

Internship Management System

Overview

The Internship Management System is designed to streamline the entire internship lifecycle, from candidate application to project completion. The system supports four distinct user roles, each with specific permissions and functionalities.

1. Admin/HR Role

Primary Responsibility: Complete system oversight and workflow management

Candidate Management

- 1) Review and approve/reject candidate applications
- 2) Access to resumes and application details
- 3) Convert approved candidates to intern status
- 4) Send automated welcome emails to new interns

Leave & Holiday Management

- 1) Approve or deny leave requests from all users
- 2) Maintain holiday calendar and policies
- 3) Track leave balances and usage

Project Administration

- 1) Create and add new projects to the system
- 2) Review and approve project proposals from developers
- 3) Assign projects to developers and interns
- 4) Monitor project progress and timelines

Feedback & Reporting

- 1) Access all weekly feedback from interns
- 2) View comprehensive reports and analytics
- 3) Track intern performance and progress
- 4) Generate system-wide statistics

User Assignment

- 1) Assign volunteer developers to mentor interns
- 2) Manage project-team allocations
- 3) Oversee resource distribution

2. Candidate Role

Primary Responsibility: Application submission and status tracking

Application Process

- 1) Sign up with personal and professional details
- 2) Upload resume and supporting documents
- 3) Submit complete application for review
- 4) Track application status in real-time

Communication

- 1) Receive status updates via notifications
- 2) Access application feedback (if provided)

Post-Approval Access

Automatic transition to intern dashboard upon approval

3. Intern Role

Primary Responsibility: Active participation in internship program

Leave Management

- 1) Submit leave applications with proper justification
- 2) Track leave request status and approvals
- 3) View leave balance and history

Project Engagement

- 1) View assigned projects and requirements
- 2) Submit weekly project status reports
- 3) Upload project deliverables and documentation
- 4) Track project milestones and deadlines

Feedback System

- 1) Provide weekly feedback on internship experience
- 2) Submit technical and soft skill assessments
- 3) Participate in regular review sessions

Demo & Presentation

- 1) Schedule final project demonstration
- 2) Invite team members and stakeholders to demo
- 3) Prepare and upload demo materials
- 4) Present work at internship completion

Progress Tracking

- 1) Monitor personal performance metrics
- 2) Access feedback from mentors and team leads
- 3) View learning path and skill development

4. Developer/Team Lead Role

Primary Responsibility: Technical mentorship and project guidance

Leave Management

- 1) Apply for leave with team coordination
- 2) Ensure project continuity during absence
- 3) Manage team leave schedules

Project Management

- 1) View and manage assigned projects
- 2) Monitor project status and intern progress
- 3) Add comments and technical reviews
- 4) Update project timelines and requirements

Mentorship & Guidance

- 1) Provide technical feedback to interns
- 2) Conduct regular one-on-one sessions

- 3) Review code and provide improvement suggestions
- 4) Guide interns through project challenges

Meeting & Collaboration

- 1) Schedule and conduct team meetings
- 2) Organize code review sessions
- 3) Facilitate technical discussions
- 4) Coordinate with other team members

Project Innovation

- 1) Submit new project proposals
- 2) Define project requirements and scope
- 3) Propose intern-suitable projects
- 4) Contribute to project roadmap planning

Voluntary Participation

- 1) Volunteer to mentor specific interns
- 2) Express interest in particular projects
- 3) Contribute to intern training programs
- 4) Participate in evaluation processes

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[Click here to see flowchart](#)