

URGENT

From

Director Higher Education, Haryana
Sikhsha Sadan, Sector-5 , Panchkula

To

All Principals of Govt. Colleges of Haryana,

Memo No.: KW 30/3-2012 Co. (2)

Date : 11/04/12

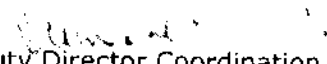
Subject: Regarding rolling out Placement Module

Please pursue the subject cited above.

I have been directed to inform you that, Department has developed Placement Module under DHE-IT Plan for all the Govt. Colleges of Haryana. This module will help colleges in collating data related to placement fair, companies and students participated in placement fairs, number of placements and salary package detail etc.

You all are requested to kindly fill all placement related data from this academic session onwards in placement module. User manual to operate the Placement Module is attached with this letter.

This is for your information and takes necessary action accordingly.


Deputy Director Coordination
For Director General Higher Education,
Haryana

User Manual
For
Placement Management System



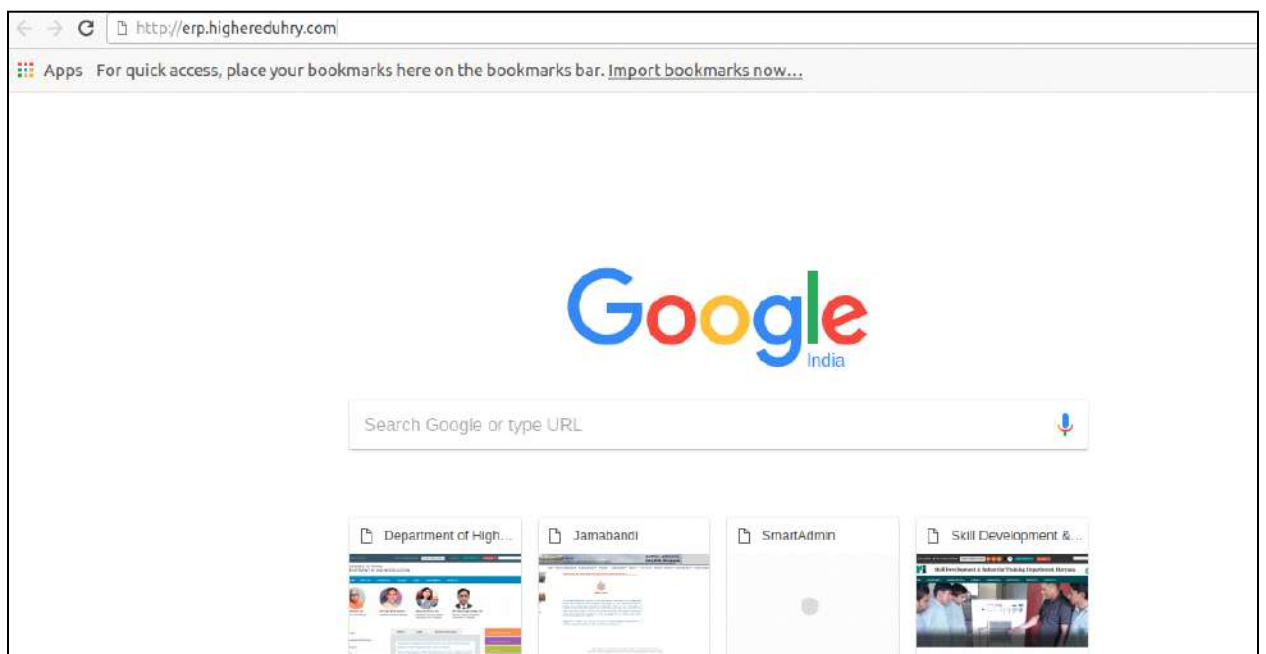
Department of Higher Education,
Haryana

OVERVIEW:

This document is a user manual for **Placement Module** of **DHE**. The audience for the document is the employees of DHE. Assuming the audience is not technically savvy; the user manual is designed in an easy to use manner.

1. LOG ON

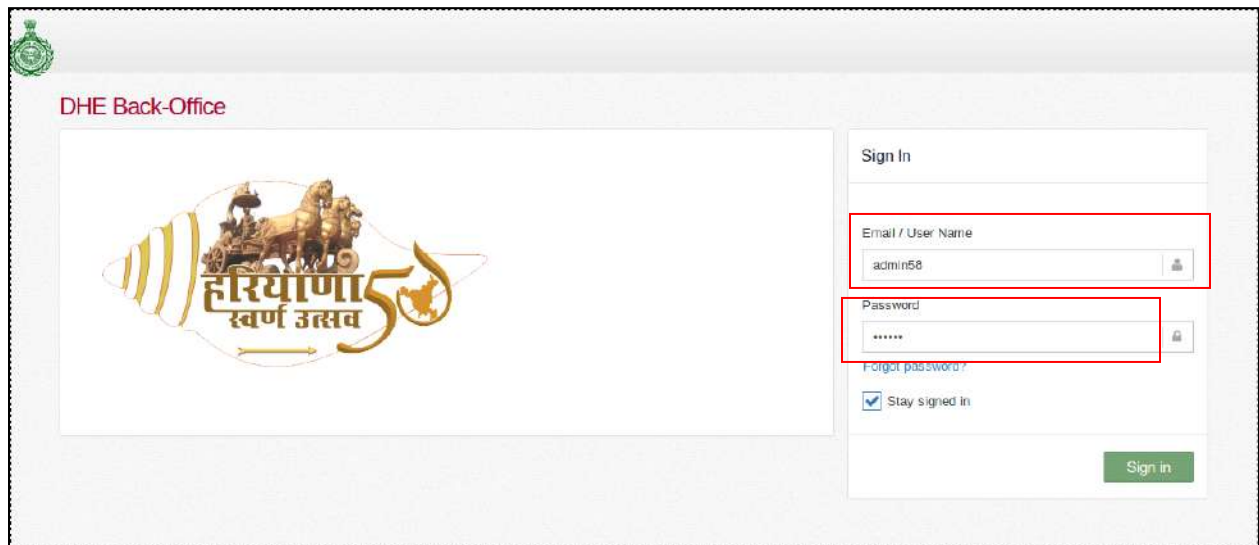
- On the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) , please type <http://erp.highereduhry.com/> and then press “ENTER” key from your keyboard.
- Now, the page of **DHE** web site will be opened.



2. LOG IN

Now, login page will be opened. Please provide the following details as shown and explained below:

- Enter “**Email/ User Name**” and “**Password**”.
- Click on “**Sign In**”.

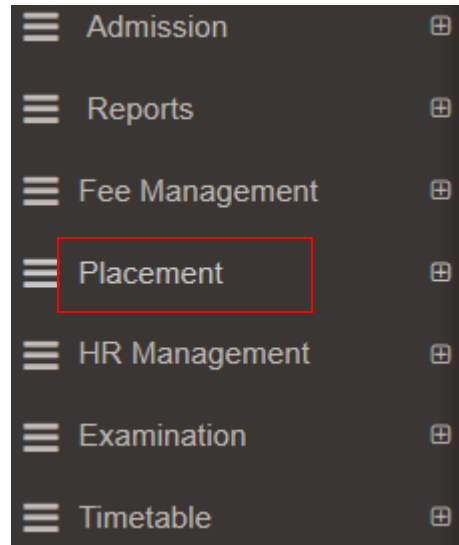


The screenshot shows the login interface for the DHE Back-Office. On the left, there is a logo for 'हरियाणा 50 स्वर्ण उत्सव' (Haryana 50th Golden Jubilee). On the right, the 'Sign In' form is visible. The 'Email / User Name' field contains 'admin58' and the 'Password' field contains '*****'. A 'Forgot password?' link is located below the password field. A 'Stay signed in' checkbox is checked. A green 'Sign in' button is at the bottom right of the form. Red boxes highlight the 'Email / User Name' and 'Password' input fields.

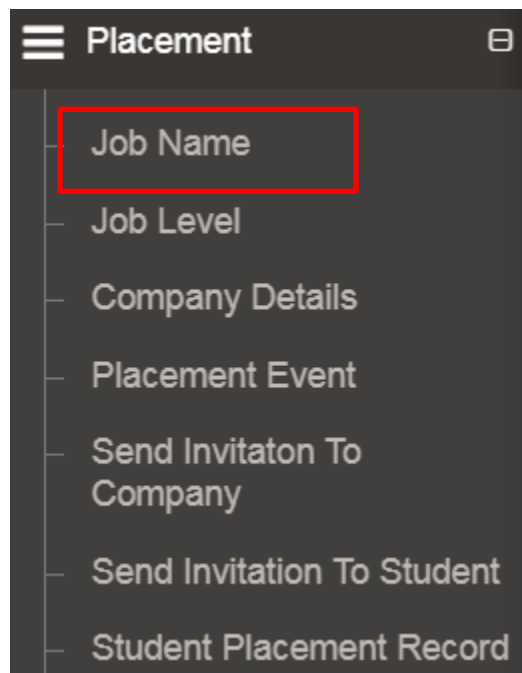
3. DHE DASHBOARD:

You will be able to view the “**DHE Dashboard**” where user will be able to see the brief information or statistics about “**Placement Module**” as shown in the image below:

4. PLACEMENT: In the left panel, click on **“Placement”** where user will have access to many options as shown and explained below:



4.1 Job Name: Now click on **“Job Name”**, as shown in the image below:



On click of **“Job Name”**, screen of **Job Name** will be opened as shown in the image below:

★ Placement > Job Name

Add Job Name

Job Code *

Job Name *

Active

List of Job Names

Show 10 entries

S.no.	Job Code	Job Name	Actions
1	02	Data Entry Opertaor	
2	01	Software Developer	

Showing 1 to 2 of 2 entries

Previous Next

Now user needs to add “Job Code” and “Job Name” fields as shown the image below:

★ Placement > Job Name

Add Job Name

Job Code *

Job Name *

Active

List of Job Names

Show 10 entries

S.no.	Job Code	Job Name	Actions
1	02	Data Entry Opertaor	
2	01	Software Developer	

Showing 1 to 2 of 2 entries

Previous Next

After filling up the required fields, mark it as an **“Active”** as shown in the image below:

The screenshot shows a web application interface for adding a job name. At the top, there is a breadcrumb trail: "★ Placement > Job Name". Below this is a form titled "Add Job Name". The form contains two input fields: "Job Code" and "Job Name". Below these fields is a checkbox labeled "Active", which is checked and highlighted with a red rectangle. At the bottom right of the form are two buttons: "Save" (blue) and "Cancel" (red). Below the form is a section titled "List of Job Names" with a "Show 10 entries" dropdown. It contains a table with the following data:

S.no.	Job Code	Job Name	Actions
1	02	Data Entry Opertaor	
2	01	Software Developer	

At the bottom of the list, it says "Showing 1 to 2 of 2 entries" and has "Previous", "1", and "Next" navigation buttons.

Now, click on **“Save”** button to save the job name and click on **“Cancel”** button if user wants to cancel the filled details:

This screenshot is identical to the one above, showing the "Add Job Name" form. In this version, the "Active" checkbox is still checked, but the "Save" and "Cancel" buttons at the bottom right are highlighted with a red rectangle, indicating they are the focus of the instruction.

Now, **Job name** has been added successfully. Now, to update the filled details, click on **“Edit”** icon as shown in the image below:

★ Placement > Job Name

Add Job Name

Job Code * Job Name *





Job Code Job Name

Active

Save Cancel

List of Job Names

Show 10 entries

S.no.	Job Code	Job Name	Actions
1	02	Data Entry Opertaor	 
2	01	Software Developer	 

Showing 1 to 2 of 2 entries

Previous 1 Next

Now, **Job name** has been edited successfully. Now, to **“Delete”** the filled details, click on **“Delete”** icon as shown in the image below:

★ Placement > Job Name

Add Job Name

Job Code * Job Name *





Job Code Job Name

Active

Save Cancel

List of Job Names

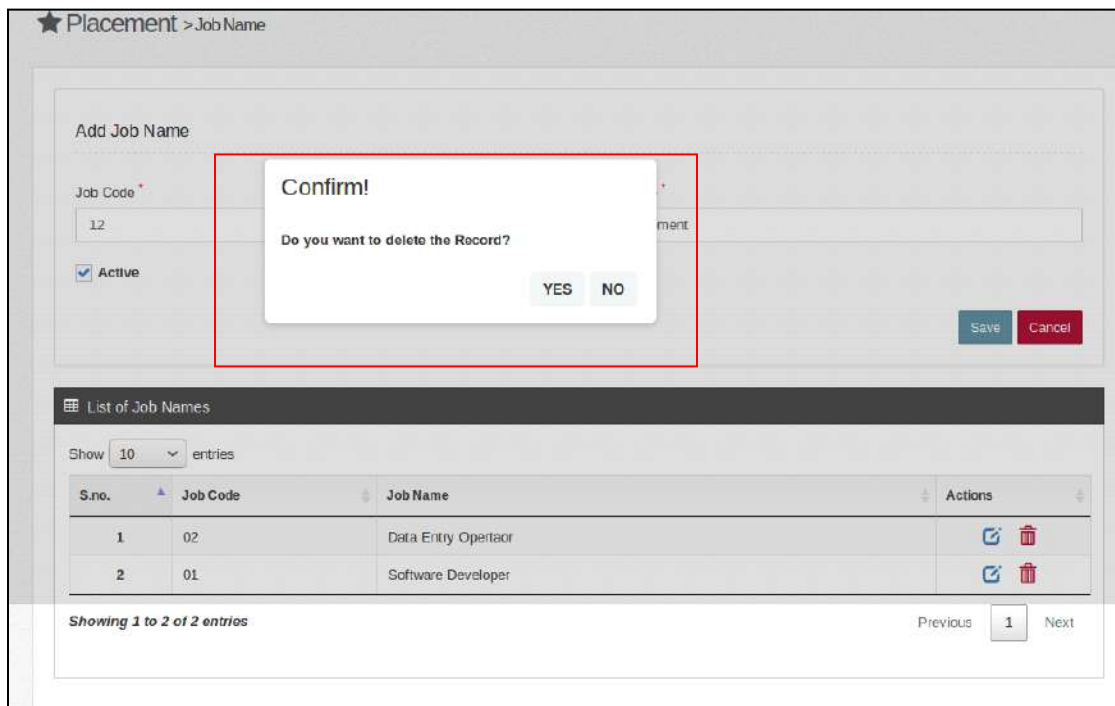
Show 10 entries

S.no.	Job Code	Job Name	Actions
1	02	Data Entry Opertaor	 
2	01	Software Developer	 

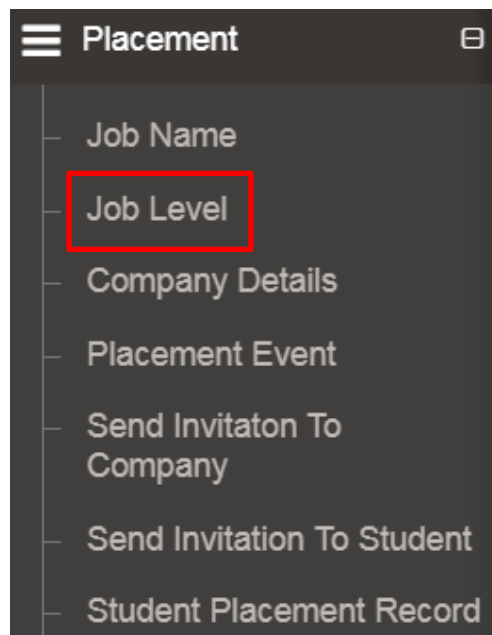
Showing 1 to 2 of 2 entries

Previous 1 Next

After clicking on “Delete” icon, a confirmation message will be displayed where user can give confirmation of deleting the Job Name by clicking on “Ok” or click on “Cancel” in case of not deleting the complaint as shown in the image below:



4.2 Job Level: Click on “Job Level”, as shown in the image below:

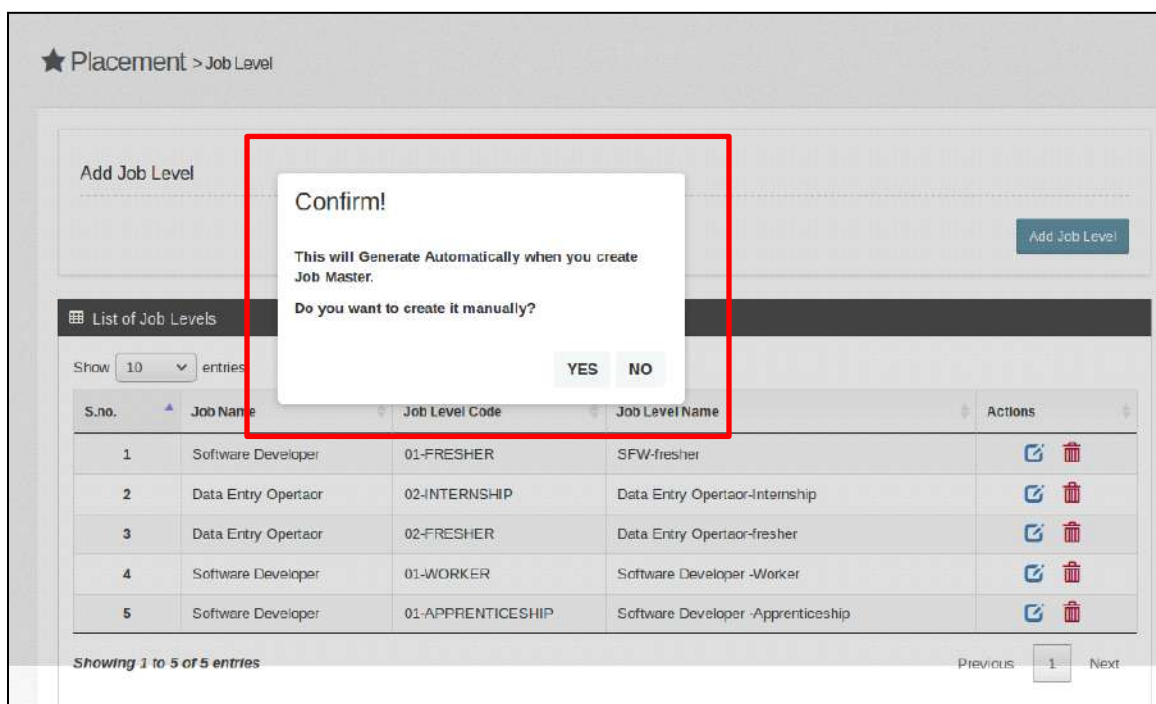


Now screen of “**Job Level**” will be opened as shown in the image below:



Now to add Job level click on “**Add Job Level**” tab, on click of “**Add Job Level**” a pop up box will appear for confirmation to “**Add Job Level**” manually.

On click of “**Yes**” tab user can create “**Job Level manually**”, similarly on click of “**No**” user will stay on same page.



Now, if user is willing to create “**Job Level**” manually following screen will open as shown in the image below:

★ Placement > Job Level

Add Job Level

Job Name *

Job Level Code *

Job Level Name *

Active

Save Cancel

Now to Add “**Job Level**” select “**Job Name**” from the dropdown, fill “**Job Level Name**” in the given fields “**Job Level Code**” will be uploaded from the backend.

★ Placement > Job Level

Add Job Level

Job Name *

Job Level Code *

Job Level Name *

Active

Save Cancel

After filling up the required fields, mark it as an “**Active**” as shown in the image below:

★ Placement > Job Level

Add Job Level

Job Name *

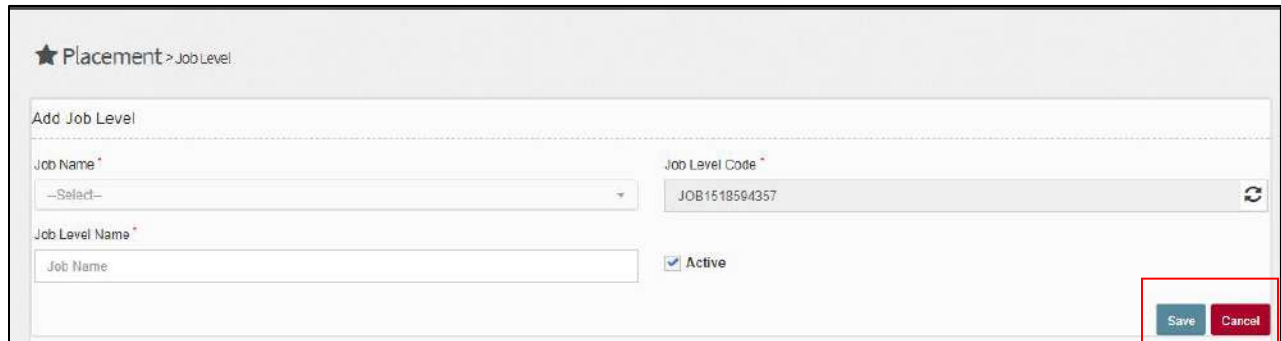
Job Level Code *

Job Level Name *

Active

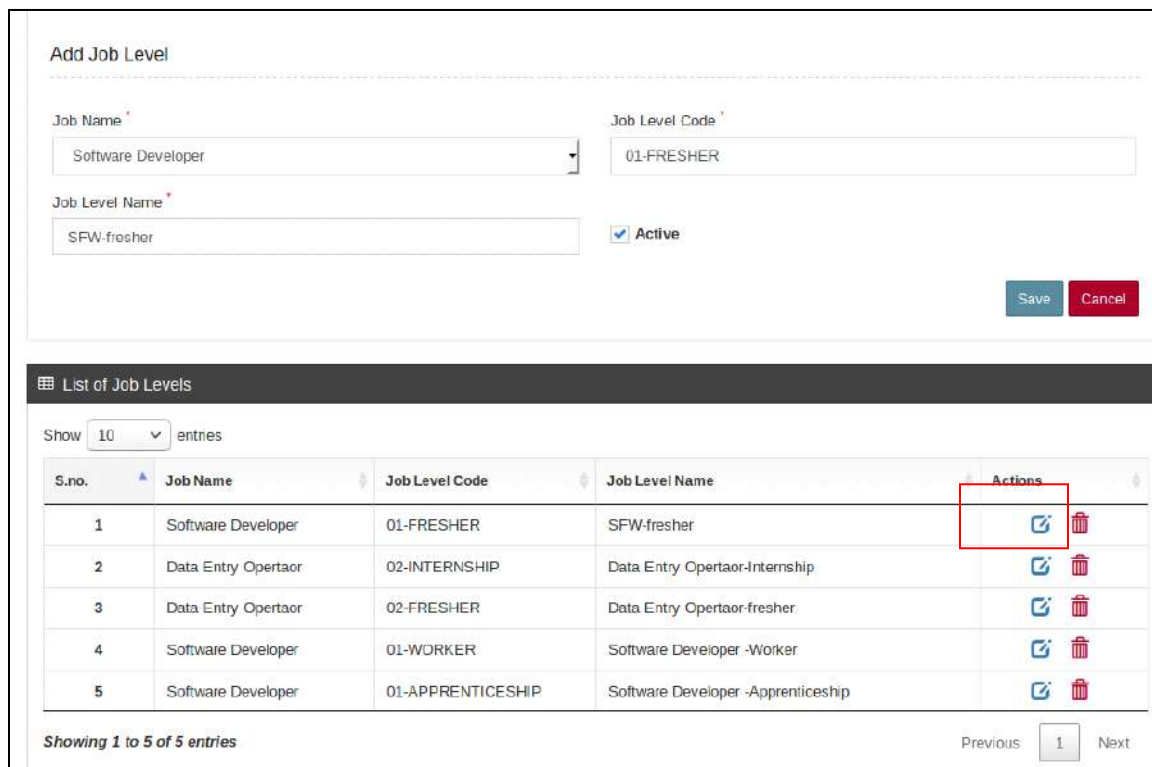
Save Cancel

Now, click on “**Save**” button to save the details and click on “**Cancel**” button if user wants to cancel the filled details:













The screenshot shows the 'Add Job Level' form. The 'Job Name' dropdown is set to '--Select--'. The 'Job Level Code' is 'JOB1518594357'. The 'Job Level Name' is 'Job Name'. The 'Active' checkbox is checked. The 'Save' and 'Cancel' buttons are highlighted with a red box.

Now, Job Level has been added successfully. Now, to update the filled details, click on “**Edit**” icon as shown in the image below:



The screenshot shows the 'Add Job Level' form and the 'List of Job Levels' table. The 'Add Job Level' form has 'Job Name' set to 'Software Developer', 'Job Level Code' set to '01-FRESHER', and 'Job Level Name' set to 'SFW-fresher'. The 'Active' checkbox is checked. The 'Save' and 'Cancel' buttons are visible. The 'List of Job Levels' table shows 5 entries. The 'Edit' icon for the first entry is highlighted with a red box.

S.no.	Job Name	Job Level Code	Job Level Name	Actions
1	Software Developer	01-FRESHER	SFW-fresher	 
2	Data Entry Opertaor	02-INTERNSHIP	Data Entry Opertaor-Internship	 
3	Data Entry Opertaor	02-FRESHER	Data Entry Opertaor-fresher.	 
4	Software Developer	01-WORKER	Software Developer -Worker	 
5	Software Developer	01-APPRENTICESHIP	Software Developer -Apprenticeship	 

Showing 1 to 5 of 5 entries

Previous 1 Next

Now, Job Level has been edited successfully. Now, to **“Delete”** the filled details, click on **delete** icon as shown in the image below:

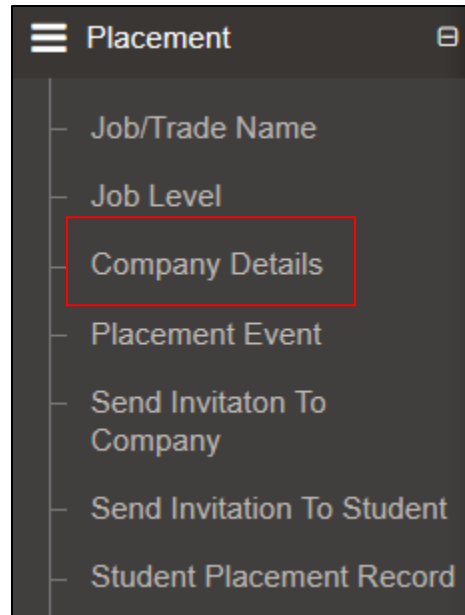
The screenshot shows a web interface for managing job levels. At the top is the 'Add Job Level' form with fields for Job Name (Software Developer), Job Level Code (01-FRESHER), Job Level Name (SFW-fresher), and an Active checkbox. Below the form is a table titled 'List of Job Levels' with 5 entries. The first entry is highlighted, and its 'Delete' icon (a trash can) is circled in red.

S.no.	Job Name	Job Level Code	Job Level Name	Actions
1	Software Developer	01-FRESHER	SFW-fresher	
2	Data Entry Opertaor	02-INTERNSHIP	Data Entry Opertaor-Internship	
3	Data Entry Opertaor	02-FRESHER	Data Entry Opertaor-fresher	
4	Software Developer	01-WORKER	Software Developer -Worker	
5	Software Developer	01-APPRENTICESHIP	Software Developer -Apprenticeship	

After clicking on **“Delete”** icon, a confirmation message will be displayed where user can give confirmation of deleting the Job Level by clicking on **“Ok”** or click on **“Cancel”** in case of not deleting the complaint as shown in the image below:

The screenshot shows the same 'Add Job Level' form, but with a 'Confirm!' dialog box overlaid in the center. The dialog asks 'Do you want to delete the Record?' and has 'YES' and 'NO' buttons. The dialog is highlighted with a red box.

4.3 Company Details: Click on “**Company Details**”, as shown in the image below:



Now click of “**Add Company Details**” as shown in the image below:



On click of “**Add Company details**” Tab a screen will appear with following fields like (**Company Code, Company name, Website Url, Email ID, Fax, Land line No., Contact Person Name, Contact Person Email, etc.**) which need to be filled by the

college. Some fields are mandatory. **Mandatory fields** are marked with an “**asterisk sign**” as shown in the image below:

The image shows a web form titled "Add Company Details" with a close button in the top right corner. The form is organized into two columns. The left column contains fields for Company Code (pre-filled with "COMPANY1518429805" and a refresh icon), Website Url (with a globe icon), Fax (with a document icon), Contact Person Name, Contact Person Mobile (with a mobile phone icon), Address, State (dropdown), and Tehsil (dropdown). The right column contains fields for Company Name, Email ID (with an envelope icon), Landline No (with a telephone icon), Contact Person Email (with an envelope icon), Contact Person Landline No (with a telephone icon), Country (dropdown), District (dropdown), and Vtc (dropdown). Red boxes highlight the "Company Name" and "Website Url" fields, indicating they are mandatory as they have an asterisk next to their labels.

After filling up the required fields, mark it as an “**Active**” as shown in the image below:

Pin Code*

Company Description*

Active

Save Close

After filling up the required fields, click on **“Save”** Tab to add the details, or click on **“Close”** Tab to cancel the form as shown in the image below:

Pin Code*

Company Description*

Active

Save Close

Now, **“Company Details”** has been added successfully. Now, to update the filled details, click on **“edit”** icon as shown in the image below:

★ Placement > Company Details

Add Company Details

List of Company Details

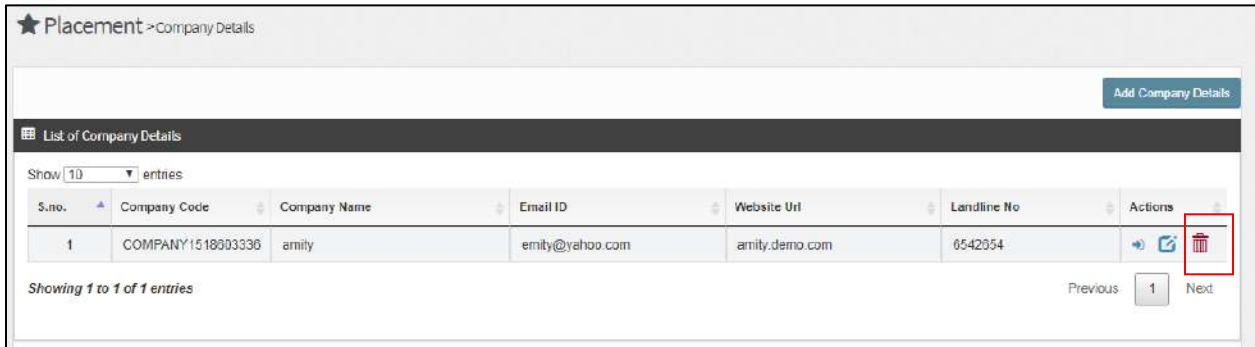
Show 10 entries

S.no.	Company Code	Company Name	Email ID	Website Url	Landline No	Actions
1	COMPANY1518003336	amily	emily@yahoo.com	amily.demo.com	0542054	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

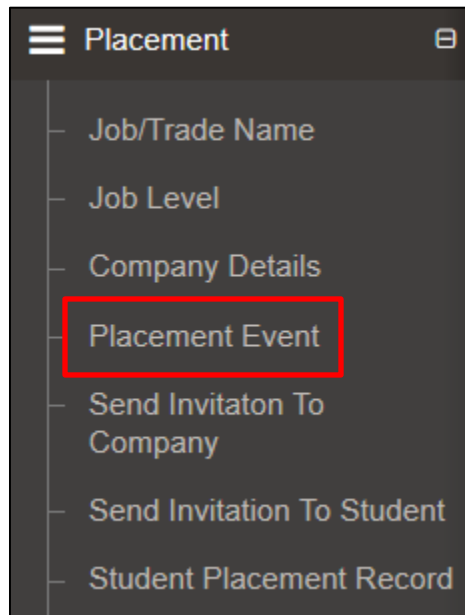
Now, "Company Details" has been edited successfully. Now, to "Delete" the filled details, click on "Delete" icon as shown in the image below:



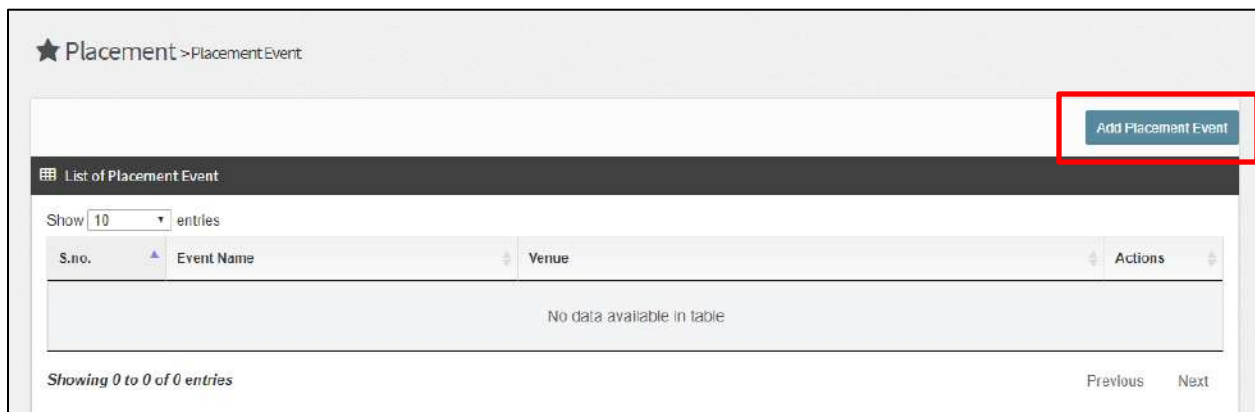
After clicking on **Delete** icon, a confirmation message will be displayed where user can give confirmation of deleting the "Company Details" by clicking on "Ok" or click on "Cancel" in case of not deleting the details as shown in the image below:



4.4 Placement Event: Click on “**Placement Event**”, as shown in the image below:



Now click on “**Add Placement Event**” as shown in the image below:



Now to Add “**Placement Event**” User need to enter Placement Event details like (**Event Title, College, Course ID, Course Section etc**). in the given fields as shown in the image below:

Add Placement Event

Event Title :
Please enter Event Title

College :
Govt. College Sec.-1, Panchkula

Course Id :
Nothing selected

Course Section :
Nothing selected

Start Date & Time :
Please enter Start Date & Time

End Date & Time :
Please enter End Date & Time

Upload Notice :
Choose File No file chosen

Mode :
Campus

Venue :

Event Description :

Active

Save Close

After filling up the required fields, mark it as an “**Active**” as shown in the image below:

Add Placement Event



Event Title :

College :

Course Id :

Course Section :

Start Date & Time :

End Date & Time :

Upload Notice :

 No file chosen

Mode :



Venue :

Event Description :

 Active

After filling up the required fields, click on **“Save”** Tab to add the details, or click on close Tab to **“Cancel”** the form as shown in the image below:

Add Placement Event ✕

Event Title :*	College :*
<input type="text" value="Please enter Event Title"/>	<input type="text" value="Govt. College Sec -1, Panchkula"/>
Course Id :*	Course Section :*
<input type="text" value="Nothing selected"/>	<input type="text" value="Nothing selected"/>
Start Date & Time :*	End Date & Time :*
<input type="text" value="Please enter Start Date & Time"/>	<input type="text" value="Please enter End Date & Time"/>
Upload Notice :	Mode :*
<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Campus"/>
	Venue :*
	<input type="text"/>
Event Description :*	
<input type="text"/>	
<input checked="" type="checkbox"/> Active	

Now details of the Placement Event will be **listed** in the system as shown in the image below:



Table with 4 columns: S.no., Event Name, Venue, Actions. Row 1: 1, Job Fast NET STARS, Tangori college, [edit icon] [delete icon].

Showing 1 to 1 of 1 entries

Now, **“Placement Event”** has been added successfully. Now, to update the filled details, click on **“Edit”** icon as shown in the image below:



Table with 4 columns: S.no., Event Name, Venue, Actions. Row 1: 1, Job Fast NET STARS, Tangori college, [edit icon] [delete icon].

Showing 1 to 1 of 1 entries

Now, **“Placement Event”** has been edited successfully. Now, to **“Delete”** the filled details, click on **“delete”** icon as shown in the image below:



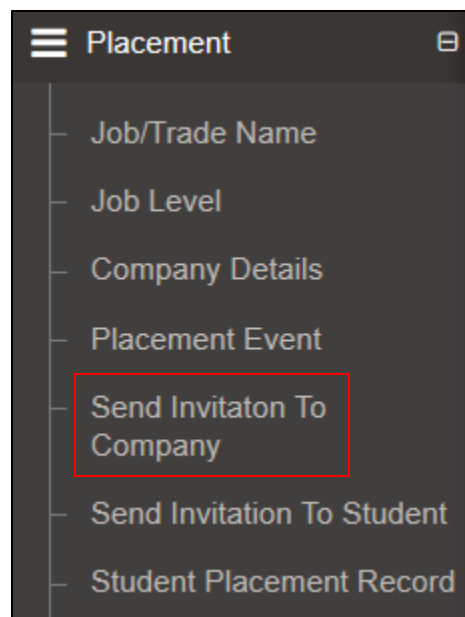
Table with 4 columns: S.no., Event Name, Venue, Actions. Row 1: 1, Job Fast NET STARS, Tangori college, [edit icon] [delete icon].

Showing 1 to 1 of 1 entries

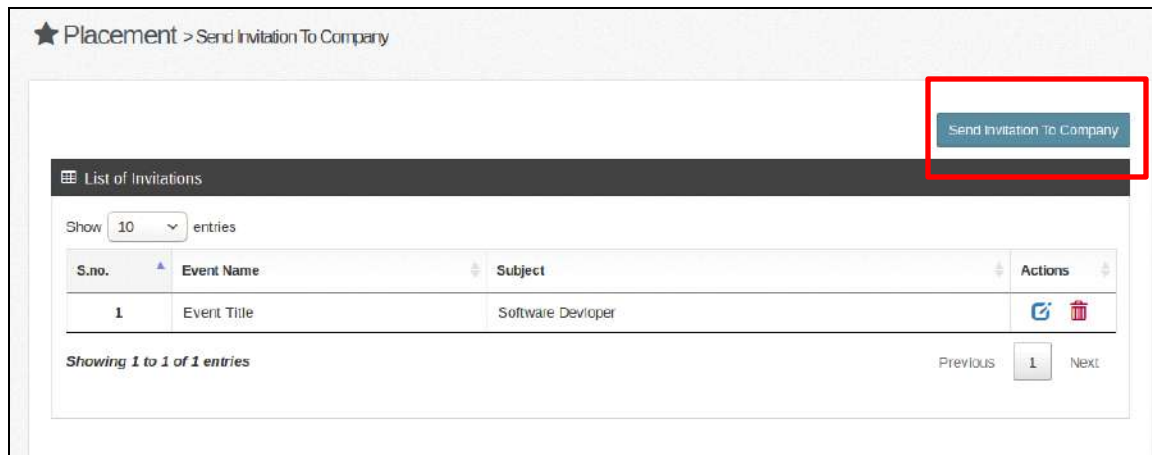
After clicking on **“Delete”** icon, a confirmation message will be displayed where user can give confirmation of deleting the **“Placement Event”** by clicking on **“Ok”** or click on **“Cancel”** in case of not deleting the details as shown in the image below:



4.5 Send Invitation To Company: Click on **“Send Invitation To Company”**, as shown in the image below:



Now on click of **“Send Invitation To Company”** as shown in the image below:



Now to “**Send Invitation To Company**” user needs to enter required details in the given form like **(Event Title, Company list etc.)** in the given fields as shown in the image below:

Send Invitation To Company

Event Title :
--Select--

Company List :
Nothing selected

Job Name :
Nothing selected

Job Level :
Nothing selected

Upload Notice :
Choose File No file chosen

Venue :

Subject :
Enter Subject

Event Description :

Active

Save Close

After filling up the required fields, mark it as an **“Active”** as shown in the image below:

Send Invitation To Company

Event Title :
--Select--

Company List :
Nothing selected

Job Name :
Nothing selected

Job Level :
Nothing selected

Upload Notice :
Choose File No file chosen

Venue :

Subject :
Enter Subject

Event Description :

Active

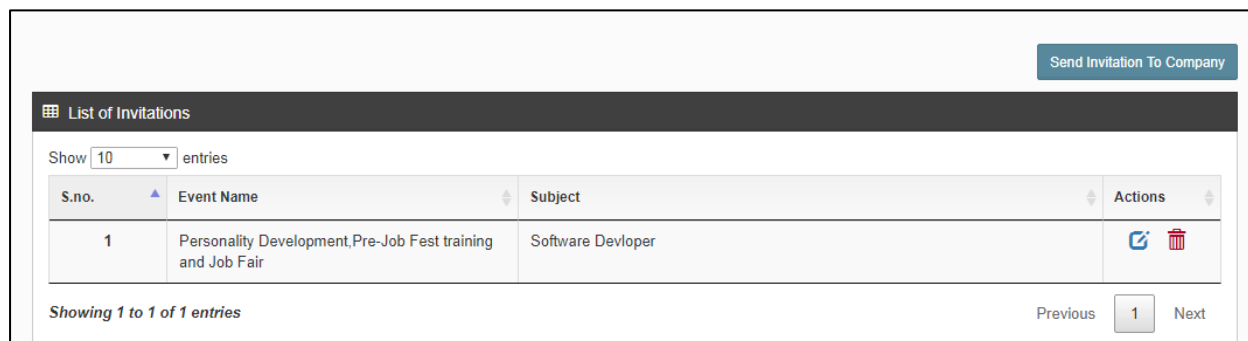
Save Close

After filling up the required fields, click on “**Save**” Tab to add the details, or click on close Tab to “**Cancel**” the form as shown in the image below:

Send Invitation To Company ✕

Event Title : --Select--	Company List : Nothing selected
Job Name : Nothing selected	Job Level : Nothing selected
Upload Notice : <input type="button" value="Choose File"/> No file chosen	Venue : <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>
Subject : <input type="text" value="Enter Subject"/>	
Event Description : <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	
<input checked="" type="checkbox"/> Active	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

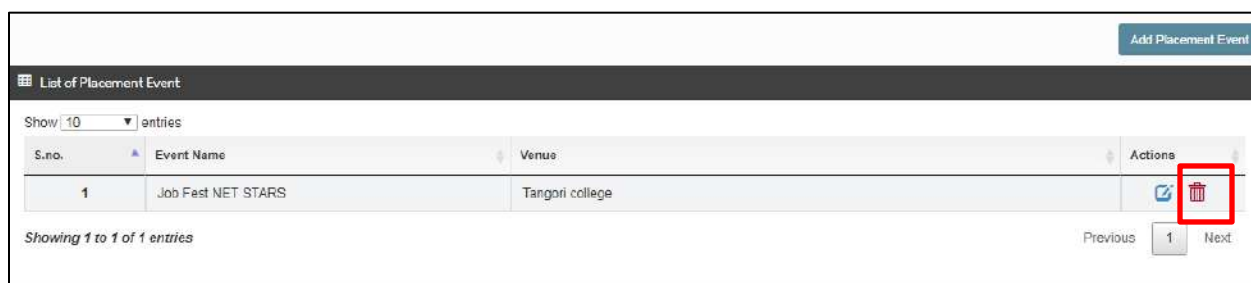
Now details of the **“Send Invitation to Company”** will be listed in the system as shown in the image below:



Now, **“Send Invitation to Company”** has been added successfully. Now, to update the filled details, click on **“Edit”** icon as shown in the image below:



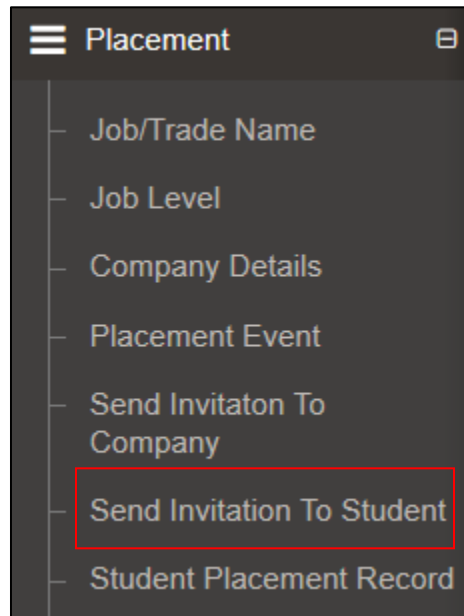
Now, to **“Delete”** the filled details, click on **“delete”** icon as shown in the image below:



After clicking on **“Delete”** icon, a confirmation message will be displayed where user can give confirmation of deleting the **“Send Invitation to Company”** by clicking on **“Ok”** or click on **“Cancel”** in case of not deleting the details as shown in the image below:



4.7 Send Invitation to Student: Now click on “**Send Invitation to Student**” as shown in the image below:



On the click of “**Send Invitation to Student**” user can invite student in the organized placement event:

★ Placement > Send Invitation To Student

[Send Invitation To Student](#)

List of Send Invitation To Student

Show entries

S.no.	Event Name	Mode	Applicable For	Actions
1	Event Title	In Campus	BOTH	

Showing 1 to 1 of 1 entries

Previous Next

User need to enter the details in the given form (**Event Title, College, Course ID, Course Section, Mode, Applicable for, Batch, Job Name, Job Level, Upload Notice by browsing, Event Description**).

Click on the **“Save”** tab to save the details which will be displayed in the list and on the click of **“Close”** button the details will be cancelled.

Send Invitation To Student

Event Title :

College :

Course :

Course Section :

Mode :

Applicable For :

Batch :

Job Name :

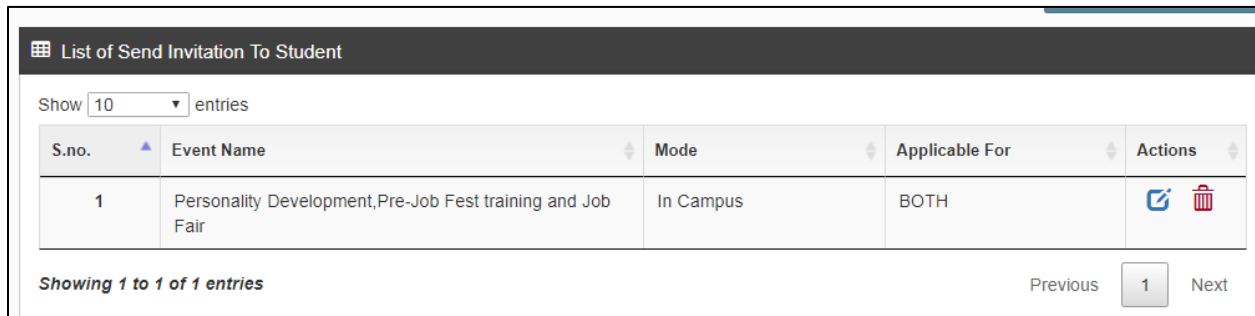
Job Level :

Upload Notice : No file chosen



Event Description :

[Save](#) [Close](#)

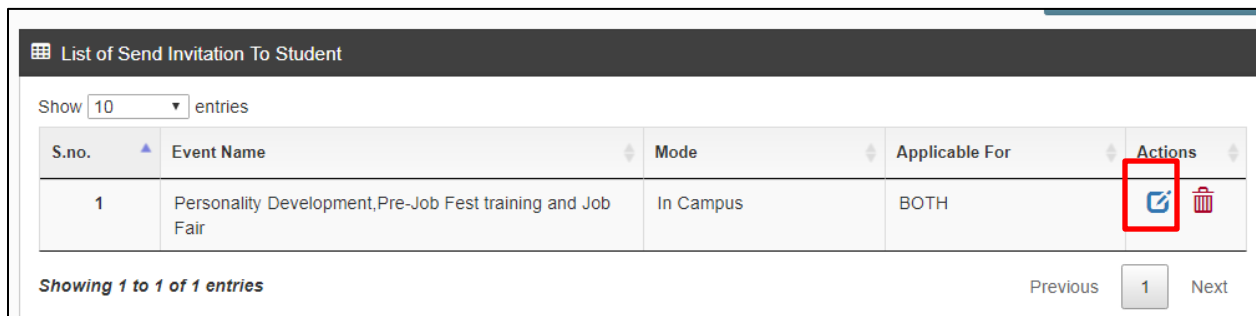
Now details of the “Send Invitation to Students” will be listed in the system as shown in the image below:



The screenshot shows a table titled "List of Send Invitation To Student". At the top, there is a "Show 10 entries" dropdown. The table has five columns: "S.no.", "Event Name", "Mode", "Applicable For", and "Actions". A single row is displayed with the following data: S.no. 1, Event Name "Personality Development,Pre-Job Fest training and Job Fair", Mode "In Campus", and Applicable For "BOTH". The "Actions" column contains two icons: a blue pencil (edit) and a red trash can (delete). Below the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

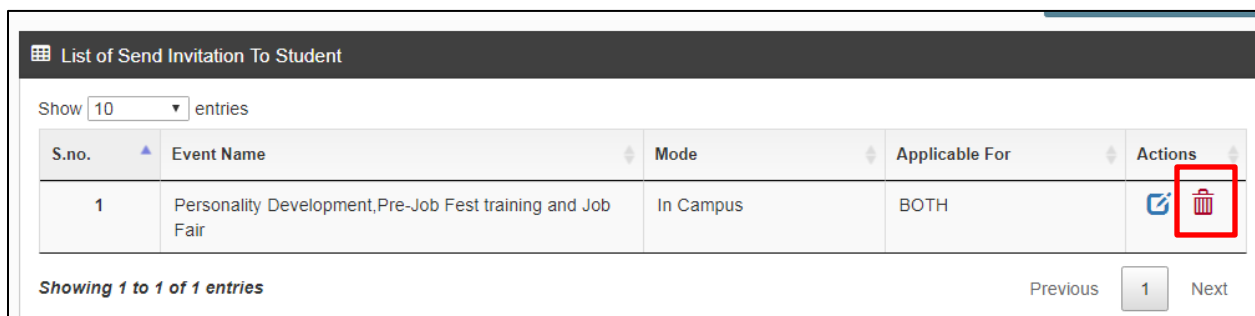
S.no.	Event Name	Mode	Applicable For	Actions
1	Personality Development,Pre-Job Fest training and Job Fair	In Campus	BOTH	 

Now, “Send Invitation to Students” has been added successfully. Now, to update the filled details, click on “Edit” icon as shown in the image below:



This screenshot is identical to the previous one, but the blue pencil icon in the "Actions" column of the table row is highlighted with a red rectangular box.

Now, to “Delete” the filled details, click on “delete” icon as shown in the image below:

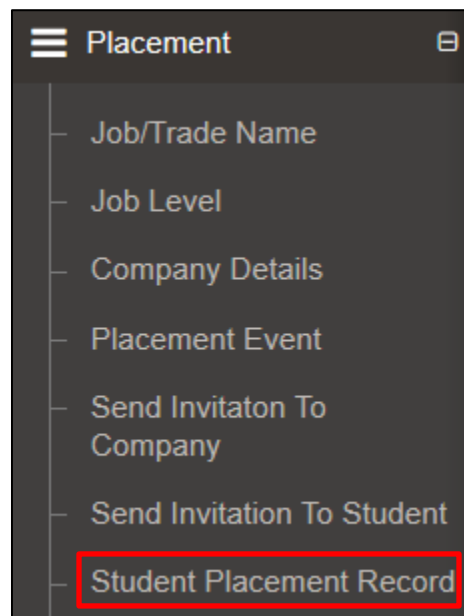


This screenshot is identical to the previous one, but the red trash can icon in the "Actions" column of the table row is highlighted with a red rectangular box.

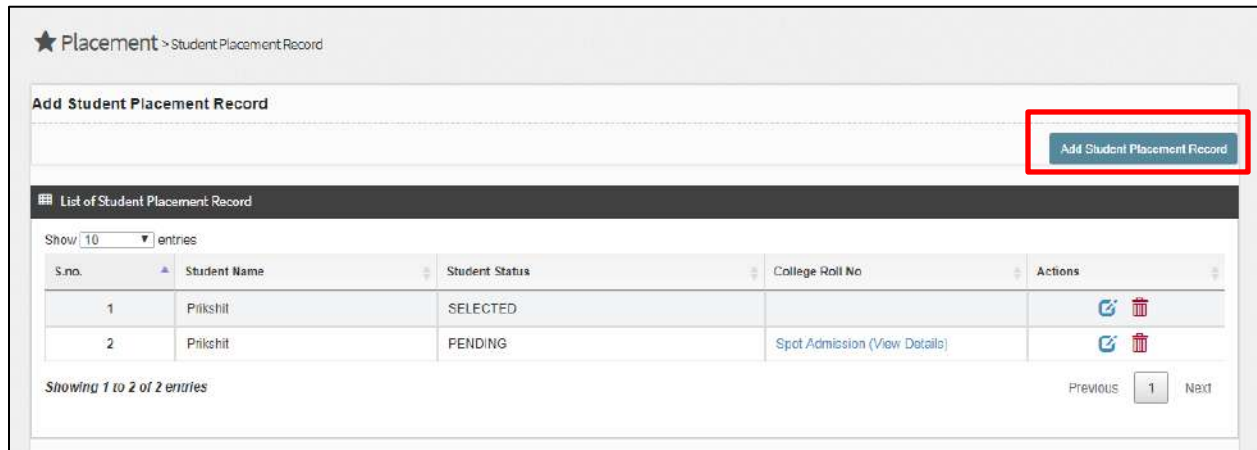
After clicking on **“Delete”** icon, a confirmation message will be displayed where user can give confirmation of deleting the **“Send Invitation to Student”** by clicking on **“Ok”** or click on **“Cancel”** in case of not deleting the details as shown in the image below:



4.8 Student Placement Record: In **“Student placement record”** you need to enter the placement attendee details:

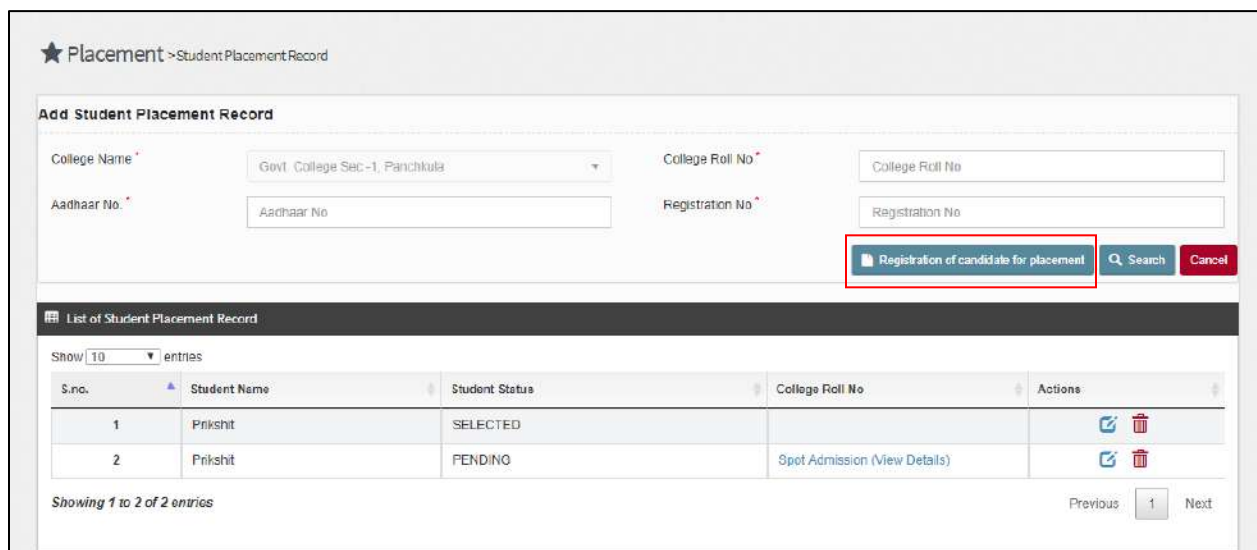


Now user will click on **“Add Student Placement Record”** tab as shown in the image below:



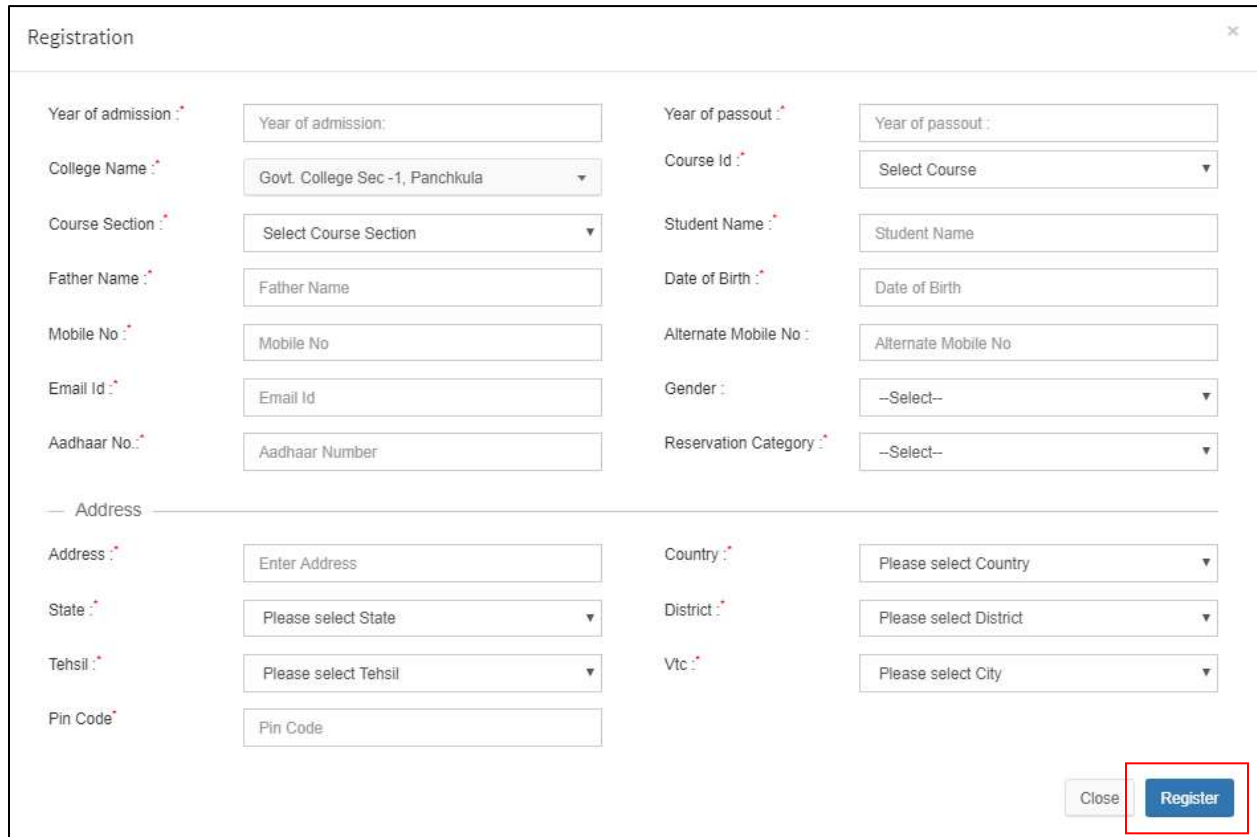
On the click of **“Add Student Placement Record”** user can add the details of Placement attendees as shown below.

If the student is not registered on the portal then click on **“Registration of Candidate for Placement”** tab otherwise enter the **“Enrolment no.”** and click on **“Search”** tab.



On the click of **“Registration of Candidate for Placement”** a screen will appears:

Now user needs to enter the details in the given fields like (**Year of admission, College Name, Student Name etc**). After entering the required details in the below given form click on the “**Register**” Tab as shown in the image below:



The image shows a web-based registration form titled "Registration". The form is organized into two columns of input fields. The left column includes fields for "Year of admission", "College Name" (with a dropdown menu showing "Govt. College Sec -1, Panchkula"), "Course Section" (with a dropdown menu showing "Select Course Section"), "Father Name", "Mobile No", "Email Id", and "Aadhaar No.". The right column includes fields for "Year of passout", "Course Id" (with a dropdown menu showing "Select Course"), "Student Name", "Date of Birth", "Alternate Mobile No", "Gender" (with a dropdown menu showing "--Select--"), and "Reservation Category" (with a dropdown menu showing "--Select--"). Below these fields is a section titled "Address" which contains fields for "Address", "State" (with a dropdown menu showing "Please select State"), "Tehsil" (with a dropdown menu showing "Please select Tehsil"), "Pin Code", "Country" (with a dropdown menu showing "Please select Country"), "District" (with a dropdown menu showing "Please select District"), and "Vtc" (with a dropdown menu showing "Please select City"). At the bottom right of the form, there are two buttons: a "Close" button and a "Register" button, which is highlighted with a red rectangular border.

Once user search the “**Student**” or “**Register**” on spot, you can mark the status. As shown in the image below.

On the click of “**Save**” button details will be saved to the system and on the click of “**Cancel**” button, form will be cancelled.

Registration Details

Academic Year : 2017-2018

Student Name *	SAKSHI	Father's Name *	GOBIND RAM
Date of Birth *	1997-07-18	Attendance *	Present
Status *	Selected		

Placement Details

Company *	Weexcel Software Pvt LTD	Job Level *	Software Developer -Apprenticeship
Place of Posting *	Chandigarh	Actual Date of Joining	2018-01-27
Position Offered	DBA	Salary Offered	10000
Job Offer Copy : *	<input type="button" value="Choose File"/> No file chosen		

Thank You!