TiEEdu · Campus TPO Portal

TPO Handbook

How your placement cell uses TiEEdu: see your batch's readiness, record placement results, nudge students, and produce reports for management and NAAC.

For T&P Heads, T&P Officers, Placement Data Officers, trainers and mentors

Contents

1. Getting into the portal — invites, sign-in, choosing a college
2. Who can do what — the roles and their permissions
3. Batch readiness — the one screen for your whole batch
4. Your college's public page
5. Campus intel — placement history, notes from seniors, year on year
6. Nudges — messaging students, with approval
7. Reports for management and NAAC
8. Mock drives
9. What students see from you — and what they control
10. Privacy rules built into the portal
11. Troubleshooting and support

1. Getting into the portal

The Campus TPO Portal lives at `/tpo` on the TiEEdu site. It uses the same account as the student site — one account per person — but only works for people your college has given a portal role.

Accepting an invite

1. Your T&P Head (or the TiEEdu team, for the first Head of a college) sends you an invite link: `/tpo/invite/…`. Invites last 7 days.
2. **If you have no TiEEdu account**, the invite page asks for your name and a password and signs you straight into the portal.
3. **If you already have an account** with that email, sign in first; the page then attaches the role to your account. An invite can only be accepted by the account whose email it was sent to.

> **NOTE**
> Each failure has its own message — invalid, already used, expired, signed in as a different account. If you see "expired", ask for a new invite; it is not a fault.

Signing in later

Go to `/tpo/login` and use your normal TiEEdu email and password. The portal then checks that your account holds an active role for a college. If it says *"ask your T&P Head for an invite"*, your account exists but has no portal role yet.

More than one college

If you work with several colleges, choose the college at the top of the portal. Every screen, export and nudge applies only to the college selected. Data from one college is never shown under another.

The Dashboard

The Dashboard shows who you are, the active college, your role and the exact permissions your role carries. If you cannot open a screen, this list is the answer — share it with your T&P Head or TiEEdu support.

2. Who can do what

Each person holds one role per college. The portal only shows tabs your role can use.

Role	Typical person	Can do
T&P Head	Training & Placement Head	Everything for the college: batch readiness, campus page, campus intel, **approve and send nudges**, reports, drives, settings, unlocking a placement season.

Role	Typical person	Can do
T&P Officer	Placement officers	Batch readiness with student names, companies and drives, **draft nudges** (the Head approves), alerts.
Placement Data Officer	Data / records staff	Batch readiness, **reports**, student and drive data imports (done with the TiEEdu team until the Imports screen opens), locking a season, the audit log.
Management	VC, Dean, Director	Read-only aggregates and **reports**. No student contact details, no changes. See the separate College Leadership Guide.
HoD	Head of Department	Read-only dashboard and analytics.
Master / Vendor Trainer	Training partners	Training, tiers and interview records (vendor trainers see only their own batches).
Faculty Mentor	Mentors	Projects and interview records for their mentees.

> GOOD PRACTICE
> Give each person the smallest role that lets them do their job. Only Officers and the Head see students' names in batch readiness; others see roll numbers.

3. Batch readiness

Tab: **Batch readiness**. Your whole batch on one screen: students down the side, the companies your batch is preparing for across the top, each cell the readiness score that student sees on their own Today screen.

Reading the screen

- **Companies** are chosen automatically: the ones most students in your batch are preparing for (set a test date for, or bought a pack for), up to eight.
- **Readiness** comes from each student's skill tests on that company's interview rounds. A blank cell means the student has not tested for that company yet — it is not a zero.
- **Segments** tell you who needs attention:

Segment	Meaning
Ready	Average readiness of 70% or more.
In progress	Practising, between 50% and 70%.
At risk	Below 50%, or no practice in the last 14 days.
Not started	No tests or lessons yet.

Exporting

The CSV export is built in your browser from exactly what is on screen, so it never contains more than you can already see.

Who appears

Students appear once they are on your college roster (imported by your Data Officer or the TiEEdu team) and have a TiEEdu account linked to it.

4. Your college's public page

On the Batch readiness tab, the **Campus page** card turns on a public page for your college at `/campus/<your-college>`, in your college's colour. It is meant for your students and their parents and tells them how to join.

- It shows **aggregates only**, and none at all until at least **10** students have linked.
- A company's average appears only when at least **5** students have a score for it.
- You can turn the page off at any time.

5. Campus intel

Tab: **Campus intel**. Two things your students value most: what happened at each company at your college before, and advice from seniors who went through it.

Placement history

1. Choose the company and the year.
2. Enter how many students were selected, and if you know them, the CGPA cut-off and backlogs allowed. Leave a field blank if you do not know it — never guess.
3. Add a short note if useful (up to 300 characters) and save. Saving the same company and year again updates it.

Students of your college see this on each company's page.

Year on year

At the top of Campus intel, the **Year on year** card compares your recorded results: students selected per year, the change from the year before, and a company-by-year table.

> **HOW IT COUNTS**
> Only recorded numbers are counted. A company with no number shows as "—" and is not treated as zero. A change is shown only between two years that both have recorded numbers. The same figures appear in the management / NAAC report.

Notes from seniors

Placed students can leave notes for juniors. Nothing is shown until you approve it. Approve or reject each note under **Notes from seniors**; rejected notes are never shown.

6. Nudges

Tab: **Nudges**. Send a short message to a group of your own students — for example, everyone *at risk* in CSE, batch 2027.

Sending a nudge

1. **Who:** pick one or more segments (Not started, At risk, In progress, Ready). Optionally narrow by branch and batch. The page shows how many students are in those groups.
2. **Message:** choose a preset — *Come back to practice*, *Start preparing*, *Company test coming up* (choose the company), or *Keep it up*.
3. **Add a line** if you like, up to 200 characters — for example "Mock drive on Friday at 10 am in Lab 3." Links, phone numbers and email addresses are not allowed.
4. Check **"Students will see"**, then press **Send for approval** (Officers) or **Send now** (Head).

The approval rule

You are	What happens
T&P Officer	Your nudge waits for the T&P Head. Nothing reaches students until it is approved. You can withdraw it while it waits.
T&P Head	Your own nudges go out when you send them. Officers' nudges appear under **Waiting for your approval**: *Approve and send*, or *Don't send* with an optional reason the officer will see.

What students receive

- The message, signed "*<Your college> placement cell*", in the app and as a phone notification if they have notifications on. Nudges are never sent by email.
- At most **2 college nudges per student in any 7 days**. Students over the limit are skipped automatically.
- Students can **turn college nudges off**. The portal shows how many have, never who. They are skipped automatically.

- The audience is worked out again when the nudge is sent, so an approval a day later reaches the students who are in that group then.

The **History** list shows every nudge, who drafted and decided it, and how many students it reached, opted out or were over the weekly limit. Every step is also written to the placement audit log.

7. Reports for management and NAAC

Tab: **Reports** (T&P Head, Data Officer and Management). A placement readiness report you can preview on screen and download as a PDF.

1. Choose the period (the default is the last 12 months) and, if you want, one batch.
2. Press **Update** to preview, then **Download PDF**.

What is in it

1. Students on TiEEdu, how many practised in the period, and the readiness segments.
2. Readiness by branch.
3. Practice in the period: skill tests, lessons, practice days, certificates.
4. Placement results by year, with the change from the previous year, as recorded in Campus intel.

> **PRIVACY**
> The report contains totals only — no student names, roll numbers or individual results. Any branch with fewer than 5 students is combined into "Other branches" so no individual can be identified. Each download is recorded in the audit log.

The report is suitable as **supporting evidence for NAAC Criterion 5 (Student Support and Progression)**. It does not calculate NAAC's own metrics for you.

8. Mock drives

Tab: **Drives**. Run a mock placement drive for your students in the real pattern — online test through interview — and see their results. Officers and the Head can create and run drives for the selected college only; drives of other colleges are never visible.

9. What students see from you

Students see	Where	They control
Your placement history and approved senior notes	Each company's page	—

Students see	Where	They control
Your nudges	Today screen, notifications	Can turn college nudges off
“14 students from your college practised today”	Today screen	Shown only when at least 10 students are in the number
Your college leaderboard	`/college-leaderboard`	Opt-in only, first name or initials, weekly points
Your campus page	`/campus/<college>`	—

10. Privacy rules built into the portal

- **Students' answers and attempt-by-attempt scores are never shown** — readiness, counts and last active only.
- Names appear only to roles that hold the student-details permission (Head and Officers); everyone else sees roll numbers.
- No college number appears anywhere for groups too small to be anonymous (5 for reports and company averages, 10 for the campus page and the Today line).
- Nudges need the Head's approval, are capped per student, and can be turned off by the student.
- Every nudge decision, report download and role change is in the placement audit log.

11. Troubleshooting and support

You see	What it means / what to do
“Ask your T&P Head for an invite”	Your account has no portal role. Ask your Head (or TiEEdu support for a first Head).
“Placement backend unavailable” / “College data is temporarily unavailable”	A temporary server problem. Try again in a few minutes.
A tab is missing	Your role does not include it. Check the permissions on the Dashboard.
“No college selected”	Choose your college at the top of the portal.
A student is missing from batch readiness	They are not on the roster yet, or have not linked their TiEEdu account. Ask your Data Officer.
“No students match that group right now”	The segments and filters you picked contain nobody. Widen them.

You see	What it means / what to do
A nudge reached fewer students than expected	Check History: some had turned nudges off or already had two college nudges that week.

For anything else, contact TiEEdu support from the address in the site footer, with your college name and the permissions list from your Dashboard.