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# User Manual

For

Training and placement  
Module

Version 1.0

**Bundelkhand University, Jhansi**

Submitted By :

The logo for updesco, featuring the word 'updesco' in a stylized font. The 'u' and 'p' are blue, 'd' is red, 'e' is blue, 's' is red, and 'c' and 'o' are blue.

Designed & Developed By:

The logo for omni-NET TECHNOLOGIES (P) LIMITED. It features the word 'omni-NET' in a stylized font with 'omni' in red and 'NET' in blue. Below it, 'TECHNOLOGIES (P) LIMITED' is written in a smaller font, and 'ISO 9001:2008 Certified' is written at the bottom.

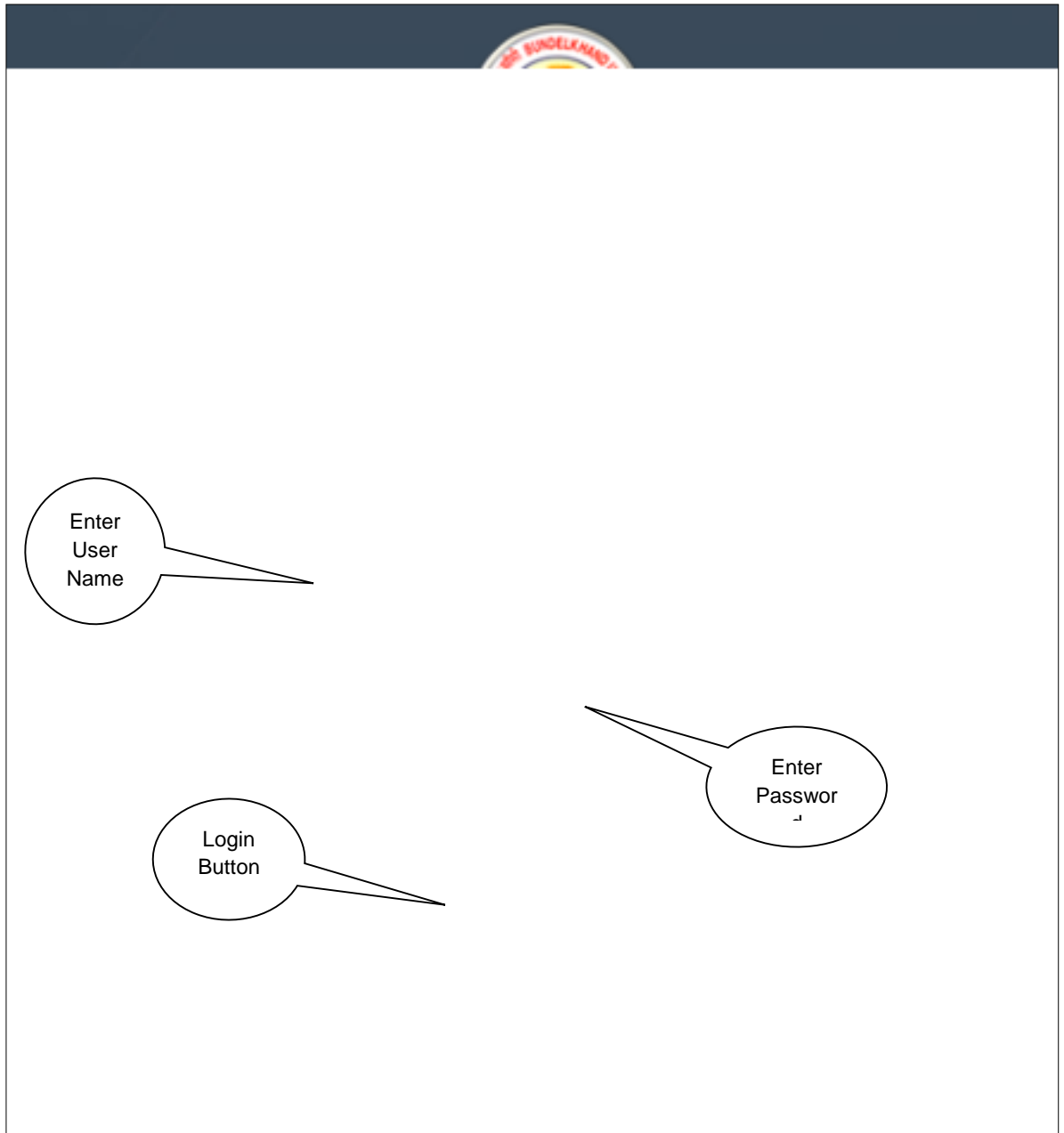
## Table of Contents

1. Login Page .....	3
2. Dashboard .....	4
3. Welcome Page .....	4
4. Company Type.....	5
5. Company Master.....	6
6. View Company .....	7
7. Candidate List .....	7
8. Communication Panel.....	8
9. Drive Master .....	9
10. View Campus Drive.....	10
11. Open Campus Recruitment Drive .....	11
12. Candidate Registration.....	12
13. Select Student for Interview.....	13
14. Punching Result Upload Offer Letter .....	13
15. Upload Offer Letter.....	14
16. Placement Analysis .....	14
17. View Placement Status .....	15

## 1. Login Page

### Steps :

- Open <http://ums.bujhansi.org> in a browser in your computer.



*Image: Login Page*

- Following details fill by the user.

## 2. Dashboard

### Steps :

- Dashboard looks like this:



*Image: Dashboard*

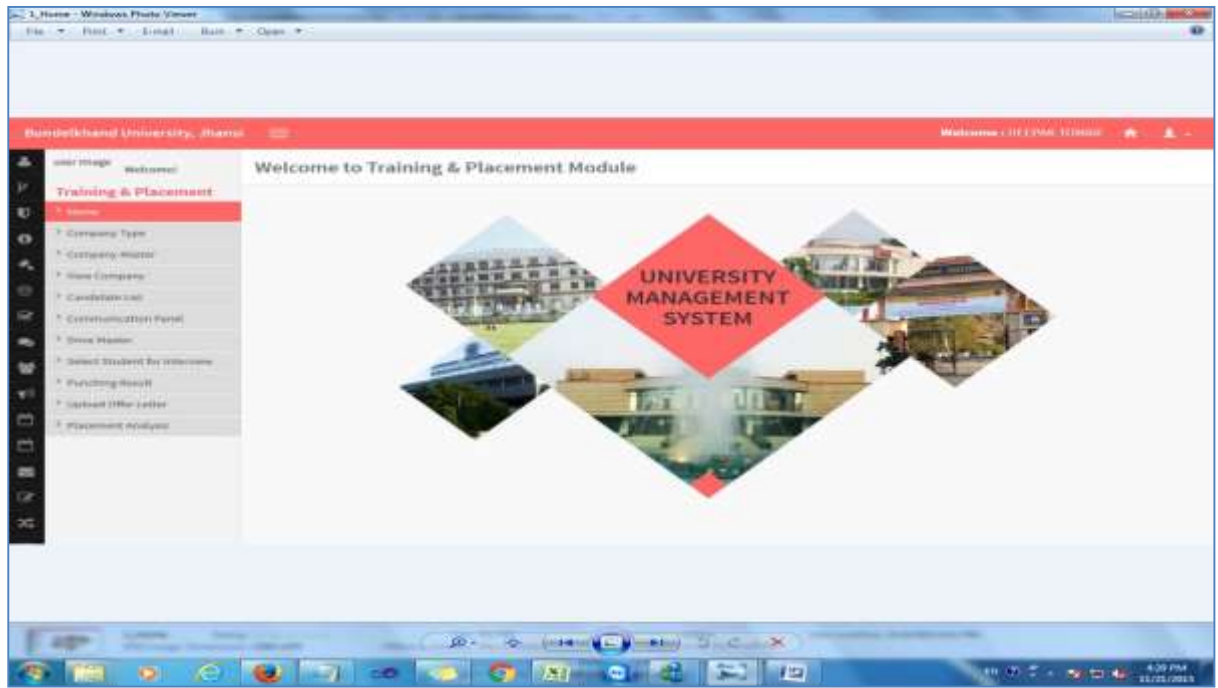
Training and Placement module

- Click on **Training and Placement** Tab, page will be navigated to **Training and Placement System Module**.

## 3. Welcome Page

### Steps :

- **Welcome Page** looks like this :



## 4. Company Type

### Steps :

The screenshot shows a web application interface for managing 'Company Type'. At the top, there is a header with 'Bundelkhand University, Jhansi' and a user profile 'Welcome : DEEPIKA TOMAR'. The main content area is titled 'Company Type' and features a form with a 'Save' button (green) and a 'Reset' button (red). Below the form is a table with columns for 'S.No.', 'Company Type', 'Edit', and 'Delete'. The table contains several rows of data, including 'Software', 'Management', and 'info'. Callouts point to the 'Save' and 'Reset' buttons, the 'Edit' column, and the 'Delete' column.

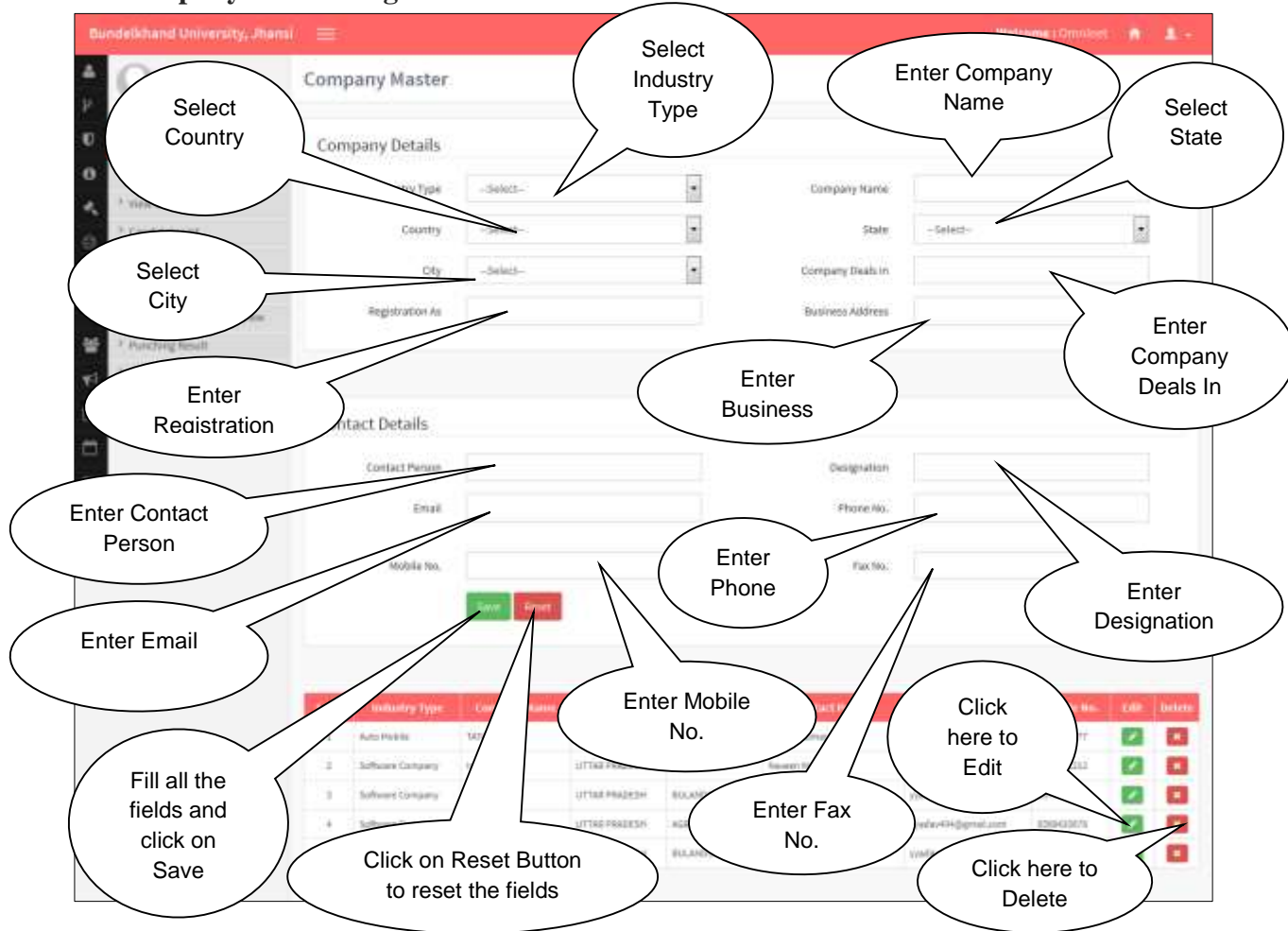
S.No.	Company Type	Edit	Delete
1	Software	✓	✗
2	Software	✓	✗
3	Software	✓	✗
4	Software	✓	✗
5	Software	✓	✗
6	Software	✓	✗
7	Management	✓	✗
8	info	✓	✗

- Enter Company Type
- Click Save to Save Details.
- Click Reset to reset details.

## 5. Company Master

### Steps:

- **Company Master Page** looks like this:

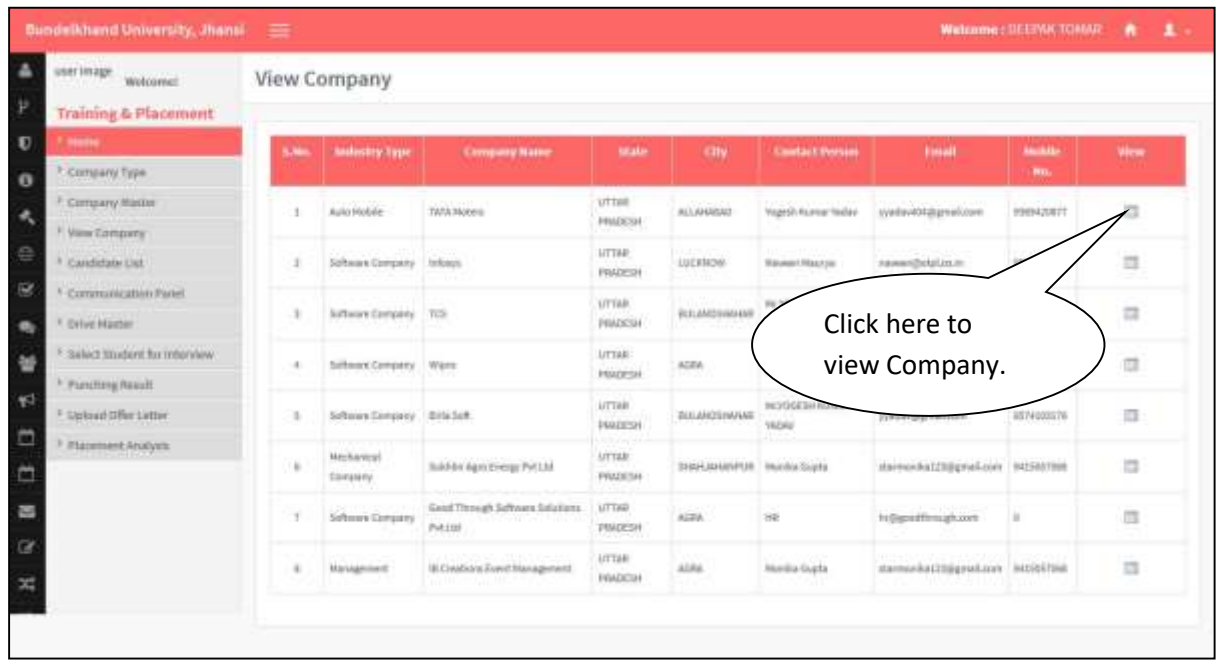


- Fill the form and Click on the **Save** Button.

## 6. View Company

### Steps:

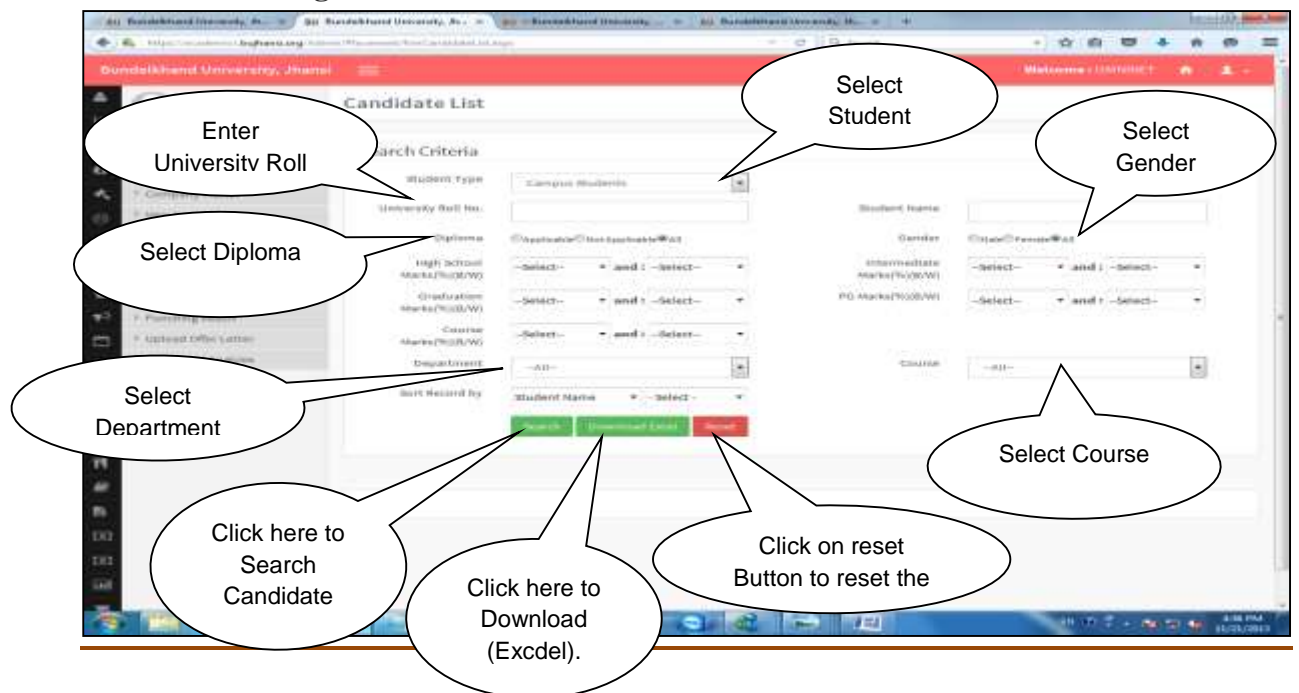
- View Company Page looks like this:



## 7. Candidate List

### Steps:

- Candidate Page looks like this:



- Search Candidate List on the basis of Student Type, University Roll No., Student Name, Diploma, Gender, High school, Intermediate, graduation, post-graduation , course marks, Department, Course, and can sort by student name and in order by.
- **Click** on Download Excel to print Student Detail.
- Click Reset to reset details.

## 8. Communication Panel

### Steps:

The screenshot shows the 'Communication Panel' interface. It includes a search criteria section with fields for Student Type, University Roll No., Student Name, Diploma, Gender, High School, Intermediate, Graduation, Post-graduation, Course Marks, Department, and Course. There are also buttons for 'Search Candidate' and 'Reset'. Below the search criteria is a table of candidates with columns for Student Name, ID / University Roll No., Gender, Department, Course, and Functional Area. At the bottom, there is an 'Email / SMS' section with fields for 'Send SMS Here', 'Subject', and 'Message', and a 'Send' button.

Callouts in the image indicate the following steps:

- Enter University Roll
- Select Diploma
- Select Department
- Select Student
- Select Gender
- Select Course
- Select Functional Area
- Click here to Search Candidate
- Click on reset Button to reset the
- Click here to view details.
- Enter Subject
- Enter Message
- Click here to send message

- Search Candidate details on the basis of Student Type, University Roll No., Student Name, Diploma, Gender, High school, Intermediate, graduation, post-graduation , course marks, Department, Course.
- Select Candidate
- Enter Subject and message
- Send message.



# 9. Drive Master

## Steps:

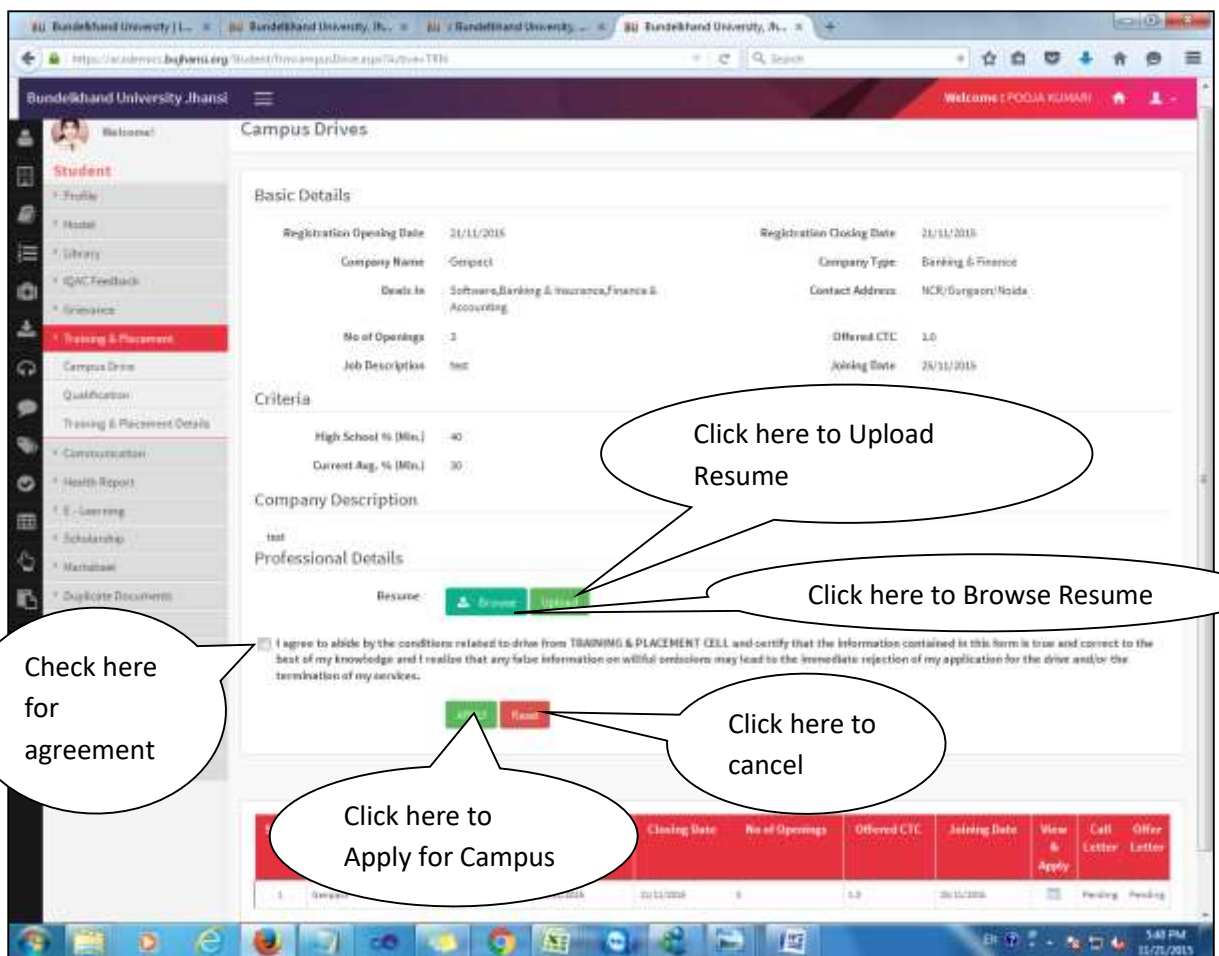
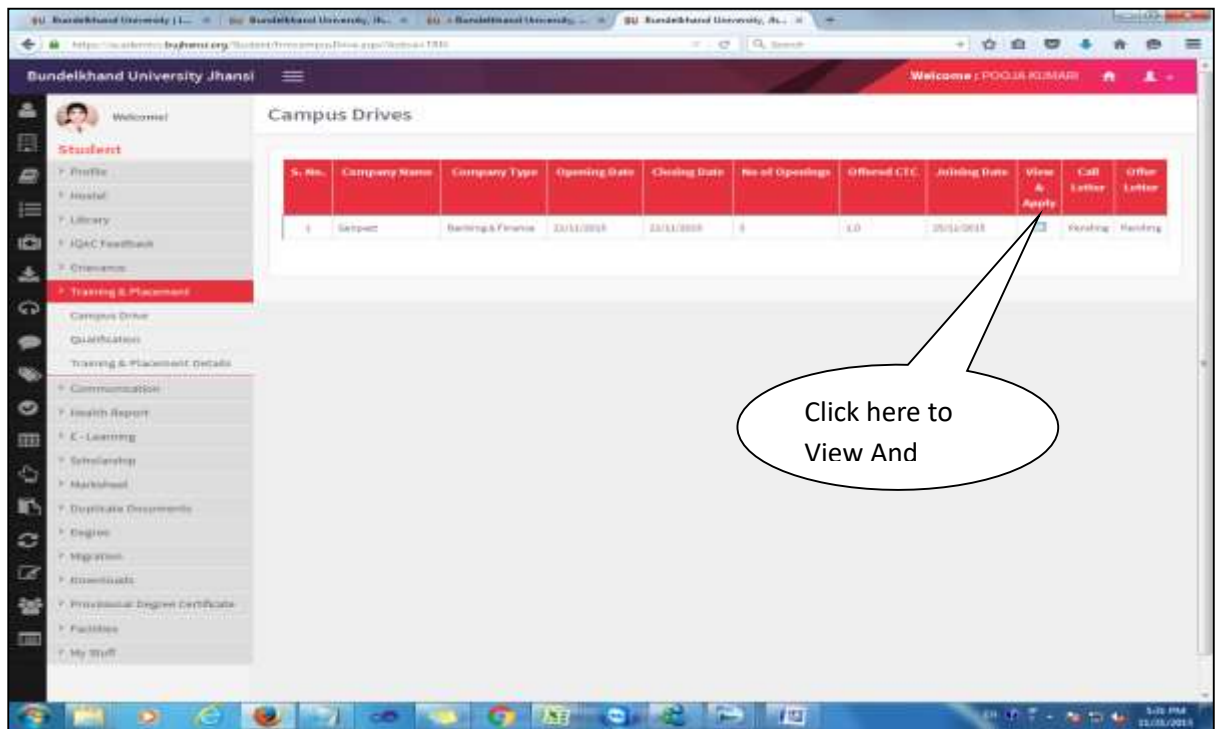
The screenshot shows the 'Drive Master' application interface. It is divided into several sections: 'Basic Details', 'Eligibility Criteria', 'Company Description', and a data table. Callout boxes provide instructions for each part of the interface:

- Select Company Name**: Points to the 'Company Name' field in the 'Basic Details' section.
- Enter Job Post**: Points to the 'Job Post' field in the 'Basic Details' section.
- Enter No. Of openings**: Points to the 'No. of Openings' field in the 'Basic Details' section.
- Enter Job Description**: Points to the 'Job Description' field in the 'Basic Details' section.
- Select Company Type**: Points to the 'Company Type' dropdown menu in the 'Basic Details' section.
- Select Drive Type**: Points to the 'Drive Type' dropdown menu in the 'Basic Details' section.
- Enter Registration Closing**: Points to the 'Registration Closing Date' field in the 'Basic Details' section.
- Enter Offered CTC**: Points to the 'Offered CTC' field in the 'Basic Details' section.
- Enter Joining Date**: Points to the 'Joining Date' field in the 'Basic Details' section.
- Enter Eligibility Criteria**: Points to the 'Eligibility Criteria' section, which includes fields for 'Course that can apply', 'JMB 90% No.', 'JMB 80% No.', and 'No. of Backlog Allowed'.
- Click here to save details.**: Points to the green 'Save' button at the bottom of the form.
- Click here to reset details.**: Points to the red 'Reset' button at the bottom of the form.
- Click here to Edit Record.**: Points to the 'Edit' button in the table's action column.
- Click here to Delete Record.**: Points to the 'Delete' button in the table's action column.

Company Name	Company Type	Job Post	No. of Openings	Job Description	Company Type	Drive Type	Registration Closing Date	Offered CTC	Joining Date	Save	Reset
ABC	Software	Software Engineer	5	Develop and maintain software applications.	Software	Full-time	2023-12-31	10 LPA	2024-01-15	Save	Reset
XYZ	Hardware	Hardware Engineer	3	Design and test hardware components.	Hardware	Full-time	2023-12-31	8 LPA	2024-01-15	Save	Reset
DEF	Services	Customer Support	10	Provide customer support and resolve issues.	Services	Part-time	2023-12-31	5 LPA	2024-01-15	Save	Reset

## 10. View Campus Drive

Steps:



# 11. Open Campus Recruitment Drive

## Steps:

The screenshot displays the website for Bundelkhand University Jhansi, featuring a recruitment drive for Good Through Software Solutions Pvt Ltd. The page includes the university's logo and name at the top. A navigation menu is visible below the header. The main content area is titled 'Open Campus Recruitment Drive' and contains a dropdown menu to 'Select Drive', currently set to 'Good Through Software Solutions Pvt Ltd (06/10/2015 - 10/11/2015)'. Below this, the company name 'Good Through Software Solutions Pvt Ltd' is prominently displayed, along with its specialization in 'Web Application, Android App, Graphics, Sales and Marketing'. The contact address is listed as '3rd Floor, Novus Tech Park, 46/4 GB Palya, Housr Road, Bangalore - 560 088 Karnataka, India'. Key dates for registration opening (06/10/2015), closing (10/11/2015), and joining (07/11/2015) are provided. A list of job profiles is shown, including B.Tech (Computer Science & Engg), B.Tech (Electronics & Communication), and M.A. (Drawing & Painting). A 'Click Here to Apply' button is highlighted with a callout bubble. The right sidebar contains a section for 'IMPORTANT LINKS' with various university-related links.

## 12. Candidate Registration

### Steps:

**Bundelkhand University Jhansi**

**Candidate Registration**

**Fill Basic Details**

Student Name : Yogesh Kumar Yadav  
DOB : 05/12/1989  
Email : yyadav404@gmail.com  
Address : Sec-14 Indra Nagar Lucknow

Father Name : RG Yadav  
Gender : Male  
Mobile : 8274333079

**Fill Academic Qualification**

Sr. No.	Qualification Type	Course / Stream	Board	Roll No.	Max Marks	Obtained Marks	Percentage
1	High School	Science	U.P. Board of High School & Intermediate Education	1945786	600	349	64.83
2	Intermediate	Science	U.P. Board of High School & Intermediate Education	3888784	500	355	70
3	U.G.	Computer Science	U.P. Board of Technical Education	0120	5000	3388	73.43
4	P.G.						

**Fill Diploma Details**

Field of Diploma : IT Development  
Institute Name : UPTEC  
Percentage : 83.45  
Duration :  
Title of Diploma : H6925  
Completion Year : 2013  
Grade : A

**Click here to browse photo**

**Click here to browse resume**

**Click here to upload resume**

**Click here to upload photo**

**Click here to upload Signature**

**Click here to browse Signature**

**Click here to Apply**

**Click here to reset all details.**

Apply Reset

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### 13. Select Student for Interview

#### Steps:

The screenshot shows the 'Select Student for Interview' page. The interface includes a search criteria section with a 'Drive' dropdown set to 'TATA Motors (21/09/2015 - 02/10/2015)'. Below this are buttons for 'Search', 'Download Excel', and 'Reset'. A table lists students with columns for S.No., Student Name, Student ID, Resume, Contact No., Email Id, Interview Date, Interview Time, Status, and Type. A 'Shortlist' checkbox is present in the final column of each row. A 'Save' button is located at the bottom of the table.

Callout boxes provide the following instructions:

- Select Drive
- Click here to
- Click here to
- Click here to View Resume.
- Click here to Save details.
- Click here to Reset details.
- Click on the checkbox to shortlist the student

### 14. Punching Result Upload Offer Letter

#### Steps:

The screenshot shows the 'Punching Result' page. The interface includes a search criteria section with a 'Drive' dropdown set to 'Wipro (05/10/2015 - 27/09/2015)'. Below this are buttons for 'Search', 'Download Excel', and 'Reset'. A sidebar on the left contains a menu with options like 'Company Type', 'Company Name', 'View Company', 'Candidate List', 'Communication Panel', 'Drive Header', 'Select Student for Interview', 'Punching Result', 'Upload Offer Letter', and 'Placement Analysis'.

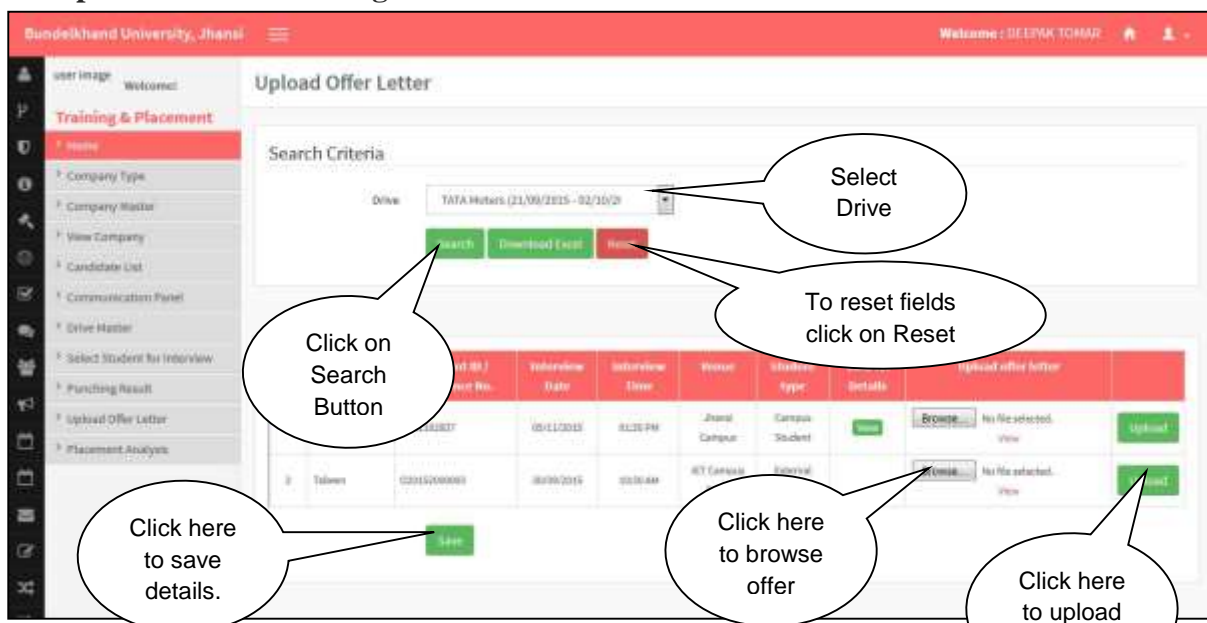
Callout boxes provide the following instructions:

- Select
- Click here to
- Click here to
- Click here to Reset details.

## 15. Upload Offer Letter

### Steps:

- Upload Offer Letter Page looks like this:

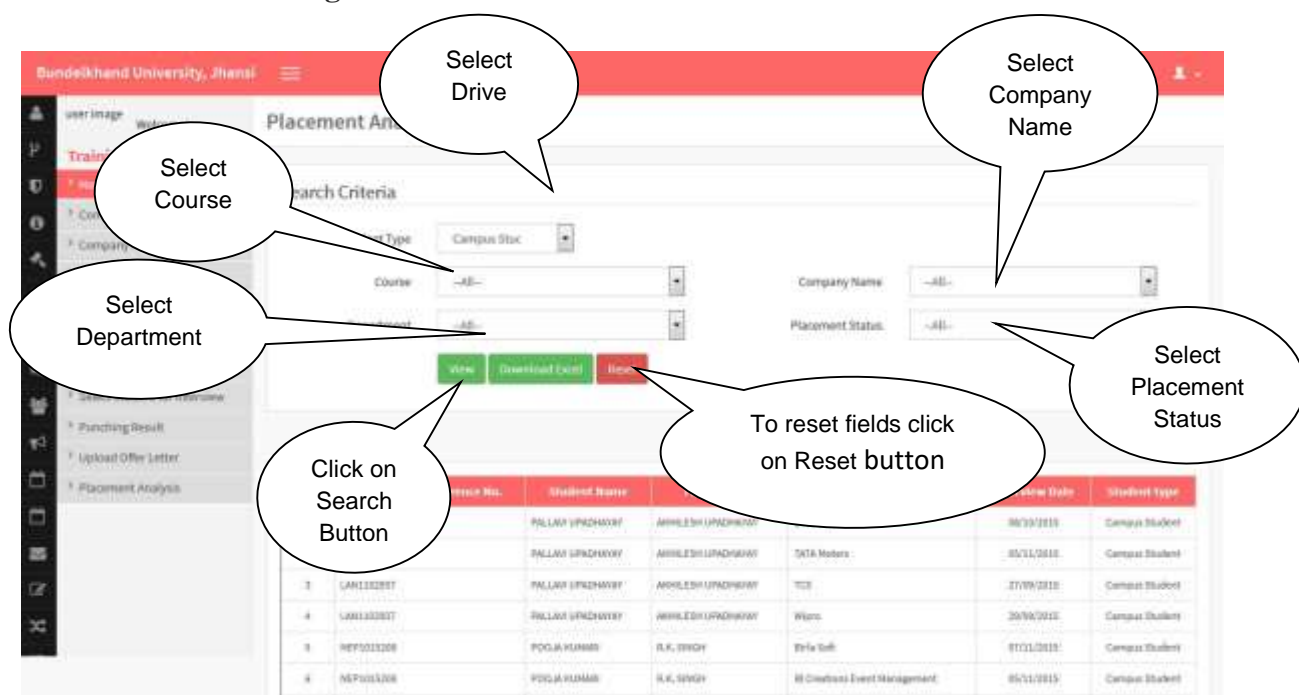


- Select Drive and click on **Search Button**, upload Offer letter and save.

## 16. Placement Analysis

### Steps:

- Placed **Students Page** looks like this:



## 17. View Placement Status

### Steps:

Enter Reference No. here.

Click here to search

Sr. No.	Candidate Name	Father Name	D.O.B	Category Name	Opening Date	Closing Date	No. of Openings	Offered CTC	Call Letter	Other Letter
1.	Tobeen	Taxi	01/12/1998	TATA Motors	21/09/2015	02/10/2015	10	Negotiable		

- Enter Reference No. and search.
- View Placement Status.