Accommodation Portal in ERP for Internship

#	Steps
1	Faculty member registers (in his/her ERP account) 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 Link: **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 needs to update profile by using the given URL and the authentication given in (1 i, ii, iii) above and by filling-in all fields, which are mandatory. Intern should upload photo, signature etc. After filling up all fields, the intended intern shall save the data by clicking on the SAVE button and may take a print copy by clicking on Print button. An auto-generated mail shall go to the concerned faculty member.
3	After the profile update is complete, the faculty shall forward the details to HoD/HoC/HoS by clicking on the FORWARD button using the link: **SRIC >>> Internship >>> Internship Registration-Faculty (NEW)**
4	HoD/HoC/HoS will verify the details and recommend it by clicking on RECOMMEND button and the application shall be forwarded online to SRIC or to HMC depending on the cases. Menu link for HoD/HoC/HoS: **SRIC >>> Internship >>> Recommend internship details - Head (NEW)**
5	If it is a SRIC project then only application goes to SRIC. SRIC officials need 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)**
6	HMC officials shall do the hall allocation using link and the application shall go the Warden of the concerned Hall of residence: **HMC >>> HMC Information >>> Hall allocation for internship students(NEW)**

#	Steps
7	Room allocation can be done by the concerned Warden of Hall of Residence allotted. **HMC >>> Hall Information >>> Room allocation for internship students(NEW)**
8	Concerned faculty member can generate Entry Pass for student after Hall allocation is done by clicking on Generate button using the following link in his/her ERP account: **SRIC >>> Internship >>> Internship Registration-Faculty (NEW)**
	Concerned faculty member should generate letter only after the project completion date is over by clicking on Generate button using the following link in his/her ERP account: **SRIC >>> Internship >>> Internship Registration-Faculty (NEW)**

Note:

1. **The necessary payment for accommodation is to be made directly to the account of Warden of the respective hall. <u>No cash transaction will be entertained in the hall office.</u> Interns are requested to collect a receipt on payment.**

2. **HMC is NOT responsible in providing food to any Intern.**

--- Chairman, HMC