

Client Requirement Letter

Project Overview

The Intern Management System (IMS) is designed to digitalize and automate the current internship placement process. The system aims to reduce manual communication, improve coordination between students and administrators, and centralize reporting and documentation.

Functional Requirements

No	Feature / Section	Client's Requested Update / Improvement
1	Offer Management	The system must prompt students to provide a valid reason when rejecting an internship offer. The reason should be recorded and accessible to Admins and Employers.
2	Form Submission	All internship forms (Consent Form, Offer Letter, Form B, and Form D) must be available for online submission through the website.
3	Dashboard Update	The student dashboard must display application count, interviews attended, offers received, and current internship status .
4	Calendar Integration	Admin should be able to add deadlines and events (e.g., report submission, internship start date) that automatically appear in the student's dashboard calendar.
5	Reminders & Notifications	The system should send automatic reminders via Gmail about deadlines, interviews, and pending submissions.
6	AI Resume Builder	Add an AI-based Resume Builder that generates professional resumes based on fluency level and working experience.
7	AI Assessment	Include an AI assessment to evaluate the student's fluency level, working experience , and overall internship readiness.
8	LinkedIn Profile	Each student profile should include a LinkedIn Profile URL for employers to view professional details.
9	Admin Control Panel	Admin can update student internship status (e.g., "Secured External Job"), add new admins , and manage internship deadlines . These updates must reflect on the student's dashboard.

10	Employer Portal	Employers can post job opportunities, upload company logos, shortlist applicants , and select the interview mode (online, physical, or hybrid).
11	Forgot Password	Implement a Forgot Password function that allows users to reset their password securely via email verification.
12	User Login Access	Maintain separate login access for Admin, Student, and Employer roles with proper access control.
13	Student Profile Fields	The student registration/profile section must include Full Name, Phone Number, Personal Email, College Email, and Programme Name .
14	Deadline Management	Admins can add and edit internship deadlines , which will synchronize automatically with the student's calendar and trigger reminders.

Agreement

By signing below, all parties confirm that the above requirements accurately reflect the client's additional expectations for the Intern Management System (IMS). No further modifications will be documented and approved before implementation.

Role	Name	Signature	Date
Client	Mr Amis Asyari		31/10/2025
Program Leader	Mr Eric Kong Kok Wah		28/10/2025
Project Developers (Students)	Pavithira Paramakurubaran		27/10/2025
	Thulasi Vijayaraj		27/10/2025
	Dhevesshwaar Punnia		27/10/2025
	Varshini A/P Seger		27/10/2025
	Neon Jia Yi		27/10/2025