**1. General Features of the Application:**

The Placement Portal for Nirma University (JPNU) is a comprehensive platform for managing campus recruitment activities. It includes features such as job postings, profile management, application tracking, and communication tools. The platform supports role-based access, ensuring that different users have the appropriate permissions for their tasks.

* **Authentication:** Secure login and role-based access control for all users.
* **Job Posting:** Companies and authorized personnel can post job openings, which students can view and apply for.
* **Profile Management:** Students can manage their profiles, including academic details, resumes, and personal information.
* **Application Tracking:** Students can track the status of their job applications.
* **Company Visit Schedules:** Posting and managing schedules for company visits.
* **Announcements and Updates:** Centralized communication for important announcements and updates.
* **Mail Reminders:** Automated email notifications for important events, application deadlines, and company visits.
* **Automatic Eligibility Checking:** The system checks student eligibility for job postings based on predefined criteria.

**2. Role-Based Features, Responsibilities, and Permissions:**

**2.1 Admin/Placement Officer**

* **Responsibilities:**
  + Manage overall portal settings and configurations.
  + Oversee job postings, company interactions, and the recruitment process.
  + Assign roles and permissions to other users.
  + Manage the student application and shortlisting process.
  + Monitor and oversee all activities on the portal.
* **Permissions:**
  + Create, edit, and delete job postings.
  + Approve or reject student registrations.
  + Manage company profiles, visit schedules, and job postings.
  + View and shortlist student applications.
  + Access and manage all user profiles and data.
  + Generate and view analytics reports.
  + Send announcements, notifications, and targeted emails to selected groups of students.
  + Respond to feedback and support queries.
  + Approve academic changes requested by students.
  + Put holds on any user account.
  + Approve registrations of company representatives and student coordinators.
  + Add instructions for students and coordinators.
  + Mark students as placed.

**2.2 Company Representative**

* **Responsibilities:**
  + Post job openings and manage the recruitment process for their company.
  + Interact with students and placement officers.
* **Permissions:**
  + Register themselves and manage their company profile.
  + Create and edit job postings.
  + View student applications and resumes specific to their job postings.
  + Schedule company visits and interview sessions.
  + Send direct messages to shortlisted candidates.
  + Export details of applicants.
  + Provide feedback on the recruitment process.

**2.3 Academic Coordinator**

* **Responsibilities:**
  + Add and manage academic details of students opting in for placements.
  + Ensure accurate academic records are maintained.
* **Permissions:**
  + Add initial academic details for students.
  + Update and edit academic records as necessary.
  + Coordinate with students to resolve discrepancies in academic details.
  + Forward discrepancy requests from students to the appropriate authorities.
  + Verify academic details submitted by students.

**2.4 Student Placement Coordinator (SPC)**

* **Responsibilities:**
  + Manage student interactions and provide necessary instructions.
  + Filter applications based on criteria and forward them to companies.
  + Coordinate the resolution of academic discrepancies.
  + Provide verification on student details.
  + Add interview dates for job postings.
  + Post the shortlisting of students for interviews.
* **Permissions:**
  + Place instructions and notifications for students.
  + Filter and send student applications to companies.
  + Forward any academic discrepancy raised by students to the academic coordinator.
  + Verify student academic details and resumes.
  + Schedule interview dates and post shortlisted candidates.
  + Send emails to selected groups of students.

**2.5 Student**

* **Responsibilities:**
  + Apply for job postings.
  + Manage their profile and resume.
  + Verify their academic details and raise discrepancies if necessary.
* **Permissions:**
  + View job postings and company visit schedules.
  + Apply for job opportunities, with automatic eligibility checks.
  + Create and update their profile, including uploading marksheets and generating resumes.
  + Track the status of their job applications.
  + Receive announcements, notifications, and reminders.
  + Provide feedback on the recruitment process.

**3. Application Flow:**

1. **Initial Setup:**
   * The Admin sends registration links to Academic Coordinators.
   * Academic Coordinators add academic details for students opting for placements.
2. **Student Registration and Verification:**
   * Students receive an account setup link after their academic details are added.
   * Students verify their academic details and upload marksheets as confirmation.
   * If discrepancies are found, students can raise an issue, providing proof documents.
   * The Student Placement Coordinator forwards discrepancies to the Academic Coordinator for resolution.
   * Upon resolution, students can update their profile and generate a resume.
3. **Company Interaction:**
   * Company Representatives register through the placement portal.
   * The Student Placement Coordinator verifies and approves company registrations.
   * Companies post job openings, and notifications are sent automatically to eligible students.
   * Students apply for job postings, and eligibility is checked automatically.
   * Company Representatives can extend the application deadline if needed.
4. **Ongoing Process:**
   * Admins oversee all activities, ensure smooth operations, and handle escalations.
   * Academic Coordinators maintain and update student academic records.
   * Student Placement Coordinators manage student-company interactions, including interview scheduling and shortlisting.
   * Students actively participate in the recruitment process, ensuring their profiles are up-to-date and applications are tracked.
   * Admins and SPCs can send targeted emails to selected groups of students.
   * Admins can mark students as placed.