



Director T&amp;P &lt;director.tp@hpcu.ac.in&gt;

## Kindly Organise the Training Programme for all Department /Centre TPOs

Girish Sharma &lt;systemsanalyst@hpcu.ac.in&gt;

13 August 2025 at 12:19

To: Director T&amp;P &lt;director.tp@hpcu.ac.in&gt;, "Prof. Amit Gangotia" &lt;amitgangotia@hpcu.ac.in&gt;

Respected Sir,

Kindly circulate the meeting details among all the concerned members for participation in the training programme on 14.08.2025

- **Agenda:** CUHP: Training Session on Training & Placement Module
- **Date:** 14th August 2025
- **Time:** 03:00 PM to 04:00 PM
- **Meeting Link:** [Click here to join the meeting](#)

Thanks and regards  
Girish Sharma

----- Forwarded message -----

From: **Jyoti Sharma** <jyoti.sharma@samarth.ac.in>

Date: Mon, Aug 11, 2025 at 12:47 PM

Subject: Re: Kindly Organise the Training Programme for all Department /Centre TPOs

To: Girish Sharma &lt;systemsanalyst@hpcu.ac.in&gt;

Cc: <vc@hpcu.ac.in>, Registrar Central University of Himachal Pradesh <registrar@hpcu.ac.in>, Suman Sharma <sumantourism@hpcu.ac.in>, Dean Academics <deanacademics@hpcu.ac.in>, Dean Students Welfare <deanstudentswelfare@hpcu.ac.in>, Dr. Pradeep Chouksey CSI <dr.pchouksey@hpcu.ac.in>, Arun Bhatia <arunbhatiaacuhp@gmail.com>, Amit Kumar Basantaray <amiteco@gmail.com>, <chandan.anand@hpcu.ac.in>, PI Samarth <pi@samarth.ac.in>, Samarth Project <projectsamarth@iic.ac.in>, Office Samarth <office@samarth.ac.in>, Meghana Trivedi <meghana.trivedi@samarth.ac.in>, Sharad Mishra <sharad.mishra@samarth.ac.in>, Sanjeev Singh <sanjeev@south.du.ac.in>, Amit Pundir <amitpundir@south.du.ac.in>, Coordinators <coordinators@samarth.ac.in>, Academics <Academics\_rollout@samarth.ac.in>, non\_core\_academics <non\_core\_academics@samarth.ac.in>

Dear Sir,

Greetings of the day!

As per the trailing email, we have scheduled a training Session on the **Training & Placement** Module with your university on **14th August 2025**.

Please find the session details below:

- **Agenda:** CUHP: Training Session on Training & Placement Module
- **Date:** 14th August 2025
- **Time:** 03:00 PM to 04:00 PM
- **Meeting Link:** [Click here to join the meeting](#)

The Nodal officer is requested to kindly coordinate with the concerned authority and staff to ensure their participation in the session at the scheduled time.

*Note: Kindly note that the meeting will be automatically canceled if university officials are unable to join within ten minutes of the scheduled start time.*

Please ensure [projectsamarth@iic.ac.in](mailto:projectsamarth@iic.ac.in) is copied on all email communications.

Thanks & Regards,  
Jyoti

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Jyoti Sharma

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On Mon, Aug 11, 2025 at 12:17 PM Girish Sharma <[systemsanalyst@hpcu.ac.in](mailto:systemsanalyst@hpcu.ac.in)> wrote:

Dear SAMARTH Team,

Please be informed that the new Director, T&P along with other members have been given the charge of taking care of the Training & Placement activities in CU Himachal. In this regard, you are requested to arrange a hands-on training in the late 2nd half on 13 or 14 August, 2025 and share the meeting link of the same please.

Thanks & Regards

Girish Sharma

[Quoted text hidden]

<b>Meeting Date &amp; Time</b>	14th August, 2025, 3:00 PM	<b>Meeting Organizer</b>	Project Samarth
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<b>Brief Description</b>
<p><b>Agenda:</b> Discussion session on Training &amp; Placement module with Central University of Himachal Pradesh.</p> <p>The following points were discussed during the meeting:</p> <ul style="list-style-type: none"> <li>• A brief introduction of the Training and Placement module in the demo portal was given - flow, user roles, &amp; dashboard were demonstrated. Explained the functioning of the module from the admin, company &amp; the student's side</li> <li>• Settings: <ul style="list-style-type: none"> <li>○ OU Mapping - adding the Administering &amp; Administered OUs</li> <li>○ OU Coordinator Mapping – segregating the functionalities of the module at OU/Department level, by mapping specific users with their respective OUs</li> <li>○ Placement Season - creating a placement season (<i>Step 1</i>)</li> <li>○ Company registration URL - the URL that can be shared with the companies for registration</li> </ul> </li> <li>• Adding Companies &amp; prospective companies OR Companies doing registration &amp; then verification done by the admin (<i>Step 2</i>)</li> <li>• Adding the company to a season OR Company applying for a season (<i>Step 3</i>)</li> <li>• Adding opportunities for a particular season &amp; Company (<i>Step 4</i>)</li> <li>• The process of registering for the placement was demonstrated: <ul style="list-style-type: none"> <li>○ Registering students from the admin side/ Student registering for the placement from the student portal (<i>Step 5</i>)</li> </ul> </li> <li>• Import feature to add students for registrations &amp; applications</li> <li>• 'Send mail' provision for communication with the students &amp; companies</li> <li>• Provision of reports to export various kinds of data - student registrations, applications, companies, etc.</li> <li>• The prerequisites required to be fulfilled by the university.</li> </ul>

**Notable points :**

- The university has inquired about the exact meaning of "O.U."
- **Responses** - O.U. denotes "Organizational Unit," which refers to a department
  
- The university has asked who will be responsible for assigning the roles related to Training & Placement ?
- **Response** - The Main Admin will assign the role of Training\_Admin to the designated user. This user will then be responsible for managing all configurations within the Training & Placement module.
  
- Do we need to enroll students separately in the Training & Placement module?
- **Responses** - No, separate enrollment in the Training & Placement module is not required. Once the students are enrolled and their necessary data is imported into the Samarth portal, they will be able to access all activities related to Training & Placement. To participate in placement activities, such as applying for opportunities, students need to register themselves through the student portal.

Attendees	
UNIVERSITY	SAMARTH TEAM
<ul style="list-style-type: none"><li>● Dr. Shabab Ahmad Sir</li><li>● Mr. Amit Gangotia Ji</li><li>● Dr. Suraj Soni Ji</li><li>● Mr.Kumar Batuk Joshi Ji</li><li>● Mr.Rajeev Kumar Ji</li><li>● Dr.Jitendra Kumar Ji</li></ul>	<ul style="list-style-type: none"><li>● Mr. Rachit Sharma</li></ul>

Action Items	Owner	Status
University will commence work on configuring the Training & Placement Module.	University	open