

User manual for Administrator

1. Go to Register Page

Sign Up to DSTTE

First Name

Enter First Name

Last Name

Enter Last Name

Email

Enter Email Address

Mobile

Enter Mobile Number

Password

Register As

Select

Submit

2. Fill all the details like **First Name**, **Last Name**, **Email**, **Mobile**, **Password**,
3. And Select **Admin** in *Register As* dropdown

Mobile

Enter Mobile Number

Student

Recruiter

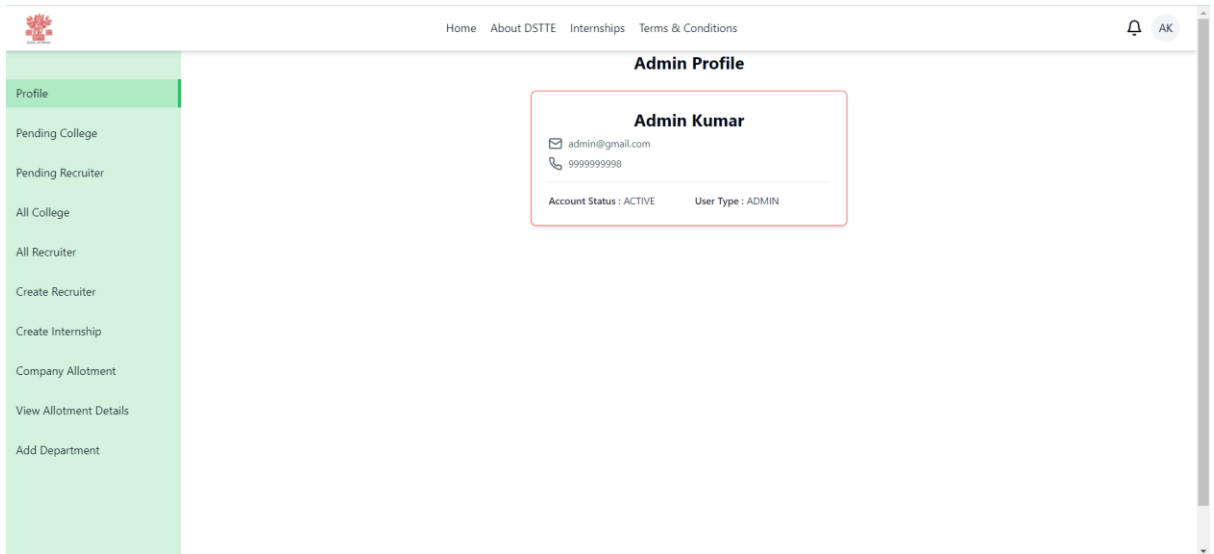
College Administrator

Admin

Select

Submit

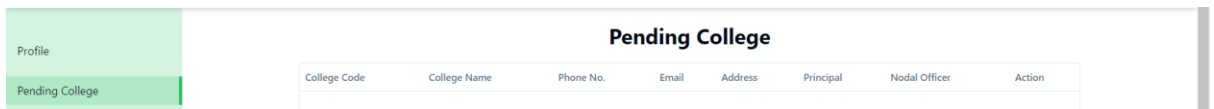
4. After login



The screenshot shows the 'Admin Profile' page. On the left is a green sidebar menu with options: Profile, Pending College, Pending Recruiter, All College, All Recruiter, Create Recruiter, Create Internship, Company Allotment, View Allotment Details, and Add Department. The 'Profile' option is selected. The main content area displays the user's profile for 'Admin Kumar' with contact information (admin@gmail.com, 9999999998) and status (Account Status: ACTIVE, User Type: ADMIN).

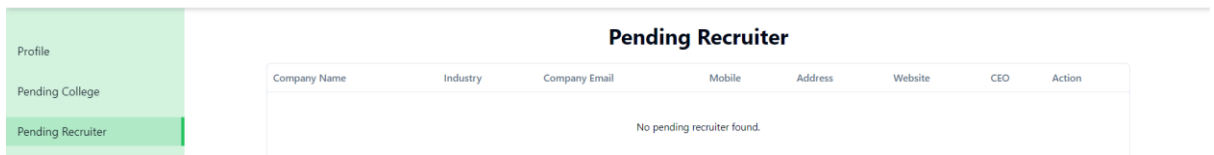
5. Based on work select respective column

6. For seeing pending college list, click **Pending College**.



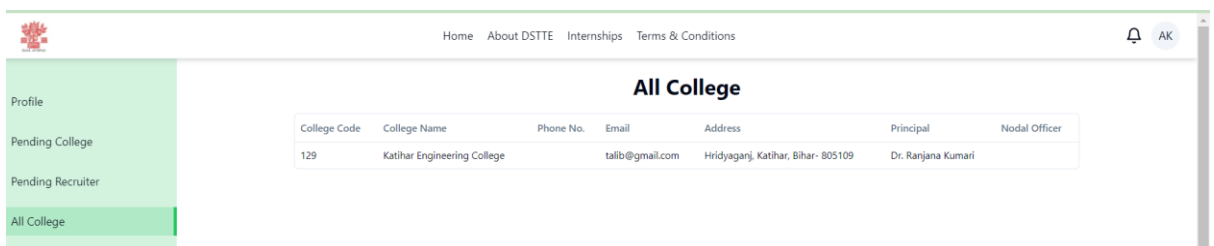
The screenshot shows the 'Pending College' page. The sidebar menu has 'Pending College' selected. The main content area has a table header with columns: College Code, College Name, Phone No., Email, Address, Principal, Nodal Officer, and Action. The table body is currently empty.

7. For seeing pending recruiter list, click **Pending Recruiter**.



The screenshot shows the 'Pending Recruiter' page. The sidebar menu has 'Pending Recruiter' selected. The main content area has a table header with columns: Company Name, Industry, Company Email, Mobile, Address, Website, CEO, and Action. The table body contains the text 'No pending recruiter found.'


8. For seeing registered colleges list, click **All College**.




The screenshot shows the 'All College' page. The sidebar menu has 'All College' selected. The main content area has a table with the following data:

College Code	College Name	Phone No.	Email	Address	Principal	Nodal Officer
129	Katihar Engineering College		talib@gmail.com	Hridyagarj, Katihar, Bihar - 805109	Dr. Ranjana Kumari	

9. For seeing registered recruiter list, click **All Recruiter**


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AK


Profile
Pending College
Pending Recruiter
All College
All Recruiter

All Recruiter

Company Code	Company Name	Industry	Company Email	Mobile	Address	Website	CEO
	Patna Metro Rail Corporation Limited	Urban Development and Housing Department		8888888899	Indira Bhawan, West Soring Canal Rd, Sri Krishna Puri, Patna, Bihar 800001	https://www.pmrconline.in/	
	Patna Smart City Limited	Urban Development and Housing Department		8888887890	2nd floor, Mauryalok Complex, Buddh Marg, Block C, Central Revenue Colony, Lodipur, Patna, Bihar 800001	https://www.smartpatna.co.in/	
	Amazon India	IT		9999999993	Hydrabad, India	https://amazon.com	

10. For creating recruiter, click **Create Recruiter** and fill required details.


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AK

Profile
Pending College
Pending Recruiter
All College
All Recruiter
Create Recruiter
Create Internship
Company Allotment
View Allotment Details
Add Department

First Name

Enter First Name

Last Name

Enter Last Name

Email

Enter Email Address

Mobile

Enter Mobile Number

Password

Company Name


Enter Company Name

Industry

Enter Industry

Contact Number

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AK

Contact Number

No of Employee

Website

Enter Website Address

Company Logo

Choose File
No file chosen

CEO Name

CEO Contact Number

CEO Email


Address


Address

Submit

11. After filling details click **submit**.

12. For posting Internship behalf of any recruiter, click **Create Internship**.


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AK

Profile
Pending College
Pending Recruiter
All College
All Recruiter
Create Recruiter
Create Internship
Company Allotment
View Allotment Details
Add Department

Select Company

Select Company

Internship Title

Internship Title

Description

Total Vacancy

Internship Location

Branch

Select Branch

Internship Start Date

Internship End Date

Internship Location

Branch

Select Branch

Internship Start Date


Internship End Date


Reporting Date

Submit

13. After filling details click **submit**.

14. For allocating internship to the student, click **Company allotment**.


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AK

Profile
Pending College
Pending Recruiter
All College
All Recruiter
Create Recruiter
Create Internship
Company Allotment

Company Allotment

Allocate Company Below

Allocate Company

15. You can view Allotment details of student, by clicking **View Allotment Details**

Company Allocation Details

Print

College Code	College	Student Name	Registration No	Branch	Email	Phone No	Allocated Company	Location	Role	Status
129	Katihar Engineering College	SHUBHAM RAJ	754058583	52e2eff3-d9df-4352-ab67-5a0dba85f472	marutibross@gmail.com	6200047974	Amazon India	Patna,Bihar		Allocated
129	Katihar Engineering College	ABHINANDAN KUMAR	583534575	c2d7cb0c-4429-4e9b-9292-91ebb7bfd3aa	kabhinandan973@gmail.com	7463862797	Amazon India	Patna,Bihar		Allocated
129	Katihar Engineering College	ABHISHEK KUMAR	522272445	52e2eff3-d9df-4352-ab67-5a0dba85f472	mynameabhi7052003@gmail.com	8292297545	Patna Metro Rail Corporation Limited	Patna,Bihar		Allocated
129	Katihar Engineering College	MD AKRAM RABBANI	290400985	c2d7cb0c-4429-4e9b-9292-91ebb7bfd3aa	mda907237@gmail.com	7250922835	Patna Metro Rail Corporation Limited	Patna,Bihar		Allocated
129	Katihar Engineering College	NEHA	754058583	c2d7cb0c-4429-4e9b-9292-91ebb7bfd3aa	marutibross@gmail.com	6200047974	Patna Smart	Patna,Bihar		Allocated

16. By clicking on action you can change the allotment status to **Reported,Not Reported,Rejected, Deleted**

Company Allocation Details

Print

College Code	College	Student Name	Registration No	Branch	Email	Phone No	Allocated Company	Location	Role	Status	Action
129	Katihar Engineering College	SHUBHAM RAJ	754058583	52e2eff3-d9df-4352-ab67-5a0dba85f472	marutibross@gmail.com	6200047974	Amazon India	Patna,Bihar		Allocated	...
129	Katihar Engineering College	ABHINANDAN KUMAR	583534575	c2d7cb0c-4429-4e9b-9292-91ebb7bfd3aa	kabhinandan973@gmail.com	7463862797	Amazon India	Patna,Bihar		Allocated	...
129	Katihar Engineering College	ABHISHEK KUMAR	522272445	52e2eff3-d9df-4352-ab67-5a0dba85f472	mynameabhi7052003@gmail.com	8292297545	Patna Metro Rail Corporation Limited	Patna,Bihar		Allocated	...
129	Katihar Engineering College	MD AKRAM RABBANI	290400985	c2d7cb0c-4429-4e9b-9292-91ebb7bfd3aa	mda907237@gmail.com	7250922835	Patna Metro Rail Corporation Limited	Patna,Bihar		Allocated	...
129	Katihar Engineering College	NEHA	754058583	c2d7cb0c-4429-4e9b-9292-91ebb7bfd3aa	marutibross@gmail.com	6200047974	Patna Smart	Patna,Bihar		Allocated	...

Actions: Reported, Not Reported, Reject, Delete

17. You can add and delete department, by clicking **Add Department**

Add Department

Enter Department Code: Enter Department Name: + Add

Code	Department Name	Action
-	Mechanical Engineering	
-	Food Processing	
-	Civil Engineering	
-	Electrical and Electronics Engineering	
-	Computer Science & Engineering	