GetFly Technologies

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Company Communication Management:

This is the tab for management of the communication with the company of the college. This tab primarily contains the company addition form followed by the hr addition form which will be followed by the remark addition and status addition of the respective company.

1. Company List and Add:

This tab will contain the list of the companies added by the tpo head and staff co-ordinators and the button to add new company to the list. The form will contain the following field:

- Company Name
- Mode of communication (contact/email/whatsapp)
- Academic year

2. Hr Contacts:

This tab will contain the feature to list all the hrs of the selected company if their entry are there in the database and also the form to add new hrs to the selected company. There will be a select box with all the available company for that academic year. Once selected it should ask for the following field:

- Name of the hr
- Email
- Contact
- Post
- Alternate contact(optional)

There should be a delete and update button as well for the hrs information to be change/delete based on the switching of the hr.

3. Contact Remarks:

This tab will contain the remark addition of the companies added in the list of the companies. Upon entering in the page there should be a drop down box with the list of the available companies in that academic year. Upon select it should show all the previous added remark of the selected company for the current academic year with the date of the remark and a button to add a remark upon clicking that remark it should ask for the following fields:

- Remark
- Status(Still Communication/Confirmed/Aptitude/technical/hr/jd/paused/closed)

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4. Recontact List:

This tab contains the list of the companies whose remarks are not added for the current academic year or the last date of the remark of the company has been longer then 7 days for the tpo head to re connect with the hr for the communication. The list will be consist of the name of the company and the 1st hr details if added.

User Queries for the Company Communication Management:

1. Company List and Add:

- As a TPO head, I want to view a list of companies added for the current academic year so that I can track our engagement.
- As a staff coordinator, I want to add a new company to the list with details like Company Name, Mode of communication, and Academic year.
- As a user, I want to filter companies by mode of communication to easily find relevant information.
- As a user, I want to search for companies by academic year to focus on current engagements.
- As a user, I want to view details of a specific company to get comprehensive information.

2. HR Contacts:

- As a user, I want to see all HR contacts for a selected company so that I can communicate effectively.
- As a TPO head, I want to add HR contacts for a company to maintain up-to-date information.
- As a user, I want to update HR contact details for a company to ensure accuracy.
- As a user, I want to delete HR contacts for a company if they are no longer relevant.
- As a user, I want to switch HR contacts for a company to manage changes efficiently.

3. Contact Remarks:

- As a user, I want to see all remarks for a selected company to track communication history.
- As a user, I want to add a new remark for a company to document our interactions.
- As a user, I want to update the status of a remark to reflect the current stage of communication.
- As a user, I want to filter remarks by status to focus on relevant information.
- As a user, I want to delete a remark for a company if it's no longer needed.

4. Recontact List:

➢ View Recontact List:

- As a TPO head, I want to see a list of companies without remarks for the current academic year so that I can follow up on communication.
- As a TPO head, I want to see a list of companies with remarks older than 7 days so that I can reconnect with the HR.
- As a user, I want to view the name of the company and the details of the first HR contact if available.
- As a user, I want to know the last date of remark for each company listed for better prioritization.
- As a user, I want to filter the recontact list based on specific criteria such as academic year or last remark date.

➢ Add Remark for Recontacted Companies:

- As a user, I want to add remarks for companies listed in the recontact list to document follow-up communication.
- As a user, I want to update the status of the recontacted companies' remarks to reflect the current stage of communication.
- As a user, I want to add details of the conversation and next steps in the remark for better tracking.

➢ Follow-up Actions:

- As a TPO head, I want to have an option to directly contact the HR of companies listed in the recontact list for quick follow-up.
- As a user, I want to mark a recontacted company as followed up once communication is established again.
- As a user, I want to remove a company from the recontact list if communication is successfully resumed.

Drive Management:

This tab is there for the management of the drive. This will be used once the company gives the confirmation that they are going to hire. So from that the tpo will contain be posting the job to the students and then sending the list of the to the company. And based on the further process they can shortlist and make a student placed in the particular company.

1. Company Confirmation:

This will be managed from the remark section where they will put the status of the company to confirmed and further process will be managed.

2. Job Posting:

This tab will manage the job posting related post and the registration form. There will be 2 section for this tab 1st section will contain the job posting form which will contain the following fields:

- Name of company
- Job Description
- Package details
- Roles
- 10th criteria
- 12th criteria
- Deg criteria
- Diploma criteria
- Eligible branches(CS/IT/AIDS)
- Docs if any
- With tracker(Y/N)

The 2nd Section will be the registration form with or without tracker if in the above section (with tracker field) Y is selected then there should be a field to add custom questions to the form it should be like google form where one can add questions and students will answer the questions according for the registration. If N was selected then there should be not any questions to be added.

3. Registration:

This tab will contain the list of the companies in a drop down list once the company is selected from that list, the table will be appear with all the registered student. There should be a button to download the table to excel format so that the tpo will send the same to the company.

4. Drive Status:

This tab will contain the logic after the drive has been started and confirmed for that academic year. And the registration has been sent to the company. After been started it should be the follow up logic above i.e. reconnect list. This tab will also contain the shortlisting and remark addition logic of the students.

For the shortlisting the page will contain the list of the company if the drive status of the company is started and the list has been shared with the company then the list of the students should be shown as a table with the check box so that the students who cleared the 1st level/round can move forward this should be true for all the rounds and the list should be available for all the rounds mentioned by tpo in the job post process.

User Queries Drive Management:

Company Confirmation:

- As a TPO head, I want to mark a company's status as confirmed in the remark section so that the drive management process can proceed.
- As a user, I want to update the status of a company to "confirmed" once they agree to hire students from our college.

Job Posting:

- As a TPO head, I want to create a new job posting with fields like company name, job description, package details, roles, 10th/12th/degree criteria, and required documents.
- As a user, I want to specify if the job posting includes a tracker so that additional custom questions can be added to the registration form.
- As a user, I want to add custom questions to the registration form if the job posting has a tracker, similar to a Google Form.
- As a user, I want to create a job posting without a tracker, so the registration form only includes basic student information.

Registration:

- As a user, I want to select a company from a dropdown list to view the list of students registered for that company's drive.
- As a TPO head, I want to download the list of registered students in an Excel format to send it to the company for further processing.

Drive Status:

- As a TPO head, I want to track the status of a company's drive once it has started and been confirmed for the academic year.
- As a user, I want to manage the follow-up process for companies, similar to the recontact list, to ensure continuous engagement.
- As a user, I want to update the drive status for each company and add remarks about the students' progress through various rounds.
- As a TPO head, I want to see a list of students in each round with checkboxes to mark those who cleared the round and moved forward.
- As a user, I want to maintain a list of shortlisted students for each round, updating their status as they progress through the selection process.

Reports:

This tab will be there for the reports to download in he form of excel sheet by the tpo for the purpose of documentation. This will be in the form of the excel and pdf.

1. ERP Report Company-wise:

This will be there for the tpo to print the report that from the company they have provided to the students for how many company the students has applied for the drive how many students were eligible and how many students get placed. There will be 3 ways that they can print this report.

- 1st will be consist of the drop down list of the company form where they can select the name upon selection of the company name the table will appear in which it will show how many students were eligible, registered and got placed in the company.
- 2nd will be all the companies erp in the same sheet.
- 3rd will be the individual students erp i.e. from all the companies tpo has provided to the students for how many companies he/she was eligible, registered and placed.

2. Overall Placement Sheet:

This will be the list of the students got placed in the different companies provided by the tpo of the college. There will be 2 types of the sheet they can print.

- 1st list will be single student single offer where list consist of the single student got placed in the 1st company.
- 2nd list will be single student with multiple offer i.e. greater or equal to 1.

3. Unplaced Students List:

This will be the list of the students those who does not get any offers.

4. Department wise and company provided and package report:

This report will be the list of the company provided to the branch for the placement with the package.

5. Gender wise placement record:

This will be the report where we will show the number of placement based on the gender.

6. Custom Report:

This will be the custom report for the tpo to manage for the required report format.