



CAMPUSSM
MANAGEMENT



SDMS User Manual Short Term-Certification

PMKVY2.0

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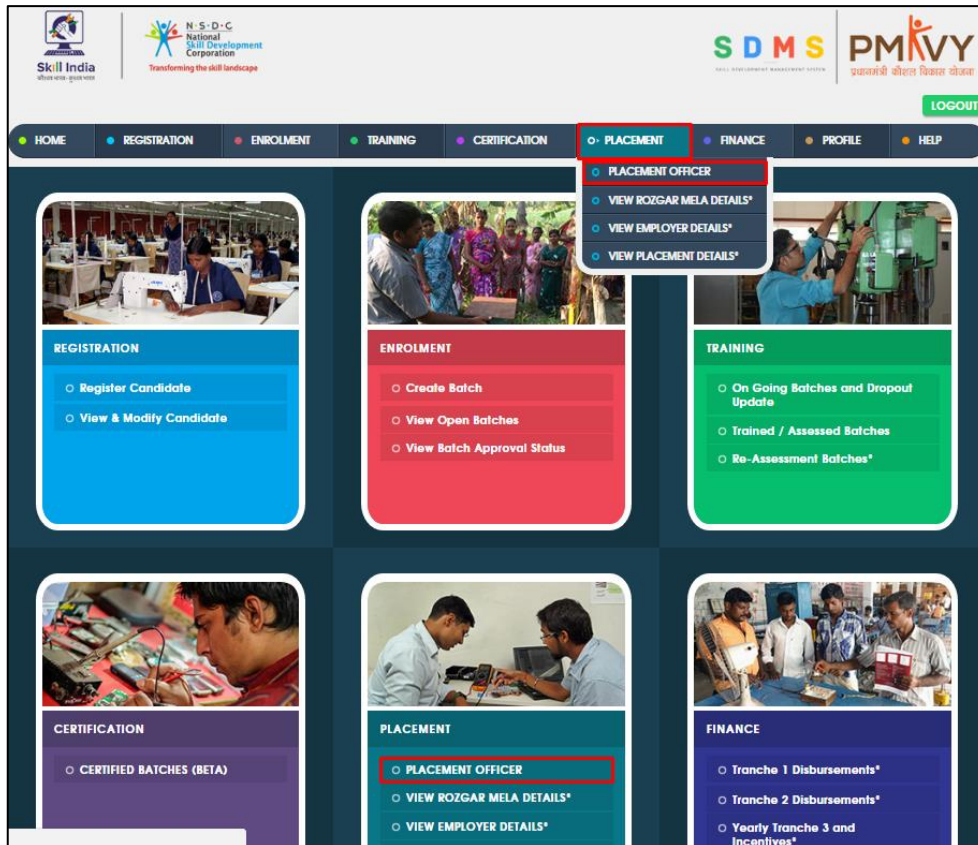
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Introduction

Training Centre (TC) personnel will access the web portal to update the placement officer details.

Entering the Placement Officer details

1. To update the placement officer details click **Placement > Placement Officer** either from the menu bar or the widget.



2. The Placement Officer Details page is displayed.

A screenshot of the 'PLACEMENT OFFICER DETAILS' form. The form has a title bar 'PLACEMENT OFFICER DETAILS' in a green box. Below the title bar, there are input fields for 'Name*' (with placeholder 'First, Middle and Last Name'), 'Email ID*' (with placeholder 'Email ID'), and 'Mobile Number*'. There are buttons for 'Generate OTP' and 'Enter OTP: Enter OTP Not Provided'. At the bottom, there is a 'SUBMIT' button.

3. Enter the **Placement Officer Details** and click **Submit**.

PLACEMENT OFFICER DETAILS

Name* : First, Middle and Last Name Email ID* : Email ID

Mobile Number* : Mobile Number Generate OTP Enter OTP: Enter OTP Not Provided

SUBMIT

Field	Description
Name	The Placement Officer name
Email ID	The Placement Officer Email ID
Mobile Number	The Placement Officer mobile number

Note: It is not mandatory to generate an OTP from the given mobile number.