

INTERNSHIP MANAGEMENT PORTAL – SYSTEM FLOW DOCUMENT

Components: Student Dashboard + Admin Dashboard

1. INTRODUCTION

This document defines the complete operational flow for a 90-day internship program managed through a custom-built Internship Management Portal. The portal consists of **two primary interfaces**:

- **Student Dashboard (SD)**
- **Admin Dashboard (AD)**

All management, monitoring, reporting, assessments, and progress tracking happen within these two dashboards. All the instructional content, assignments, project materials, and class documentation are **pre-defined and pre-structured**.

The objective is to maintain a **continuous learning and productive environment**, ensuring students remain engaged throughout the internship, while providing administrators with full visibility and control over student progress, project status, and program outcomes.

2. SYSTEM OVERVIEW (High-Level)

A. Student Dashboard – Core Purpose

A centralized workspace where students:

- Begin their onboarding
- Build their learning profile
- Access project-related tasks
- Submit assignments
- Attend live/recorded classes
- Take assessments
- Track personal progress
- Receive weekly/monthly reports

B. Admin Dashboard – Core Purpose

A command center for:

- Uploading student lists
- Managing student onboarding
- Overseeing assessment performance
- Auto-generating project teams
- Assigning mentors and projects
- Monitoring student activity

- Viewing project-level progress
 - Generating all internship reports
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3. STUDENT STORY (DAY 0 — DAY 90)

A complete narrative of how a student experiences and interacts with the portal.

Phase 1: Pre-Onboarding (Day 0)

The student receives an official invitation email generated from the Admin Dashboard.

This email contains:

- Login link
- Email ID to be used for authentication
- Internship category (IEL / IAL / IP)
- Instructions for accessing the portal

Upon clicking the link, the student reaches the **Student Dashboard login page**, where authentication happens via:

- Email-based login
- Google OAuth

No access to any features is granted until onboarding is completed.

Phase 2: First-Time Login & Profile Completion (Day 1 – Day 2)

After authentication, the student is directed to the **Onboarding Interface**.

Here, the student completes a structured profile:

- Full Name
- College and Department
- Profile Picture
- Contact Details
- Parent/Guardian Email
- Skills
- Fields of Interest
- Past Projects
- Certifications

Once the profile is submitted:

- The system generates a **unique Employee ID**
- A confirmation email is sent

- The dashboard unlocks

This forms the student's identity within the internship ecosystem.

Phase 3: Initial Assessment & Team Formation (Day 2 – Day 4)

Based on the “Field of Interest” selected during profile creation, the portal automatically assigns a **personalized Initial Assessment**.

The student:

- Accesses assessment instructions on the dashboard
- Completes the assessment within the given window
- Receives an automated acknowledgment email

The results go directly to the **Admin Dashboard**, where team creation takes place.

The student is notified after assignment:

- Project Team Name
 - Mentor Assigned
 - Type of Project (aligned with internship category)
 - Upcoming orientation session details
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Phase 4: Orientation & Dashboard Familiarization (Day 4 – Day 7)

During this period, the student:

- Attends an orientation session (Google Meet link auto-listed in the “Lectures” section)
- Learns how the portal works
- Receives communication about responsibilities

The Student Dashboard now displays:

- Assigned project
- Learning resources
- Daily and weekly tasks
- Class schedule
- Assessment timeline
- Assignment submission sections
- Attendance tracker
- Activity tracker showing daily engagement

The student becomes fully operational from this point.

Phase 5: Internship Execution (Day 7 – Day 75)

A. Learning Cycle (Weekly)

Each week, the student follows a structured cycle:

1. Recorded Classes & Live Lectures

All classes appear under the “Lectures” section:

- Recorded classes
- Study documents
- Links to live sessions

The student must:

- Watch assigned content
- Attend live sessions
- Log adequate learning hours

2. Assignments

Assignments appear in the “Task & Assignments” section, aligned with:

- Project type
- Learning objectives
- Weekly topics

Students upload:

- Google Drive links OR
- Attached documents

Every upload is timestamped and stored.

3. Weekly Assessments

A mandatory assessment evaluates:

- Understanding of weekly content
- Ability to apply knowledge to the project

Email reminders are sent automatically.

4. Activity Tracking

The student dashboard tracks:

- Learning time spent
- Attendance logs
- Assignment completion count
- Assessment performance

The student can monitor personal progress in real time.

Phase 6: Reporting & Feedback (Day 7 – Day 75)

Each week, the system auto-generates:

- **Weekly Student Progress Report**

This report is:

- Downloadable from the Student Dashboard
- Automatically emailed to the parent/guardian

Reports summarize:

- Attendance
- Learning hours
- Assignments completed
- Assessment scores
- Project progress

This ensures transparency and parental involvement.

Phase 7: Project Completion Phase (Day 75 – Day 88)

During this phase, the student:

- Works on final project deliverables
- Uploads final documentation
- Prepares final presentation
- Attends guided review sessions

The dashboard organizes:

- Final submission links
 - Final evaluation assessments
 - Practice resources
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Phase 8: Final Evaluation & Completion (Day 88 – Day 90)

The student undergoes:

- Final assessment
- Project review
- Comprehensive performance evaluation

Upon successful completion, the student receives:

- Digital Certificate
- Completion Letter
- Final Internship Report

All documents remain accessible on the dashboard even post-internship.

4. ADMIN STORY (DAY 0 — DAY 90)

A fully detailed narrative for administrators.

Phase 1: Setup & Student Upload (Day 0 – Day 1)

Admin logs into the **Admin Dashboard**, which is a control hub showing:

- Internship category counts
- Student onboarding status
- Assessment status
- Project status overview

Admins upload student data in **CSV or XML format** containing:

- Name
- Email
- College
- Internship Type (IEL / IAL / IP)

The system automatically segregates students based on internship category.

Invitation emails are triggered instantly.

Phase 2: Monitoring Onboarding (Day 1 – Day 3)

Admin dashboard displays:

- Number of students logged in
- Students who completed profiles
- Students pending onboarding

Admins can resend invite emails if required.

Phase 3: Assessment Monitoring & Team Generation (Day 3 – Day 5)

Admins review:

- Assessment 1 performance

- Skill distribution
- Field-of-interest mapping

The portal's automated logic recommends **balanced teams**:

- For every 5 students → 2 high performers + 3 average performers

Admins approve or adjust team structures.

The system automatically:

- Assigns mentors
 - Assigns projects
 - Sends notifications to students
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Phase 4: Continuous Tracking (Day 5 – Day 75)

This is the longest operational phase.

Admin Dashboard provides real-time insights:

A. Attendance Monitoring

Daily student attendance logs:

- Total hours active
- Engagement time

B. Activity Tracking

Admins check:

- Assignments submitted
- Assessments completed
- Class participation

C. Project Status Tracking

Admin dashboard shows:

- Progress percentage per project
- Student contribution level
- Pending tasks
- Team performance

D. Weekly & Monthly Reports

Admins can download:

- Individual student reports
- Mass reports

- Project-wise reports
- Company-level overview

All reports include:

- Performance metrics
 - Learning hours
 - Assessment scores
 - Assignment status
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Phase 5: Intervention & Support (Throughout)

Admins can:

- Identify low-performing students
- Trigger additional study material
- Extend deadlines
- Send manual announcements
- Schedule extra sessions

This ensures students never remain idle.

Phase 6: Final Evaluation & Certification (Day 75 – Day 90)

Admins review:

- Final assessment results
- Project submission quality
- Weekly performance consistency

The portal automatically generates:

- Internship Completion Reports
- Digital Certificates
- Final Internship Summary

Admins verify and release all documents.

5. FEATURE SEPARATION – STUDENT VS ADMIN DASHBOARD

Student Dashboard

- Login & Profile Creation
- Employee ID Generation

- Initial Assessment
 - Project Assignment View
 - Lecture Access (Recorded + Live)
 - Study Material / Docs
 - Assignment Upload
 - Weekly Assessments
 - Activity Tracker
 - Attendance Tracker
 - Central Calendar
 - Weekly Report Downloads
 - Final Submission Portal
 - Certificate Download
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Admin Dashboard

- Student Data Upload (CSV/XML)
 - Internship Category Segregation
 - Profile Completion Monitoring
 - Assessment Results Overview
 - Automated Team Formation
 - Mentor Assignment
 - Project Assignment
 - Attendance Monitoring
 - Activity Tracking
 - Project Progress Dashboard
 - Email Notifications for Assessments
 - Weekly/Monthly Report Generation
 - Individual & Mass Report Downloads
 - Final Evaluation Management
 - Certificate Issuance
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6. CONCLUSION

This document establishes a **complete, professional, end-to-end flow** for a 90-day internship program built on two dashboards—Student and Admin.