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:

Subject: Regarding rolling out Placement Module
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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”.

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:
Now user needs to add “Job Code” and “Job Name” fields as shown the image below:
After filling up the required fields, mark it as an “Active” as shown in the image below:

Now, click on “Save” button to save the job name and click on “Cancel” button if user wants to cancel the filled details:
Now, Job name has been added successfully. Now, to update the filled details, click on “Edit” icon as shown in the image below:

Now, Job name 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 Job Name by clicking on **Ok** or click on **Cancel** in case of not deleting the complaint as shown in the image below:

![Confirmation Message](image)

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

![Job Level](image)
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:

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.

After filling up the required fields, mark it as an “Active” as shown in the image below:
Now, click on “Save” button to save the details and click on “Cancel” button if user wants to cancel the filled details:

Now, Job Level has been added successfully. Now, to update the filled details, click on “Edit” icon as shown in the image below:
Now, Job Level 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 Job Level by clicking on “Ok” or click on “Cancel” in case of not deleting the complaint as shown in the image below:
4.3 Company Details: Click on “Company Details”, as shown in the image below:

Now click on “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:

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

Now, “Company Details” has been added successfully. Now, to update the filled details, click on “edit” icon as shown in the image below:
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:
After filling up the required fields, mark it as an “Active” as shown in the image below:
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:
Now details of the Placement Event will be **listed** in the system as shown in the image below:

![List of Placement Event](image1)

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

![List of Placement Event](image2)

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

![List of Placement Event](image3)
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:

![Confirmation Message](image1)

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

![Invitation Options](image2)

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:
After filling up the required fields, mark it as an “Active” as shown in the image below:
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:
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:
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.
Now details of the “Send Invitation to Students” will be listed in the system as shown in the image below:

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:

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 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 appear:
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:

![Image of registration form]

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.
Thank You!