

# Training and Placement

## Introduction #

- This module provides placement and internship to students.
- This system will handle the information of students, companies, TPO(Training and placement officer).

For companies, it will do the following:

- It will collect information from companies who want to recruit students for internship or placement,
- Make their hiring schedules.
- Record of students placed in each session or season.
- Companies can also post their job/internship on the portal inactive season and can see how many applications have arrived for that job/internship.
- TPO can monitor all the drive activities(From job posting to recruitment) from a single window.

For Student, it will do the following:

- Quicker placements.
- Better remuneration packages.

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- Build a career in the area of prominent skills, interests.
  - Job alerts.

For TPO it helps in:

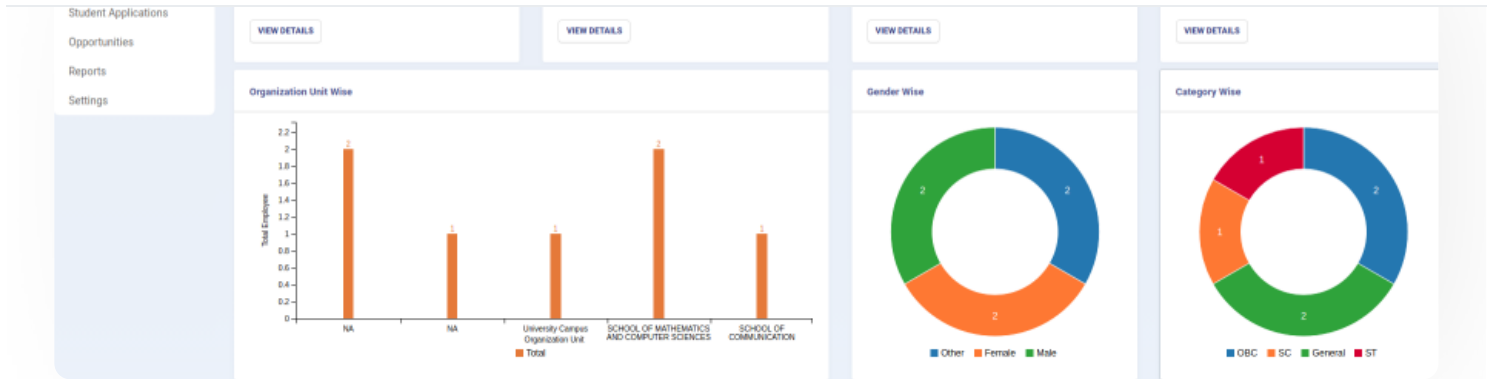
- Manage the student's profiles.
- Monitor company's profile
- Monitor placement opportunity.
- Placement Directory.
- Work as a silent placement officer.
- Reduced cost of placement initiatives.
- Greater student satisfaction.

## Dashboard

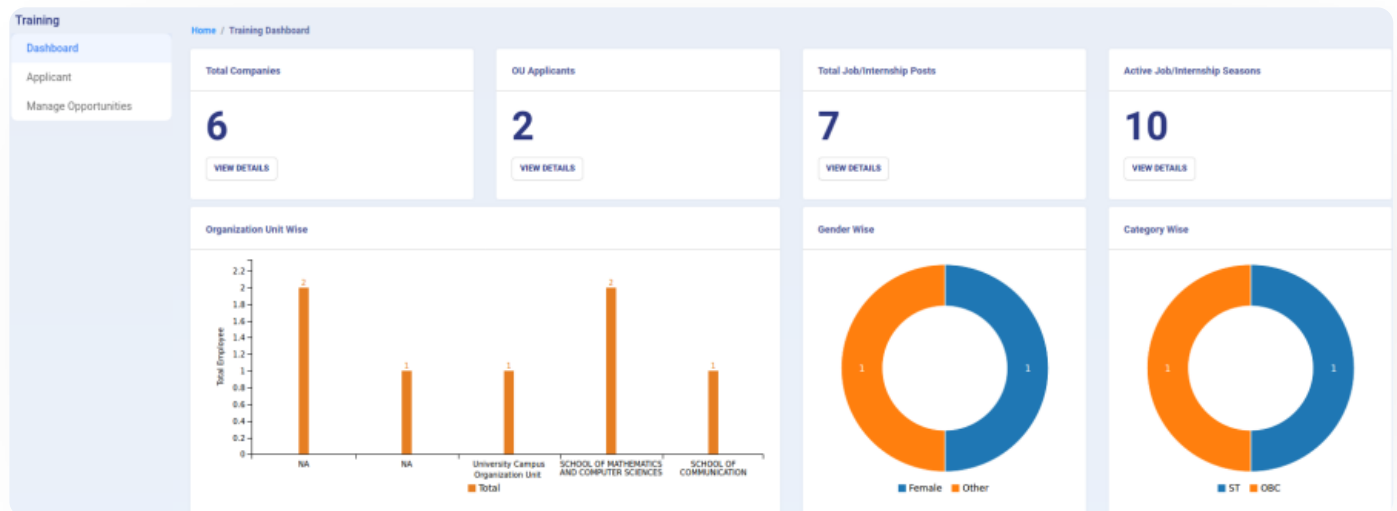
In Admin Dashboard, admin has the accessibilities to Total Companies, Total Applicants, Total Job/Internship Posts and Active Job Internship Seasons, along with their graphical representation. While in Company Dashboard, company has the accessibilities to Applicants, Job/ Internship Posts and Active Job/ Internship Seasons. It can only show the count of these functions with only viewing rights.

## Admin dashboard

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## Department dashboard



OU Mapping	
Placement Seasons	

## OU Mapping

In this field, we can define and map different OU's i.e. who is parent OU and what is/are its child units. This is done to club/group different small departments(No. of students)into one main big department(No. of students).

Admin can view the details by clicking on "view" icon available in front of every entry.

- Admin can edit/update the details by clicking on the "edit" icon available.
- Admin can map OU by clicking on "Add Organization Mapping" button present on the top right side of the portal and fill in the required details:-

a) Parent Unit(Choose from the dropdown)

b) Child Unit(Choose from the dropdown)

In this field, we can define and configure the season for placement. Fore example- June-July season, Nov-Dec season, etc.

- Admin can view the details by clicking on "view" icon available in front of every entry.
- Admin can edit/update the details by clicking on the "Update" icon available.
- Admin can add a new season by clicking on the "Add Placement Season" button present on the top right side of the portal and fill in the required details:-

a) Code(Code of the season)

b) Name(Name of the season)

c) Fee Applicable for Company(mark yes if fee needs to be taken for that season driveby the company).

e) Status(Active/Inactive)

## Company

Admin can monitor company profile i.e. edit and view the existing profile added by the company itself through Training\_company login.

## Create a Company Profile

When Company HR logs in with Training\_company role he/she can create his/her company profile by clicking on "Create Your Company Profile" button present on the top right side of the portal and fill in the required details:-

a) Company Name(Name of the company)

b) Company Details(Details related to the company like what this company is about, its culture, it's working environment, when it was established, timings, or any other details.)

c) Company Head Office(Head office of the company - name & address)

d) Company Website

e) Company HR Name(name of the contact person who will conduct the recruitment)

f) Company HR Contact

g) Company HR Email

## View

Admin/Company HR can view the details by clicking on "view" icon available in front of every entry.

## Edit

Admin/Company HR can update/edit the details by clicking on "edit" icon.

## Company Season

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- Company
  - Session
  - Fee Amount
  - Payment Status
  - Status
  - Action

## Apply for Training Season

Companies can apply in the active season by clicking on the "Apply" button present on the top right side of the screen and choose the season from the dropdown.

## View

Admin/Company HR can view the details by clicking on "view" icon available in front of every entry.

## Pay

Company HR can pay the fee by clicking on "dollar" icon to post the advertisement and conduct a recruitment drive on the campus. It totally depends on the Campus(TPO) if they want to charge a fee for the recruitment drive.

Note: The company cannot post the Job in opportunities section without selecting/opting for any season.

## Student Application

This section has information about the applicants who have applied in the available options for the active and published opportunity. The "Hiring Status" can be checked and updated from the same page itself.\

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Admin(TPO)/ Department\_Admin can update the hiring status for the students either individually or in the bulk process by clicking on the "update hiring status" button present on the top right side of the screen.

## View

Admin(TPO)/ Department\_Admin can view the details by clicking on the "view" icon available in front of every entry.

## Opportunities

This section specifies all the opportunities(Placement/internship) for the students. Companies can post their job in this section and students can apply for the job from this section. It is a Job pool for students where they are given opportunities to register for any job according to their eligibility.

## Add Opportunities

Companies can add job post by clicking on "Add Internship Placement Openings" button present on the top right side of the screen and fill in the following details:-

- Title
  - Opportunity(Internship/Placement)
  - Description
  - Essential Qualification(Discipline/level/course)
  - Qualification Name
  - Desired Qualification
  - Eligibility
-

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- Designation
  - CTC and breakup
  - Experience(Choose From Dropdown)
  - Season(Choose From Dropdown)
  - Opportunity type(Full time/Part-Time)
  - Process(On-Campus/Off-Campus)
  - Selection criteria
  - Opening and Closing Date
  - Written Test(Yes/No)
  - Interview(Yes/No)
  - Group Discussion(Yes/No)
  - Category
  - Venue
  - Vacancies
  - Location
  - Search Keywords(will be used to search the job titles by the name mentioned in this field and also the jobs that have those keywords in them)
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- Additional documents
  - Show Post(Yes/No)
  - Status(Active/Inactive) module\_docs.

## View Internship/Placement

Admin/Student/Company can view the details of the job posted by company HR by clicking on “view” icon available in front of every entry.

## View Applicants

Admin/Company view the details of the applicants who have applied for the job by clicking on “view” icon available in front of every entry.

## Update

Company HR can update/edit the details before publishing by clicking on the update button.

## Publish

Company HR can finally publish the job openings added by him/her after updating(If any) by clicking on the Publish button.

## Reports

This section helps to generate and view all data at a glance at any time, get instant reports & can be able to take an authentic decision.\

## Season Report

It helps to generate the season-wise report. The report consists of :

- Season Code
  - Number of Companies
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## Company Report

It helps to generate a Company-wise report. This report consists of:

- Company Name
- Number of Posts
- Number of Applicants

## Job Report

It helps to generate Job wise report. This report consists of :

- Company Name
- Job Posted
- Number of applicants for the job

## Organizational Unit Report

It helps to generate OU wise report. This report consists of :

- Organizational Unit
- Number of applicants

## Gender Report

It helps to generate the gender-wise report. This report consists of :

- Gender
- Number of applicants

## Category Report

It helps to generate a Category-wise report. This rpeort consists of :

- Category
  - Number of applicants
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There will be 5 types of logins:

## Training\_Admin

Training admin can configure the setting, monitor student profile & company profile, monitor Opportunities, map OU's, and generate reports.

### Steps to be followed

- 1: Login as Training admin to view the Training and placement dashboard.
- 2: Click on the setting section to first configure the placement related details.
- 3: Click on the **Settings** icon to configure the Placement Season and map OU's.
- 4: To monitor the profiles of all the company, go to the company section. Click on "view" icon to view the profile and "edit" icon to edit the details in the profile.
- 5: To monitor and update student hiring status, go to the student application section and click on the **update hiring status** button. Click on **view** icon to view the status.
- 6: To monitor the job openings admin needs to click on the "opportunities" section. Click on "view" icon to view the jobs and icon to view the applicants.
- 7: To have a view and track of all the placement drive conducted in the university, Admin needs to click on reports section and he/she will be able to generate multiple reports on the basis of season, companies, students, gender, etc.

## Training\_Admin\_view

The same role as Training\_Admin but with viewing rights only.

## Training\_Company

Can post the job(Placement/Internship) for the recruitment drive.

### Steps to be followed

- 1: Login as Company HR to view the Training and placement dashboard.
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3: To select/opt season for placement drive go to the Company season section and click on the apply button. Click on “view” icon to view the season details and icon to pay the requested fee.

4: To add/post job go to manage opportunities section and click on **add internship/placement openings** button. Click on **view** icon to view the jobs, icon to view the applicants, and click on the **publish** button to finally post it on the portal.

## Training\_Dept

The OU who can monitor the opportunities posted by the company and can keep track of how many students have been recruited by the companies.

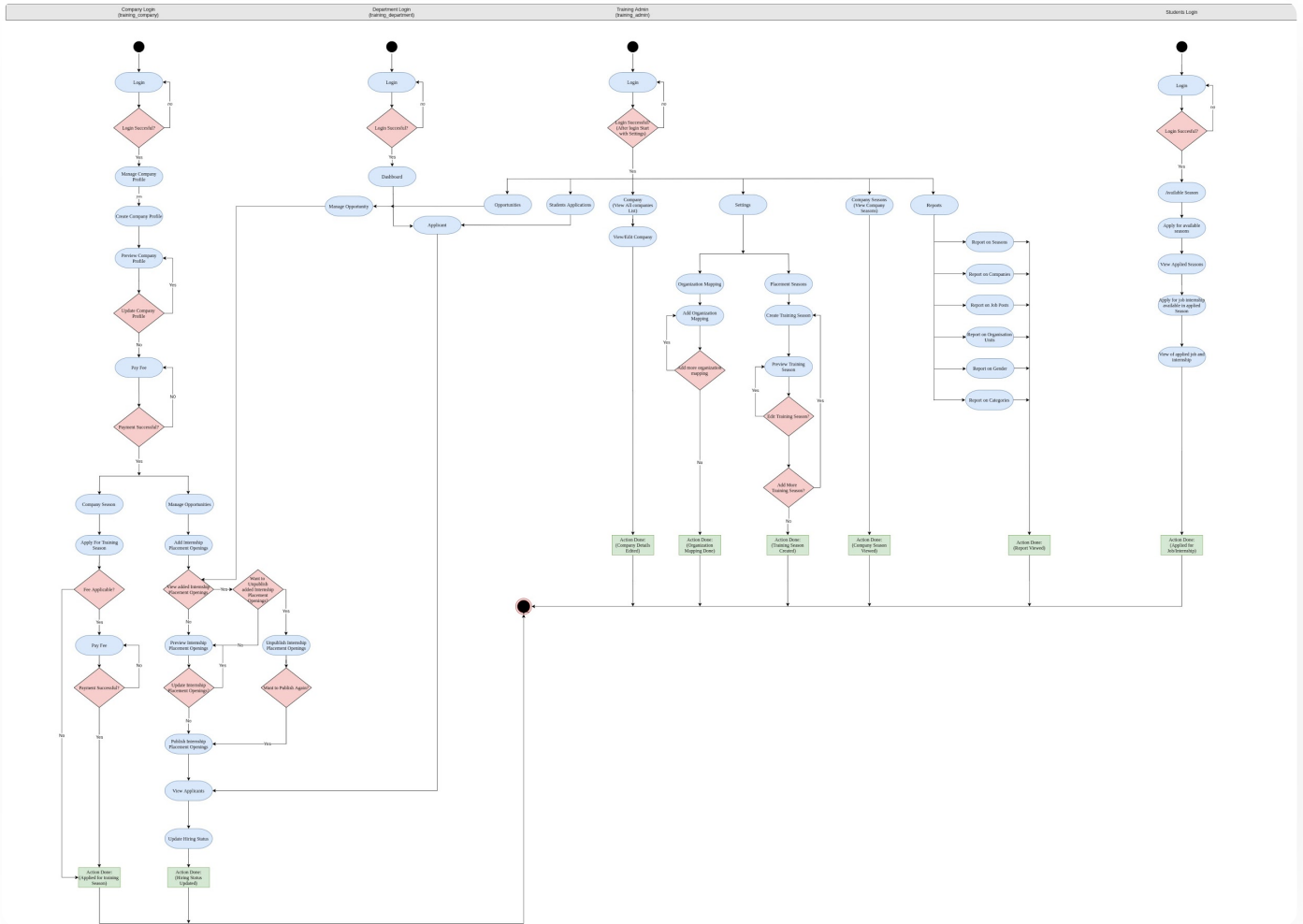
## Students

Who will apply for the job.

## Steps to be followed

- 1: Login as a student to view the Training and placement dashboard.
  - 2: Click on **Available Season** to apply for all the jobs in the particular season.
  - 3: Click on **view** icon to proceed further.
  - 4: To apply for the job in the selected season click on the **Apply** button present at the bottom right side of the screen. A pop-up box will appear. Click ok to proceed further.
  - 5: Select the season the student wants to apply for and click on the submit button.
  - 6: The season to which a student has paid for/applied for comes under the **Applied season** section.
  - 7: Click on the **Pay application fees** button to pay the requested fee for participating in the drive.
  - 8: If the student wants to apply for any job irrespective of the season then, he /she can click on the “Apply for Job/internship” section.
  - 9: Click on **view** icon to proceed further.
  - 10: Click on the **Apply** button present on the top right side of the screen.
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# Activity Diagram:-



# Use Case Diagram:-



Training and Placement Use-Case Diagram

## External Resources

[Module Training Video ↗](#)

[Edit this page](#)

## INTRO

Getting Started

Module Breakup and Prerequisites

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## ACADEMICS

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

[Training and Placement](#)

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## ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

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## ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

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University Profile - Organizational Unit & Organigram  
User Administration

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## **DATA MANAGEMENT**

Content Federation System System  
Minutes Resolutions Archive Retrieval System  
University Web Portal - Technical Document

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## **EMPLOYEE SERVICES**

Career Advancement Scheme  
Employee Management - Admin  
Employee Management - Non Teaching  
Employee Management - Teaching  
Knowledge  
Leave Management System  
ToT Management

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## **GOVERNANCE**

Affiliation Management  
Estate Management System  
File Management & Tracking System  
Inventory Management System  
IT Service Desk  
Legal Case Management System  
Residence Allocation (E-housing)  
RTI Management System

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## **RECRUITMENT**

Recruitment Management (Candidate Portal) - Non-Teaching  
Recruitment Management (Candidate Portal) - Teaching

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Screening Process of Teaching Recruitment- University of Delhi  
Recruitment Management System (Teaching) - Admin Portal

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## **UNIVERSITY FACILITY**

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System