BITACADEMIA

Summer Training Module

Introduction

The **BITACADEMIA Summer Training Module** streamlines the process for students and faculty members to efficiently manage summer training applications, approvals, and evaluations. This guide provides a step-by-step walkthrough for both students and faculty on how to navigate the platform effectively.

Student Workflow

Step 1: Logging In

- Visit BITACADEMIA.

- Click on **Student Login** from the navbar.

- Enter your registered email and password.

Step 2: Profile Update

- After logging in, click on the **user image** (top-right corner of the dashboard).

- Select **Your Profile** and update your **CGPA, semester, coding profile, and LinkedIn link**.

Step 3: Creating a Group

- Click on **Manage Group** from the sidebar.

- Choose the **training type**:

  - **Industrial** (for students with internships) - Apply solo.

  - **Research** (for students applying for projects) - Can form groups.

- The student who creates the group becomes the **team leader** and can:

- o Add/remove members using roll numbers (one member per group).

- o Ensure all members choose the same training type.

Step 4: Applying for Summer Training

- Click on **Summer Training** from the sidebar.

- View the list of **available faculties** and their **seat availability**.

- Apply to faculties where seats are **≥ group size**.

- Students can apply to multiple faculties, but **the first faculty applied to is the first preference**.

- If a faculty **denies** the request, the application moves to the **next faculty** automatically.

- Once a faculty **accepts**, group modifications are locked, and the final **internship record** is sent to the **CSE Department**.

Faculty Workflow

Step 1: Logging In

- Click on **Faculty Login** from the navbar.

- Use your **registered email and computer-generated password** (can be changed via Forgot Password).

Step 2: Reviewing Applications

- Click on **Summer Training** from the sidebar.

- View the list of **applied student groups**.

- Each group application includes:

  - o **Group ID, size, and member details** (roll number, name, photo, CGPA, branch, section).

  - o **Coding profiles, LinkedIn, and GitHub details** (if provided).

- Faculties can **Accept** or **Deny** applications based on available student limits.

Step 3: Approval Process & Merging Groups

- If no action is taken within **7 days**, the application is passed to the next faculty in the group's preference list.

- Once a faculty **accepts** a group, the final **internship record** is generated and **cannot be changed**.

- Faculties can **merge groups** working on similar projects into larger teams.

Step 4: Faculty-Student Interaction

- Faculties can **chat with groups** (feature in future updates).

- Attendance and remarks can be recorded under **Faculty Discussion Logs**.

- Team leaders can add **meeting descriptions**.

Step 5: Final Evaluation

- At the end of the summer training, an **Upload Marks** option appears.

- Faculties can assign **individual marks** to each student based on evaluation criteria.

- The **final internship marks record** is generated.

Automated Notifications

- Faculties receive **daily email reminders** for pending student requests.

Conclusion

The **BITACADEMIA Summer Training Module** simplifies the summer training allocation process for students and faculty members. By following this structured workflow, all participants can efficiently manage applications, approvals, and evaluations, ensuring a smooth and transparent experience.

Contact Us

For any queries or assistance, please contact:

- **Kushagra Sahay**
    - Roll No: **BTech/10058/22**
    - Contact: **8210183523**

- **Sumit Kumar**
    - Roll No: **BTech/10265/22**
    - Contact: **9334349312**