**OUSL internship Management System – Requirements Gathering**

1. **General Information & Current Process:**
   1. Can you describe the current process for managing student internships, from application to end evaluation?  
      Put the email to evaluation panel, Who would be Participated and check the availability of Senior lecture and supervisor.

* 1. What are the strengths of the current system (if any) that you'd like to retain?

Current system are manually recorded.

* 1. How many students participate in internships annually?

500 - 1000

* 1. How many staff members are involved in managing internships?

At a movement 2 person in future 1 person

* 1. What departments/faculties are most involved in internships?

Only IT Division

* 1. Who are the stakeholders during the process?

Head of the Department  
IT Division  
Programmed coordinator   
Students  
Industry stake holders

* 1. What are the documents available which are used in current process ?

**2. Student-Related Requirements:**

* 1. What information do you collect from students applying for internships ( resume, result sheet, skills, area of interest)?

CV

* 1. How do you notify students about internship opportunities or application status?

Manually call and inform them

* 1. What kind of reporting or tracking do students need access to regarding their internship progress?  
     Internship Diary
  2. Do students need to submit reports or other documentation during their internship? How is this currently handled? What would be ideal?

Diary is compulsory and if they completed the internship they must submit the diary, report and viva panel as well.

* 1. Should the system allow students to request or select internships?  
     yes of course

1. **Faculty/Supervisor-Related Requirements:**
   1. How do faculty members/supervisors currently approve or track student internships?
   2. How many login levels required with what kind of access levels   
      Academic, Student, Industry people and Supervisor.
   3. What information do faculty members/supervisors need about student applicants? (Summary of CV, results etc)  
      Getting only CV
   4. What reports need to generate?  
      What are the Intern  
      What are the events include them  
      Who already completed the internship  
      What are the areas given by us

3.5 Do you need any communication between stake holders within this system ? (Chat , Email , Notifications etc)

* 1. How do you currently handle the evaluation of student performance during internships? What are the criteria?

Yes,  
 Visit to the Internship website and take a note and Communication via chat   
 (Report, Viva)

* 1. Do faculty members/supervisors need to be able to upload any documents related to the internship (evaluation forms, feedback)?

Yes if the person visited to the site and note everything

1. **Administrative Staff Requirements:**
   1. What information do administrative staff need to track regarding students?  
      Interview those students and get the report
   2. What reports do administrative staff need to generate from the system (number of internships per department, student placement statistics)?

Number of internships per department, student placement statistics

* 1. How do you currently manage the process of matching students with internship opportunities?
  2. How do you handle communication with companies offering internships? Do the system need a interface for industrial personals to update their requirements / vacancies?

If they completed the internship they have to fill the Form

* 1. How do you track internship agreements or other legal documents?  
     Legal documents are manually doing and diary should be hardcopy as well
  2. What integration with existing university systems (Myousl) is required?

1. **Company/Industry Requirements (If Applicable):**
   1. What information do companies need to provide when offering internships?
   2. How do companies currently communicate with the university regarding internships?
   3. What information do companies need to receive about student applicants?  
      CV should be prepared and upload.
   4. What level of information and access we going to allow for them?

Via CV

1. **Technical Requirements:**
   1. What are your preferred technology/ platforms?  
      Server facility to upload the CV
   2. Are there any specific security requirements or compliance standards that need to be met?
   3. What are your expectations for system availability and performance? (how many users should be handle at the same time)
   4. Do you have existing hardware and infrastructure that can be utilized? If so what are they
2. **Future Considerations**
   1. Are there any future features or functionalities that you would like to consider for the system?