

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

Deployment of link for registration under internship of the Institute at ERP

Sir/Madam,

ERP has deployed a module for internship programme of IIT Kharagpur.

The process flow is as:

1) Faculty registers an intended internship student by filling up the following details of intended intern viz.,

- (a) Name,
- (b) e-mail id,
- (c) Date of birth,
- (d) Tenure of internship.

Menu link for Faculty: SRIC >>>>Internship>>>>Internship Registration-Faculty (NEW)

An auto generated mail will be sent to intended intern which will have the (i) user name, (ii) password (iii) auto-generated id no. and (iv) an URL address

- 2) Intended intern shall update profile using the above URL and the authentication given in (1i, ii, iii) above and will fill in all fields, which are mandatory, and upload photo, signature etc. After filling up all fields, the intended intern shall save the data by clicking on the **SAVE** button and take a print copy by clicking on **PRINT** button. An auto-generated mail shall go the concerned faculty
- 3) After the profile update is complete, the faculty shall forward the details to HOD by clicking on the **FORWARD** button using the link

SRIC >>>>Internship>>>>Internship Registration-Faculty (NEW)

- 4) HOD will verify the details and recommend it by clicking on **RECOMMEND** button and the application is forwarded on line to SRIC.

Menu link for HOD/HOC/HOS:

SRIC >>>>Internship>>>> Recommend internship details - Head (NEW)

- 5 a) If it is a SRIC project the application goes to SRIC. SRIC has to verify and then click on **RECOMMEND** button and the application goes to HMC

Menu link for SRIC (Assistant Registrar, Administrative Officer):

SRIC >>>>Internship>>>> Recommend internship details - SRIC (NEW)

- 5 b) If the Internship is to be sponsored by Department/Institute, the application shall go

to HMC for hall allocation and thereafter to the Warden of the Hall of Residence for room allocation

- 6 a) HMC shall do the Hall allocation using link and the application shall go the Warden of appropriate Hall of residence:

HMC >>>>HMC Information>>>> Hall allocation for internship students(NEW)

- 6 b) Room allocation can be done by Warden of the Hall of Residence allotted.

HMC >>>>Hall Information>>>> Room allocation for internship students (NEW)

- 7) Dean (Student affair) can view status of Internship Details.

SRIC >>>>Internship>>>> View internship details - Dean (NEW)

- 8) Faculty can generate Identity Card for student after Hall allocation is complete by clicking on **generate** button using link

SRIC >>>>Internship>>>>Internship Registration-Faculty (NEW)

Interested faculty may please make use the module as per process flow and menu links described above. The access to the module has been given to:

- (a) All faculty
- (b) All Heads of Department/Centre/School
- (c) Assistant Registrar SRIC, AO SRIC
- (d) Chairman HMC and Coordinating Wardens HMC
- (e) Wardens of Halls of Residence
- (f) Dean SA (view only)

(Prof. Sangeeta Sahney)
Coordinating Warden, (Allot.), HMC