

### **An Intern and Placement Office System (IPOS) for XYZ Institute**

There is an Intern and Placement Office (IPO) at the XYZ institute, designated to send BSSE 4<sup>th</sup> Year students to reputed software companies as interns. The internship semester starts from 1<sup>st</sup> January and ends at 30<sup>th</sup> June of every year.

The IPO Committee (IPOC) consists of four members, presided by the head of IPO. Intern taking companies first sends their interest of taking interns to IPO head. Based on that IPOC member 1 enters the intern taking company names, available intern positions, the job responsibilities of each position with company address and HR's email address. IPOC member 2 then sends a notice (after the mid of 3<sup>rd</sup> year 2<sup>nd</sup> Semester) to the students for filling up the internship company choice form. The form consists of list of company names and job positions and students' priority to go to the company. Sample list is given below:

Company Name	Preferred Position	Priority
M&H	Java Developer	
Progmatic	Testing and QA	

Upon receiving the notice, students view the available company information and fill up the choice form according to their priority. (Smallest number is considered highest priority started from 1 to upwards). Students also upload their CVs and in a separate form mention their skillsets with competence rank (lowest number is the highest competency starting from 1 to upwards). Sample skill form is given below:

Competency Rank:	Skill Set
1	Java Developer
2	Testing and QA

The IPOC member 3 enters the CGPA of each student up to third year first semester into the IPOS.

Based on a student's CGPA and Skill set, the system allocates the appropriate companies to the student. The selection process is, the highest CGPA holder will get the first preference. If the company choice preference, skill set matched, and the position is available, that intern place is allocated to that student. However, IPO head has the authority to place any students to any companies.

After allocation, a formal letter is generated to the company HR mentioning that this student has been selected for his/her company. And an email is sent on behalf of IPO head. The copy of the letter is also sent to Regular Program Officer for office record. Upon receiving the letter, companies will issue offer letters to each interns and a copy is given to IPO head to preserve.