

INTERNSHIP PROJECT REPORT

IT Department

A Trainee Tracker App made on Power Apps integrated with Power Automate Flows & Power BI Apps



Jaya Shree Textiles (Grasim Industries), Rishra

Internship Report

December – January

Under the Guidance of: Ms. Rashi Sharma (Senior Manager) – IT Department

Submitted to: Mr. Amiruddin Hawari

Indian Institute of Information Technology Bhopal



Submitted By: Chirag Prasad

ACKNOWLEDGEMENT

I would like to express my sincere gratitude to **Jaya Shree Textile (Grasim Industries) of Aditya Birla Group** for providing me with the opportunity to undertake my internship in the Information Technology department.

I am deeply thankful to **Ms. Rashi Sharma**, Senior Manager – IT Department, and **Mr. Zenilabdein Changshi** for their invaluable mentorship, technical guidance, and constant motivation during the course of the project. Their insights, constructive feedback, and guidance helped me gain a clear understanding of real-world enterprise application development, automation workflows, and industry best practices using the Microsoft Power Platform.

I would also like to extend my sincere thanks to **Mr. Amiruddin Hawari** from the **Human Resources Department** for ensuring a smooth and well-coordinated hiring and onboarding process. His support and cooperation made the internship experience seamless and professionally enriching.

Finally, I extend my heartfelt gratitude to my institute, **Indian Institute of Information Technology (IIIT) Bhopal**, for providing a strong academic foundation and encouraging experiential learning.

CERTIFICATE

This is to certify that **Chirag Prasad**, a student of **Indian Institute of Information Technology (IIIT) Bhopal**, has successfully completed his **Software Engineering Internship (SWE)** during the period **December to January**, and has worked on a project titled “**Trainee Tracker Application using Microsoft Power Platform**” at **Jaya Shree Textile (Grasim Industries)** of **Aditya Birla Group**.

During the internship, **Mr. Chirag Prasad** worked on **automating business workflows using Microsoft Power Automate Flows**, including **automated email notifications, assignment submission alerts, and trainee certificate generation**. He also developed **interactive dashboards and charts using Microsoft Power BI** for data visualization and presentation. Additionally, he managed trainee and assignment data using **Microsoft Dataverse and SharePoint**, implementing **role-based access control** to ensure secure data access.

The project was carried out under the guidance of **Ms. Rashmi Sharma**, Senior Manager – IT Department, Aditya Birla (Grasim Industries). During the internship period, the trainee demonstrated sincerity, technical competence, and a keen interest in learning enterprise application development.

We wish him every success in his future endeavours.

Mr. Amiruddin Hawari
Hr Department

DECLARATION

I hereby declare that the project titled “**Trainee Tracker Application using Microsoft Power Platform**” is an original work carried out by me during my **Software Engineering Internship** at **Aditya Birla Group**. The work presented in this report is the result of my own efforts and has been completed under the guidance and supervision of the concerned mentors in the organization.

I further declare that this project report has not been submitted previously, either in part or in full, to any other university, institution, or organization for the award of any degree, diploma, or academic qualification. All sources of information and technical references used in the completion of this project have been duly acknowledged.

This report is submitted in partial fulfilment of the requirements of the **Bachelor of Technology (B.Tech) in Information Technology** program at the **Indian Institute of Information Technology (IIIT) Bhopal**.

Chirag Prasad

B.Tech – Information Technology

Indian Institute of Information Technology (IIIT) Bhopal.

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1. INTRODUCTION

In modern organizations, managing trainees through manual processes such as spreadsheets, emails, and physical records is **inefficient, time-consuming, and highly prone to errors**. These traditional methods often result in data redundancy, lack of transparency, delayed communication, and difficulty in tracking trainee progress and performance effectively. With the growing emphasis on **digital transformation and process automation**, organizations increasingly require centralized and automated systems to efficiently manage trainee records, assignment workflows, performance evaluation, and certification processes.

This project focuses on the design and development of a **Trainee Tracker Application** using **Microsoft Power Apps and Power Automate**, aimed at streamlining trainee management processes within an enterprise environment. The application provides a **secure, role-based access system** for HR personnel and trainees, ensuring controlled and authorized data access. HR users can manage trainee details, assign tasks, monitor progress, and generate certificates, while trainees can view assignments, submit work, and track their own performance. Automated workflows handle email notifications, assignment alerts, and certificate generation, significantly reducing manual effort and improving operational efficiency. Overall, the system enhances transparency, accuracy, and productivity, aligning with modern organizational requirements for scalable and digital solutions.

2. ORGANIZATION OVERVIEW

The internship was conducted at **Jaya Shree Textiles**, a flagship manufacturing unit of **Grasim Industries Limited**, which operates under the umbrella of the **Aditya Birla Group**. Jaya Shree Textiles is one of India's most respected textile manufacturing units, known for its commitment to quality, innovation, sustainability, and ethical business practices.

The **Aditya Birla Group** operates with the core ideology of "*Integrity, Commitment, Passion, Seamlessness, and Speed*", emphasizing responsible leadership, customer-centricity, and long-term value creation. Grasim Industries reflects this philosophy by continuously adopting modern technologies, operational excellence, and sustainable practices across its business units. Jaya Shree Textiles, as part of this ecosystem, follows the group's motto of "**Building a Better India**", with a strong focus on employee development, digital transformation, and process optimization.

The internship was carried out under the **Information Technology Department**, which plays a critical role in supporting the organization's digital vision. The department is responsible for implementing enterprise applications, automating business processes, managing data systems, and enabling technology-driven decision-making across departments. It actively contributes to improving productivity and operational efficiency through modern IT solutions.

During the internship, the primary focus was on **designing and developing low-code business applications using Microsoft Power Platform**, including **Power Apps, Power Automate, and Power BI**. The work involved building secure enterprise applications, automating workflows, managing organizational data, and creating dashboards to support informed decision-making. This hands-on exposure provided valuable insight into how digital tools are leveraged in large-scale organizations to streamline operations and support business objectives.



3. PROJECT OVERVIEW

The **Trainee Tracker Application** is a centralized, low-code enterprise solution designed to streamline and automate trainee management activities within an organization. The application enables **HR managers and administrators** to efficiently manage trainee records, training programs, assignments, performance evaluations, and certificate generation through a single unified platform. By replacing traditional manual processes such as spreadsheets, emails, and paper-based records, the system significantly improves accuracy, transparency, and operational efficiency.

The application is developed using the **Microsoft Power Platform**, ensuring seamless integration, scalability, and secure data handling. It provides **role-based access control**, allowing HR users to manage multiple trainees and training activities, while trainees can access only their personal records and assigned tasks. Automated workflows eliminate repetitive manual tasks, improve communication through real-time email notifications, and ensure timely certificate issuance upon internship or training completion.

Key Highlights of the System

- **Role-based authentication** for HR personnel and trainees to ensure secure access
- **Assignment creation, allocation, submission, and tracking** through a centralized system
- **Trainee performance monitoring** using structured data and visual dashboards
- **Automated certificate generation and email delivery** using Power Automate workflows

4. OBJECTIVES OF THE PROJECT

The primary objective of this project is to design and develop a **low-code, scalable, and efficient Trainee Management System** using the Microsoft Power Platform that simplifies and automates trainee-related processes within an organization. The specific objectives of the project are as follows:

- To **design and implement a low-code trainee management system** using Microsoft Power Apps that enables easy management of trainee information, assignments, and training records.
- To **automate assignment workflows and certificate generation processes** using Microsoft Power Automate, thereby reducing manual intervention and improving efficiency.
- To **provide real-time tracking of trainee progress and performance**, enabling HR personnel to monitor assignments, training status, and completion milestones effectively.
- To **minimize manual paperwork, reduce data redundancy, and eliminate human errors** by replacing traditional

spreadsheet and email-based systems with a centralized digital application.

- To **enhance transparency and communication between HR and trainees** through role-based access, automated notifications, and a structured workflow system.

5. PROBLEM STATEMENT

Traditional trainee tracking systems rely heavily on manual records and email communication, leading to:

- Data redundancy
- Poor visibility of trainee progress
- Delays in certificate issuance
- Increased administrative workload

The project aims to solve these challenges using a scalable digital solution.

6. SCOPE OF THE PROJECT

The system covers:

- Trainee onboarding and profile management
- Assignment allocation and submission
- Progress tracking and evaluation
- Certificate generation

The application is designed for internal organizational use.

7. TECHNOLOGY STACK USED

The Trainee Tracker Application was developed using the following technologies from the **Microsoft Power Platform ecosystem**, ensuring scalability, security, and seamless integration across enterprise systems:

- **Microsoft Power Apps (Canvas App):**
Used to design and develop the user interface of the application, including role-based screens for HR users and trainees, with responsive layouts and controlled navigation.
- **Microsoft Power Automate:**
Utilized to create automated workflows for assignment alerts, email notifications, and certificate generation, reducing manual intervention and improving process efficiency.
- **Microsoft Dataverse / SharePoint Lists:**
Used as backend data sources to store and manage trainee details, assignment records, and submission status with secure role-based access.
- **Microsoft Word Templates:**
Employed to generate standardized internship certificates by dynamically populating trainee details through automated workflows.
- **Microsoft Outlook (Email Integration):**
Integrated to send automated emails, including assignment notifications and certificate delivery, ensuring effective communication between HR and trainees.

8. INTRODUCTION TO MICROSOFT POWER PLATFORM

Microsoft Power Platform is a comprehensive **low-code development platform** that enables organizations to rapidly build business applications, automate workflows, analyze data, and create

intelligent virtual agents with minimal coding effort. It empowers both developers and non-technical users to digitize business processes, improve operational efficiency, and drive data-driven decision-making.

By integrating seamlessly with Microsoft services such as **Microsoft 365, Azure, SharePoint, Dynamics 365**, and third-party applications, Power Platform provides a secure, scalable, and flexible environment for enterprise application development. The platform significantly reduces development time while maintaining security, governance, and performance standards required for enterprise-level solutions.

Components of Microsoft Power Platform

1. Power Apps

Power Apps allows users to design and develop **custom business applications** using a drag-and-drop interface. These applications can connect to multiple data sources and are accessible via web browsers and mobile devices. Power Apps is ideal for building forms, dashboards, and workflow-driven applications with role-based access control.

2. Power Automate

Power Automate enables the creation of **automated workflows** that connect applications and services to perform repetitive tasks automatically. It is widely used for automating email notifications, approval processes, document generation, data synchronization, and alerts, thereby minimizing manual effort and improving efficiency.

3. Power BI

Power BI is a powerful **business intelligence and data visualization tool** that helps organizations analyze data and generate meaningful insights. It provides interactive dashboards, charts, and reports that support informed decision-making and performance monitoring.

4. Power Virtual Agents

Power Virtual Agents allows users to create **AI-powered chatbots** without extensive programming knowledge. These chatbots can interact with users, answer common queries, and integrate with applications and workflows to enhance user support and engagement.

9. MICROSOFT POWER APPS – OVERVIEW AND FEATURES

Microsoft Power Apps is a low-code application development tool within the Microsoft Power Platform that enables organizations to quickly build and deploy custom business applications with minimal coding effort. It provides an intuitive development environment that allows users to design interactive and responsive applications using a **drag-and-drop interface**, thereby significantly reducing development time and complexity.

Power Apps supports seamless **integration with multiple data sources**, including Microsoft Dataverse, SharePoint, Excel, SQL Server, and various third-party services. This capability makes it highly suitable for enterprise applications that require secure data storage and real-time data access. Applications built using Power Apps are inherently **responsive**, ensuring consistent performance and usability across devices such as desktops, tablets, and mobile phones.

One of the key strengths of Power Apps is its ability to implement **role-based access control**, allowing different users to access functionalities based on their roles within the organization. This ensures data security and controlled access, which is essential for enterprise environments. Additionally, Power Apps applications can be accessed through both **web browsers and mobile devices**, enabling users to interact with applications anytime and from anywhere.

Key Features of Microsoft Power Apps

- **Drag-and-drop user interface** for rapid and simplified application development

- **Integration with multiple data sources** such as Dataverse and SharePoint
 - **Responsive design** for consistent user experience across devices
 - **Role-based access control** to ensure data security and authorized access
 - **Mobile and web accessibility** for improved usability and flexibility
-

10. MICROSOFT POWER AUTOMATE – OVERVIEW

Microsoft Power Automate is a cloud-based automation tool within the Microsoft Power Platform that enables users to create **automated workflows** connecting applications, services, and data sources. It allows organizations to automate repetitive and time-consuming tasks, thereby improving operational efficiency, accuracy, and consistency without extensive coding.

In this project, Power Automate plays a crucial role in implementing key business automation processes for the Trainee Tracker Application. Automated workflows are triggered based on specific events such as assignment submission, training completion, or HR actions. These workflows interact seamlessly with Power Apps, Dataverse, SharePoint, and Outlook to perform predefined tasks automatically.

Usage of Power Automate in the Project

- **Fetching trainee data** from Microsoft Dataverse and SharePoint lists based on unique trainee identifiers
- **Populating Microsoft Word templates** with trainee and internship details for certificate generation
- **Converting Word documents to PDF format** to ensure secure and standardized certificate distribution

- **Sending automated emails** to trainees and HR personnel, including assignment submission alerts and certificate delivery
-

11. SYSTEM ARCHITECTURE

The system follows a layered architecture:

- Presentation Layer (Power Apps UI)
 - Business Logic Layer (Power Apps + Power Automate)
 - Data Layer (Dataverse / SharePoint)
-

12. APPLICATION MODULES DESCRIPTION

The **Trainee Tracker Application** is designed as a modular system, where each module performs a specific function within the overall trainee management process. This modular architecture improves usability, scalability, and maintainability of the application. The major modules of the system are described below:

12.1 Login & Landing Page

The Login and Landing Page module serves as the entry point of the application. It provides **role-based authentication** for different users, including HR personnel and trainees. Based on the login credentials and assigned role, users are redirected to their respective dashboards. This module ensures **secure access control** and prevents unauthorized users from accessing sensitive trainee or organizational data.

12.2 Trainee Management Module

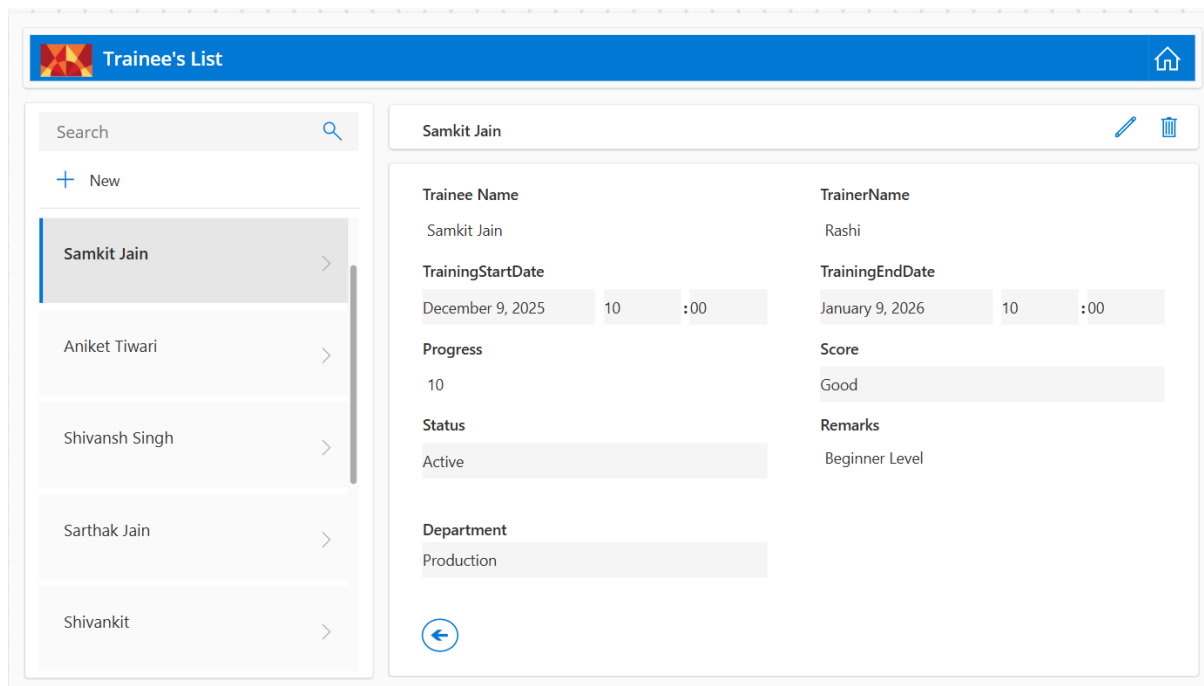
The Trainee Management module enables HR users to **add, view, update, and manage trainee details**, including personal information, department, training duration, and status. Trainees can view their own profiles but cannot modify restricted fields, ensuring data integrity and security. This module serves as the central repository for all trainee-related information.

12.3 Assignment Management Module

This module allows HR personnel to **create, assign, and track assignments** for trainees. Trainees can view assigned tasks, submit their work, and monitor submission status through the application. Automated alerts notify trainees of assignment deadlines and inform HR of successful submissions, thereby improving communication and accountability.

12.4 Certificate Generation Module

The Certificate Generation module automates the creation and distribution of internship or training certificates. Once a trainee completes the required training and assignments, the system generates a certificate by populating predefined templates and converts it into PDF format. Certificates are then automatically sent to trainees via email, reducing manual effort and ensuring timely delivery.



The screenshot displays the 'Trainee's List' application interface. On the left, there is a search bar and a list of trainees: Samkit Jain, Aniket Tiwari, Shivansh Singh, Sarthak Jain, and Shivankit. The main area shows the details for Samkit Jain, including his trainer name (Rashi), training start and end dates, progress (10), status (Active), department (Production), score (Good), and remarks (Beginner Level).

Trainee Name	TrainerName
Samkit Jain	Rashi
TrainingStartDate	TrainingEndDate
December 9, 2025 10 :00	January 9, 2026 10 :00
Progress	Score
10	Good
Status	Remarks
Active	Beginner Level
Department	
Production	

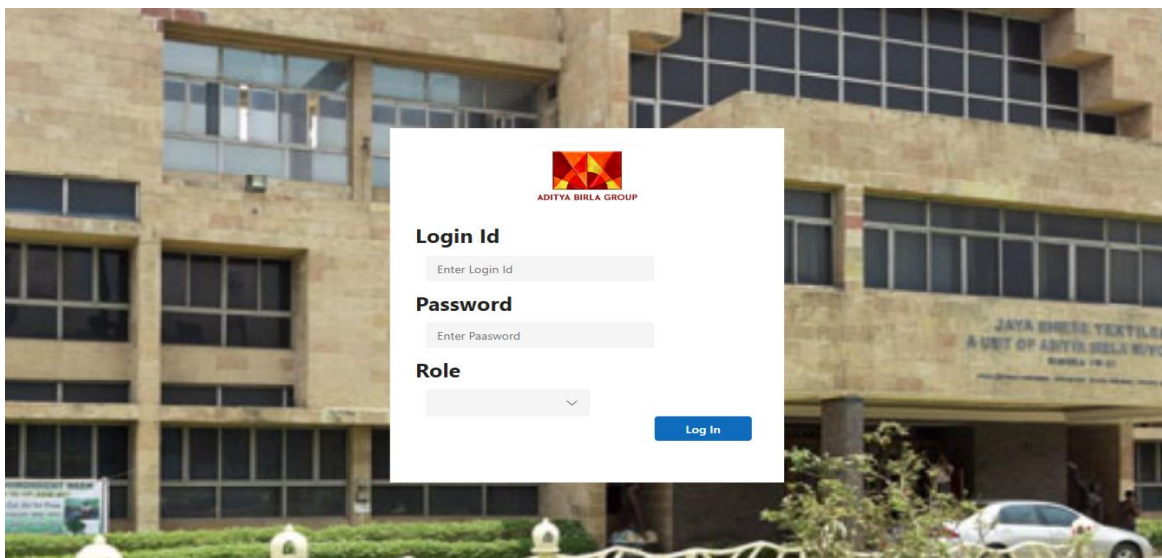
Trainee Name	TrainerName	TrainingStartDate	TrainingEndDate	Department	Gender	Status	Remarks
Chirag Prasad	Rashi	5/16/2025 12:00 AM	4/1/2026 12:00 AM	IT	Female	Active	Good Effort
Samkit Jain	Rashi	12/9/2025 10:00 AM	1/9/2026 10:00 AM	Production	Male	Active	Beginner Level
Aniket Tiwari	Zeinil	12/31/2025 12:00 ...	3/31/2026 12:00 AM	Production	Male	Completed	Need Improvement.
Shivansh Singh	Uma Prasad	12/10/2025 12:02 ...	1/15/2026 12:00 AM	IT		Active	
Sarthak Jain	Mary	2/15/2024 12:00 AM	2/25/2024 12:00 AM	HR	Female	Completed	Completed succes...
Shivankit	Parihar	1/23/2026 12:00 AM	1/31/2026 12:00 AM	Production		Active	
Ishwar Raj	John	3/1/2024 12:00 AM	3/10/2024 12:00 AM	IT	Male	Active	Average performa...
Ranjeet	Mary	5/10/2024 12:00 AM	5/20/2024 12:00 AM	Sales	Male	Completed	Good effort
Aakarsh Singh	Steve	12/17/2024 12:00 ...	4/15/2024 12:00 AM	Sales	Male	Dropped	Dropped out
Krish Singh	John	1/10/2024 12:00 AM	1/20/2024 12:00 AM	HR	Male	Active	Good progress

13. LANDING PAGE & AUTHENTICATION

The landing page provides separate login options for:

- HR Department
- Trainees
- Department

Role-based navigation ensures data security and access control.

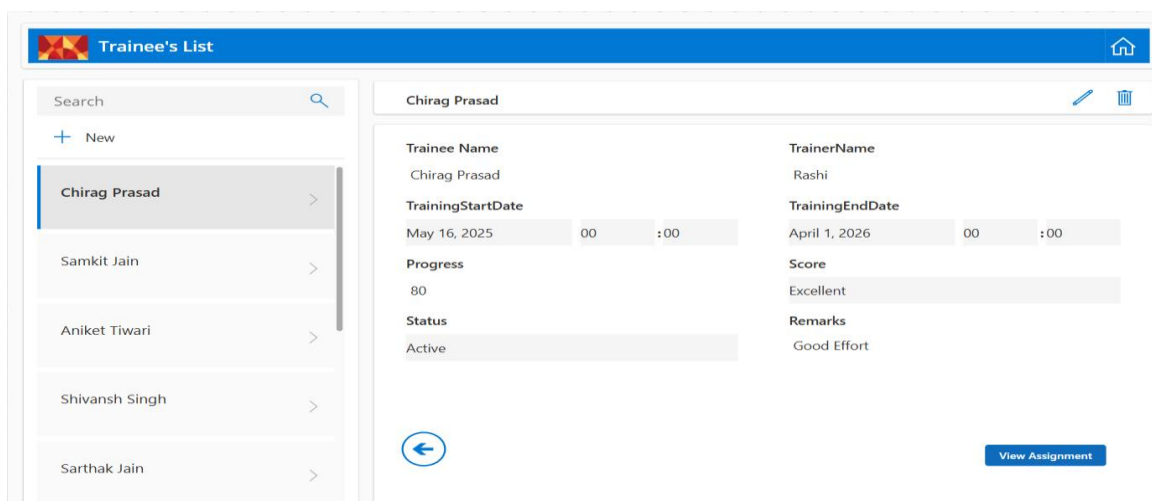


14. TRAINEE MANAGEMENT MODULE

The **Trainee Management Module** is a core component of the Trainee Tracker Application, designed to centrally manage all trainee-related information in a secure and organized manner. This module is primarily accessible to **HR users**, ensuring controlled management of trainee data with appropriate authorization.

HR users are provided with the following functionalities through this module:

- **Add new trainees** by entering essential details such as trainee name, department, training duration, contact information, and assigned mentor. This ensures a structured and standardized onboarding process.
- **Update trainee details** to reflect changes in training schedules, departments, or personal information, maintaining accurate and up-to-date records.
- **View training period and department** details to monitor the duration and placement of each trainee within the organization.
- **Track trainee status**, such as active, completed, or pending, enabling HR personnel to efficiently monitor progress and take timely actions.



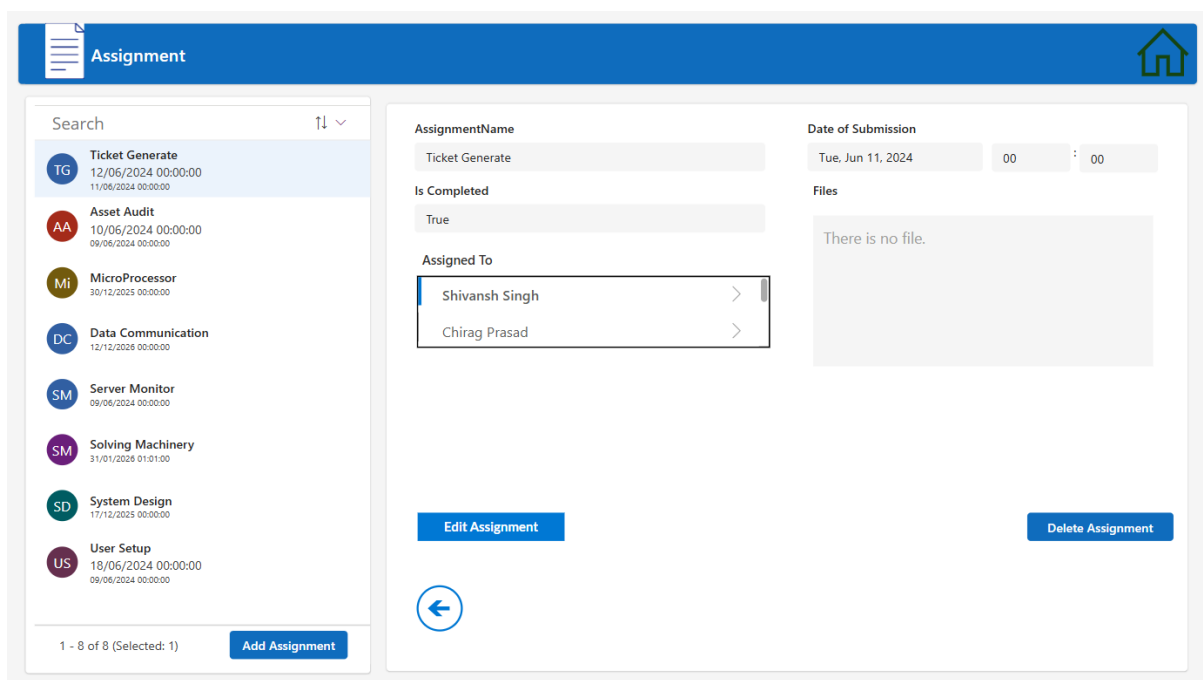
The screenshot displays the 'Trainee's List' application interface. On the left, there is a search bar and a list of trainees: Chirag Prasad, Samkit Jain, Aniket Tiwari, Shivansh Singh, and Sarthak Jain. The main area shows the details for Chirag Prasad, including his name, trainer (Rashi), training start and end dates, progress (80), status (Active), and remarks (Good Effort). A 'View Assignment' button is visible at the bottom right.

Trainee Name	TrainerName
Chirag Prasad	Rashi
TrainingStartDate	TrainingEndDate
May 16, 2025 00 :00	April 1, 2026 00 :00
Progress	Score
80	Excellent
Status	Remarks
Active	Good Effort

15. ASSIGNMENT MANAGEMENT MODULE

This module allows:

- ❑ **HR users can create assignments** and assign them to one or multiple trainees.
- ❑ **Trainees can view assigned tasks and upload files** directly through the application.
- ❑ The system **tracks submission status** (submitted / pending) for each trainee.
- ❑ Assignment data is stored securely using **Dataverse and SharePoint**, ensuring controlled access.



The screenshot displays the 'Assignment' management interface. On the left, a search bar is positioned above a list of assignments. The first assignment, 'Ticket Generate', is selected. The main panel shows details for this assignment: 'AssignmentName' is 'Ticket Generate', 'Date of Submission' is 'Tue, Jun 11, 2024 00:00:00', 'Is Completed' is 'True', and 'Assigned To' includes 'Shivansh Singh' and 'Chirag Prasad'. A 'Files' section indicates 'There is no file.' At the bottom, there are 'Edit Assignment' and 'Delete Assignment' buttons, along with a back arrow icon. The bottom status bar shows '1 - 8 of 8 (Selected: 1)' and an 'Add Assignment' button.

Edit Assignment

* AssignmentName: Ticket Generate

Date of Submission: Tue, Jun 11, 2024 00 : 00

Status: Find items

Select Trainee's: Find items

Buttons: Cancel, Submit

Add Assignment

* AssignmentName: [Empty]

Date of Submission: Select a date... 00 : 00

Status: 171670000

Select Trainee's: Chirag Prasad X, Samkit Jain X, Shivansh Singh X

Find items: Chirag Prasad, Samkit Jain, Aniket Tiwari, Shivansh Singh, Sarthak Jain, Shivankit, Ishwar Raj, Ranjeet


Buttons: Cancel, Add

16. CERTIFICATE GENERATION MODULE

Certificates are generated automatically based on:

- Training completion status
- Performance score

Selected trainees receive certificates via email.

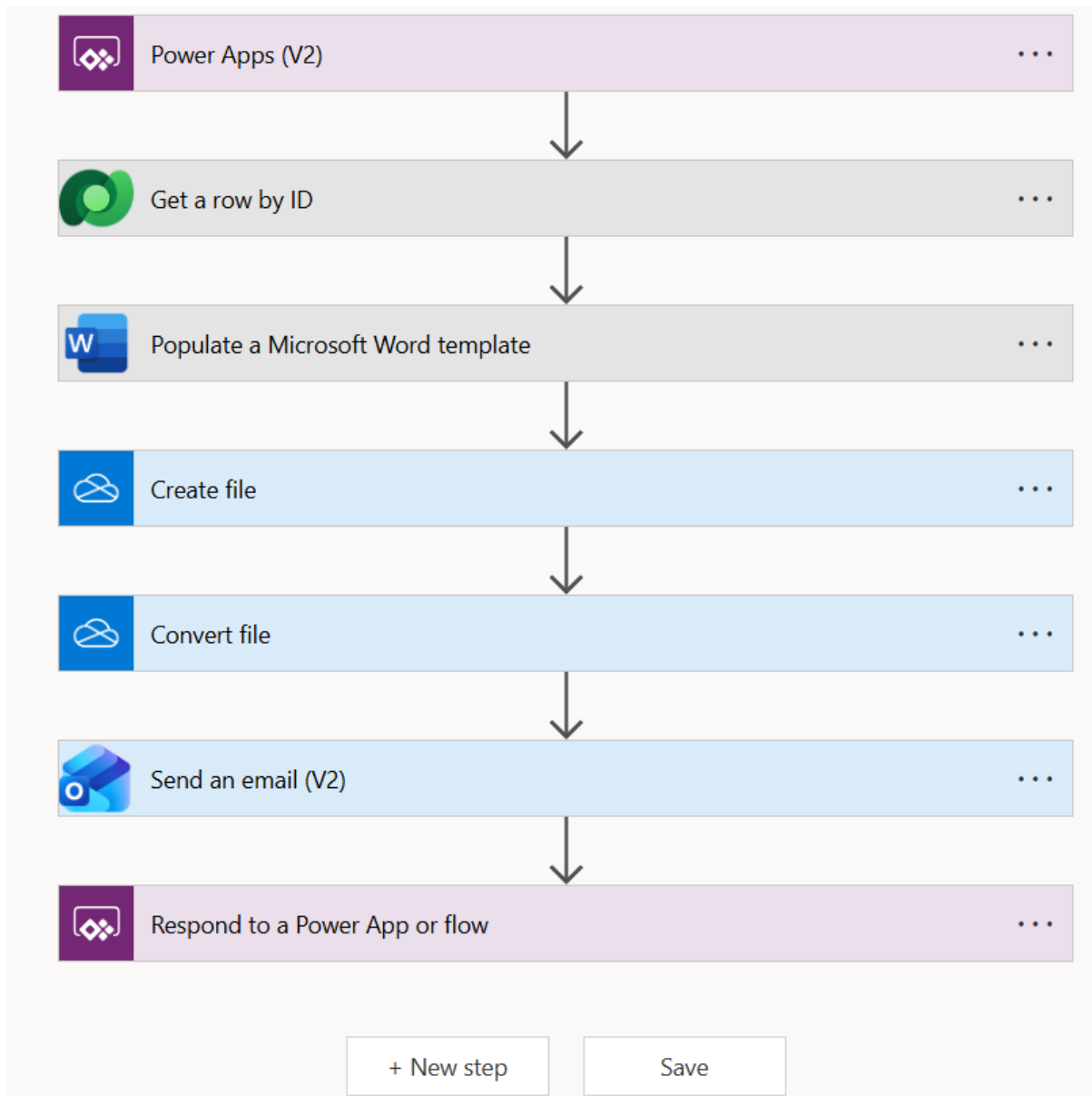
Generate Certificate								Send Certificate	
<input type="checkbox"/>	Trainee Name	TrainerName	TrainingStartDate	TrainingEndDate	Progress	Score	Status	Remarks	
<input type="checkbox"/>	Chirag Prasad	Rashi	5/16/2025 12:00 A...	4/1/2026 12:00 AM	80	Excellent	Active	Good Effort	
<input type="checkbox"/>	Samkit Jain	Rashi	12/9/2025 10:00 A...	1/9/2026 10:00 AM	10	Good	Active	Beginner Level	
<input type="checkbox"/>	Aniket Tiwari	Zeinil	12/31/2025 12:00 ...	3/31/2026 12:00 A...	50	Good	Completed	Need Improvement.	
<input type="checkbox"/>	Shivansh Singh	Uma Prasad	12/10/2025 12:02 ...	1/15/2026 12:00 A...		Good	Active		
<input type="checkbox"/>	Sarthak Jain	Mary	2/15/2024 12:00 A...	2/25/2024 12:00 A...	80	Good	Completed	Completed succes...	
<input type="checkbox"/>	Shivankit	Parihar	1/23/2026 12:00 A...	1/31/2026 12:00 A...		Good	Active		
<input type="checkbox"/>	Ishwar Raj	John	3/1/2024 12:00 AM	3/10/2024 12:00 A...	60	Average	Active	Average performa...	
<input type="checkbox"/>	Ranjeet	Mary	5/10/2024 12:00 A...	5/20/2024 12:00 A...	80	Good	Completed	Good effort	
<input type="checkbox"/>	Aakarsh Singh	Steve	12/17/2024 12:00 ...	4/15/2024 12:00 A...	100	Poor	Dropped	Dropped out	
<input type="checkbox"/>	Krish Singh	John	1/10/2024 12:00 A...	1/20/2024 12:00 A...	100	Excellent	Active	Good progress	

Rows: 10

17. POWER AUTOMATE FLOW FOR CERTIFICATE AUTOMATION

The workflow includes:

1. Get trainee record by ID
2. Populate Word template
3. Create file in OneDrive
4. Convert Word to PDF
5. Send certificate via email



18. DATABASE DESIGN & DATA HANDLING

Data is structured into entities such as:

- Trainees
- Assignments
- Trainers
- Certificates

Trainee Data

Trainee Name * ↑	Department	Batch Name	TrainingStar...	TrainingEnd...	TrainerName	Status	+17 more
Aakarsh Singh	Sales	Batch C	12/17/2024	4/15/2024	Steve	Droppe	
Aniket Tiwari	Production		12/31/2025	3/31/2026	Zeinil	Comple	
Chirag Prasad	IT	Batch A	5/16/2025	4/1/2026	Rashi	Active	
Ishwar Raj	IT	Batch A	3/1/2024	3/10/2024	John	Active	
Krish Singh	HR	Batch A	1/10/2024	1/20/2024	John	Active	
Ranjeet	Sales	Batch B	5/10/2024	5/20/2024	Mary	Comple	
Samkit Jain	Production		12/9/2025	1/9/2026	Rashi	Active	
Sarthak Jain	HR	Batch B	2/15/2024	2/25/2024	Mary	Comple	
Shivankit	Production		1/23/2026	1/31/2026	Parihar	Active	
Shivansh Singh	IT		12/10/2025	1/15/2026	Uma Prasad	Active	
Enter text	Select option	Enter text	Enter or pick date	Enter or pick date	Enter text	Select opt	

Close

Profiles

Profile Name * ↑	Email	Name	Address	Phone Num...	Email_1	+18 more
Aakarsh Singh	chiragprasad2004@gmail.com	Aakarsh	456 Oak Ave	+1 555-0102	ben@example.	
Chirag Prasad	chiragprasad504@gmail.com	Chirag	123 Main St	+1 555-0101	amy@example	
Krish Singh	krish@example.com	Krish	654 Maple Ln	+1 555-0105	eli@example.c	
Samkit Jain	samkit@example.com	Samkit	789 Pine Rd	+1 555-0103	cia@example.c	
Sarthak Jain	sarthak@example.com	Sarthak	321 Elm St	+1 555-0104	dan@example.	
Enter text	Enter email	Enter text	Enter text	Enter phone	Enter email	

Assignments

AssignmentName * ↑	Due Date	Is Completed	Assignment Name_1	Date of Sub...	Last Date of...	Status	+18 more
Asset Audit	6/10/2024	<input type="checkbox"/> False	Math HW	6/9/2024	6/10/2024	Submitted	
Data Communication		<input type="checkbox"/> False		12/12/2026	6/9/2024	Pending	
MicroProcessor		<input type="checkbox"/> False		12/30/2025	6/9/2024	Pending	
Server Monitor		<input type="checkbox"/> False		6/9/2024		Late	
Solving Machinery		<input type="checkbox"/> False		1/31/2026		Pending	
System Design		<input type="checkbox"/> False		12/17/2025	6/9/2024	Pending	
Ticket Generate	6/12/2024	<input checked="" type="checkbox"/> True	Science Lab	6/11/2024	6/12/2024	Submitted	
User Setup	6/18/2024	<input type="checkbox"/> False	English Reading	6/9/2024	6/18/2024	Pending	
Enter text	Enter or pick date		Enter text	Enter or pick date	Enter or pick date	Select option	Sel

TraineeAssignments

New column ↑	Status ↓	Marks ↓	Trainee Name ↓	AssignmentName ↓	+18 more ↓
			Shivansh Singh	Ticket Generate	
			Chirag Prasad	Ticket Generate	
			Ishwar Raj	Ticket Generate	
			Aakarsh Singh	Ticket Generate	
			Krish Singh	Ticket Generate	
			Chirag Prasad		
			Aakarsh Singh		
			Krish Singh		
			Aniket Tiwari		
			Ranjeet	Data Communication	
			Ishwar Raj	Data Communication	
			Aakarsh Singh	Data Communication	

Close

19. ADVANTAGES OF THE SYSTEM

The Trainee Tracker Application offers several advantages that improve efficiency, usability, and scalability within an enterprise environment. The key advantages of the system are as follows:

- Time-efficient:**
 The automation of processes such as assignment notifications, submissions, and certificate generation significantly reduces manual effort and processing time, enabling HR personnel to focus on higher-value tasks.
- Scalable:**
 The system is designed to handle an increasing number of trainees, departments, and training programs without major modifications. It can be easily extended to support additional organizational units and workflows.
- Low-code maintenance:**
 Being developed using Microsoft Power Platform, the application requires minimal coding, making it easier to maintain, update, and enhance. Changes can be implemented quickly without extensive redevelopment.
- User-friendly interface:**
 The intuitive and responsive user interface ensures ease of use

for both HR personnel and trainees. Clear navigation and role-based dashboards make the application accessible even to non-technical users.

20. LIMITATIONS OF THE SYSTEM

Despite its advantages, the Trainee Tracker Application has certain limitations that are inherent to low-code platform-based solutions. The key limitations of the system are as follows:

- **Dependency on the Microsoft ecosystem:**
The application relies on Microsoft Power Platform services such as Power Apps, Power Automate, Power BI, Dataverse, and SharePoint. As a result, its deployment and usage depend on the availability of Microsoft licenses, services, and cloud infrastructure.
 - **Limited customization compared to full-code applications:**
While Power Platform offers rapid development capabilities, it provides fewer customization options than traditional full-code development frameworks. Highly complex business logic, advanced UI customization, or performance-intensive features may be challenging to implement.
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21. FUTURE ENHANCEMENTS

The Trainee Tracker Application can be further enhanced to improve functionality, scalability, and user experience. Some of the possible future enhancements include:

- **Advanced Power BI analytics dashboards:**
Integrating more detailed Power BI dashboards can provide deeper insights into trainee performance, assignment completion trends, departmental statistics, and overall training effectiveness, supporting data-driven decision-making.

- **Enhanced notifications and reminders:**
Implementing additional automated reminders and notifications for assignment deadlines, training milestones, and certificate issuance can improve communication and ensure timely task completion.
 - **Multi-department scalability:**
Extending the application to support multiple departments, locations, and training programs with customizable workflows and role-based permissions will enable organization-wide adoption of the system.
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22. LEARNING OUTCOMES

Through the successful completion of the Trainee Tracker Application project and the internship, several key learning outcomes were achieved. This project provided valuable practical exposure to enterprise-level application development and automation using the Microsoft Power Platform. The major learning outcomes are as follows:

- **Hands-on experience with Microsoft Power Apps:**
Gained practical experience in designing, developing, and deploying low-code business applications with responsive user interfaces and role-based access control.
- **Workflow automation using Microsoft Power Automate:**
Learned to design and implement automated workflows for email notifications, assignment alerts, document generation, PDF conversion, and process orchestration, reducing manual intervention.
- **Enterprise application design:**
Developed an understanding of building secure, scalable, and maintainable enterprise applications, including data management using Dataverse and SharePoint, integration of multiple services, and implementation of security best practices.

23. CONCLUSION

The **Trainee Tracker Application** successfully fulfills its primary objective of automating trainee management processes and eliminating the dependency on manual record-keeping systems. By digitizing key workflows such as trainee management, assignment tracking, progress monitoring, and certificate generation, the application enhances operational efficiency, accuracy, and transparency within the organization.

The project effectively demonstrates the capabilities of the **Microsoft Power Platform** in building secure, scalable, and enterprise-grade solutions using a low-code approach. The integration of **Power Apps, Power Automate, Power BI, Microsoft Dataverse, and SharePoint** enabled rapid application development, workflow automation, and meaningful data visualization while maintaining role-based access control and data security. Overall, the Trainee Tracker Application stands as a practical example of how modern organizations can leverage low-code technologies to drive digital transformation and improve business productivity.

24. REFERENCES

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*Thank
you!*