyright [Disclaimer] Privacy Statement| Best Viewed in IE6+, Mozilla 3+ (1024 x 768 px)

- Please click on Main Guest House or Academic Guest House. You can view room details as shown in


Savitribai Phule Pune University
GUEST HOUSE

[Home](#)
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Savitribai Phule Pune University

Pune is the main educational center of Maharashtra. Numerous students from every corner of India and the world come to Pune. It is quite safe and peaceful city as compared to other educational centers in India. The climate of Pune is pleasant and good for health. The city of Pune houses many well-known, established institutes and colleges. Savitribai Phule Pune University is one of the finest and most popular educational centers in the city. It offers excellent programs in various areas including Science, Commerce, Arts, Languages and Management Studies. [read more...](#)



Prof. (Dr.) Nitin R. Karmalkar,
Vice Chancellor
The education which does not help the common mass of people to equip themselves for the struggle for life, which does not bring out strength of character, a spirit of philanthropy, and the courage of a lion— [read more...](#)



Dr. N.S. Umarani,
Pro-Vice-Chancellor
Savitribai Phule Pune University believes that education and technology are excellent equalizers. As we all are aware, Maharashtra has a glorious legacy and tradition of educationists and [read more...](#)



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Main Guest House

Savitribai Phule Pune University



Academic Guest House

Savitribai Phule Pune University



Dining Facilities / Garden

Savitribai Phule Pune University



- Please click on **Room** Menu. In Room Menu click on **Book Room** or you can use following url <https://admin.unipune.ac.in/GHMS/Apps/>

GuestHouse : Savitribai Phule Pu
Savitribai Phule Pune University

Not secure | admin.unipune.ac.in/GHMS/

GUEST HOUSE

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[Book Room](#)
[How to Book](#)

Click here for booking

4. After clicking on Book Room you will redirected to login page as shown in following image.

- i. University employees must have to use their HRMS credentials i.e. Employee ID and Password.
- ii. Registered Teachers must have to use their teacher profile credentials. E.g. username like **52201585897**
- iii. Public users must have to create their account of Guest house management system by clicking on **Create Account** link as shown in above image. By clicking on create account you will redirected to following screen.

Screen shot – 1 Registration

- **Mobile Number:** Enter 10-digit mobile number. Use mobile number as username and also used for further communication.

- **Email:** Enter valid email will be used for further communication. You will get all updates on your email.
- **Password:** You should create strong password for account. Password should be within 8 to 10 characters. ! @ # \$ % Special characters are allowed.
- **Confirm Password:** You should enter confirm password which similar to Password for the confirmation.
- Entering mandatory information click on **Verify Mobile**. You will get OTP (One Time Password) on your mobile. Please enter 6 digit OTP and click on **Register** button. After successful registration you have to use mobile number and password to login. (as shown in above image)

5. Login to Guest house management portal. After successful login all users including university employees and registered teachers must have to save their basic information like Name, College/Department/Institute/Organisation, Email, Mobile, Designation, Gender, Guest Type and Address.(as shown in following image). Entering all information click on save button. Information will be save and you will be redirected to dashboard. Now you will be able to book room

Create / Update Profile

* Name: Ashok Kale

* Email: kaleaaa@gmail.com

* College / Institute / Department / Organisation: Testing, Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110

* Mobile: 7709191343

* Designation: Software Developer

* Gender: ☒ Male ☐ Female ☐ Transgender

* Guest Type: ☒ Other

* Address: Testing, Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110

Buttons: Save, Cancel

6. Dashboard – On dashboard your basic details has shown. If any change in profile details, please click on edit button as shown in following image.

Guest House Management

Home, Book Room, Logout

Ashok Kale
 Software Developer
 Testing, Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110
 Testing, Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110
 kaleaaa@gmail.com
 7709191343

Click here to update profile details

Click here for new booking

Booking History: No bookings till now.

For new booking please click on **New Room Booking** Button or in menu click on **Book Room**. You have fill following information for booking a room (as shown following image).

- i. **Guest House:** Select type - Main Guest House or Academic Guest House.
- ii. **Date for Booking:** select date of booking
- iii. **Type of Room:** Select Room Type - VIP or Non AC
- iv. **No. of Rooms:** select no. of rooms to be booked
- v. **No. of Person:** Select no. of persons to be occupying the room.
- vi. **No. of Days:** Duration of stay by entering no. of days.
- vii. **Booking for:** Select booking for self or others.
- viii. **Type of Work:** Select type of work - SPPU Official or non-official.

Entering mandatory information, click on **Proceed** button. By clicking on proceed button you will be redirected to guest details page.

Note: - Room availability checked against no. of rooms and no. of days. If no. of rooms not available for specific days, then system will shows room(s) not available on particular date.

7. Guest Details

You have to fill guest details like Mobile number, Guest Type, Name, type of work, Email ID, Gender, Address and College / Department / Institute Name(as shown in below images).

In case of University employees and registered teachers photo identity proof is not required. If you have selected work type as SPPU official, you have to upload official document. Entering mandatory information click on **Add Guest** button. You can add multiple guests as per you have selected no. of persons in booking window.

Guest House Management

Add Guest 1

Mobile Number *
7709191343

Name *
Ashok Kale

Email ID *
kaleasa@gmail.com

Address *
Testing, Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110

Photo Identity Proof*
Choose File No file chosen

Guest Type
☐ Teacher ☐ Employee ☒ Other
 * Type of work
☒ SPPU Official ☐ Private
 * Gender
☒ Male ☐ Female ☐ Transgender
 College / Department / Institute Name *
 Testing, Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110
 Official Document*
 Choose File No file chosen

Add Guest

If you wish to delete guest then you can easily delete guest by clicking delete button. You can easily view or edit document by clicking on view or edit buttons.

Guest House Management

Guest Details

S.No.	Name	Mobile	Email	Gender	Work Type	Guest Type	Documents	Remove
1	Ashok Kale	7709191343	kaleasa@gmail.com	Male	Official	Other	Personal Official	

Add Guest 2

Mobile Number *
Enter mobile number

Name *
Enter Name

Email ID *
Enter email id

Address *
Enter address

Guest Type
☐ Teacher ☐ Employee ☐ Other
 * Type of work
☐ SPPU Official ☐ Private
 * Gender
☐ Male ☐ Female ☐ Transgender
 College / Department / Institute Name *
 Enter College / Department / Institute Name

Add Guest

8. Submit booking request for approval when all guest details has been added. See the image below.

Guest House Management

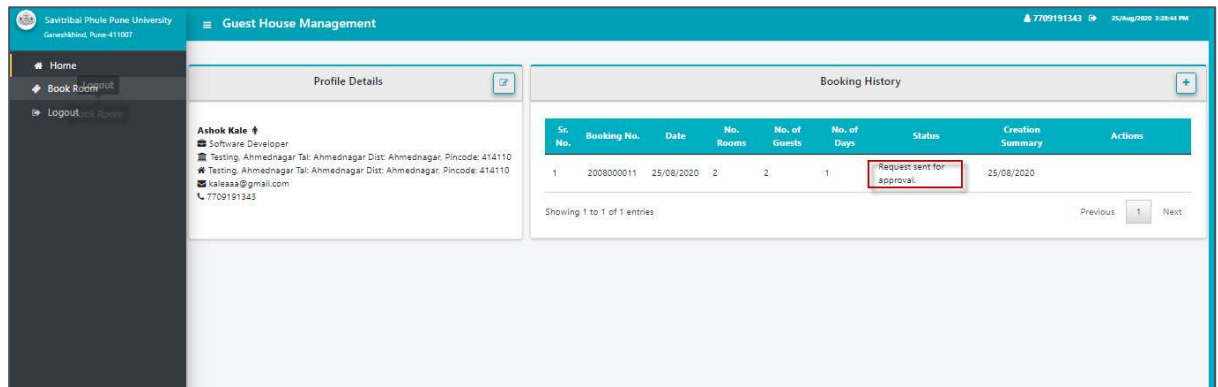
Guest Details

S.No.	Name	Mobile	Email	Gender	Work Type	Guest Type	Documents	Remove
1	Ashok Kale	7709191343	kaleasa@gmail.com	Male	Official	Other	Personal Official	
2	Gopale Nitesh R	8805828203	gopalenitesh25@gmail.com	Male			Official	

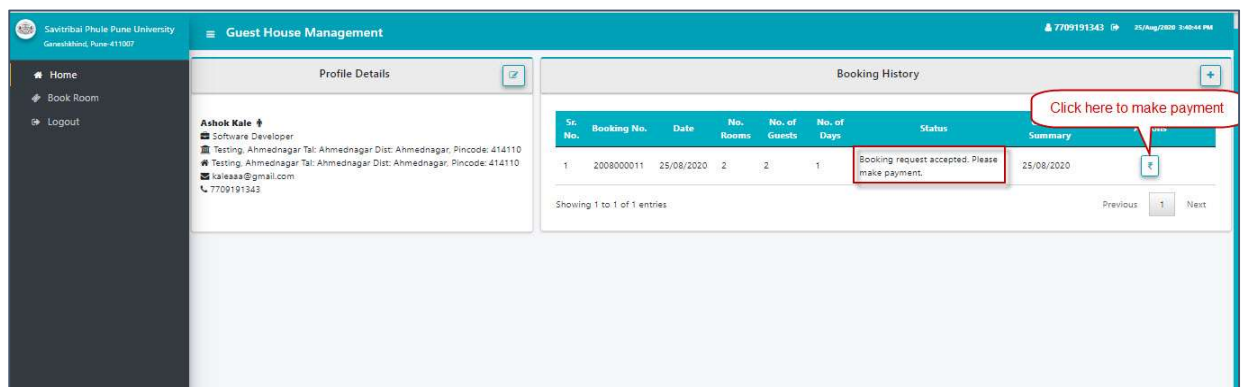
Submit for Approval

[Click here to Submit for Approval](#)

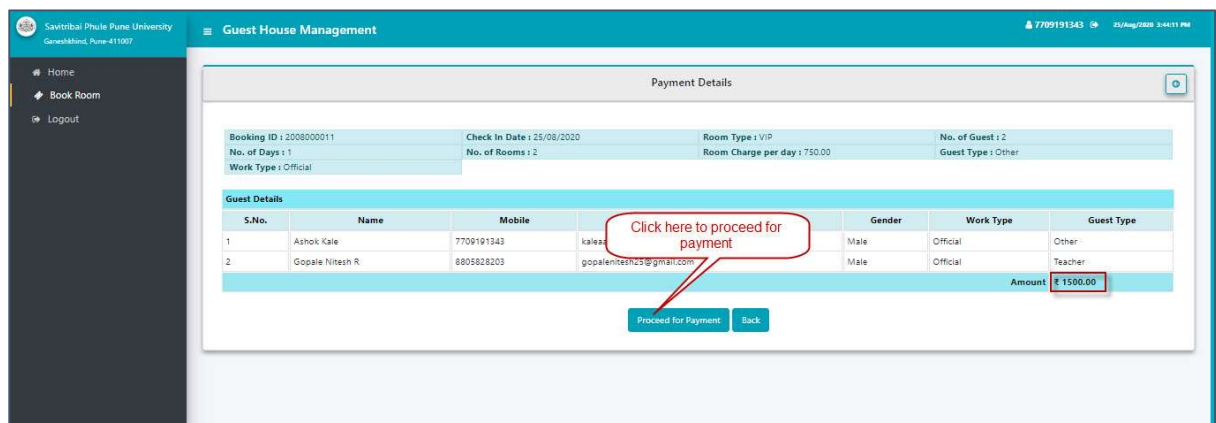
Status of booking easily viewed in **Booking History** tab on dashboard (as shown in following image).



9. Reception will accept or reject request within 24 hours from creation of request. You will get SMS on your registered mobile number when action taken on your request either approved or non-approved.
10. When reception accepts your booking request, reception will verify all documents you have uploaded against all guests. If any document is incorrect, reception will reject your booking request.
11. After acceptance of booking request, you have to make payment within **12 hours** from acceptance of your booking request. You can make payment by clicking on **Payment (₹)** option in booking history tab (as shown in following image). After clicking on Payment button you will be redirected to payment details.



12. Verify amount and click on **Proceed for Payment** button, you will be redirected to Online Payment System.



13. Please verify challan details once and click on proceed for payment button. After clicking on Proceed for Payment button you will redirected to payment gateway.



SAVITRIBAI PHULE PUNE UNIVERSITY
 सावित्रीबाई फुले पुणे विद्यापीठ
 ॥ यः क्रियावान् स पाणिनः ॥

Online Payment Process

Application No. : 2008000011 Amount : 1500.0000 Email ID : kaleaaa@gmail.com Address Line 1 : Testing, Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110 City : Country :	Challan No. : 20680000034 Full Name : Ashok Kale Mobile No. : 7709191343 Address Line 2 : State : Zipcode :
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If above entry contains transaction status as CAPTURED then please click on back button

IMP NOTES:
 Do not attempt your transaction second time if you have already attempted, please check if amount is debited from your bank account.
 If amount is debited and not updated in University website, then please mail or contact to our respective department or section.

ABOUT SSL CERTIFICATES

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14. Please select payment option from the available options i.e. Credit Cards, Debit Cards and Net Banking. Fill the necessary details and click on **Make Payment** button.

SAVITRIBAI PHULE PUNE UNIVERSITY

2008000011

English ▼

Payment Information

Credit Card >

Debit Cards

Net Banking

Card Number



Expiry Date

Month ▼
Year ▼

CVV

576

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1500.00 (Total Amount Payable)

Click here to make payment

ORDER DETAILS

Order #: 57827825082020155728

Order Amount 1500.00

Total Amount INR 1500.00

15. After successful transaction you will see the details as below.

Savitribai Phule Pune University
Genedit@pune-411007

Guest House Management

7709191343 25/Aug/2020 4:01:05 PM

Home
Book Room
Logout

Payment Details

Booking ID : 2008000011 Check In Date : 25/08/2020 Room Type : VIP No. of Guest : 2
No. of Days : 1 No. of Rooms : 2 Room Charge per day : 750.00 Guest Type : Other
Work Type : Official

Guest Details

S.No.	Name	Mobile	Email	Gender	Work Type	Guest Type
1	Ashok Kale	7709191343	kaleaaa@gmail.com	Male	Official	Other
2	Gopale Nitesh R	8805828203	gopalenitesh25@gmail.com	Male	Official	Teacher
						Amount ₹ 1500.00

Challan Details

Sr. No.	Booking Id	Challan No.	Name	Mobile	Payment Id	Transaction ID	Result	Status
1	2008000011	2068000034	Ashok Kale	7709191343	109943401391	57827825082020155728	CAPTURED	captured

16. When your transaction is successful, then go to Home page. On home page you will see you booking status is **Payment Done. Booking Confirmed.**

Savitribai Phule Pune University
Genedit@pune-411007

Guest House Management

7709191343 25/Aug/2020 4:01:54 PM

Home
Book Room
Logout

Profile Details

Ashok Kale
Software Developer
Testing: Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110
Testing: Ahmednagar Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414110
kaleaaa@gmail.com
7709191343

Booking History

Sr. No.	Booking No.	Date	No. of Rooms	No. of Guests	No. of Days	Status	Creation Summary	Actions
1	2008000011	25/08/2020	2	2	1	Payment done.Booking Confirmed.	25/08/2020	

Showing 1 to 1 of 1 entries

Previous 1 Next

Click here to download receipt

17. Please download booking receipt and furnish the receipt at time of check-in and security checks at university gates.