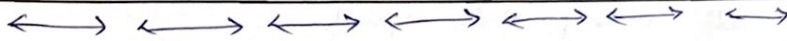


# Placement Automation

Placement Team → Collaborator

Students → End User

TPO → Administrator



## Placement Team 1 - ★

- ① A company "X" agrees to visit the campus for Hiring / Internship on dates (A) (B) and (C)
- ② The details of the company / CTC / roles / requirements etc. is posted along with the registration form. (ie. to be approved by team upon submission)   
 *Area of company*
- ③ Becomes visible to all the registered students under "upcoming companies" with roles   
 *for 3rd year → hiring.*  
*for 2nd year → internship.*
- ④ Team can ~~can~~ set up different conditions before posting such as Year of B.Tech / M.Tech & Phd / CGPA / Backlogs etc.
- ⑤ Team can view/download all the reports such as
  - (a) → All registered students   
 *B.Tech*  
*M.Tech*  
*Phd.*
  - (b) → All students with   
 *1 offer*  
*2 offer*
  - (c) → All students who applied for "X" and along with CGPA etc.
  - (d) → ~~Average~~ Different statistics such as:-
    - ① Average ② Highest ③ Lowest
    - ② Total companies visited
    - ③ Total offers in India / abroad etc.
- ⑥ Team can view profile of all registered students.
- ⑦ Company "X" visits the campus and declares that PPT is on (A) date and written is on (B) and interview on (C) date.
- ⑧ The same will be updated on the job posting page.
- ⑨ The company "X" conducts the written and "S" students cleared the test.
- ⑩ Only the selected students will get the information on their page.
- ⑪ Same goes for interview.
- ⑫ In both the cases (⑩ & ⑪), placement team will upload the call letter and offer letter for students who are selected.
- ⑬ All such posts / call letter / offer letter will be "committed" only after the approval of TPO.
- ⑭ ~~Recommend~~ / ~~Reject~~ NOC requests.



### TPO:-

- ① Receives all the requests from Placement team to post Job opening / call letter / offer letter etc.
- ② Accepts or rejects all or any such request.
- ③ Can view/edit/download reports
- ④ Can view/edit/delete/postpone/cancel candidature of any candidate
- ⑤ Can block any/all candidates for registering for the placements
- ⑥ Can view ~~for~~ all the registered profiles
- ⑦ Can issue NOC / or any kind of specific requests made by students / Placement team in "special requests" section.
- ⑧ View ~~on~~ company database (name / HR / email / mob / etc.)
- ⑨ View/edit/download all reports.

### Students:-

- ① ~~Go to~~ ~~opening~~ ~~section~~ All interested students register using college email & Mob. no
- ② logs in the portal
- ③ Registration form becomes visible
- ④ Enters all information & upload proofs / photo / etc.
- ⑤ Submits the registration form.
- ⑥ Complete portal becomes visible.
- ⑦ Can see job openings in upcoming companies
- ⑧ " " expired job opening in past events.
- ⑨ View or edit profile
- ⑩ Print CV
- ⑪ To apply for a job, complete the companies application form & submit for approval (to be approved by placement team)
- ⑫ After approval of placement team, candidature becomes valid and
- ⑬ can only be cancelled by the TPO.
- ⑬ Make requests for NOC by TPO by ~~can~~ submitting the form  
↳ Such requests, first go to the placement team and then to TPO
- ⑭ view/download offer letters / call letters etc.



- ① Automated email; to multiple company H.Rs. (Approve or reject)
  - ★ ② Add new company data (name / hr name / email / mob no. etc)
  - ③ Add / Edit / Update Institute info / flyer / ~~or~~ email content etc.
- applicable for placement team as well
  - Team will submit the request for approval of IPD
  - IPD will accept all / ~~or~~ reject all / accept one / accept many / choose ~~or~~ multiples to accept / reject.

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