User Manual: Company Users

PMIS

Ministry of Corporate Affairs (MCA)

Contents

1. About PMIS

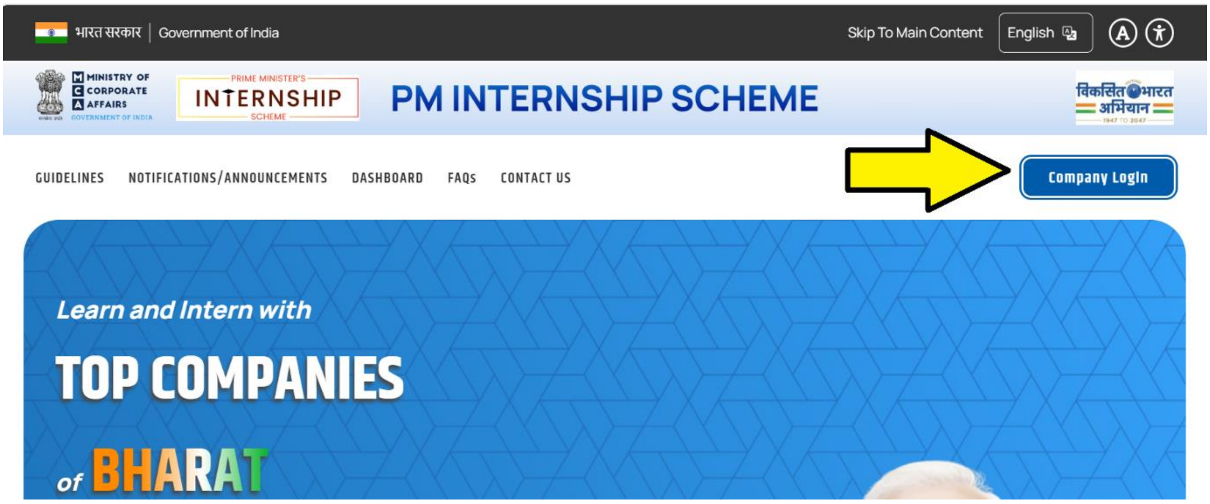
PM Internship Scheme, announced in the Budget 2024-25, is a comprehensive scheme for providing internship opportunities to 1 crore youth in top 500 companies over a period of 5 years with an objective of improving employability skills of the youth.
To kick-start this ambitious initiative, a pilot phase of the scheme targeting 1.25 lakh interns is announced for 2024-25.

2. PM Internship Scheme (PMIS) User Manual for Industry Users

Introduction:
The **PM Internship Scheme Portal** is designed to simplify and streamline the internship management process for industry partners. It enables you to post internships, manage applications, and track interns' journeys within your organization. This user guide will help industry stakeholders, including Company Admins, Nodal Officers, and HRs, to navigate the portal with ease.
The portal is available in various languages and the users can click and choose their preferred language at the top right corner of the portal to view the content online in their own language.

2.1 Login Process Steps

a. MCA will provide a **User ID** and **Password** (based on CIN) via email.
b. The users must type the URL pminternship.mca.gov.in, in an internet browser to access the application.
c. On the home page of the website, the user must click on "Company Login" tab to login into their company's account.

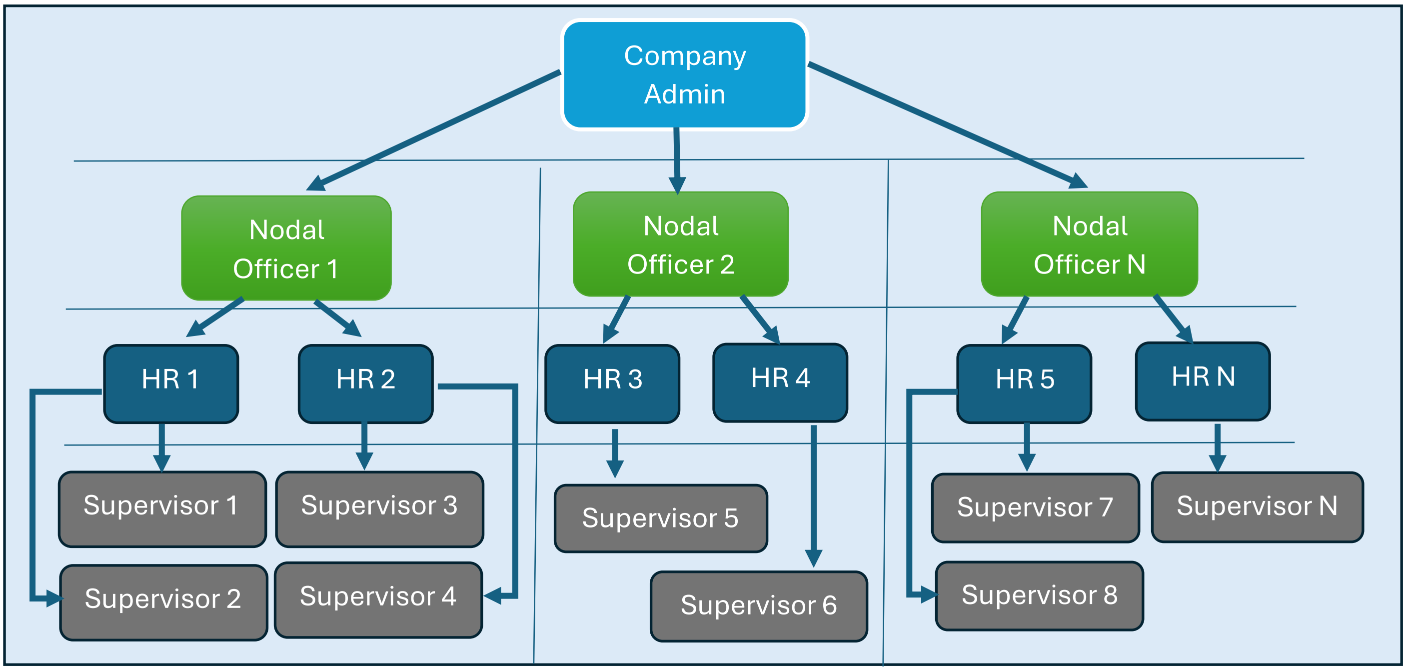


d. Upon clicking on "**Company Login**" tab the user will see the **login page**, which will prompt the user to select his/her **User Type** as per their roles.

User types and hierarchy for Company Users:

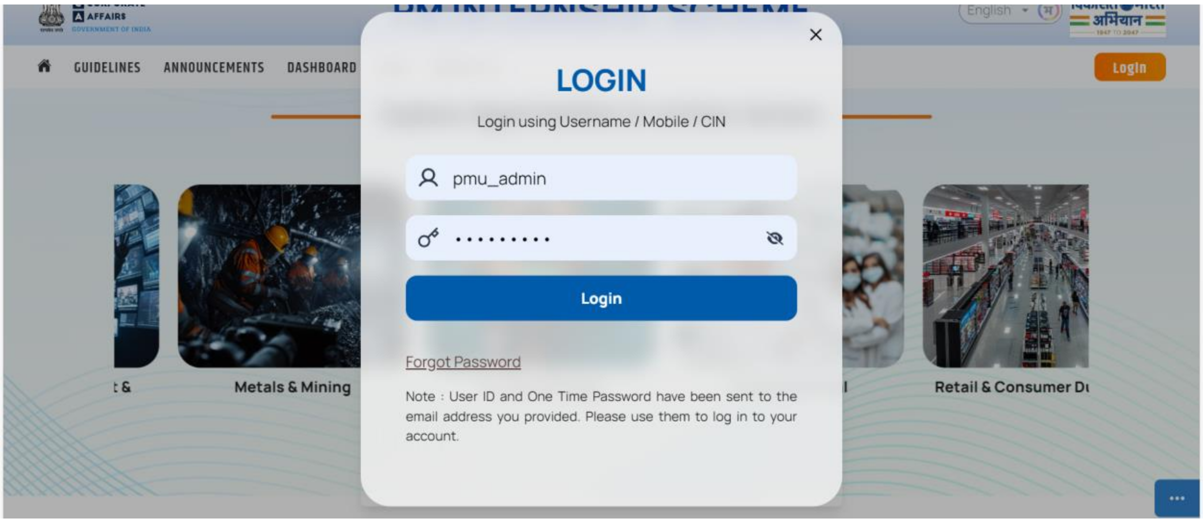
1. **Company Admin:** Responsible for setting up the company profile and assigning a Nodal Officer for his company and network entities.
    - The company Admin will be a senior person of the designation of **CHRO or equivalent.** Single point of contact for the Ministry of Corporate Affairs (MCA).
    - The **Company Admin** will act as a **Super Admin** for the organization and will receive his/her credentials through E-mail from **MCA.**
    - The **Company Admin** will be responsible to create **Network Entities**
    - The **company admin** will also create and nominate one or more Nodal Officers.
2. **Nodal Officer:**
    - Manages company's internship plan, assigns HRs, and acts as the appellate authority for grievances.
3. **HR:** The HR users manage posting internships, overseeing applications, and assigning supervisors.
4. **Supervisors:** The supervisors are created and assigned by HR for the Interns, who will act as Mentors/Guide for the interns at the actual location of the internship. He will be responsible for assigning tasks to interns, manage their internship trainings and report their performance.

Company Users Hierarchy:



e. The user can enter the credentials received from MCA.

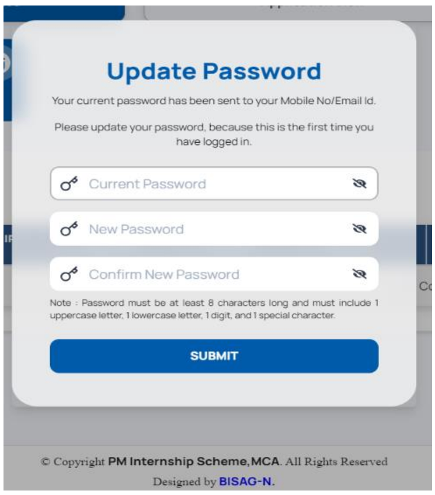
The essential fields on the "**Login Page**" for the users are as follows:



1. **Username (CIN).:** It is an identification that enables the individuals to access the online services of the portal for their respective company.
2. **Password**: It is a combination of secret words or phrases that are used to gain access to the portal and are shared with the user by MCA.
3. **Captcha Code:** It is a portal enabled feature designed to determine that the user is real, not a bot.
4. **Enter Security Code:** In this field, the individual will have to enter the desired "**Captcha Code**".
5. **Login:** After entering the mandatory details, the individual will have to press the "Login" button to access the dashboard.
6. **Forgot Password:** This link helps the users to set up new password in case the user has forgotten the old password.

f. The user will be prompted to change the password upon first login. The user can reset the new password and can access his/her user account page upon successful reset.

Update Password:

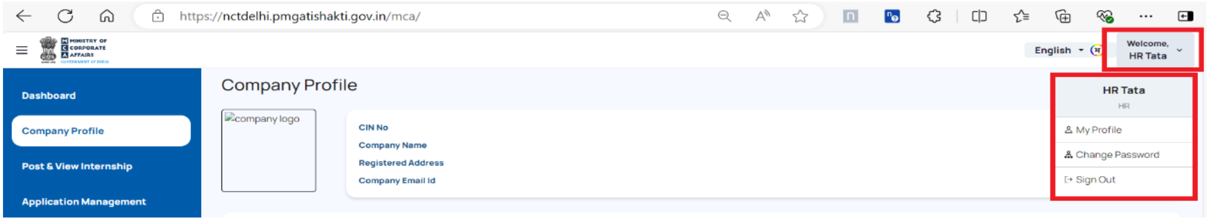


The Various essential fields for Update Password Pop-Up are as follows:

1. **Current Password:** In this field the User will enter the password received on the mail id.
2. **New Password:** Here the user will enter his new password, the password must be at least 8 Characters long and must include 1 Uppercase letter, 1 lowercase letter, 1 Digit and 1 Special Character
3. **Confirm New Password:** In this field user will confirm and enter the new password.
4. **Submit:** User will click on **Submit** button to update the password.

g. After password update, the user gets access of the portal and lands to the User account homepage under the Dashboard section.

h. The user can logout from the portal by clicking on the User Profile Link on the top right corner of each page. The user can also access his/her profile and can even change the password.

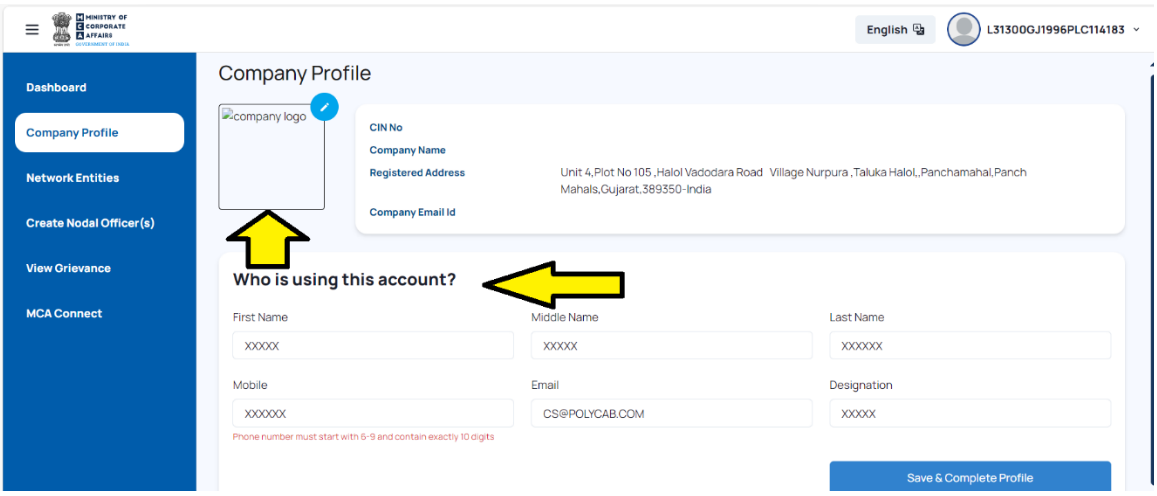


3. User navigation as per the roles

3.1 Company Admin:

a. The **Company Admin User** can enter his credentials in the "**Login Page**" and will get the access of the portal.
b. After logging in, the user will be directed to complete the "**Company Profile**" section.
c. The user must fill in the necessary information. Some fields will be pre-filled based on MCA records and can only be updated by MCA.

A. COMPANY PROFILE SECTION



The various essential fields on the "Company Profile" page are as follows:

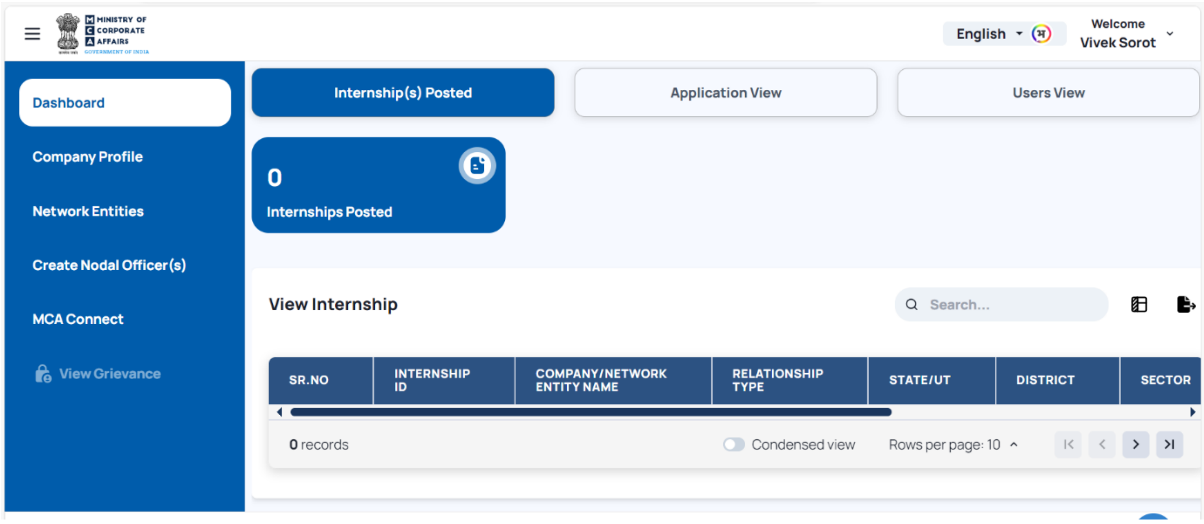
1. **Company Logo**: The user can select and upload the company logo by clicking on the "Edit" sign available on the right corner of the Company logo field.
2. **First Name:** Here user must enter her / his legal name.
3. **Middle Name**: Here user may enter his middle name.
4. **Last name:** Here the user must enter his surname.
5. **Mobile:** In this field the user will enter his mobile phone number.
6. **Email:** In this field the user will enter his email id as allocated by his organization.
7. **Designation**: In this field the user will enter his Designation in the Organization that he is representing on the portal.
8. **Save and Complete Profile**: After filling all the required information in the relevant fields the User then can click on "Save and Complete Profile" button to finish up setting his profile.

d. Upon successful completion of the "Company Profile" section, user will access his accounts homepage.

The other sections on the homepage of Company Admin User are as follows:

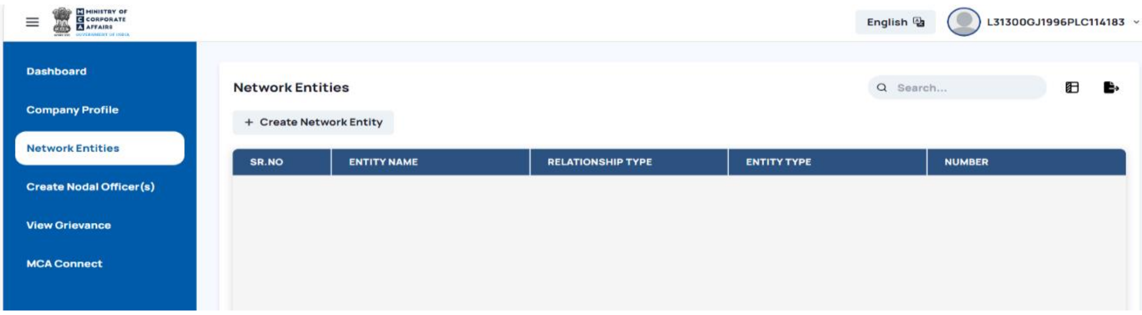
B. DASHBORAD SECTION

Here the user can see overall Internships being posted by his firm, number of applications against an internship and other features, once the Internships are posted online by the organization.

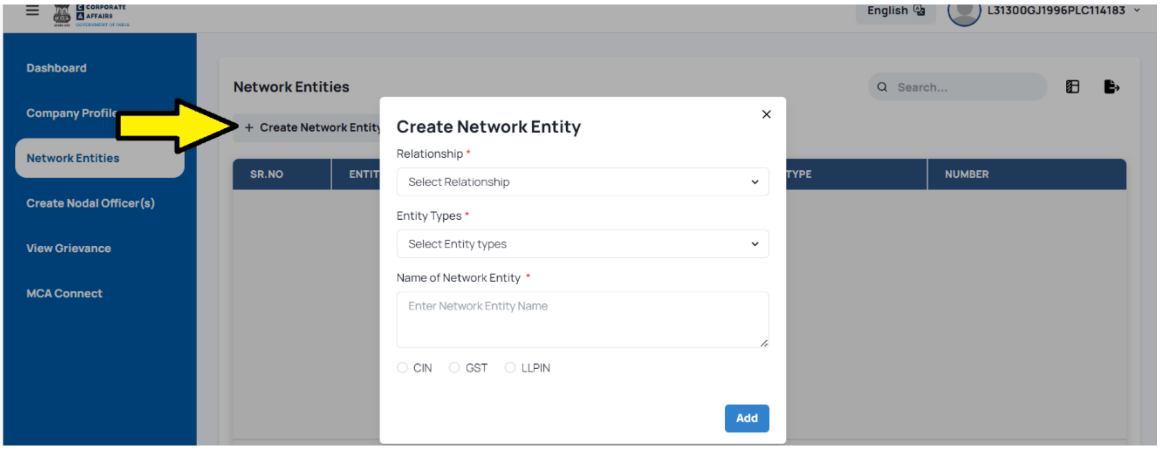


C. NETWORK ENTITIES

Under this section the user can add the group companies, subsidiaries, associated contractors, vendors and distributors. These group companies / network entities can post internship on the company's behalf.



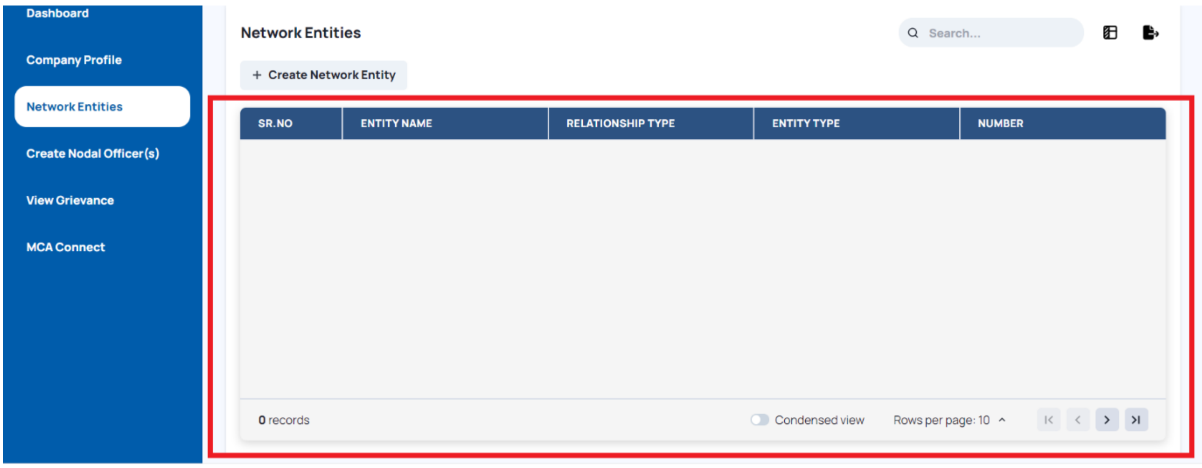
e. Upon clicking on the "Network Entities" Section the user will get an option to click on the Create Network Entities.



The various fields that the user is required to fill in on the Create Network Entities pop up will be as follows:

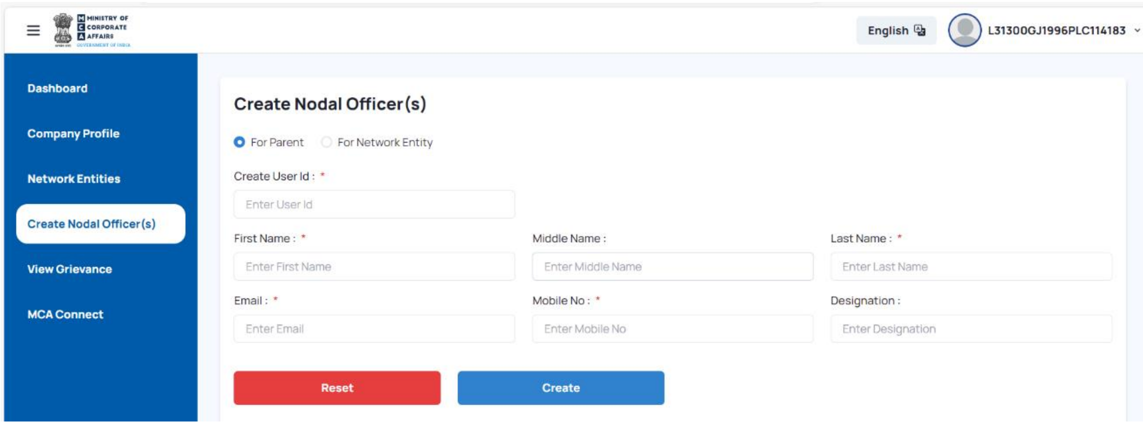
1. **Relationship:** Here the user will enter the relationship of the Network Entity with the parent organization. The user can select the relevant available options from the drop-down list.
2. **Entity Types**: The user will select the various options as per his company's legal status from the drop-down list.
3. **Name of Network Entity:** This field will capture the Entities name which is getting registered under the parent company
4. **CIN:** In this field the user is required to enter the CIN number of the entity
5. **GST**: In this filed the user is required to enter the GST number of the entity
6. **LLPIN**: In this filed the user is required to enter the LLPIN number of the e
7. **Add**: The Add button at the right bottom of the pop will help the user to add the entities name in the portal.

f. The various entities being added by the Company Admin User will get populated in the table format under the below highlighted portion of the **Network Entity** Section.



D. CREATE NODAL OFFICER(S) SECTION

This section provides the functionality of assigning **Nodal Officer** and to **Create User ID** for the nodal officers as per the Parent Company and for a particular “**Network Entity**”.

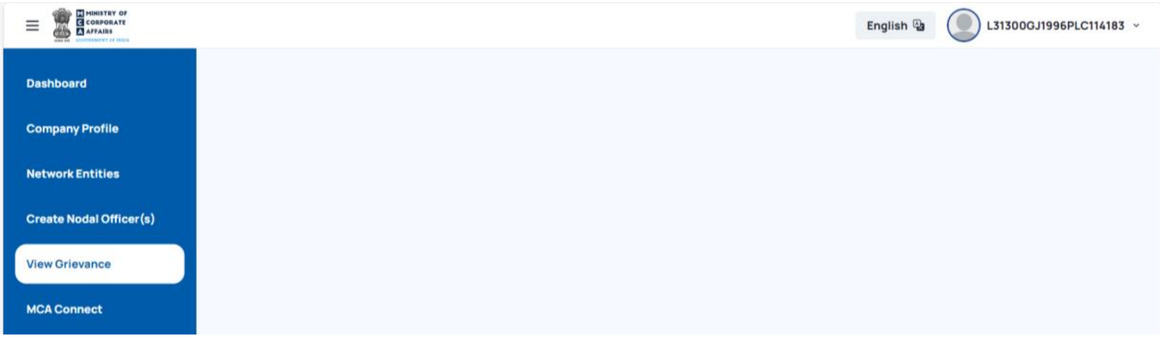


The various fields that the Admin User needs to fill up are as follows:

1. **For Parent:** The admin user needs to select if he wants to create the Nodal officer for the **Parent Company.**
2. **For Network Entity:** This fields lets the admin to select if he wants to create the nodal Officer for the **Network Entity**.
3. **Create User Id:** This field prompts the user to enter a Unique Id for the User creation of **Nodal Officer**.
4. **Select Network Entity:** The admin user can select the **Network Entity** name from the drop-down list of added Entities to create a **nodal user** for the Entity.
5. **First Name**: The user will enter the name of the nodal officer whose id is getting created.
6. **Middle Name**: The user will enter Middle Name of the nodal officer whose id is getting created.
7. **Last Name:** The user will enter Last Name of the nodal officer whose id is getting created.
8. **Email:** The user will enter Email Id of the nodal officer whose id is getting created.
9. **Mobile No.:** The user will enter Mobile phone number of the nodal officer whose id is getting created.
10. **Designation:** The user will enter Designation of the nodal officer whose id is getting created.
11. **Reset:** Using this tab, the nodal officer can reset the Nodal Officer details in case the person leaves the organization and a new one joins in his/her place.
12. **Create:** This field helps the user to create the **Nodal officer** user for the company in the system.
13. **Users search:** The various nodal user in a company can be ascertained through this field.
14. **Export File:** This field helps to export the file in CSV/Excel format.

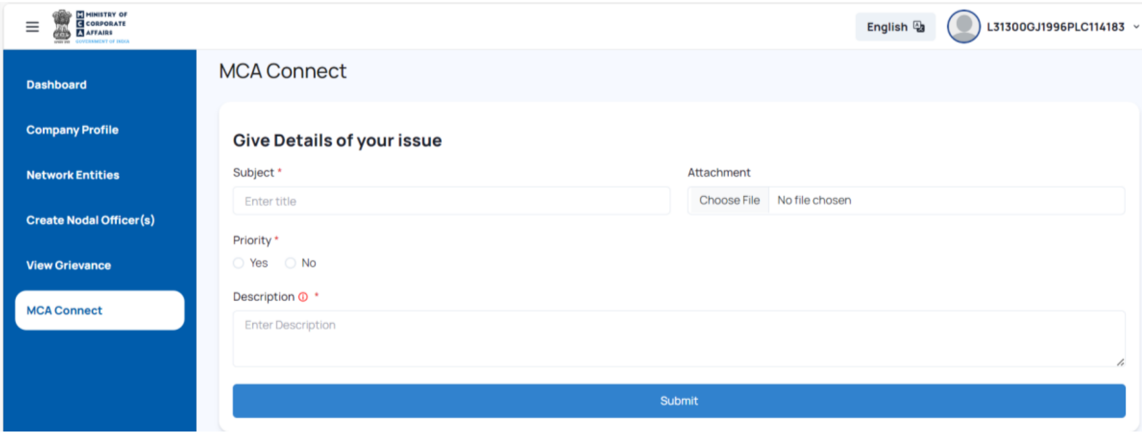
E. VIEW GRIEVANCE SECTION

This section will let the **Admin User** to check for the Grievances registered in the system by a particular candidate against the Parent Company or the Group Entity. This will auto-populate once the Grievances starts receiving.



F. MCA CONNECT SECTION

Under this section the Admin User gets the functionality of connecting with the MCA authorities with the issues or queries.



The various fields for creating **MCA Connect** query are as follows:

1. **Subject:** Here the **Company Admin User** can enter the Subject of his issues/queries.
2. **Attachments:** In this field the **admin user** can attach a document file to support his issue/query.
3. **Priority- High/Medium/Low:** This field helps the **Company Admin user** to set the urgency of the issue /query
4. **Description:** In this field the **Admin User** can describe his issue/query in detail, as to what is the scenario that he/she may be facing.

Notifications for Company Admin:

- **Registration OTP:** Company Admin user will receive an OTP via SMS, or email to complete your registration.
- **Registration Confirmation:** Once the registration is complete, Company Admin user will receive a confirmation message with a link to your dashboard.

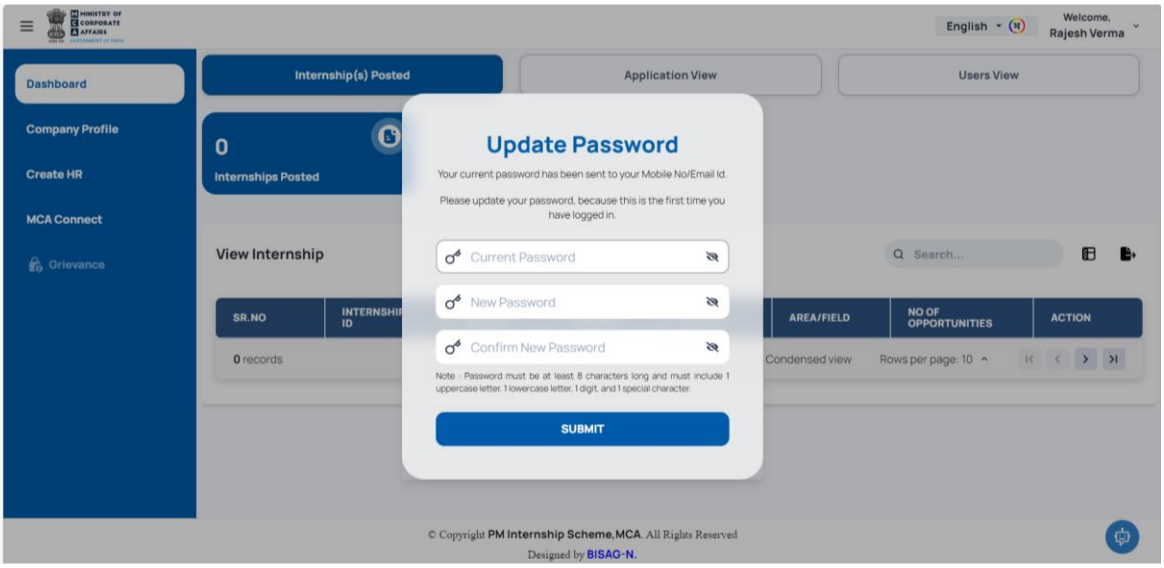
3.2 Nodal Officer

a. After being assigned as a **Nodal Officer**, he/she will receive an email with his **Login Credentials** and a **login link.**

b. The Nodal Officer needs to click on to the link to access the portal on an internet browser

c. The Nodal Officer then needs to enter the Login Credentials to access the portal.

d. Upon first login the system will prompt the user to update the password and to reset a new one.

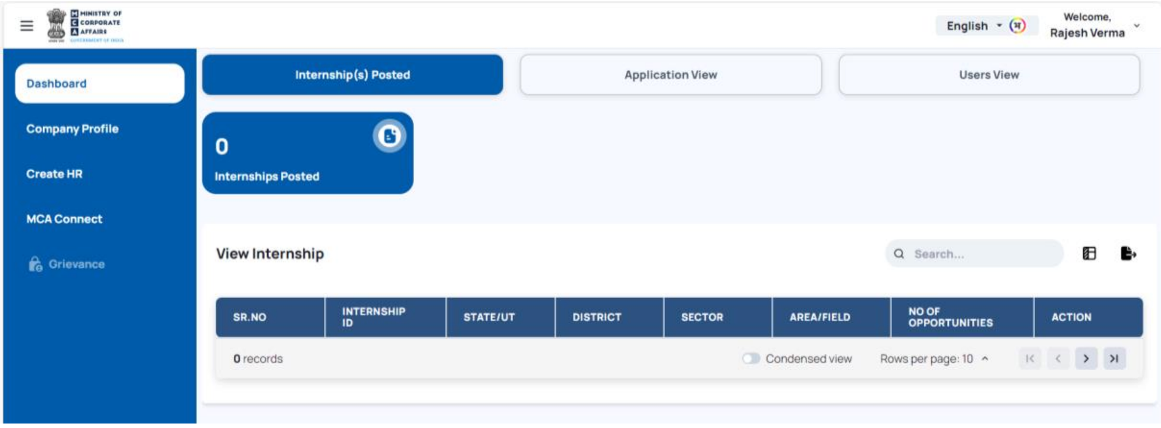


The Various essential fields for Update Password Pop-Up are as follows:

1. **Current Password:** In this field the Nodal Officer User will enter the password received on the mail id after the Nodal User Creation by the Admin User.
2. **New Password:** Here the user will enter his new password, the password must be at least 8 Characters long and must include 1 Uppercase letter, 1 lowercase letter, 1 Digit and 1 Special Character
3. **Confirm New Password:** In this field user will confirm and enter the new password.
4. **Submit:** User will click on **Submit** button to reset the new password.

e. After password reset, the **Nodal Officer** user gets access of the portal and lands to the User account page under the Dashboard section.

A. DASHBORD SECTION



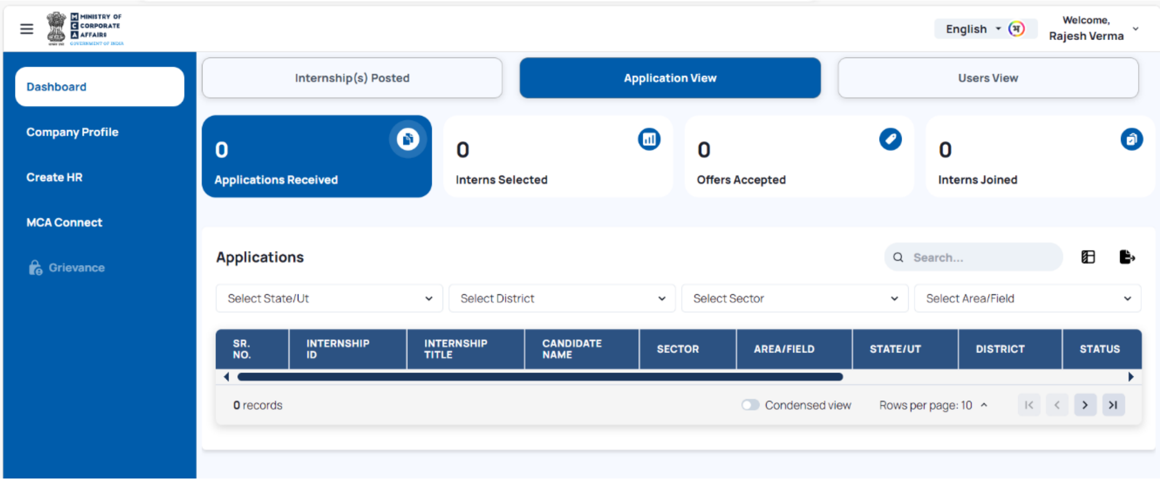
The various fields on the **Dashboard** section are as follows:

1. **Internship(s) Posted Tab**
   - Under this tab the User will get to see the overall internships being posted by his/her firm with a count of total postings.
   - Under **View Internship**, the user can search for a particular Internship as per the **Internship ID, State/UT, District, Sector, Area/Field** and the **No. of Opportunities** in that internship
   - The Nodal user can view the internship details.
   - The user can export the Table-list based on the search in **CSV/EXCEL** formats

   - The users can also select and turn on the **"Columns"** filter through a drop-down list of all columns, to create **"Custom Reports"** for export.

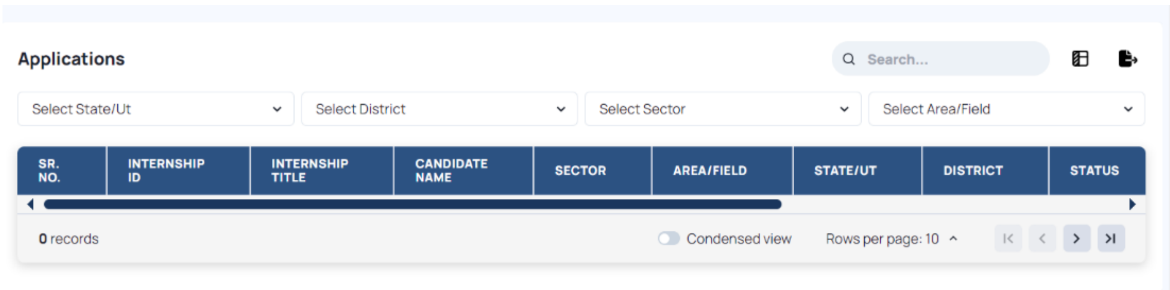
2. **Application View Tab**

Under this section of the **Dashboard** the **Nodal** Officer will get to see counts of information regarding a particular Internship



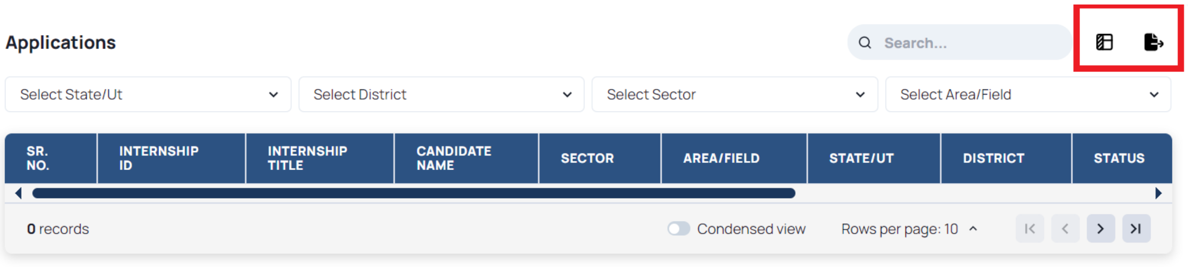
The various "**clickable**" count fields as per the applications received are as follows:

1. **Applications Received**
2. **Intern Selected**
3. **Offers Accepted**
4. **Interns Joined**
5. **Applications**
    - The **"Applications"** field will get populated automatically once the user selects and Clicks on the above-mentioned count fields.

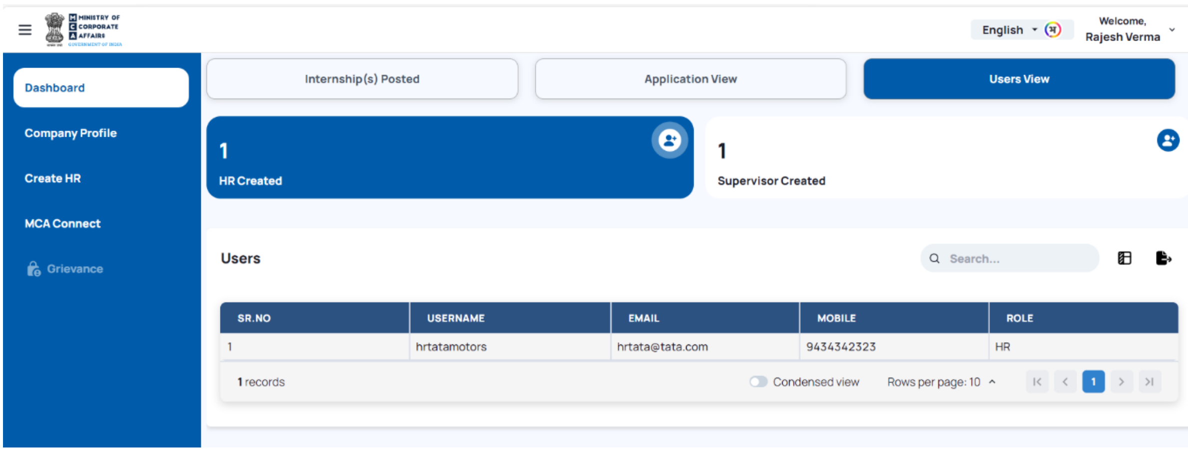


- The User can Search and track an application under this section through the **"Search"** field, on the upper right corner.
- The user will also be able to filter the applications based on the filters of, **State/UT, District, Sector** and **Area/Field.** The user can select the required inputs from the **"Dropdown List"** of the applicable filters as per the preference**.**
- The user can export the Table-list based on the search in **CSV/EXCEL** formats.

- The users can also select and turn on the **"Columns"** filter through a drop-down list of all columns, to create **"Custom Reports"** for export.

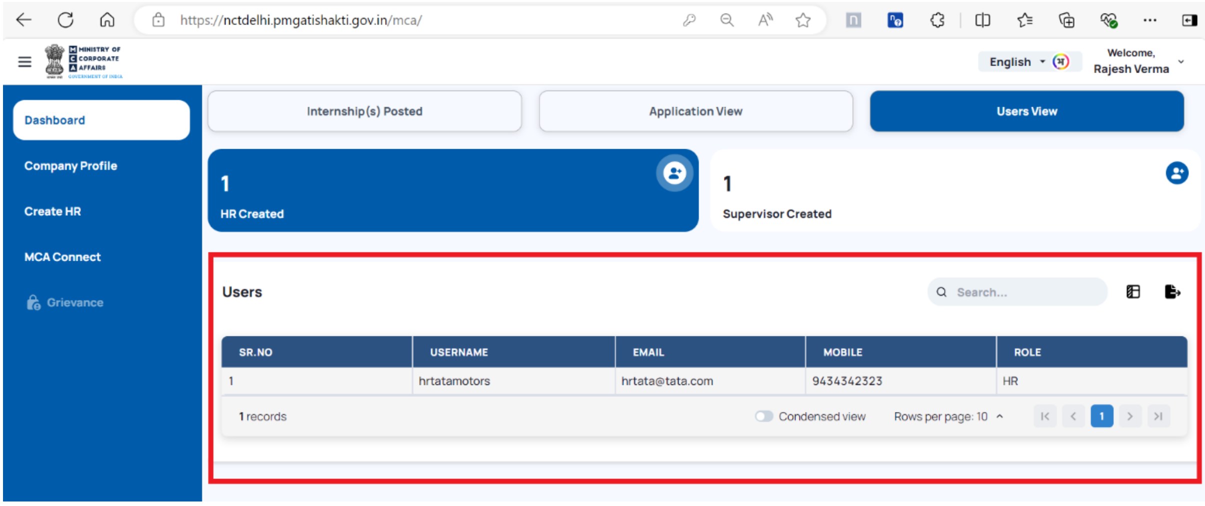


3. **Users View Tab**
   Upon clicking on this tab, the **Nodal Officer** can see the number count of **HRs** and **Supervisors** being created in the system for his/her Company.



The various "**Clickable**" count fields under the "**User View"** tab are as follows:

1. **HR Created:** This field figure gives the total count of HRs being created in the system for a particular company.
2. **Supervisor Created:** This field figure gives the total count of Supervisors being created in the system for a particular company.
3. **Users:** The **"Users"** table field will get populated automatically once the user selects and Clicks on the above-mentioned both count fields.

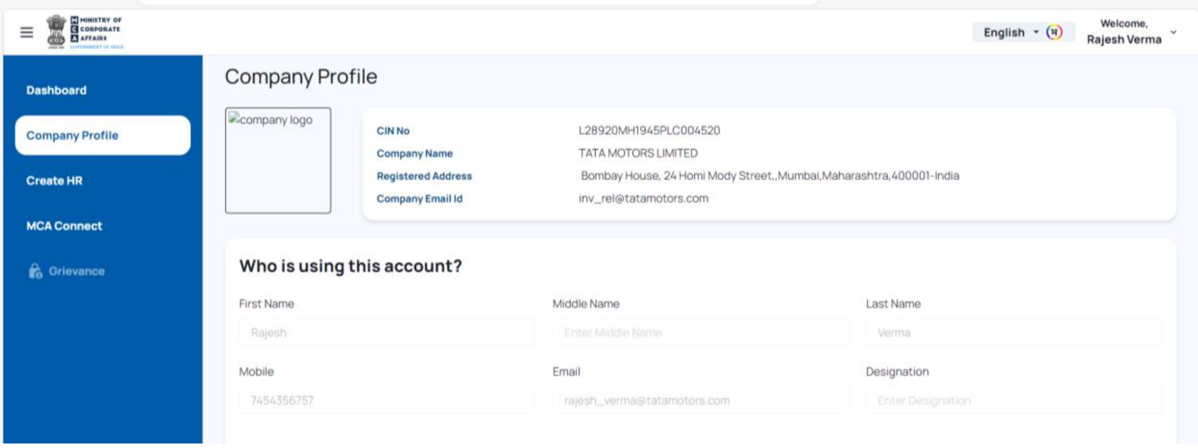


- The User can search a particular HR or Supervisor under this section through the **"Search"** field, on the upper right corner.
- The Nodal Officer will also be able to see the table list of HR/**Supervisor** users-based **Username, Email, Mobile, Role.**
- The user can export the Table-list based on the search in **CSV/EXCEL** formats.

- The users can also select and turn on the **"Columns"** filter through a drop-down list of all columns, to create **"Custom Reports"** for export.

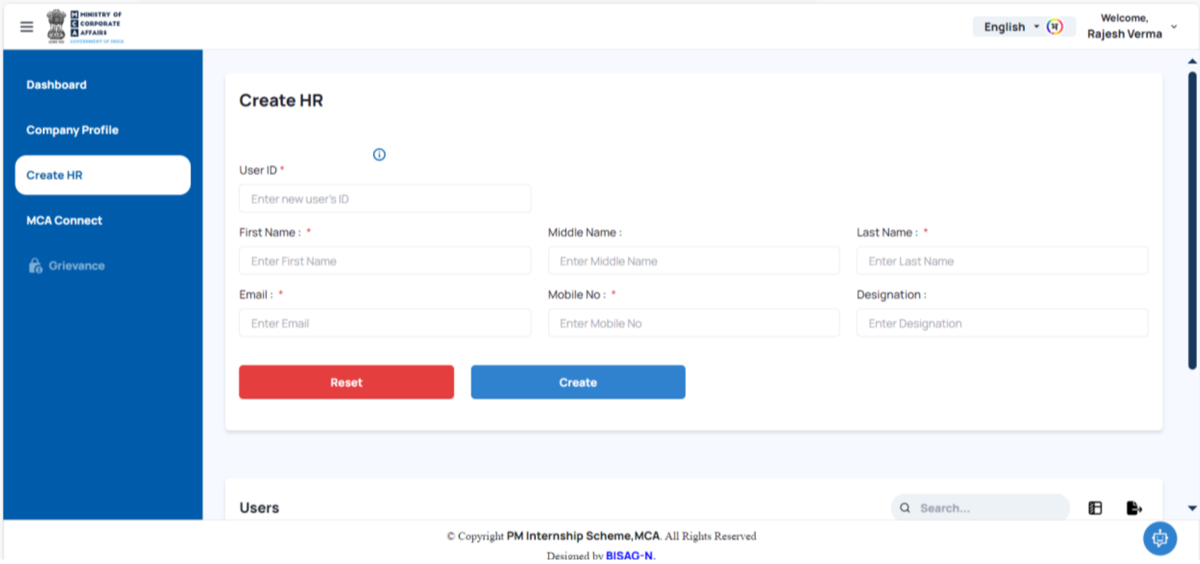
B. COMPANY PROFILE SECTION

Upon Clicking on this section on the **Nodal Users** homepage. The user can see the **Company Profile** of his company and can access the **Company Admin** Details on the section as in **Who is using this account** field.



C. CREATE HR SECTION

a. Upon clicking on this section, the **Nodal Officer** can create a new HR account.



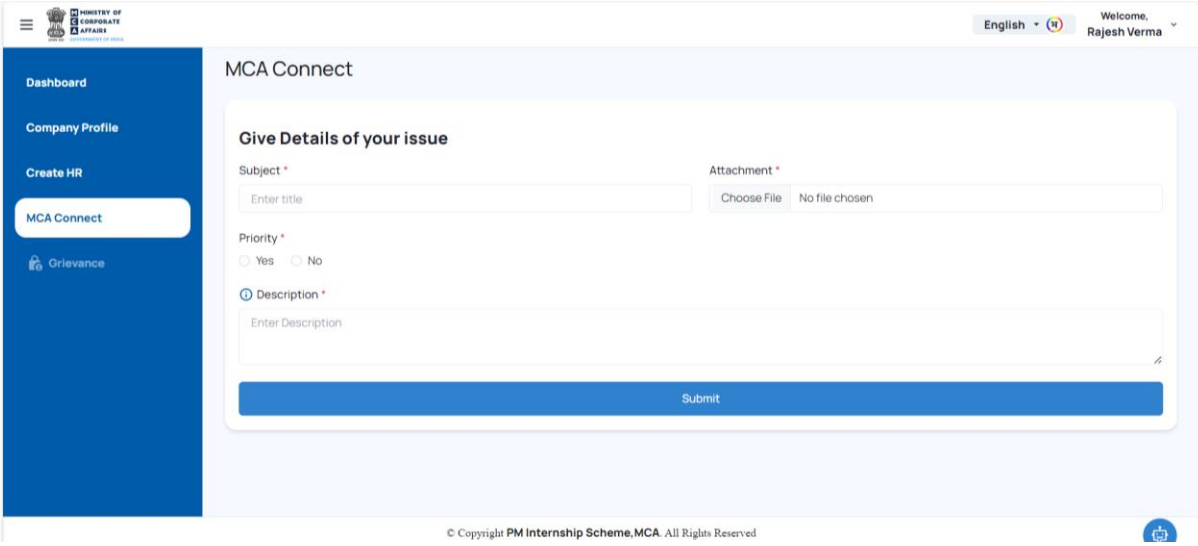
The various essential fields for creating a **HR** in the system are as follows:

1. **User ID:** In this field the **HR user** will enter a unique user id that he wants to create for a **supervisor.**
2. **First Name:** The **Nodal Officer** needs to enter the **HR's** first name in this field.
3. **Middle Name:** The **Nodal Officer** needs to enter the **HR's** middle name in this field, if any.
4. **E-mail:** The **Nodal Officer** needs to enter the **HR's** Email in this field.
5. **Mobile No.:** The **Nodal Officer** needs to enter the **HR's** mobile number in this field.
6. **Designation:** The **Nodal Officer** needs to enter the **HR's** designation as per his organization's hierarchy**,** in this field.
7. **Reset:** This field will help the **Nodal Officers** to reset the **HR** user credentials, if the current **HR** leaves the organization and a new one joins in his/her place.

8. **Create:** After filling up the above-mentioned fields, the **Nodal Officer** can create a new **HR** user by clicking on this tab. MCA recommends 1 HR for every 100 interns.

D. MCA Connect Section

Upon clicking on this section, the **Nodal Officer** will get a window to connect with the **MCA** authorities for their issues or queries.



The various fields for creating an **MCA Connect** query are as follows:

1. **Subject:** Here the **Nodal Officer** User can enter the Subject of his issues/queries.
2. **Attachments:** The **Nodal Officer** can upload relevant documents as per his queries through this field.
3. **Priority- High, Medium and Low:** Here the **Nodal Officer** can mention the priority of its issues as per the urgency
4. **Description:** Under this field the user can enter the detailed description of his issue.

E. GRIEVANCE SECTION

This section of the Nodal Officers Homepage will get auto populated once the Grievances starts coming from the Candidates on the portal.

This section will also help the Nodal Officer in knowing and resolving the Grievances received from Candidates and HRs.

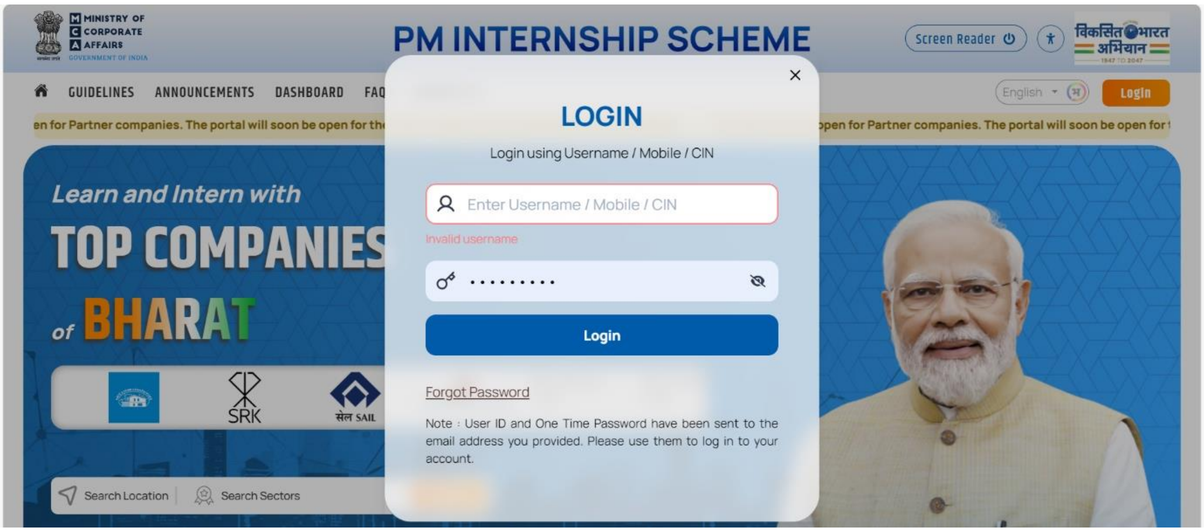
Notifications for Nodal Officer:

- **Profile Completion Reminder:** Company Nodal Officer user will receive reminders to complete the profile if pending.
- **Internship Interest:** Notifications will inform Company Nodal Officer user of the number of candidates who have shown interest in the posted internships.
- **Offer Letters:** Company Nodal Officer user will receive notifications when offer letters are rolled out or accepted/rejected by candidates.

3.3 HR User

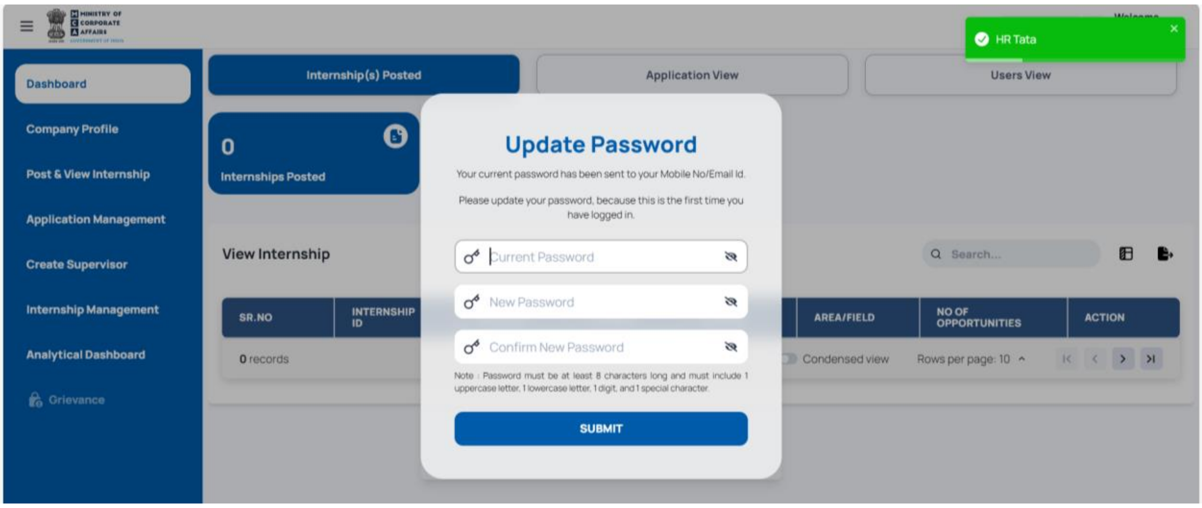
a. After being assigned as a HR User, he/she will receive an email with his/her **Login Credentials** and a **login link.**

b. The **HR user** needs to click on to the link to access the portal on an internet browser.



c. The **HR** user then needs to enter the **Login Credentials** to access the portal.

d. Upon first login the system will prompt the user to **update the password** and to reset a new one.



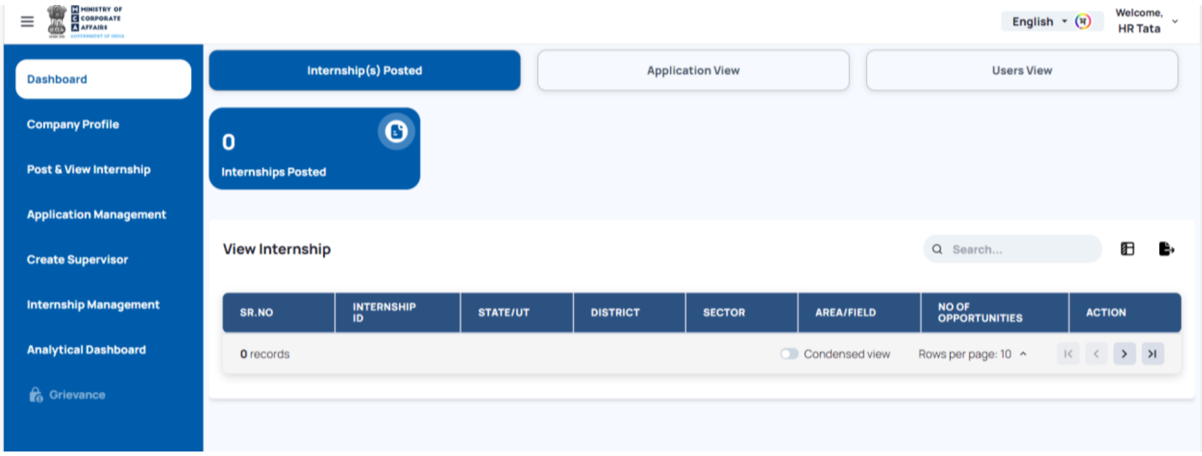
The Various essential fields for Update Password Pop-Up are as follows:

1. **Current Password:** In this field the **HR** User will enter the password received on the mail id after the **HR** User Creation by the **Nodal Officer** User.
2. **New Password:** Here the user will enter his new password, the password must be at least 8 Characters long and must include 1 Uppercase letter, 1 lowercase letter, 1 Digit and 1 Special Character
3. **Confirm New Password:** In this field user will confirm and enter the new password.

4. **Submit:** User will click on **Submit** button to reset the new password.

e. After password reset, the **HR** user gets access of the portal and lands to the **HR** user account page under the Dashboard section.

A. DASHBORD SECTION



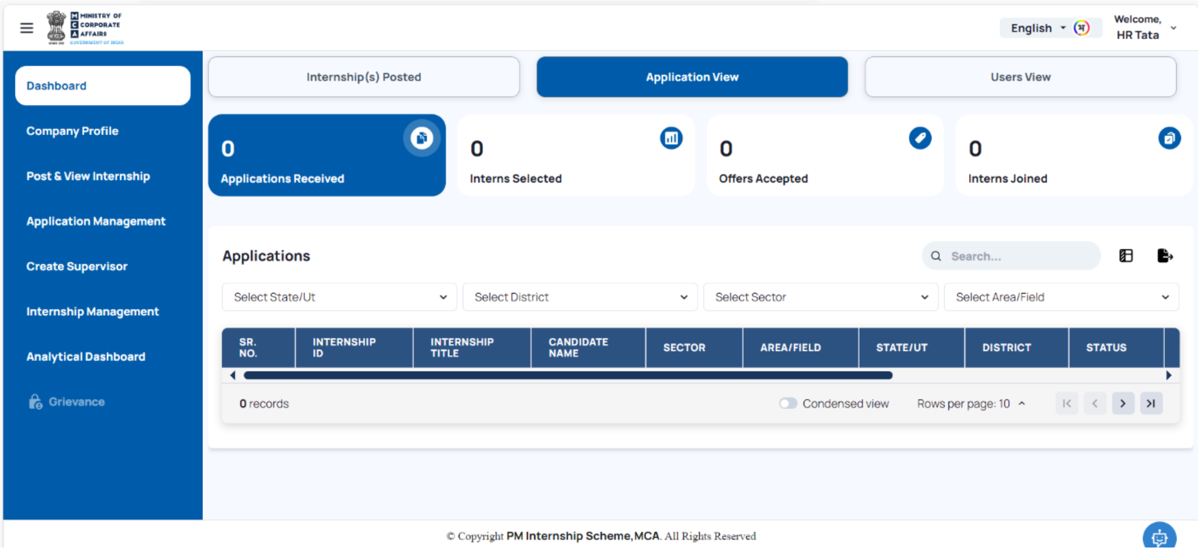
The various fields on the **Dashboard** section are as follows:

1. **Internship(s) Posted Tab**
   - Under this tab the HR user will get to see the overall count of internships being posted by his/her firm with a count of total postings.
   - Under **View Internship**, the user can search for a particular Internship as per the **Internship ID, State/UT, District, Sector, Area/Field** and the **No. of Opportunities** in that internship.
   - The **HR user** can take various Actions like **View, Edit and Delete** a particular internship.
   - The user can export the Table-list based on the search in **CSV/EXCEL** formats

   - The users can also select and turn on the **"Columns"** filter through a drop-down list of all columns, to create **"Custom Reports"** for export.

2. **Application View Tab**

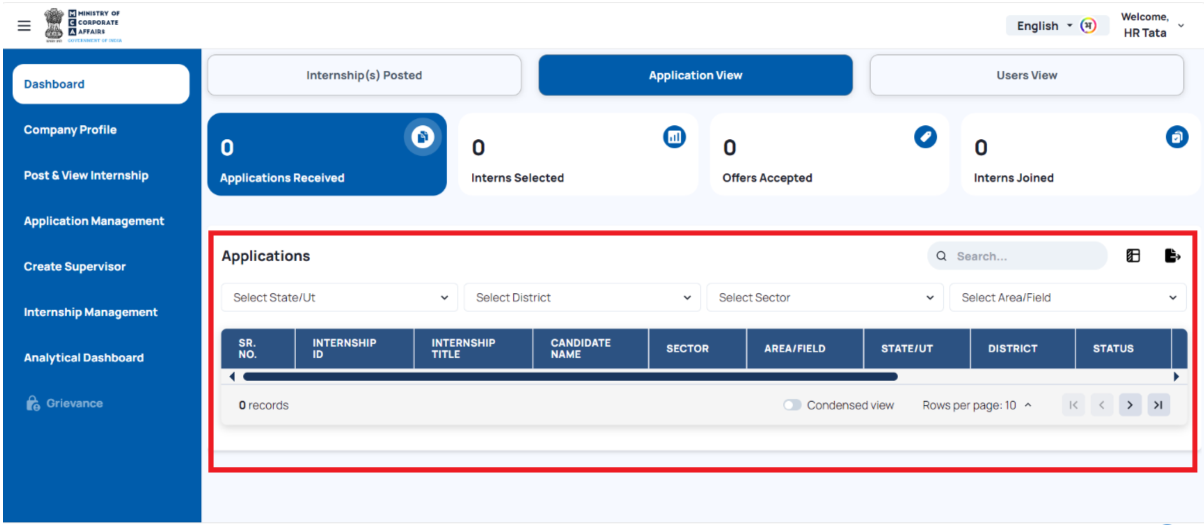
Under this section of the **Dashboard** the **HR** user will get to see counts of information regarding a particular Internship



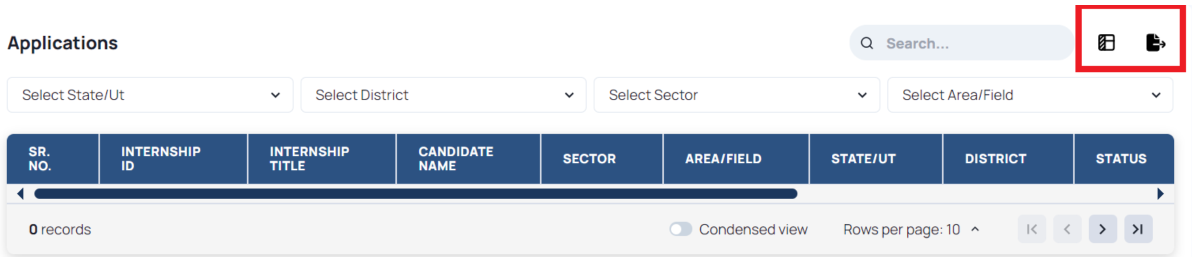
The various "**clickable**" count fields as per the applications received are as follows:

1. **Applications Received**
2. **Intern Selected**
3. **Offers Accepted**
4. **Interns Joined**
5. **Applications**
    - The "**Applications**" field will get populated automatically once the user selects and clicks on the above-mentioned count fields.
    - The User can Search and track an application under this section through the "**Search**" field, on the upper right corner.

- The user will also be able to filter the applications based on the filters of, **State/UT, District, Sector** and **Area/Field.** The user can select the required inputs from the **"Dropdown List"** of the applicable filters as per the preference.

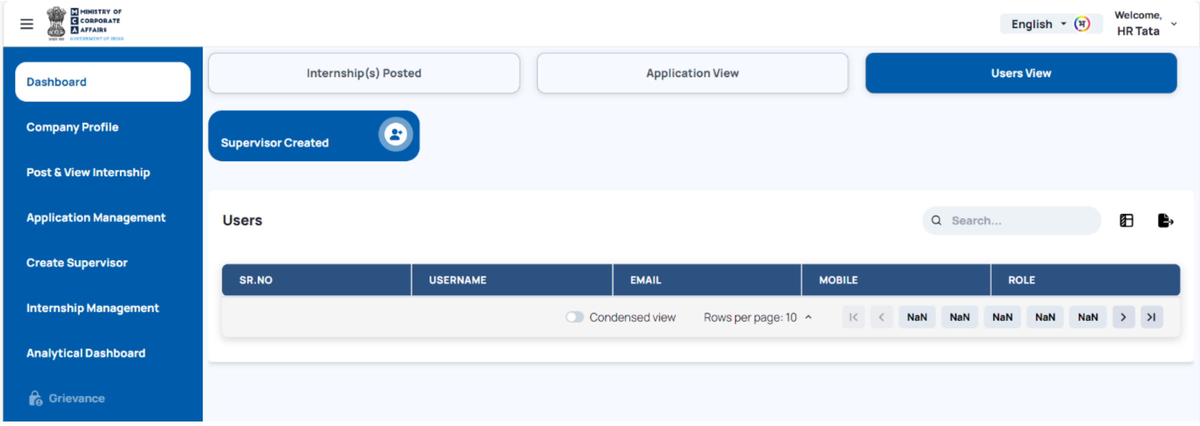


- The user can export the Table-list based on the search in **CSV/EXCEL** formats.
- The users can also use the **"Columns"** filter and can select the columns through a drop-down list of all columns, to create **"Custom Reports"** for export.



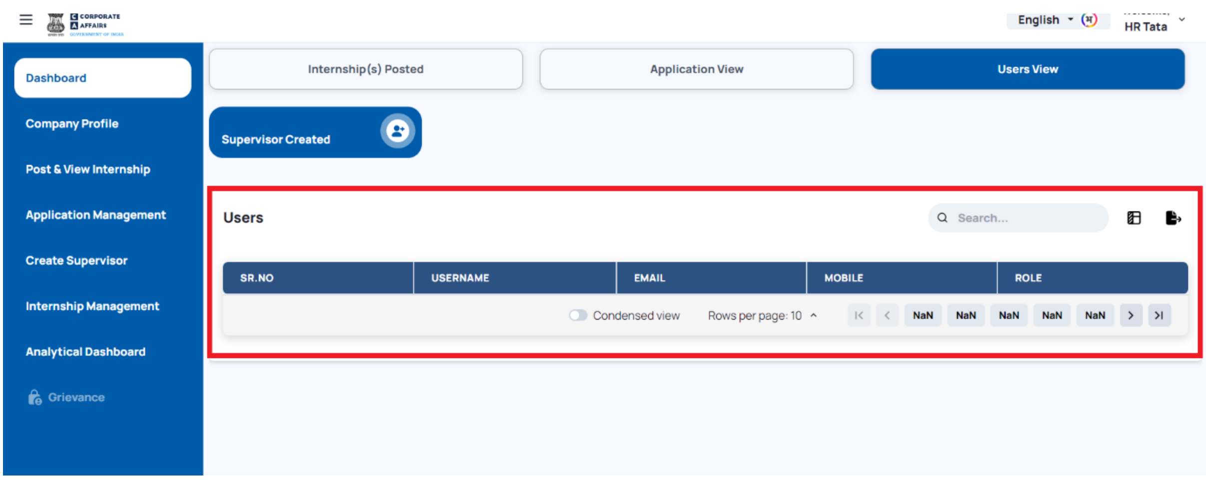
3. **Users View Tab**

Upon clicking on this tab, the **HR user** can see the number count of **Supervisors** being created in the system for his/her Company.

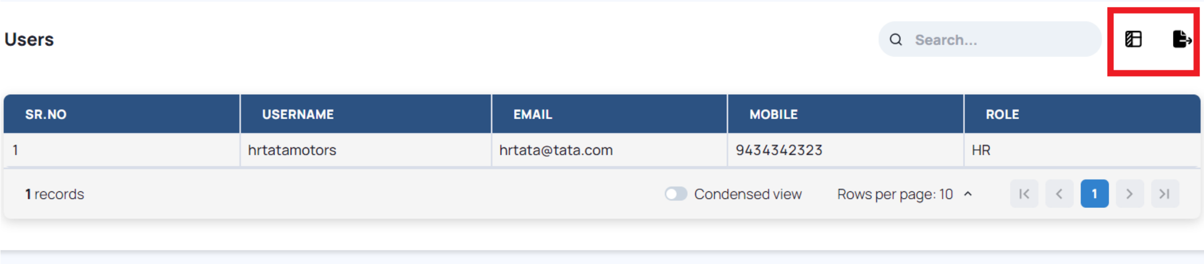


The various “**Clickable**” count fields under the “**User View”** tab are as follows:

1. **Supervisor Created:** This field figure gives the total count of Supervisors being created in the system for a particular company.
2. **Users:** The **“Users”** table field will get populated automatically once the user selects and Clicks on the above-mentioned both count fields.
    - HR user can search a particular **Supervisor** under this section through the **“Search”** field, on the upper right corner.
    - The **HR user** will also be able to see the table list of **Supervisor** users, based on **Username, Email, Mobile, Role.**



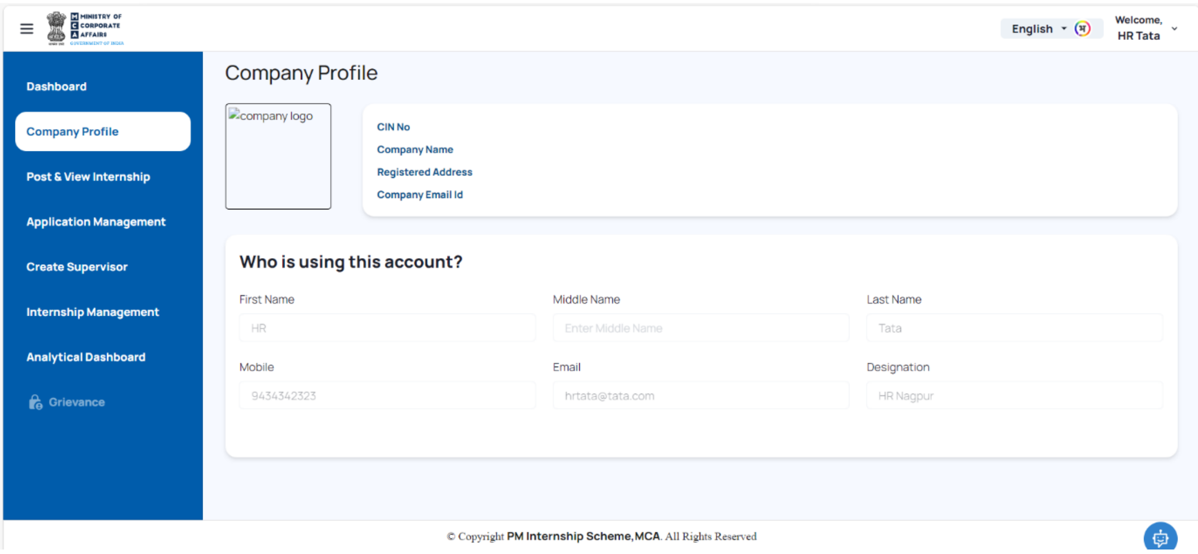
- The user can export the Table-list based on the search in **CSV/EXCEL** formats.



- The users can also select and turn on the **"Columns"** filter through a drop-down list of all columns, to create **"Custom Reports"** for export.

B. COMPANY PROFILE SECTION

Upon Clicking on this section on the **Nodal Users** homepage. The user can see the **Company Profile** of his company and can access the details on the section as in **Who is using this account** field.

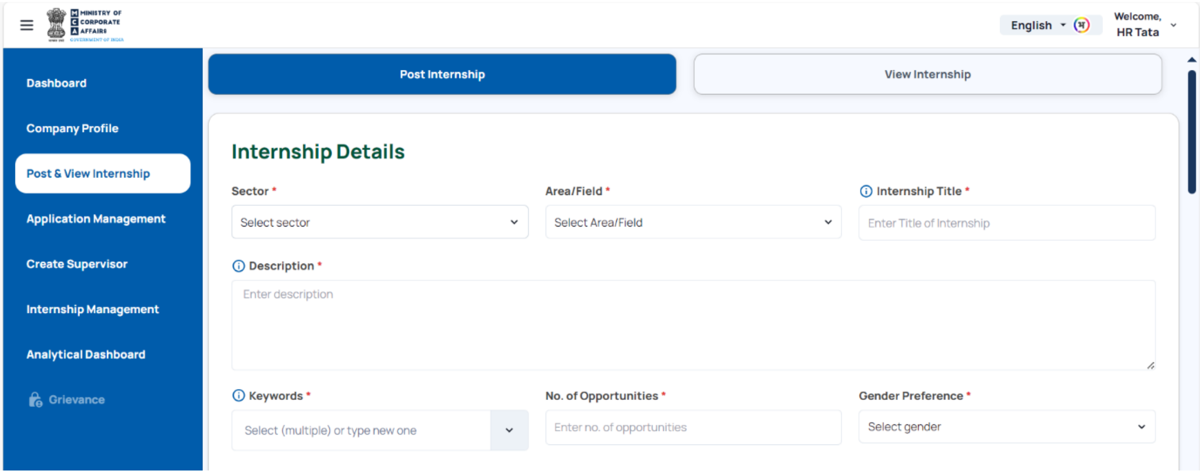


C. POST & VIEW INTERNSHIP

Upon clicking on this section, the **HR user** can **post a new internship** and view the **existing internships** being posted.

Under this section the tabs, are as follows:

a. Post Internship: The **HR user** can use this tab, to post new internships online on the portal.



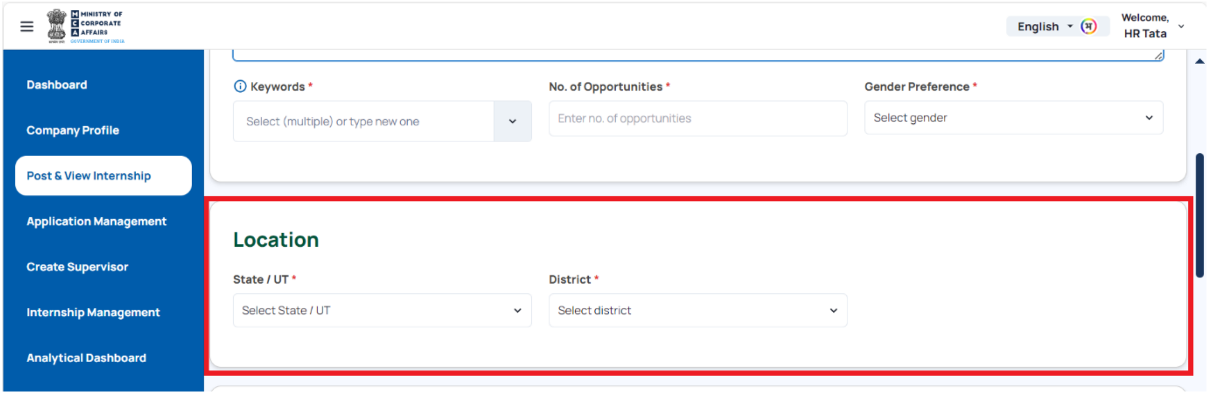
For posting a new internship, the various essential fields for posting a **New Internship** in the system under **Internship Details** are as follows:

1. **Sector:** Under this field the **HR user** can select the **sector** of the internship that they are posting. The user can select a relevant sector by clicking on the drop-down list and selecting the applicable sector.
2. **Area/Field:** The **HR user** needs to enter the **Area/Field** of internship this field. The user can pick and select the relevant area/field from the drop-down list of all options.
3. **Internship Title:** The **HR user** needs to enter the **internship title** in this field. The internship title should reflect the work involved during the internship.
4. **Description**: The **HR user** needs to enter the **description** about the **internship** in this field. The description should cover the content of the internship including various skills and areas that an intern will get exposure to during the internship.
5. **Keywords:** The **HR user** needs to enter the applicable keywords, related to the internship. The user can select the applicable keywords from the drop-down list of the keywords for this field. The user can also add new keywords to the list by typing it in the textbox
6. **No. of Opportunities:** The **HR user** needs to enter the **number** of opportunities for this internship.
7. **Gender Preferences:** This field will help the **HR user** to select the gender preferences if any for the internship. The user can select the options from the drop-down list of available options.

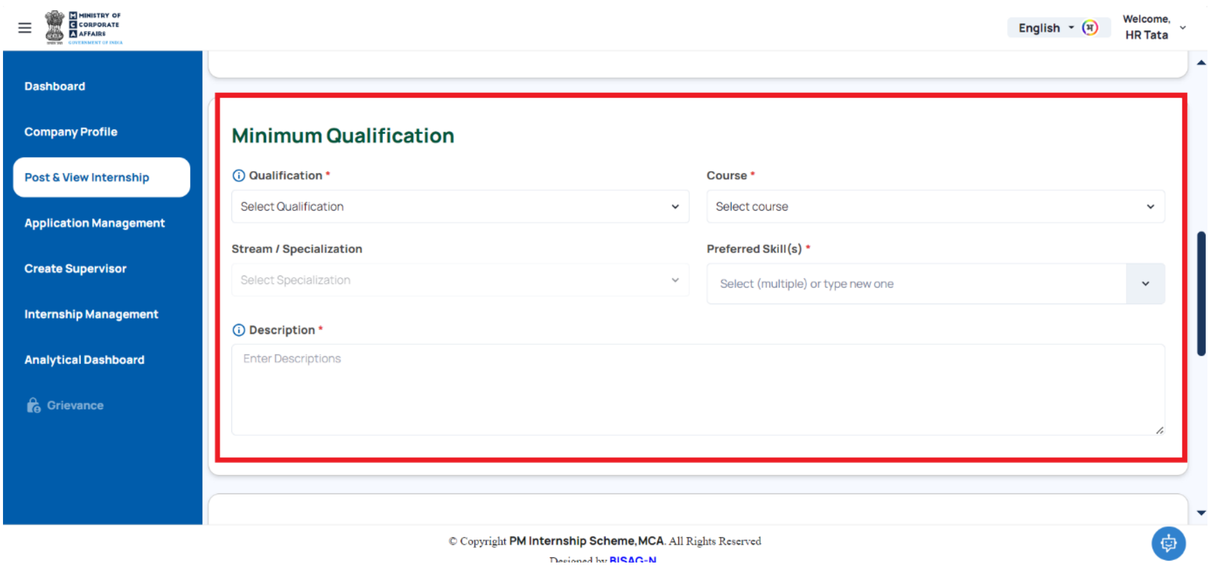
The various essential fields under the **Locations** details are as follows:

8. **State/UT**: This field will help the HR user to select the State/UT for the internship that is getting posted. The user can select the State/UT from the drop-down list of available options.

9. **District:** The HR user can select the district for the internship from the drop-down list of available options for the above selected State/UT.



The various essential fields under the **Minimum Qualification** details are as follows:



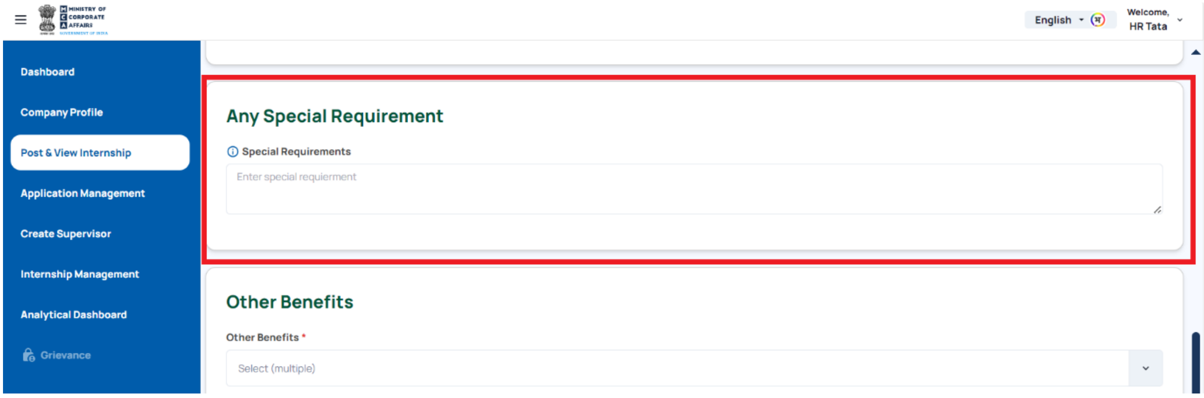
10. **Qualification:** This field will help the HR user to select the qualification required for the internship. The user can select the applicable qualification from the drop-down list of available options.
11. **Course:** This field will help the HR user to select a particular **course** that may be required for the internship. The user can select the applicable courses from the drop-down list of available options.
12. **Stream/Specialization:** In this field the **HR user** needs to select the stream/qualification required for the internship. The user can select the applicable specialization from the drop-down list of available options.
13. **Preferred Skills:** In this field the **HR user** needs to select the preferred skills that are required for the internship. The user can

select the applicable skills from the drop-down list of available options. The user can also add new skills to the list by typing it in the textbox

14. **Certification:** In this field the **HR user** needs to select the preferred certification that are required for the internship. The user can select the applicable certification from the drop-down list of available options. The user can also add new certifications to the list by typing it in the textbox

15. **Description:** Here the **HR user** can mention any other details related to Minimum Qualifications.

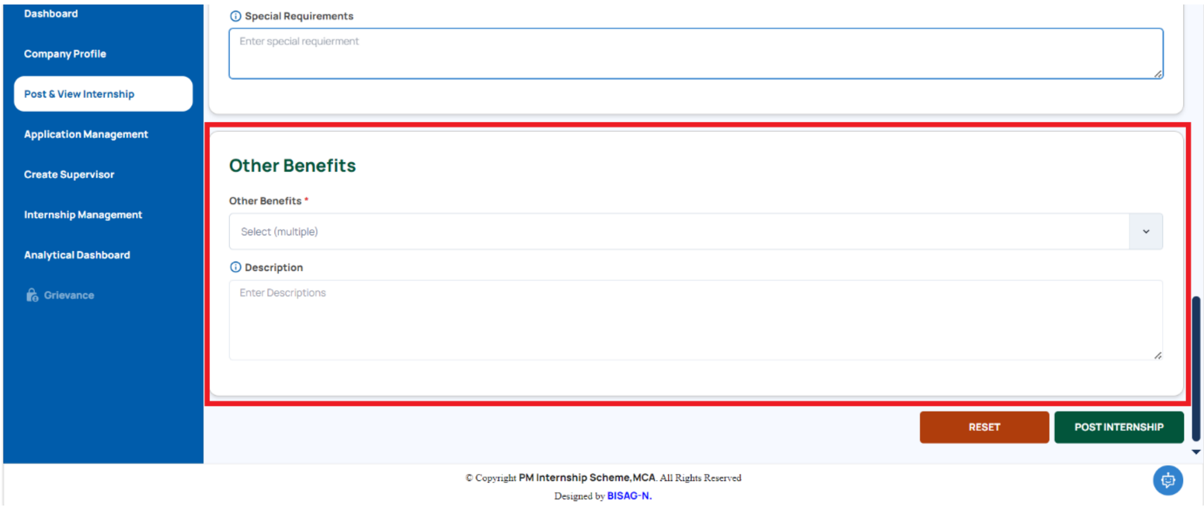
The various essential fields under the **Any Special Requirement** details are as follows:



16. **Any Special Requirement:** Under this field the HR user needs to mention any special requirement for the Internship, like background verification, Police verification and fitness/medical certificate if required.

The various essential fields under the **Other Benefits** details are as follows:

17. **Other benefits:** This field will help the HR user to select other benefits associated with the internship. The user can select the



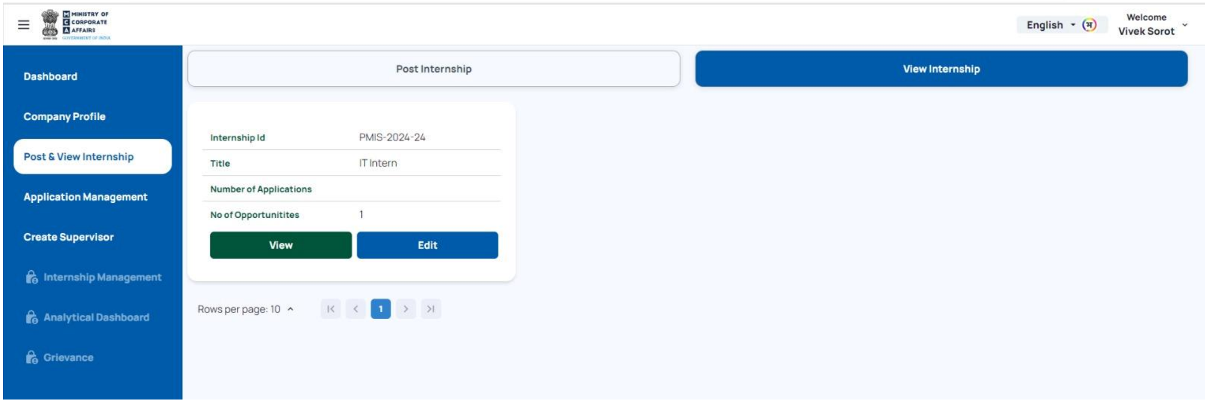
applicable courses from the drop-down list of available options like transportation, accommodation, additional insurance or financial assistance, LTA, Allowances etc.

18. **Description:** In this field the **HR user** can describe the benefits and can detail out the conditions of the benefits, as required.

19. **Reset:** After filling up the above-mentioned fields, the **HR user** can reset a current internship detail and can fill in new requirements.

20. **Post Internship:** After filling up the essential fields for creating an internship, the user can click on the **Post Internship** to create the internship in the system.

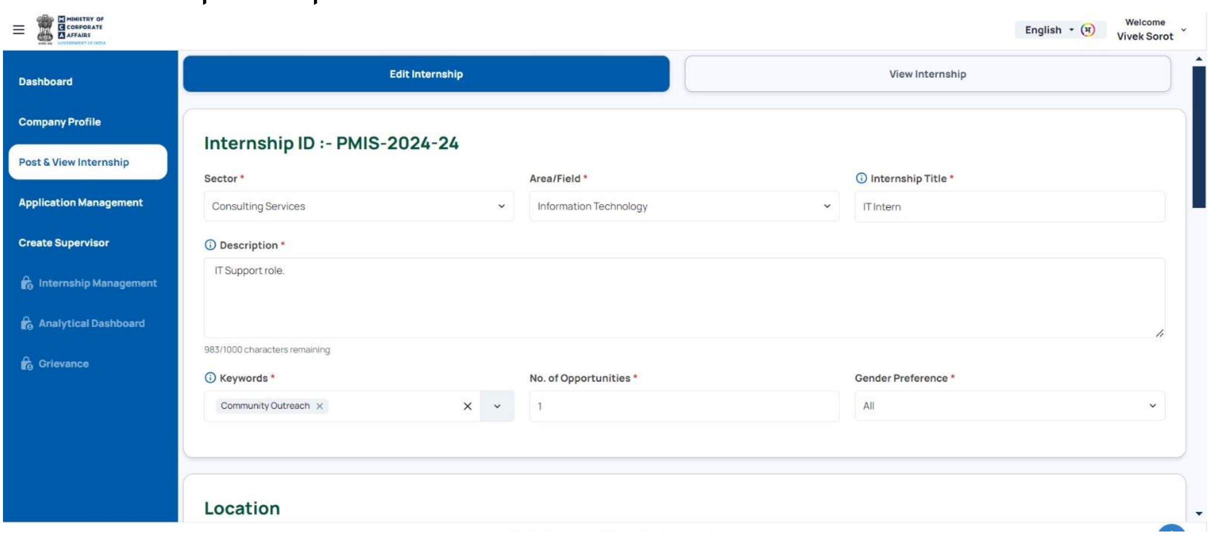
b. **View Internship:** The **HR user** can use this tab, to view internships being posted online on the portal. The HR can view and edit an internship detail.



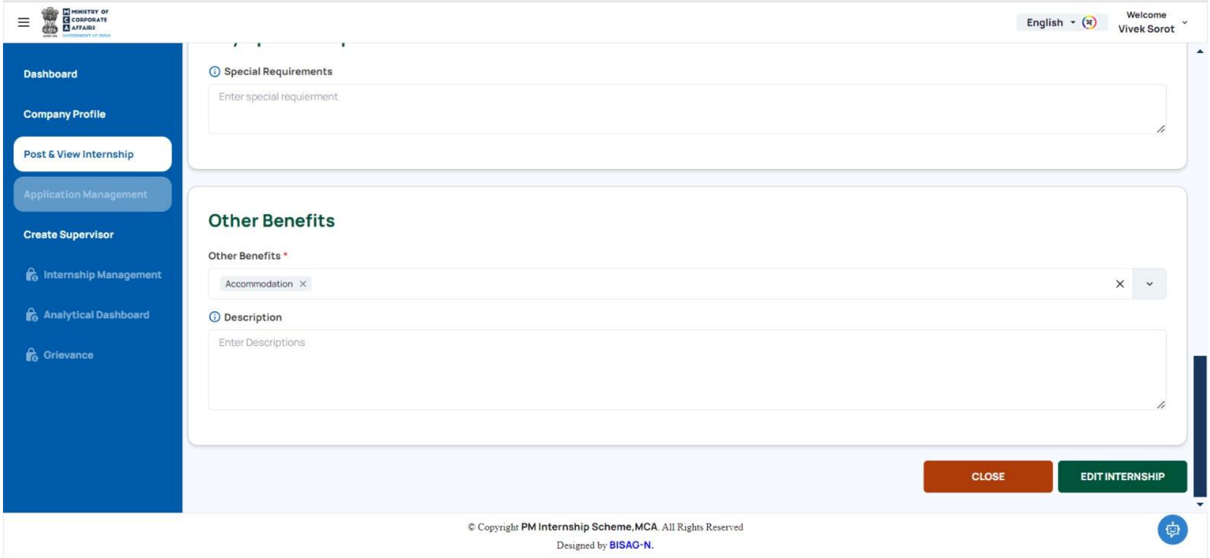
The various fields are as follows:

1. **Internship ID**
2. **Title**
3. **Number of applications**
4. **No of opportunities**
5. **View**
6. **Edit**

Upon clicking on **edit**, the user can see the internship details and can modify them as per the preferences.

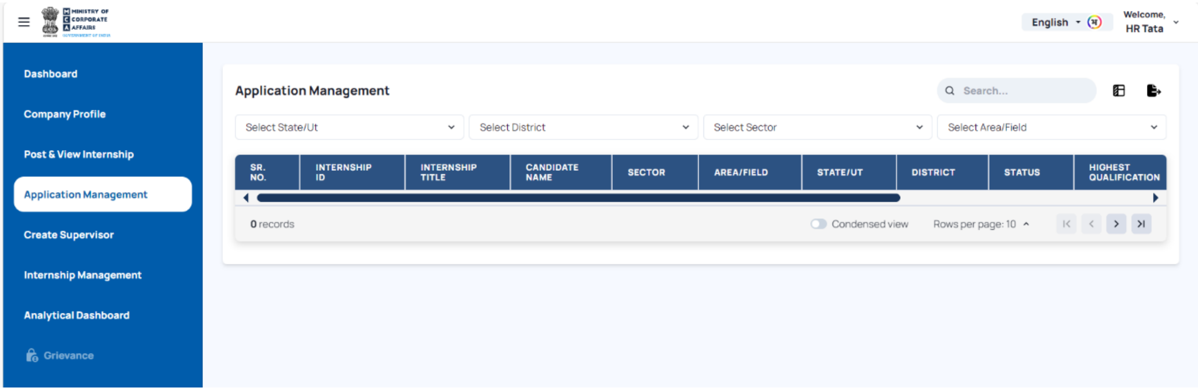


After editing the required information as per the Post Internship Section, the user can save the edits by clicking on the Edit button at the lower right corner.



D. APPLICATION MANAGEMENT SECTION

a. HRs will be responsible for shortlisting and selecting candidates for internships.

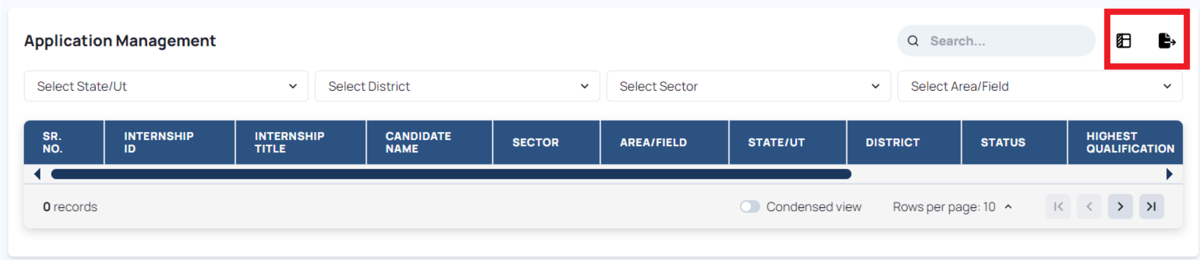


b. Use the **Application Management** tab to track application status and view accepted/rejected offers.

c. Upon clicking on this section, the **HR user** will get a page wherein they can manage the various applications being received for the internship

d. The **"Applications Management"** fields will get populated automatically once the Candidates starts applying for the internships online.

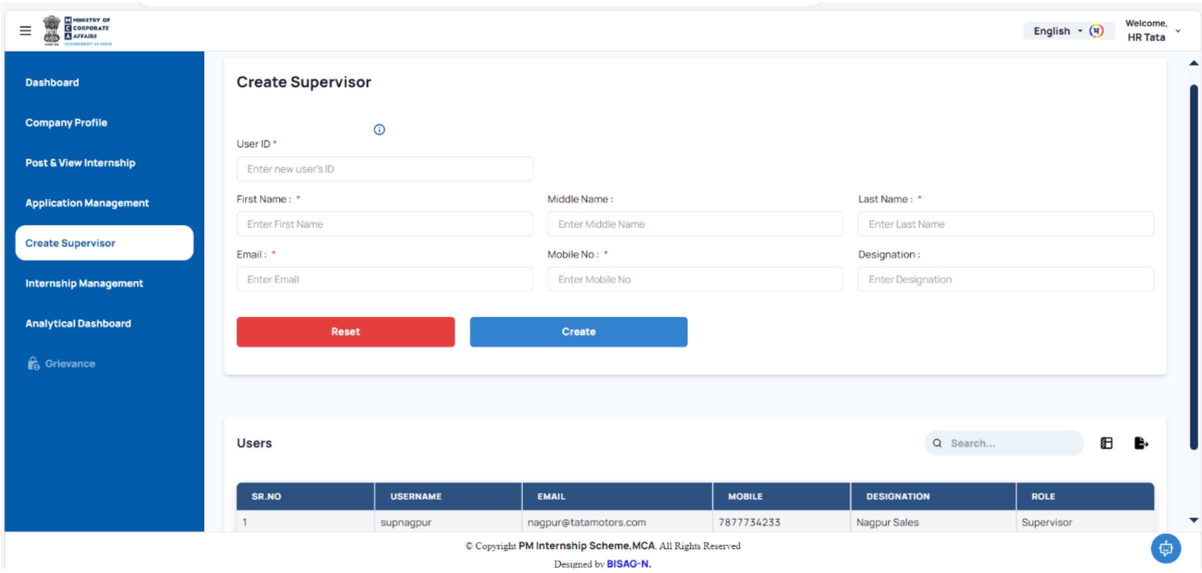
- The User can Search and track an application under this section through the **"Search"** field, on the upper right corner.
- The user will also be able to filter the applications based on the filters of**, State/UT, District, Sector** and **Area/Field.** The user can select the required inputs from the **"Dropdown List"** of the applicable filters as per the preference**.**
- The user can export the Table-list based on the search, in **CSV/EXCEL** formats.



- The users can also select and turn on the **"Columns"** filter through a drop-down list of all columns, to create **"Custom Reports"** for export.

E. CREATE SUPERVISOR SECTION

Upon clicking on this section, the **HR user** can create a new **Supervisor** account.

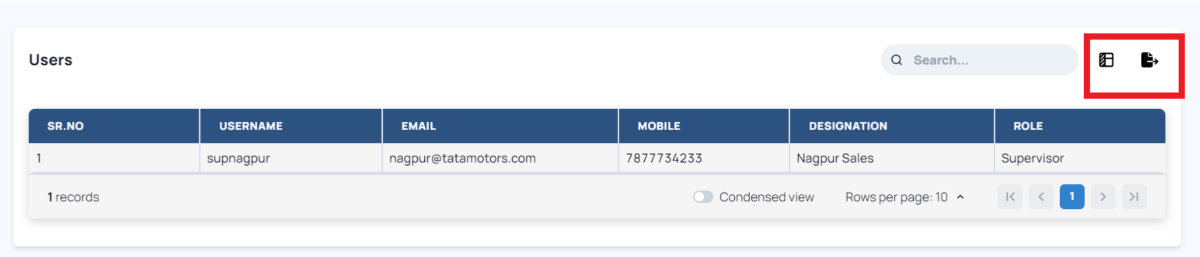


The various essential fields for creating a **supervisor** in the system are as follows:

1. **User ID:** The **HR user** needs to enter a **User Id** for the **supervisor.**
2. **First Name:** The **HR user** needs to enter the **Supervisor's** first name in this field.
3. **Middle Name:** The **HR user** needs to enter the **supervisor's** middle name in this field, if any.
4. **E-mail:** The **HR user** needs to enter the **supervisor's** Email in this field.
5. **Mobile No.:** The **HR user** needs to enter the **supervisor's** mobile number in this field.
6. **Designation:** The **HR user** needs to enter the **supervisor's** designation as per his organization's hierarchy, in this field.

7. **Reset:** This field will help the **HR user** to reset the **Supervisor** user credentials, if the current **Supervisor** leaves the organization and a new one joins in his/her place.
8. **Create:** After filling up the above-mentioned fields, the **HR user** can create a new **HR** user by clicking on this tab.

The **"Users"** fields will get populated automatically once the supervisors are created in the system.



- The User can Search and track a **supervisor** under this section through the **"Search"** field, on the upper right corner.
- The user can export the Table-list based on the search, in **CSV/EXCEL** formats.
- The users can also select and turn on the **"Columns"** filter through a drop-down list of all columns, to create **"Custom Reports"** for export.

F. INTERNSHIP MANAGEMENT SECTION

In this section the HR user will be able to manage the internship details once and internship gets started.

- Use the **Internship Management** tab to manage candidate Monthly Performance Report, Attendance, behaviour issues, if any, internship completion certificate allotment and other relevant actions related to ongoing and completed internships for a Candidate.

G. ANALYTICAL DASHBORAD SECTION

This section of the **HR user**, homepage will get auto populated with various information's related to an internship like: Total Internships, Total Applications received, ongoing internships, applications, rejected applications, selected candidate list and other details.

Notifications for HR:

- **Offer Letters Sent:** Notifications will inform you about the status of offer letters sent to interns.
- **Offer Letters Acceptance/Rejection:** You will receive notifications about the number of candidates who accepted or rejected offers.

4. Key Features of the Portal:

1. **Customized Dashboards:** Each user role (Company Admin, Nodal Officer, HR) will have a personalized dashboard that gives them access to relevant features such as application tracking, internship management, and grievance resolution.
2. **Internship Posting:** HRs and Nodal Officers can post internship opportunities with specific details such as qualifications, location, and any additional verification requirements.
3. **Application & Internship Management**:
   - Track the progress of internships, manage applications, and assess interns over their 12-month journey.
   - Tasks, assessments, and monthly assistance payments can be monitored through the portal.
4. **Grievance Management**:
   - The Nodal Officer acts as the appellate authority for grievances raised by interns or HR members.
   - The grievance tab in the dashboard allows for real-time tracking and resolution.

5. Sample Notifications (via SMS, WhatsApp, and Email):

1. **OTP for Registration**:
   - "Dear Industry Partner, XXXXXX is your OTP to register for the PM Internship Scheme. Valid for 5 mins. Please do not share this with anyone else."
2. **Registration Completion**:
   - "Dear Industry Partner, your registration is complete! Welcome to the PM Internship Scheme. Click to know more: <LINK>."
3. **Profile Completion Reminder**:
   - "Dear Industry Partner, please complete your company's profile so that suitable candidates can find you under the PM Internship Scheme."
4. **Offer Letters Sent:**
   - "Dear Industry Partner, <NUMBER> offer letters have been sent to candidates for internship roles in your company. Click here to view status: <LINK>."
5. **Offer Letters Accepted**:
   - "Dear Industry Partner, <NUMBER> candidates have accepted the offer letter to intern at your company under the PM Internship Scheme. Click here to view details: <LINK>."

6. Conclusion

The PM Internship Scheme portal is designed to provide industry partners with an intuitive and efficient platform to manage internships and contribute to national skill development. Use this manual to ensure a seamless experience while navigating the portal, posting internships, managing candidates, and monitoring intern progress.