
Software Requirements Specification

for

Internship Placement & Tracking System

Version 1.0

Group No.: 8

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Date: 14 December 2025

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Revisions

Version	Primary Author(s)	Description of Version	Date Completed
Version 1.0	Azar Rezza bin Ahmad Nasri, Ahmad Sufyan bin Saiful Azlin, Afiqah Aunie binti Mohamad Fathil Zaki, Nur Farisha Hani binti Mohd Rizal	This revision outlines the basic requirements for the internship placement & tracking system which includes the use case diagram with detailed description in the form of activity diagram, ERD diagram with explanation.	13/12/2025

1.

The aim for Internship Placement System is to digitalise the entire internship management process for administrators, company supervisors, academic supervisors, and students. In the early days of internship, document submissions, logbook reviews, internship applications, and performance evaluations are handled manually through emails or in paper forms. This could lead to delays, miscommunication, data lost and inconsistent record-keeping. Through this new system, it will solve those problems by providing a centralized platform where students can apply for internships, submit weekly logbooks, and track application status, while supervisors from universities and companies can efficiently review logbooks, manage attendance and evaluate interns' performance. This system ensures transparency, improves coordination between universities and companies, reduce administrative workload, and provides accurate, organized records for all parties involved.

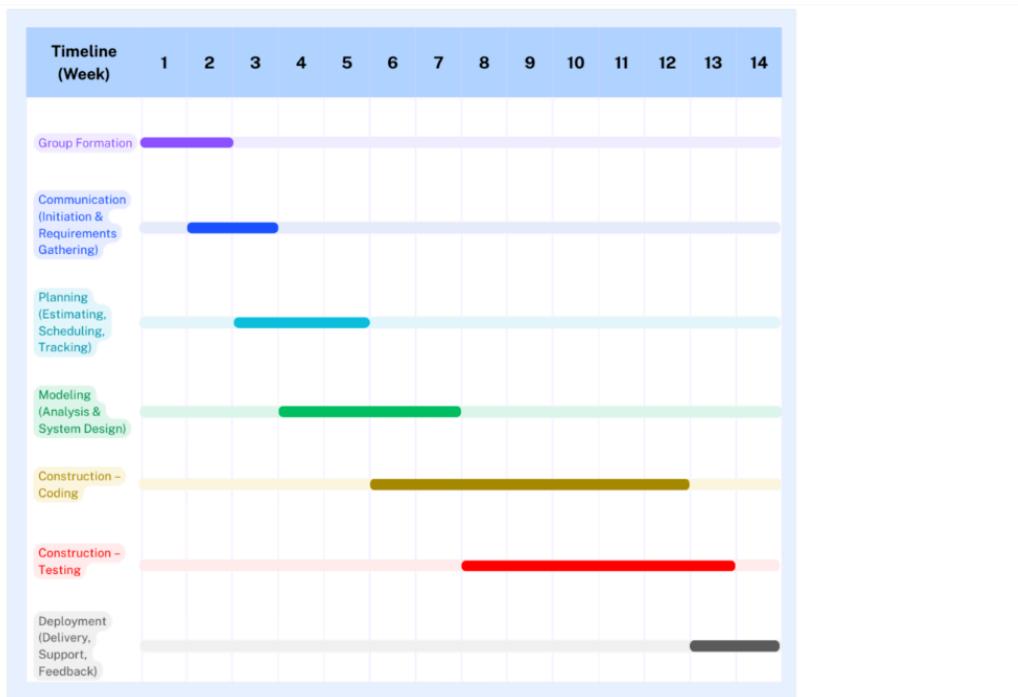
1. Team Members

Name	Actor/Processes
Azar Rezza bin Ahmad Nasri	Admin
Ahmad Sufyan bin Saiful Azlin	Academic Supervisor
Afiqah Aunie binti Mohamad Fathil Zaki	Company Supervisor
Nur Farisha Hani binti Mohd Rizal	Student

2. Problem statement

According to several reports, most interns have a better chance at securing a full-time job. Therefore, many students hope to learn valuable skills during this time. Many current systems do not provide clear communication between a company, student, and their respective academic supervisors. This can lead to failure in grasping the interns' progress and development. A robust internship placement and tracking system can provide better coordination between parties and tracking throughout the internship period. Thus, this system will be able to streamline administrative tasks, improve communication, and enhance accountability.

3. Project Schedule



2.

1. Description

This subsection summarizes the major functional capabilities of the Internship Placement and Tracking System. The system supports Students, Academic Supervisors, Company Supervisors, and the Administrator. Detailed functional requirements will be provided in Section 3.

The major processes to be performed by the system include the following:

2.1.1 User Registration and Authentication

The system shall allow all categories of users (Student, Academic Supervisor, Company Supervisor, and Administrator) to log in using secure authentication mechanisms.

The system shall manage user roles and ensure that each user can access only the functions relevant to their assigned role.

The Administrator shall be able to create, modify, and deactivate user accounts.

2.1.2 Internship Application and Matching

The system shall allow students to search for available internship opportunities and submit internship applications.

The system shall notify the relevant Company Supervisor and Academic Supervisor when a new application is submitted.

Company Supervisors shall be able to accept or reject applications for their company.

The Administrator shall be able to monitor and override any application or assignment.

2.1.3 Logbook and Daily Task Submission

The system shall allow students to submit weekly logbook entries.

Company Supervisors shall review, validate, and approve logbook submissions.

Academic Supervisors shall view logbooks and feedback provided by Company Supervisors.

The Administrator shall have full visibility and control over all logbook records.

2.1.4 Evaluation and Feedback Forms

The system shall allow Company Supervisors to submit performance evaluations for interns assigned to them.

The Academic Supervisor shall have access to review the evaluations for their assigned students.

Feedback on performance shall be recorded and stored for institutional reporting.

The Administrator shall oversee all evaluation records.

2.1.5 Attendance and Progress Tracking

The system shall allow Company Supervisors to record daily attendance for interns.

Students shall be able to view their attendance summaries.

Academic Supervisors shall be able to track student attendance and overall progress.

The Administrator shall be able to manage and correct attendance and progress data.

2.1.6 Notifications

The system shall generate automated notifications for key events such as:

- Internship application updates
- Logbook submission reminders
- Missing reports
- Deadlines for evaluations or attendance submission

Notifications shall be delivered to the relevant users based on their roles (Student, Company Supervisor, Academic Supervisor, Admin).

2.1.7 Dashboard

The system shall provide dashboard views customized for each user role:

Students: placement status, attendance summary, logbook status

Academic Supervisors: list of assigned students, performance summaries, attendance records

Company Supervisors: list of interns, attendance management, logbook status

Admin: system-wide analytics, placement summaries, activity monitoring

The system shall generate reports summarizing student performance, attendance, and internship placement statistics.

2. Actors

Actor	Use Cases

Admin	JC1 - Log In JC2 - Manage User Accounts (Create, Edit, Delete, Roles) JC3 - Monitor All Internship Applications JC4 - Manage and Review All Logbooks JC5 - Manage and Correct Attendance Records JC6 - View All Performance Evaluations JC7 – Manage Internship JC8 – View System-Wide Dashboard & Reports JC9 – Receive Notifications
Academic Supervisor	JC10 - Log In JC11 - View Student Logbooks and Company Supervisor Feedback JC12 - Provide performance evaluation for interns JC13 - View Student Attendance Records JC14 - Store Academic Records / Comments (Internal Notes) JC15 - Receive Notifications (Application Updates, Logbook, Attendance Issues) JC16 - View Dashboard (Assigned Students, Progress Summary)
Company Supervisor	JC17 - Log in JC18 - View dashboard and access Intern profiles and documents JC19 - Accept/reject internship applications for their company JC20 - Record and manage daily attendance JC21 - Review and thus, approve or reject weekly logbooks JC22 - Provide performance evaluation for interns JC23 - Receive notifications of applications, logbooks, and deadlines
Student	JC24 - Log In JC25 - Manage Profile & Upload Documents JC26 - Search Internship Opportunities JC27 - Apply for Internship Placement JC28 - View Application Status JC29 - Submit Weekly Logbook JC30 - View Attendance Summary JC31 - Receive System Notifications JC32 - View Dashboard (Placement, Attendance, Logbook Status)

3. Assumptions and Dependencies

2.3.1 Assumptions

1) Companies and Supervisors Participate Actively

It is assumed that Company Supervisors and Academic Supervisors will log in regularly to perform tasks such as approving applications, validating logbooks, and recording attendance.

2) Maximum System Load Limits Are Reasonable

It is assumed that the number of students, companies, and internship postings will remain within a manageable limit. A significantly higher number may require redesigning or expanding the hosting capacity.

3) Institution Will Maintain User Data Accuracy

It is assumed that the Administrator will ensure all user details such as student lists, supervisor assignments and company profiles are kept accurate and up to date in the system.

4) Timely Notifications Rely on Valid Contact Information

It is assumed that users will provide valid email addresses or other contact methods for receiving system notifications.

5) Browser Compatibility

The system depends on standard, modern web browsers such as Chrome, Edge and Firefox. Deprecated browsers, such as older versions of Internet Explorer, may not fully support the system functionality.

6) JavaScript Support in Browsers

The system relies on modern browsers with JavaScript enabled to support interactive elements. If JavaScript is disabled or unsupported, certain system features may not function correctly.

2.3.2 Dependencies

1) Email or Notification Delivery Service

Automatic notifications depend on external email service. If the notification service fails, reminders and alerts may not reach users.

2) Database and Hosting Infrastructure

The system depends on reliable cloud or server infrastructure, such as MySQL or the university's local servers. Any downtime affects login, logbook submission, attendance tracking, and all other core features.

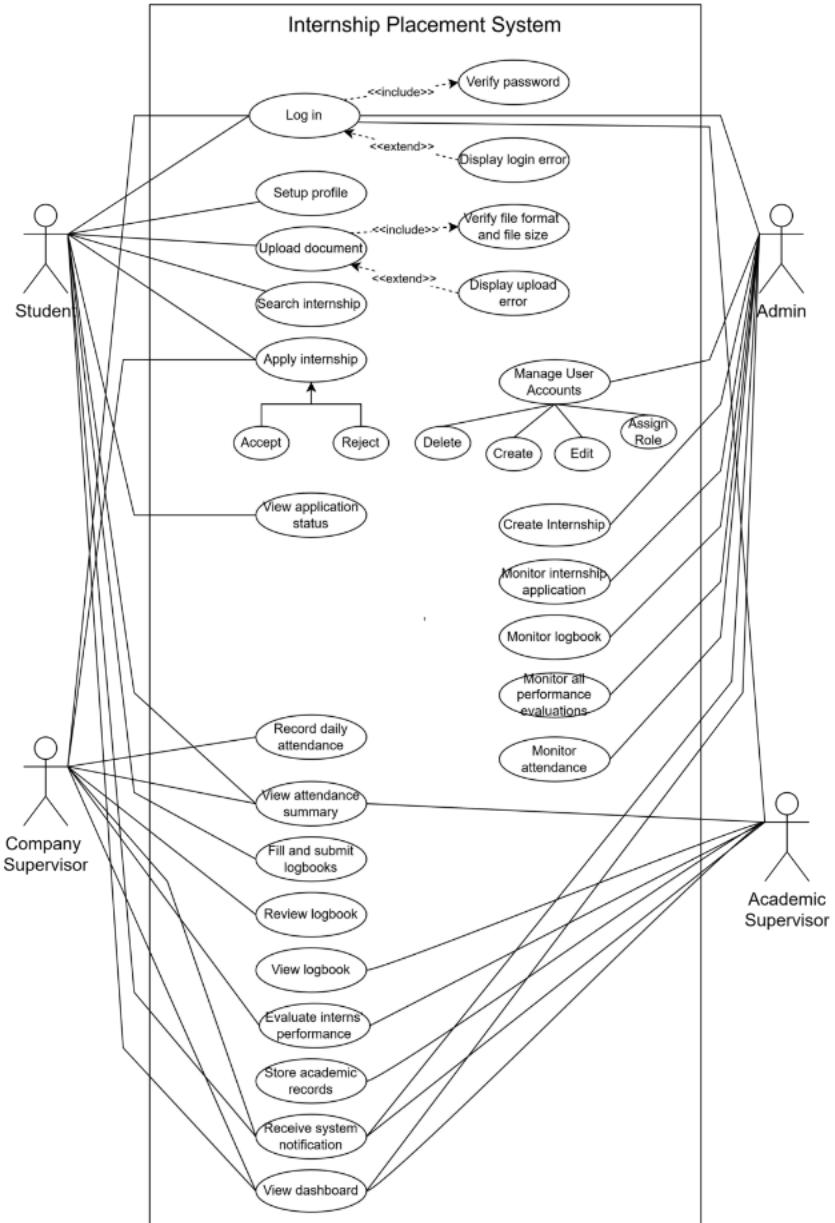
3) Company-Provided Information

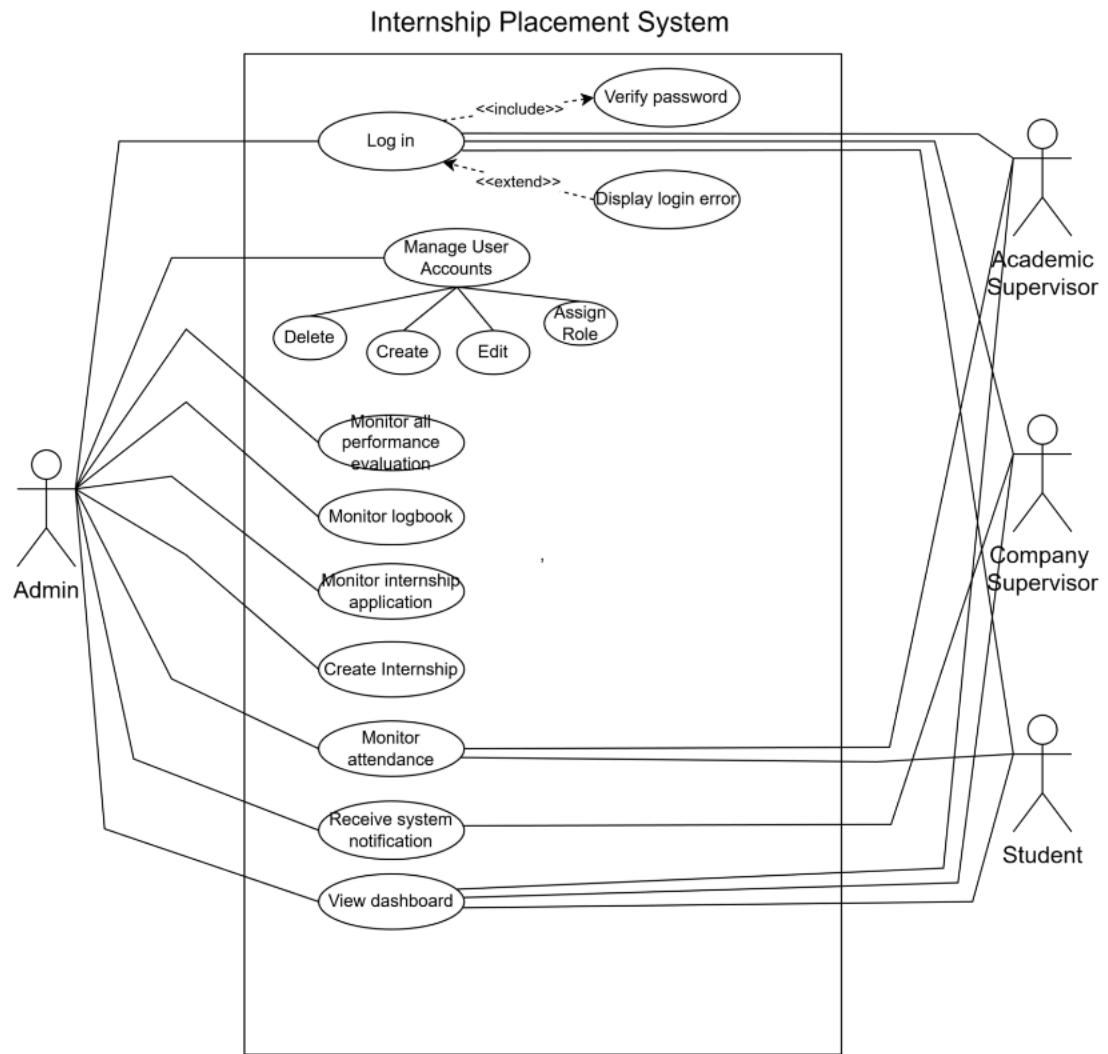
Internship postings depend on the accuracy and availability of information provided by external companies.

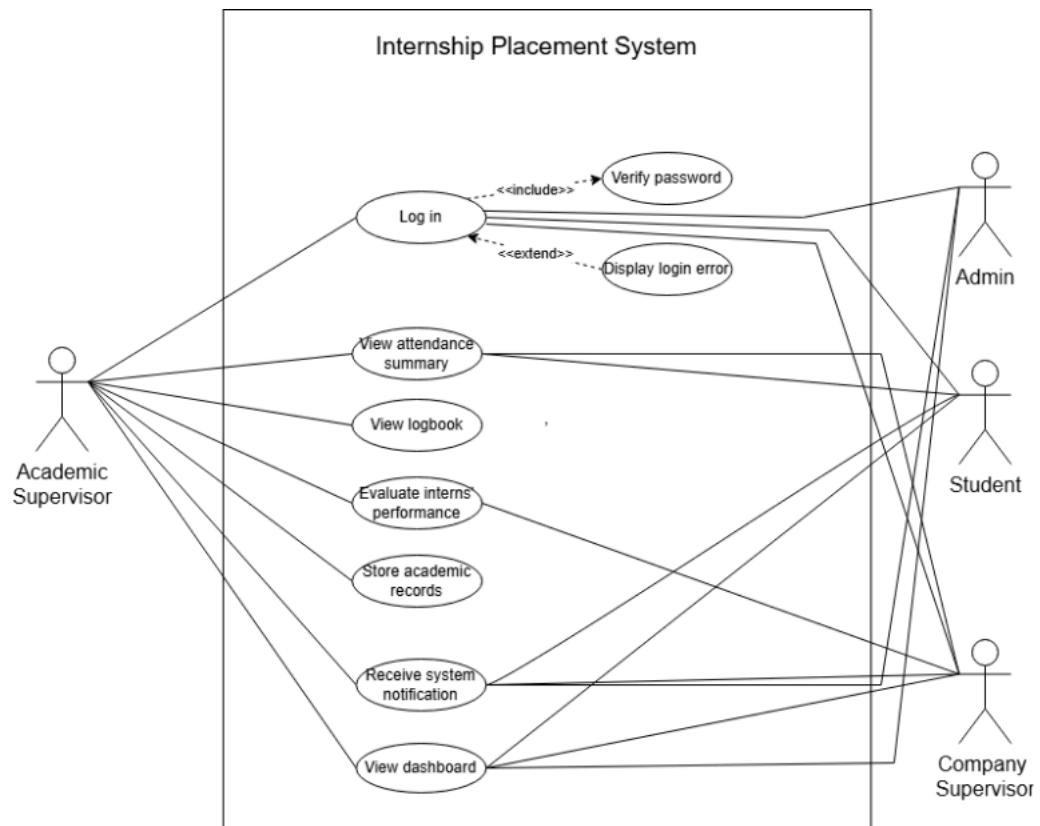
4) Institutional Policies and Regulations

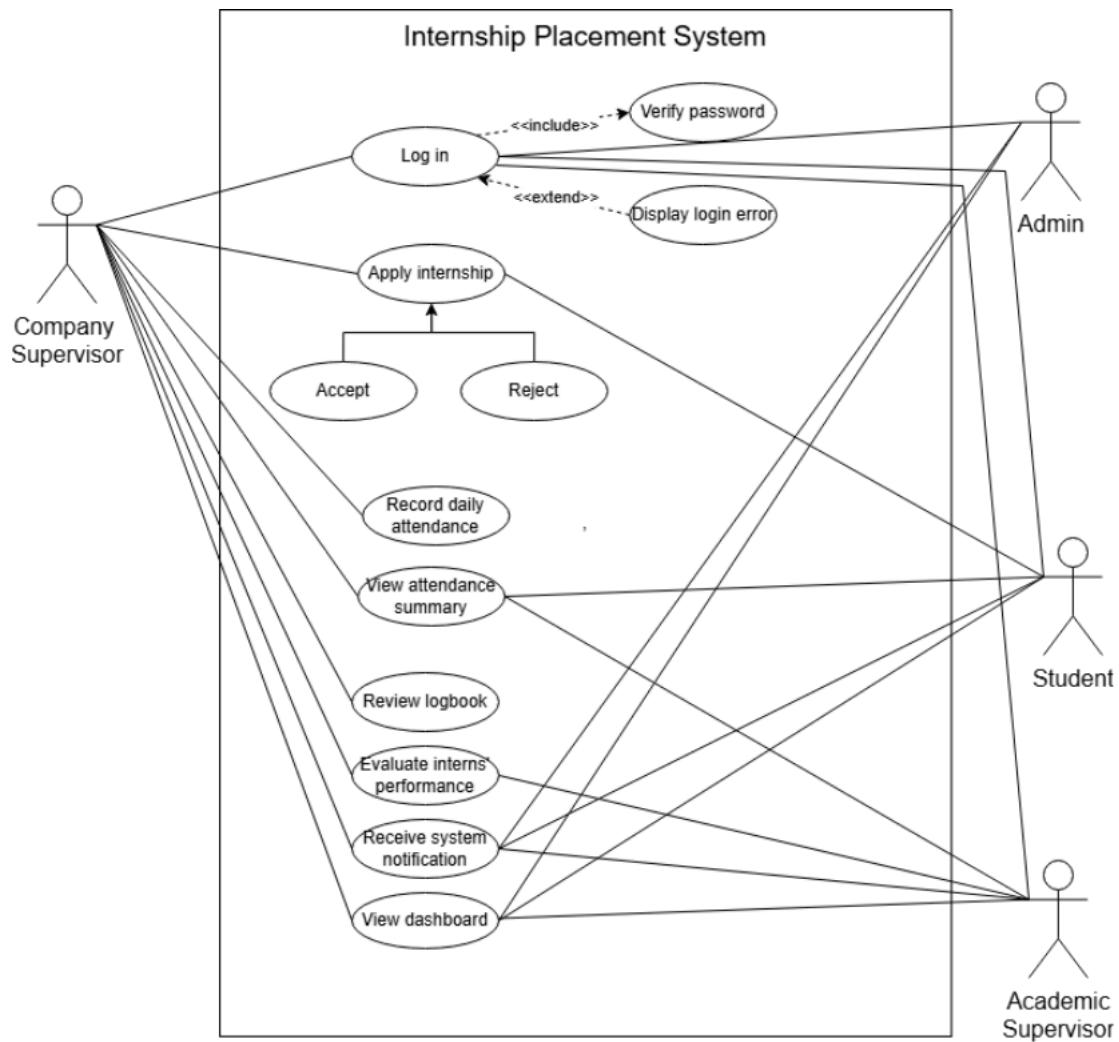
The system relies on the university's internship policies. Any changes in evaluation requirements, attendance procedures, or approval workflows may require updates to system logic.

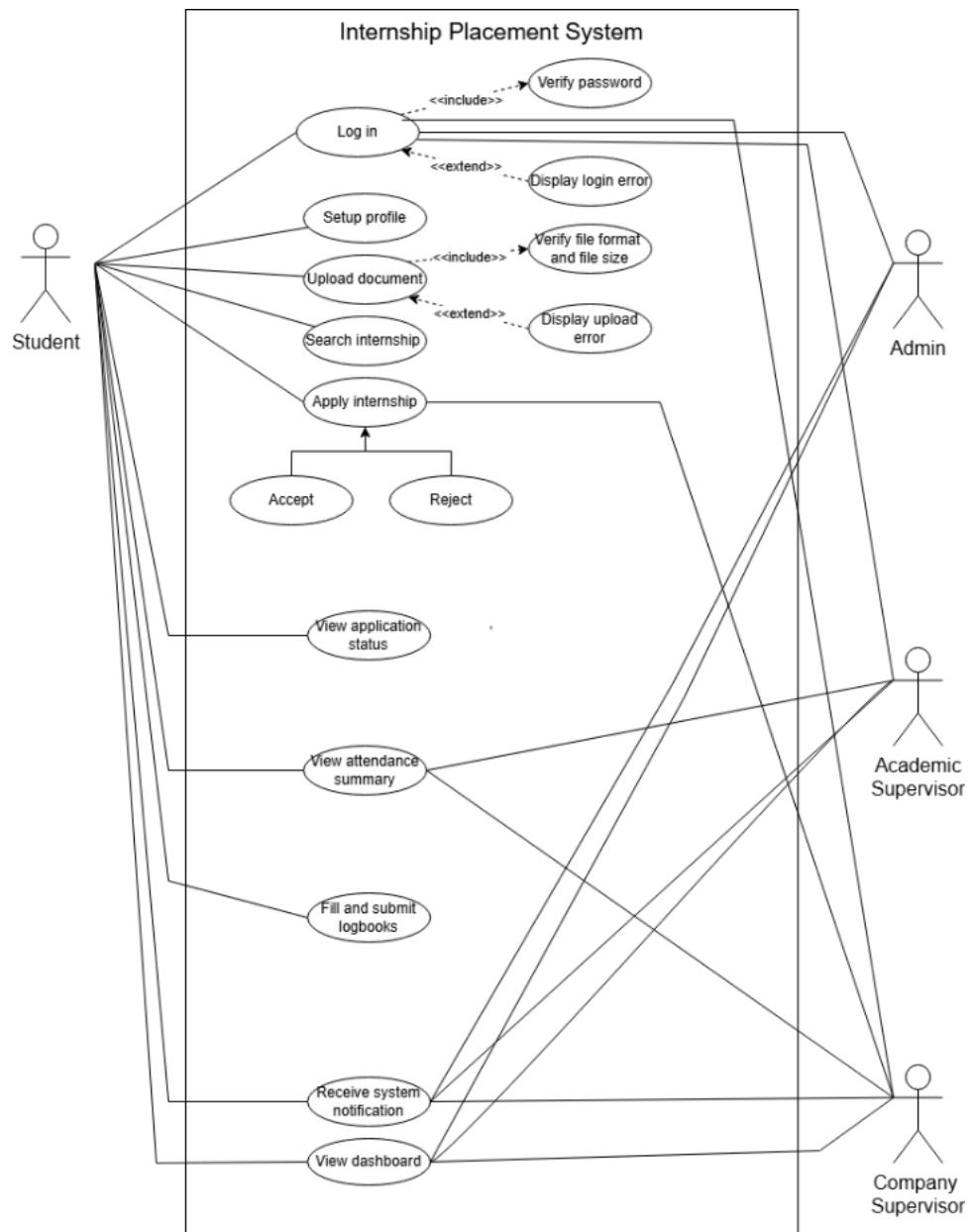
4. Use Case Diagram









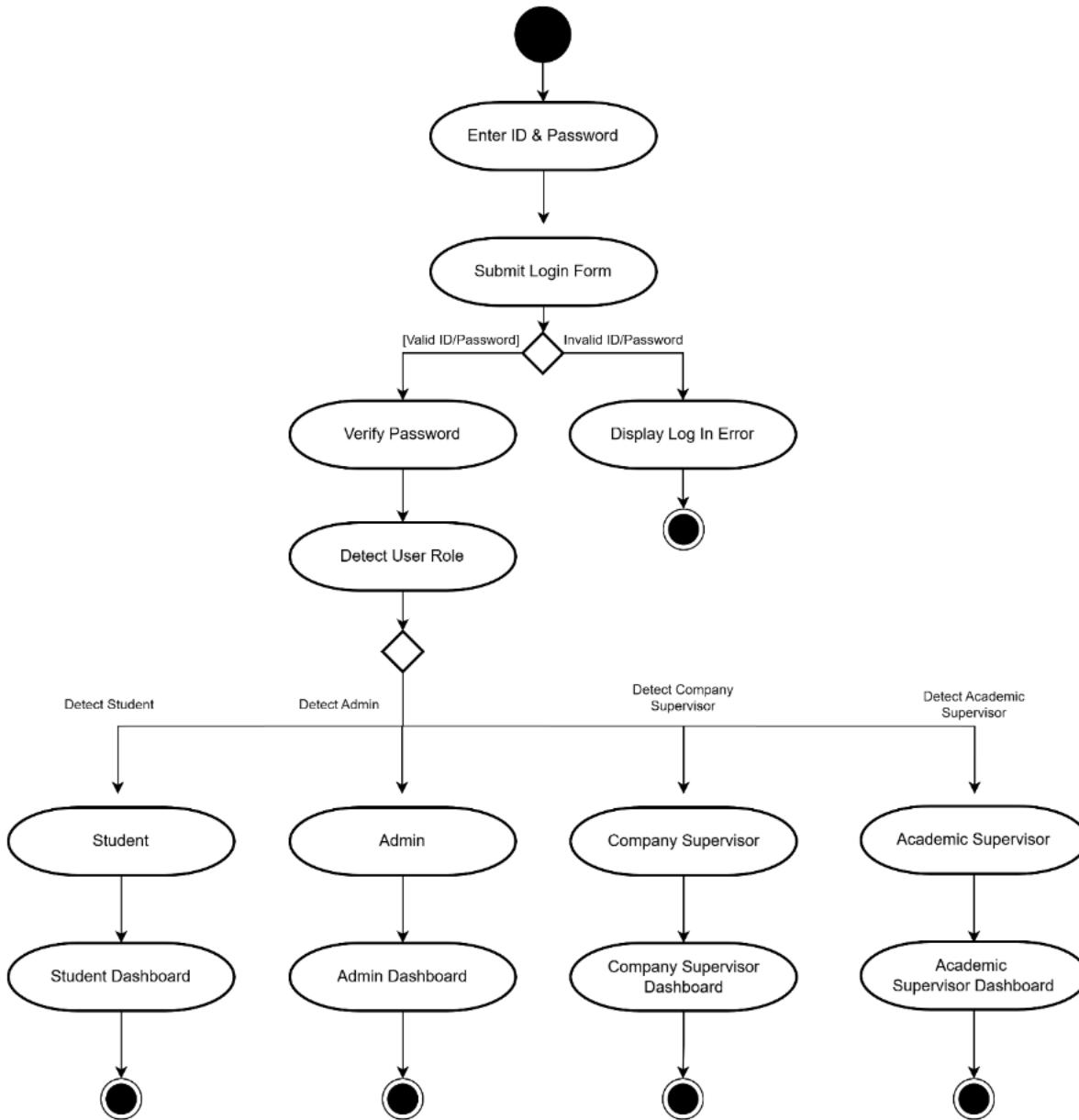


3.

1. Actor 1 (Admin)

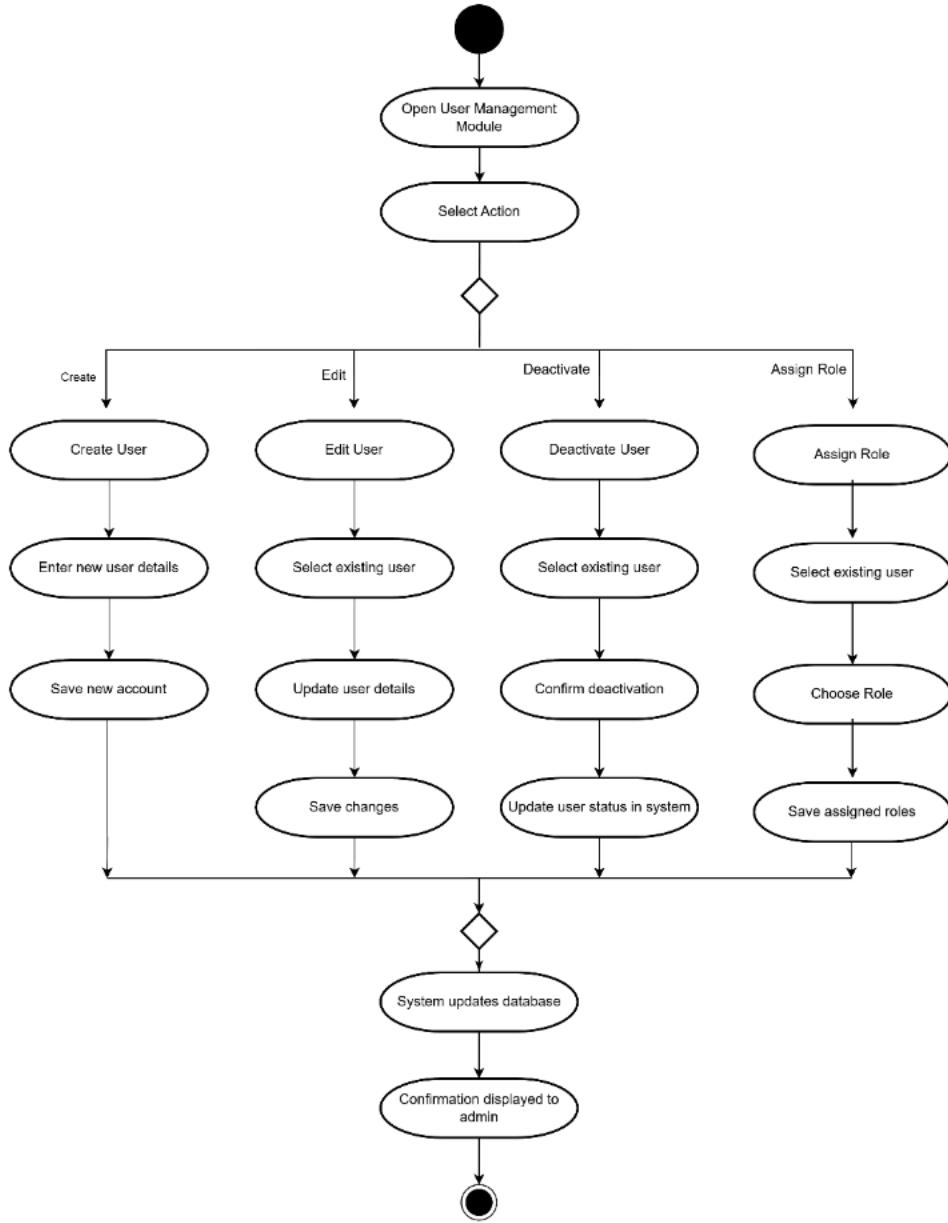
1. Log In as Admin

Admins can securely log into the system using their credentials, gaining access to all administrative features and functions necessary to manage the internship placement platform.



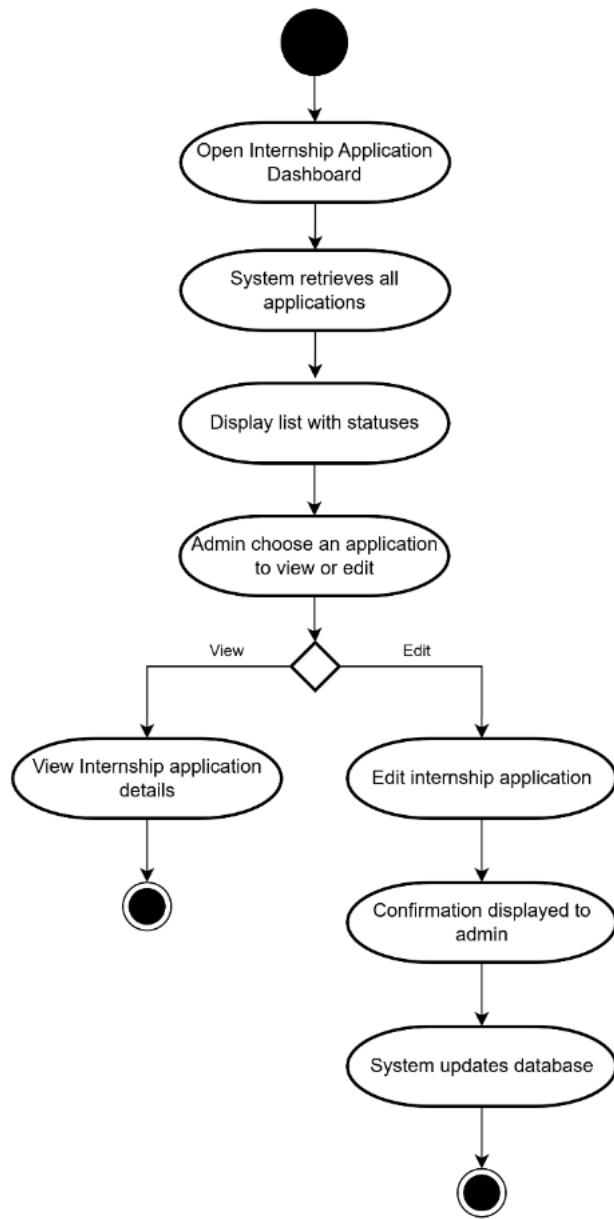
2. Manage User Accounts (Create, Edit, Delete, Roles)

Admins can create new user accounts, update existing account details, or delete accounts to control who can access the system and ensure only authorized users are active



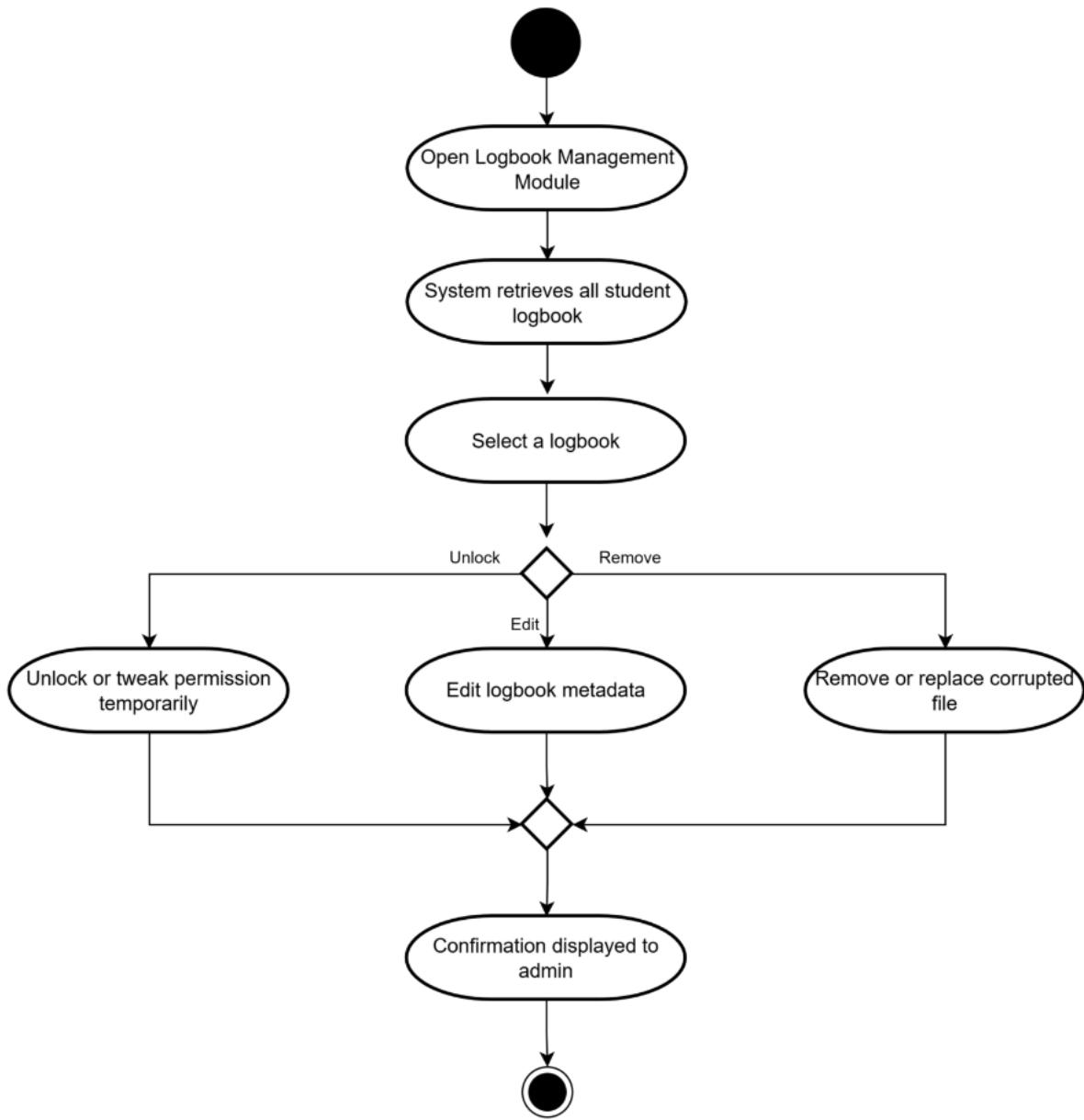
3. Monitor All Internship Applications

Admins can view and edit track all internship applications submitted by students, allowing them to oversee the application process and identify any issues or delays



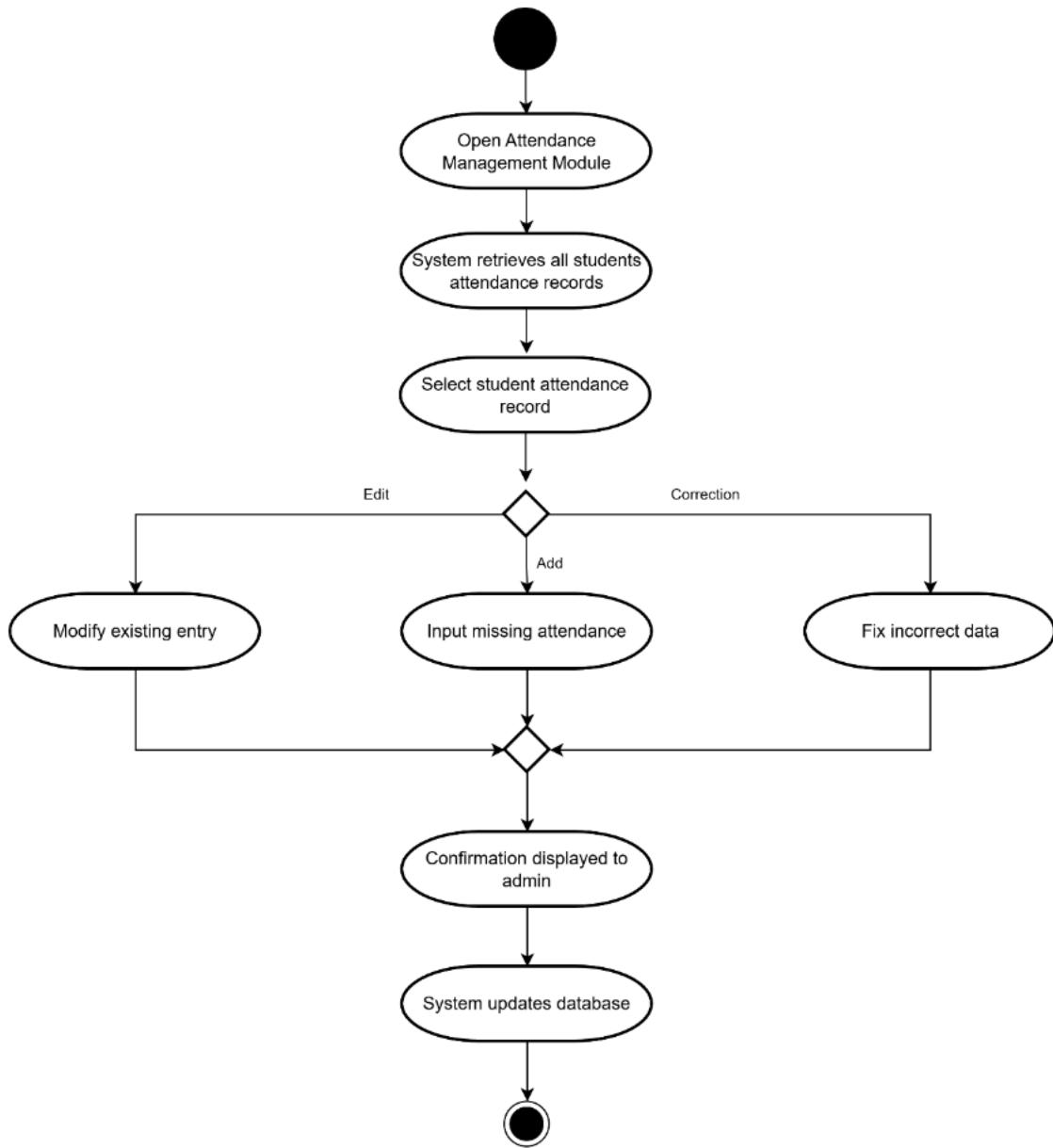
4. Monitor All Logbooks

Admins can access and review student logbooks to ensure internship activities are accurately recorded and comply with program standards. Their role is to **identify and correct errors or gaps**, providing guidance and maintaining the integrity of the internship documentation without altering the student's original entries.



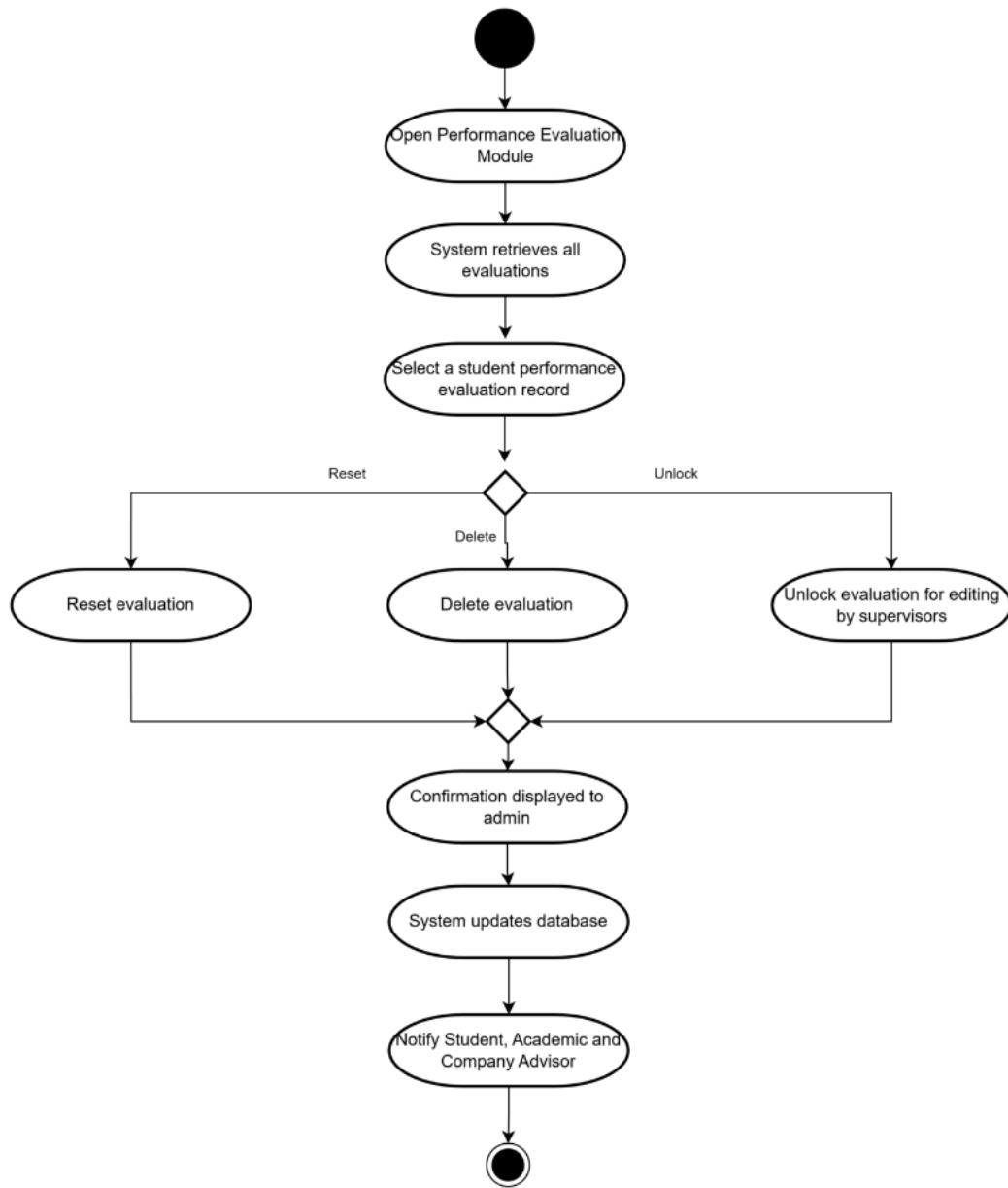
5. Monitor Attendance Records

Admins can view and update attendance records for students to ensure accurate documentation of internship participation. Their role is to **correct errors or inconsistencies** in the records, supporting reliable tracking without overriding the normal reporting done by supervisors or students.



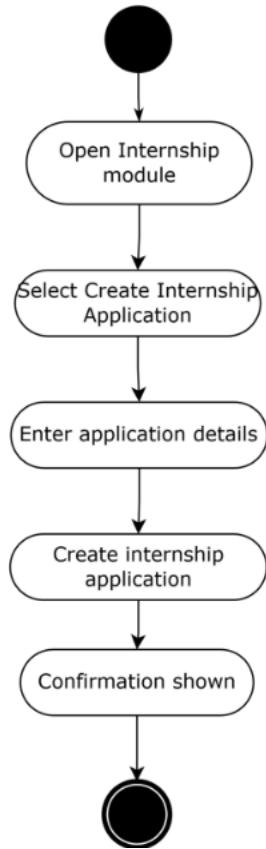
6. Monitor All Performance Evaluations

Admins can access performance evaluations submitted by supervisors to monitor student progress and overall internship performance. Their role is to **identify and address any issues or inconsistencies**, ensuring the internship process runs smoothly, without interfering with the supervisors' assessments.



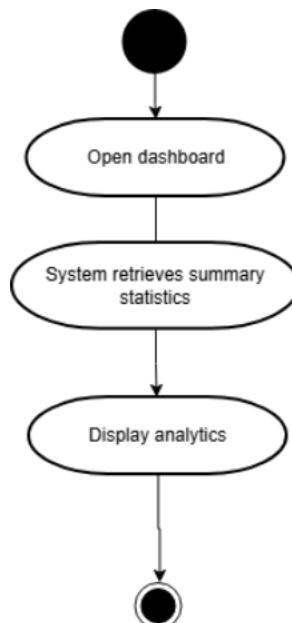
7. Create Internship

This use case allows the admin to create a new internship application in the system. The admin provides all necessary details about the internship, which will then be made available for students to view and apply.



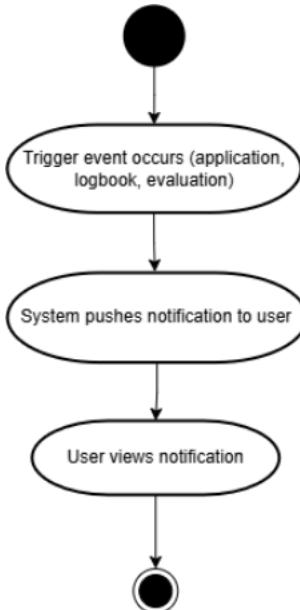
8. View System-Wide Dashboard & Reports

Admins can access dashboards and generate reports to get an overview of system activity, application trends, and user performance, aiding in decision making and planning.



9. Receive Notifications

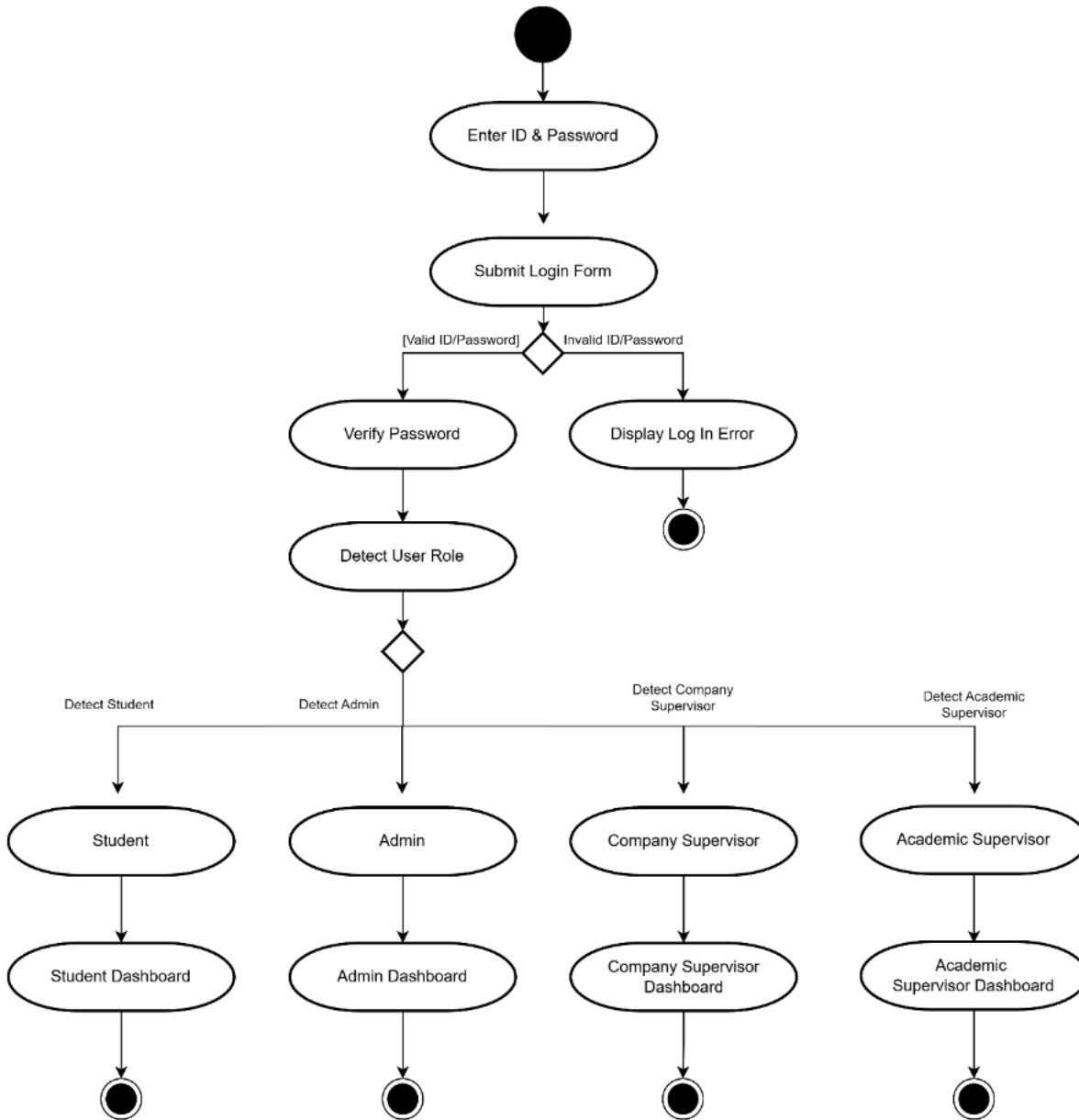
The system automatically sends notifications to the supervisor regarding updates such as student applications, logbook submissions, or attendance issues. The supervisor can view or acknowledge these notifications. The output is a notification list with relevant details and links to the appropriate student records.



2. Actor 2 (Academic Supervisor)

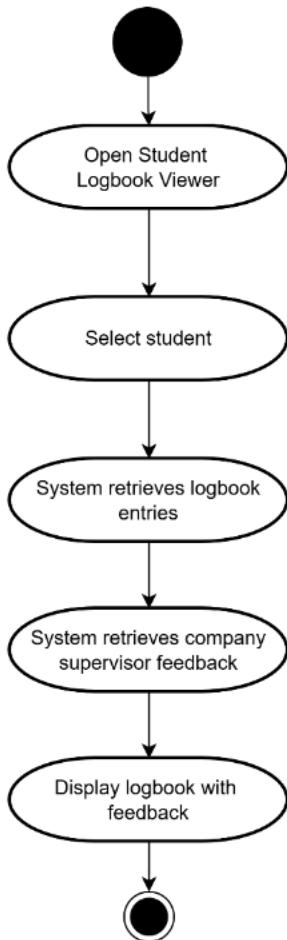
1. Log In

The academic supervisor inputs their username and password into the system. The system validates the credentials against the database and, if correct, grants access to the system. The output is successful login confirmation and access to the supervisor's dashboard; if invalid, an error message is displayed.



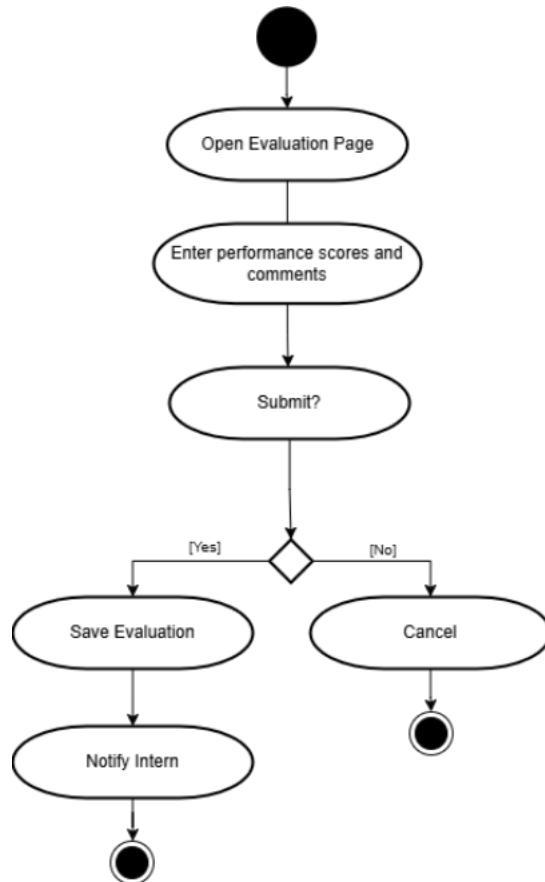
2. View Student Logbooks and Company Supervisor Feedback

The supervisor selects a student to view their logbook entries and company supervisor feedback. The system retrieves the logbook records and associated feedback. The output is a consolidated view of student activities and company feedback for review.



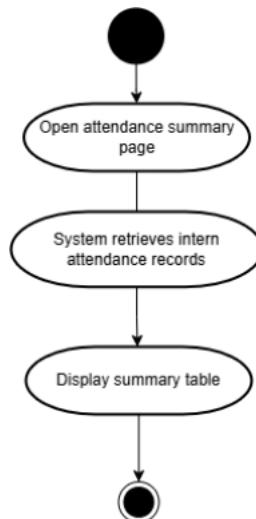
3. Provide performance evaluation for interns

The academic supervisor fills in the performance evaluation form by assigning scores and entering comments for the intern. The system verifies the completeness of the evaluation and stores the assessment in the performance evaluation database.



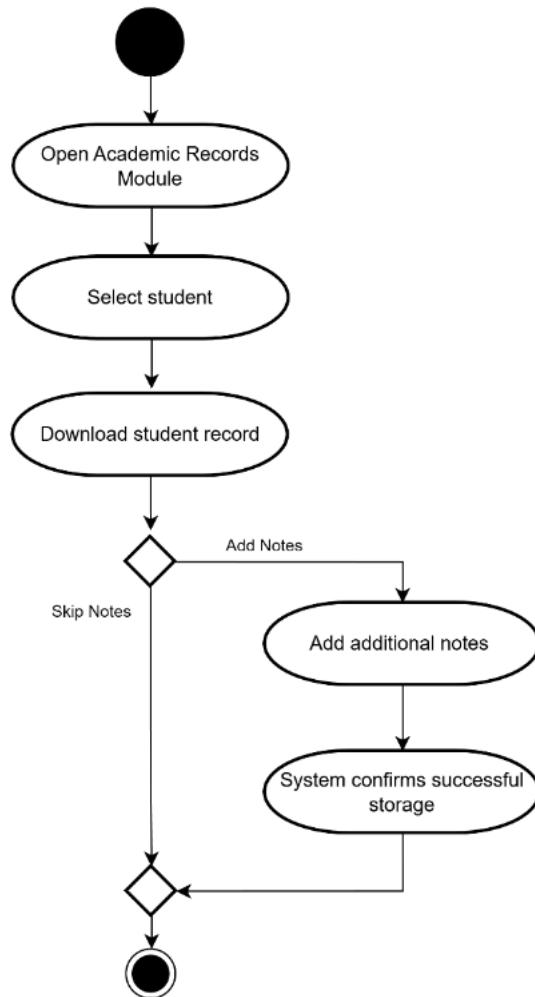
4. View Student Attendance Records

The supervisor selects a student or group of students. The system collects attendance records submitted by the company or system. The output is a summary of attendance, including dates present, absent, and any recorded issues.



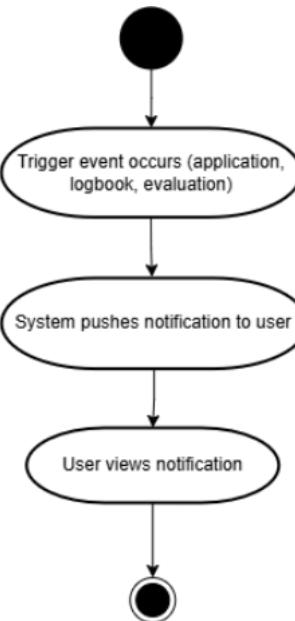
5. Store Academic Records / Comments (Internal Notes)

The supervisor inputs academic records or comments about a student for internal use. The system saves the information securely linked to the student profile. The output is confirmation that the records or notes have been stored successfully.



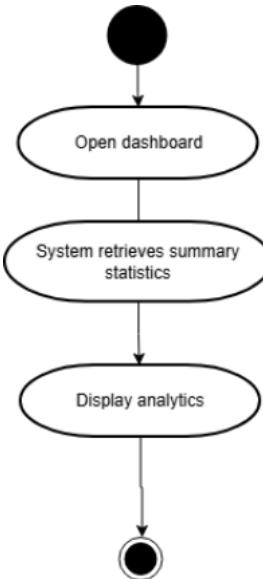
6. Receive Notifications (Application Updates, Logbook, Attendance Issues)

The system automatically sends notifications to the supervisor regarding updates such as student applications, logbook submissions, or attendance issues. The supervisor can view or acknowledge these notifications. The output is a notification list with relevant details and links to the appropriate student records.



7. View Dashboard (Assigned Students, Progress Summary)

The supervisor accesses the dashboard. The system aggregates data on all assigned students, including student profile, progress, application status, logbooks, evaluations, and attendance. The output is a summarized dashboard view providing a quick overview of student progress and key alerts.

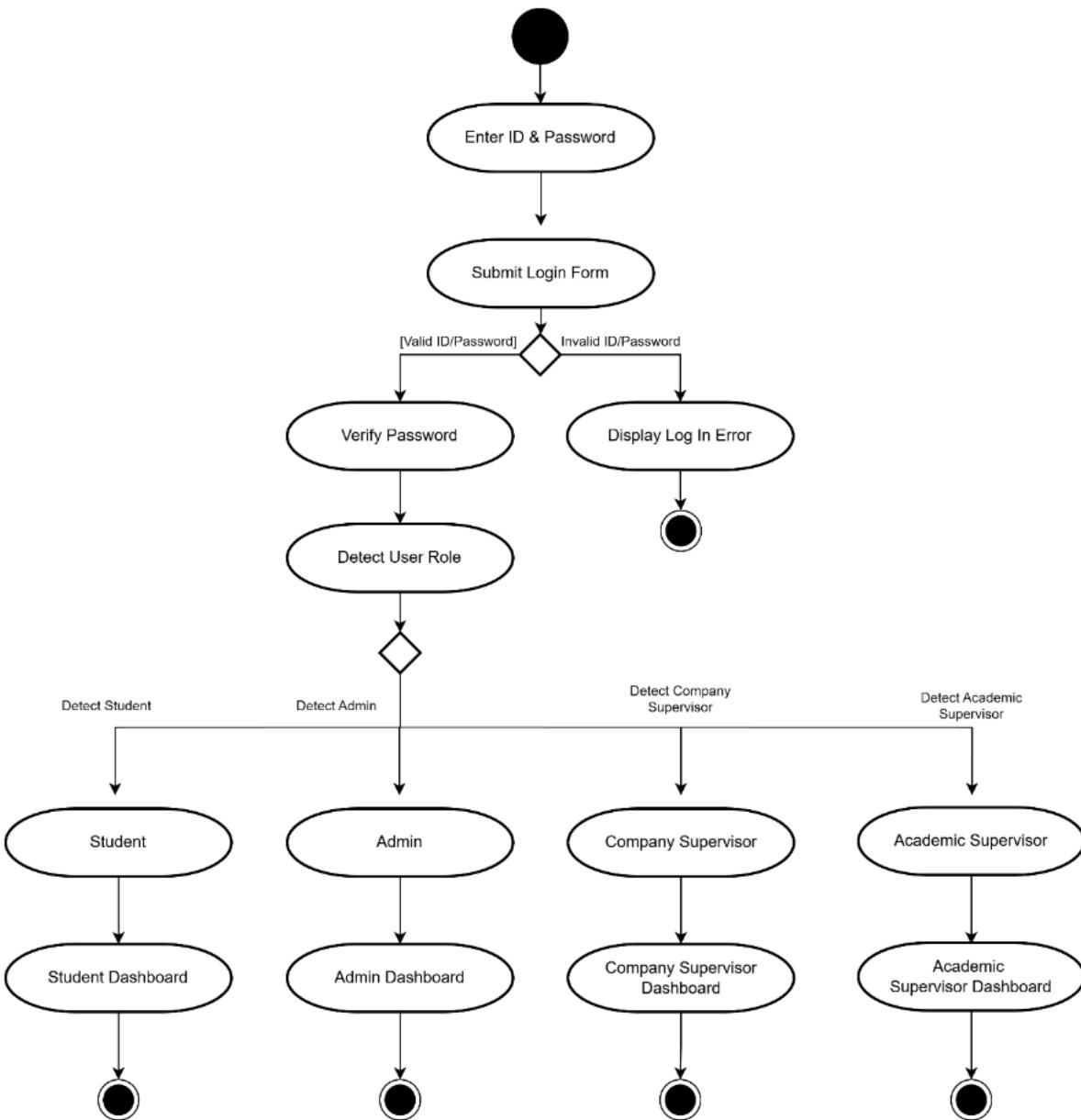


3. Actor 3 (Company Supervisor)

1. Log in

In this use case, the actor enters their details such as username or ID, and password to log in into the system. The system validates the submitted data, verifies the stored credentials in the database. If authentication is successful, the system grants access

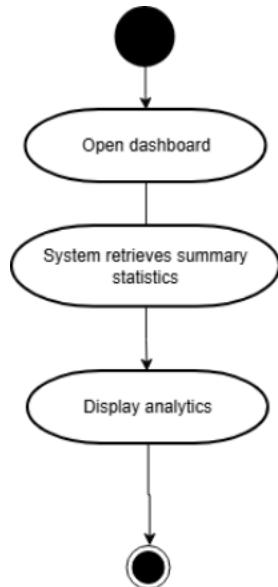
to the user's dashboard and loads role-specific features. Otherwise, an error message is shown.



2. View Dashboard and Access Intern Profiles & Documents

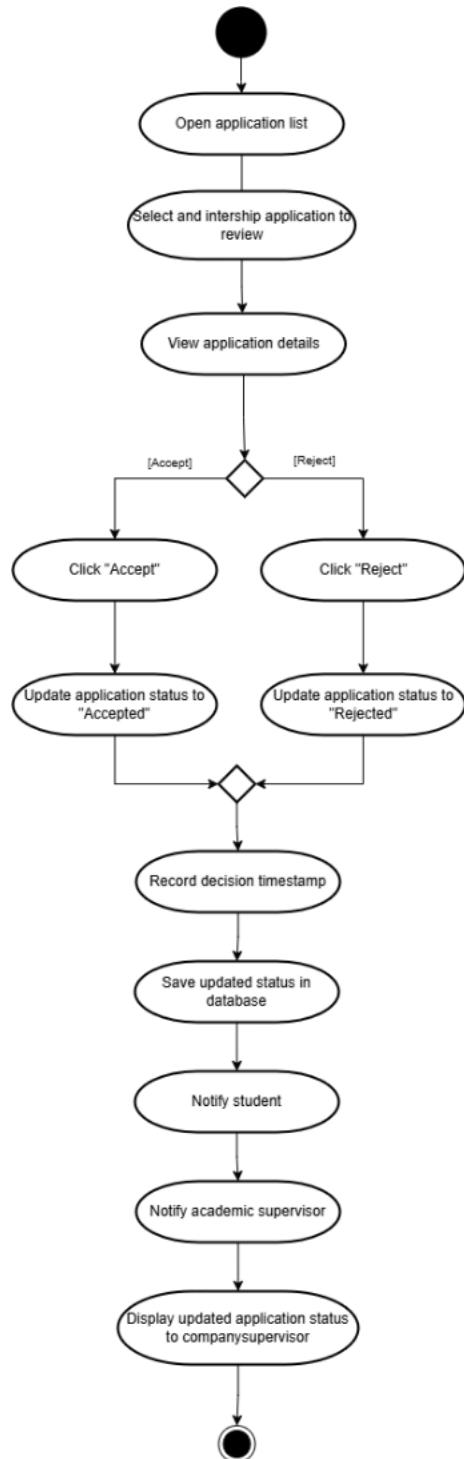
When the Company Supervisor accesses the dashboard after logging into the system, the system verifies their credentials and automatically identifies the company they are associated with. Using this information, the system retrieves all relevant data such as the list of assigned interns, their attendance summaries, logbook submission status, and overall internship progress. The Company Supervisor can browse through each intern's profile to access more detailed

information including their program, internship duration, current status, and uploaded documents. The dashboard for the Company Supervisor is personalized, so the list of interns along with those key details are displayed immediately without requiring any additional request.



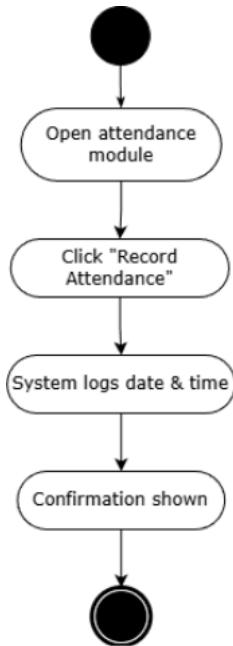
3. Accept/reject internship applications for their company

When reviewing an internship application, the company supervisor inputs their decision by selecting either “Accept” or “Reject.” The system processes this action by updating the application status in the database and recording the decision timestamp. Once the update is successful, the system notifies the student and the assigned academic supervisor of the decision and then displays the revised application status on the supervisor’s interface.



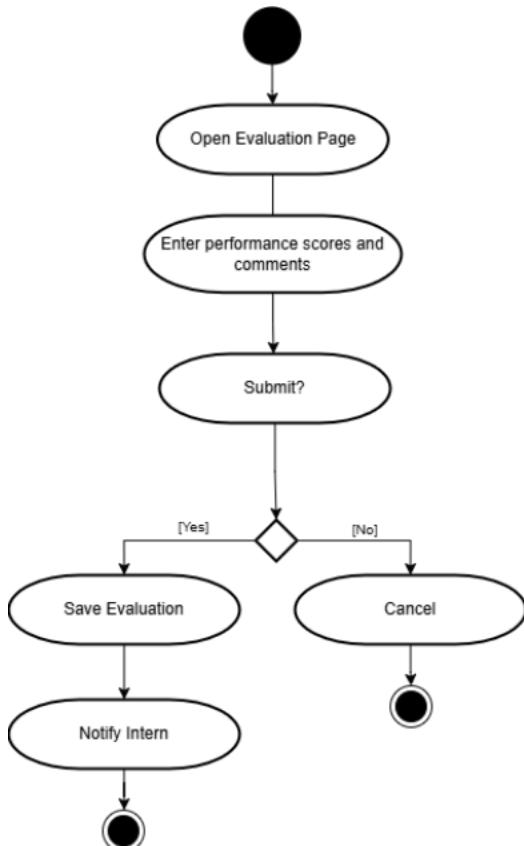
4. Record and manage daily attendance

The company supervisor inputs daily attendance logs for each intern, including check-in and check-out times or status updates such as present, late, or absent. The system validates the entries, stores them in the attendance database, and links them to the respective student records. Once saved, the system generates an updated attendance summary view that the supervisor and academic supervisor can access.



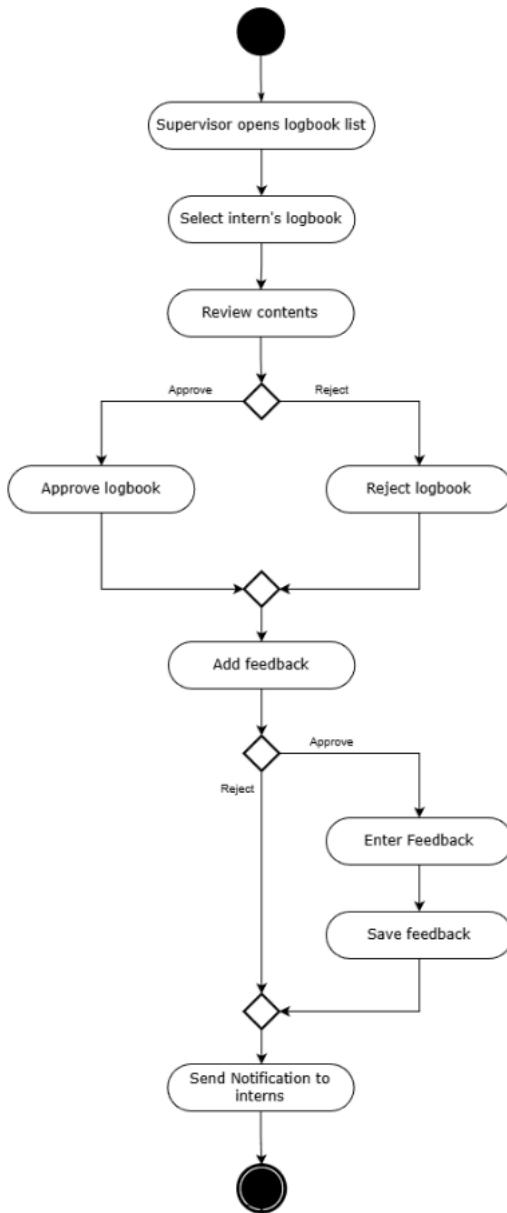
5. Review and thus, approve or reject weekly logbooks

The company supervisor opens a submitted weekly logbook and reviews its contents. After evaluating the entry, the supervisor inputs their decision to either approve or reject it, optionally adding comments. The system processes this decision by updating the logbook status, saving the feedback, and notifying the academic supervisor. The updated status and remarks are then displayed in the supervisor's logbook management view.



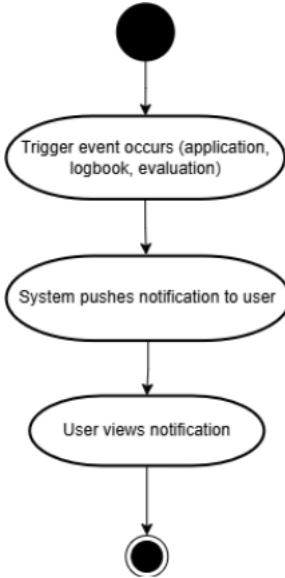
6. Provide performance evaluation for interns

The company supervisor fills in the performance evaluation form by assigning scores and entering comments for the intern. The system verifies the completeness of the evaluation and stores the assessment in the performance evaluation database. Once submitted, the system notifies the academic supervisor and updates the intern's evaluation record, making it available for



7. Receive notifications of applications, logbooks, and deadlines

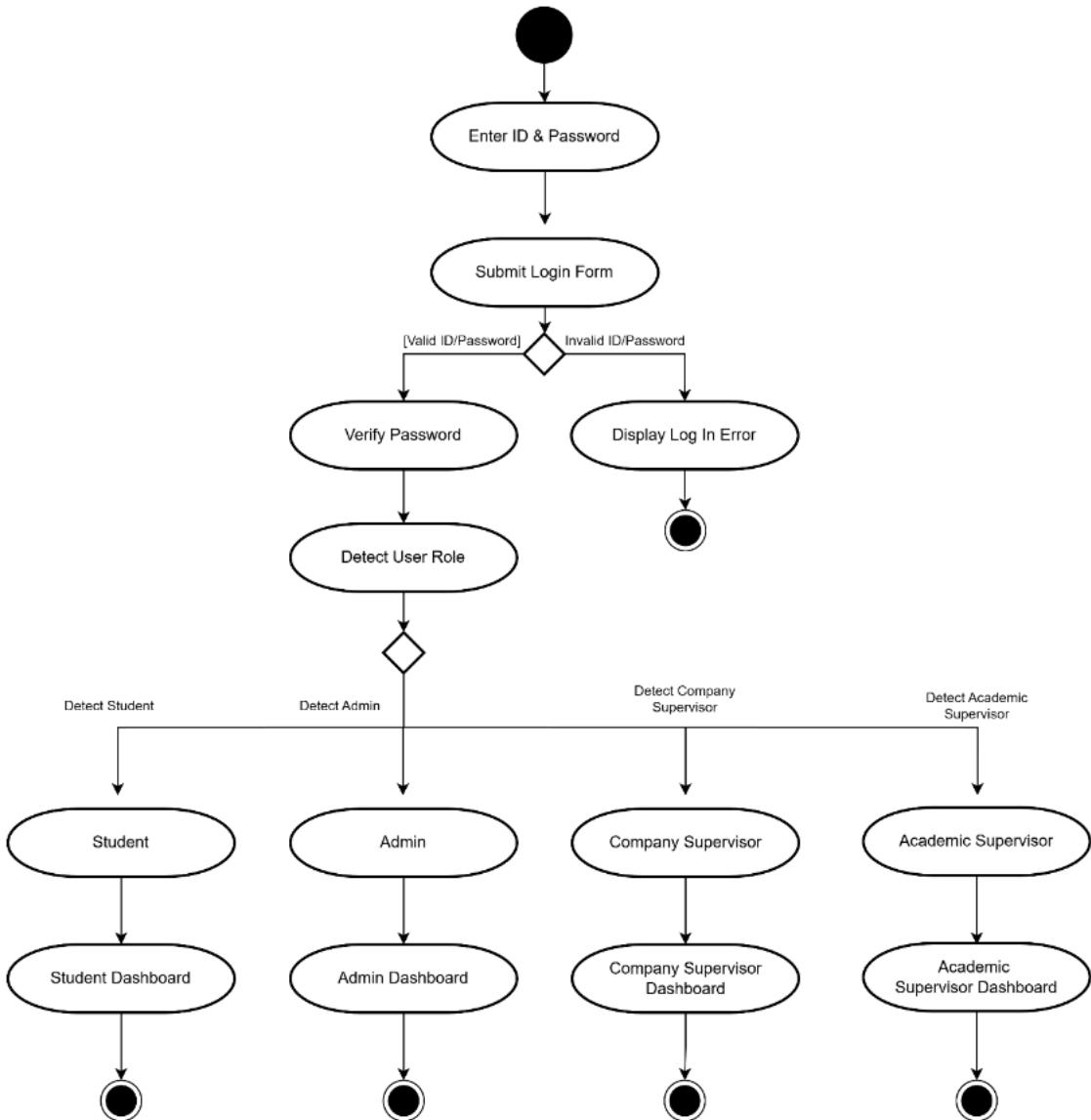
The system automatically generates notifications based on new internship applications, submitted logbooks, pending deadlines, or required supervisor actions. These notifications are delivered to the company supervisor's dashboard or inbox without requiring direct input. The system processes and filters messages relevant to the supervisor's company and displays them with timestamps and action links, ensuring the supervisor remains informed.



4. Actor 4 (Student)

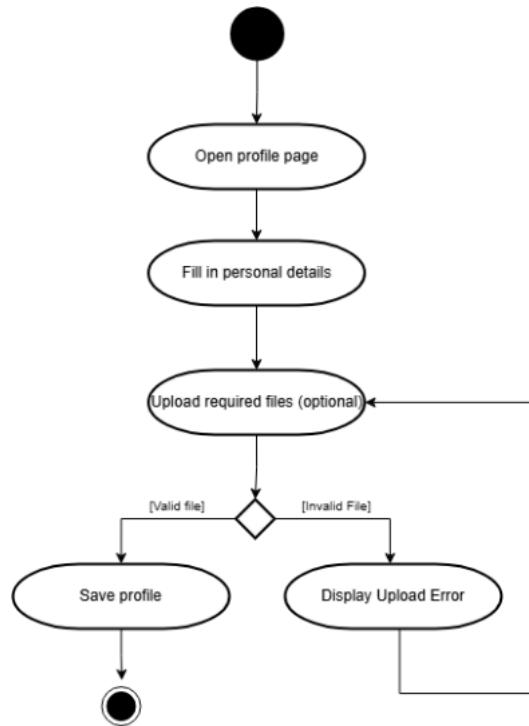
1. Log in

To access the system, the student provides a username id and password. The system checks the credentials against stored records. If the login is valid, the system grants access and loads the student dashboard. If invalid, it returns an error message requesting correction. The output is either successful access or a login failure notification.



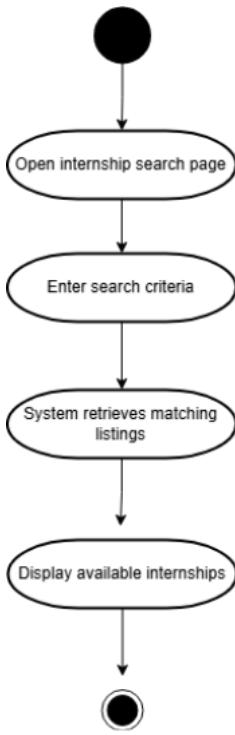
2. Manage Profile & Upload Documents

The student inputs updated information such as contact number, academic details, resume, or internship preferences. The system validates the fields and overwrites the previous profile data with the new information. The output is a notification confirming that the profile has been successfully updated.



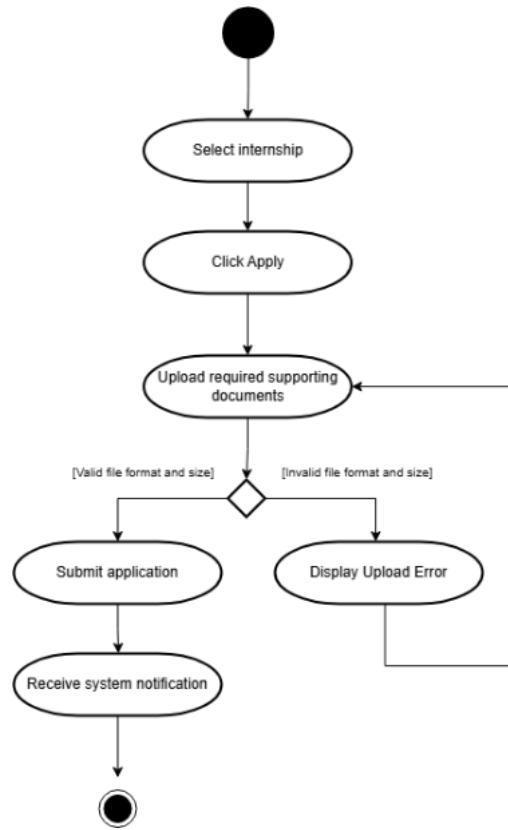
3. Search internship Opportunities

The student can browse company by opening the internship search page and enters their search criteria. The system will retrieve and displays all matching internship opportunities.



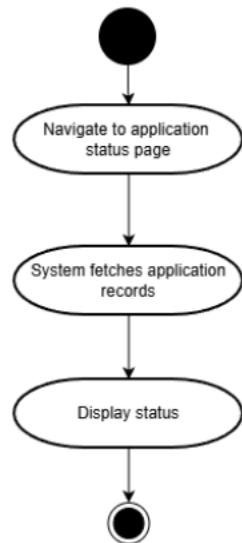
4. Apply for Internship Placement

The student selects an internship and submits an application, attaching required documents like a resume or cover letter. The system records the application, checks for completeness, and forwards it to the company supervisor.



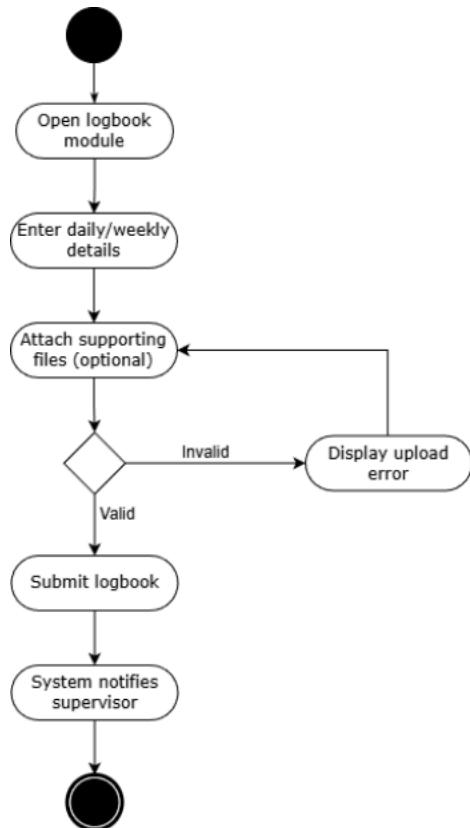
5. View Application Status

The output shown to the student is an updated application status and confirmation of submission.



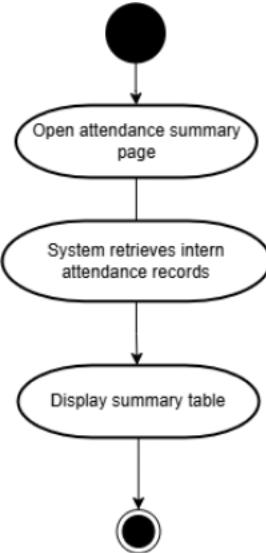
6. Submit Weekly Logbook

The student enters daily or weekly internship activities into the logbook section. The system stores each entry, timestamps it, and updates the student's progress record. The system also triggers a notification to the academic and company supervisors. The output for the student is a confirmation that the logbook entry has been successfully submitted.



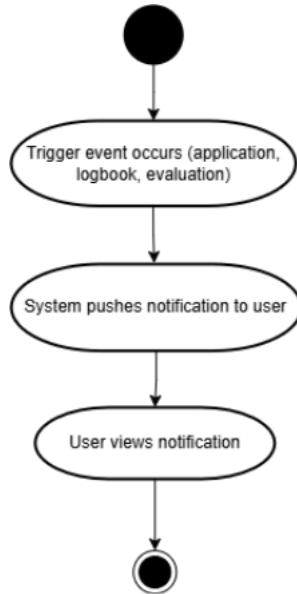
7. View Attendance Summary

The student view attendance records or overall progress. It then generates a visual summary for the student. The output is a dashboard displaying attendance summary.



8. Receive System Notifications

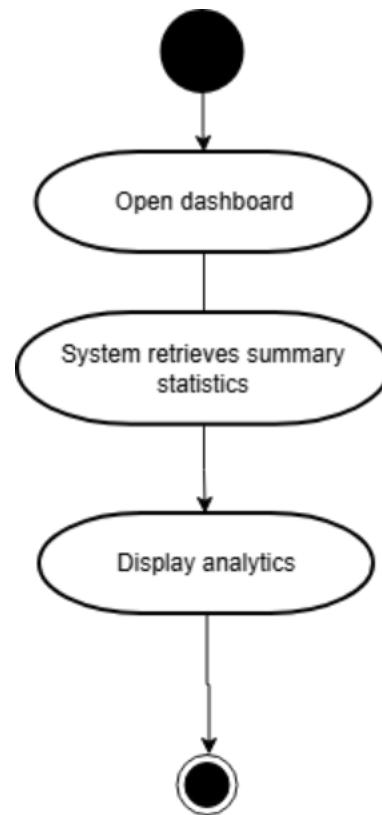
The system processes events in the background and generates appropriate notifications. The output delivered to the student includes reminders, alerts, updates, or messages from supervisors.



9. View Dashboard (Placement, Attendance, Logbook Status)

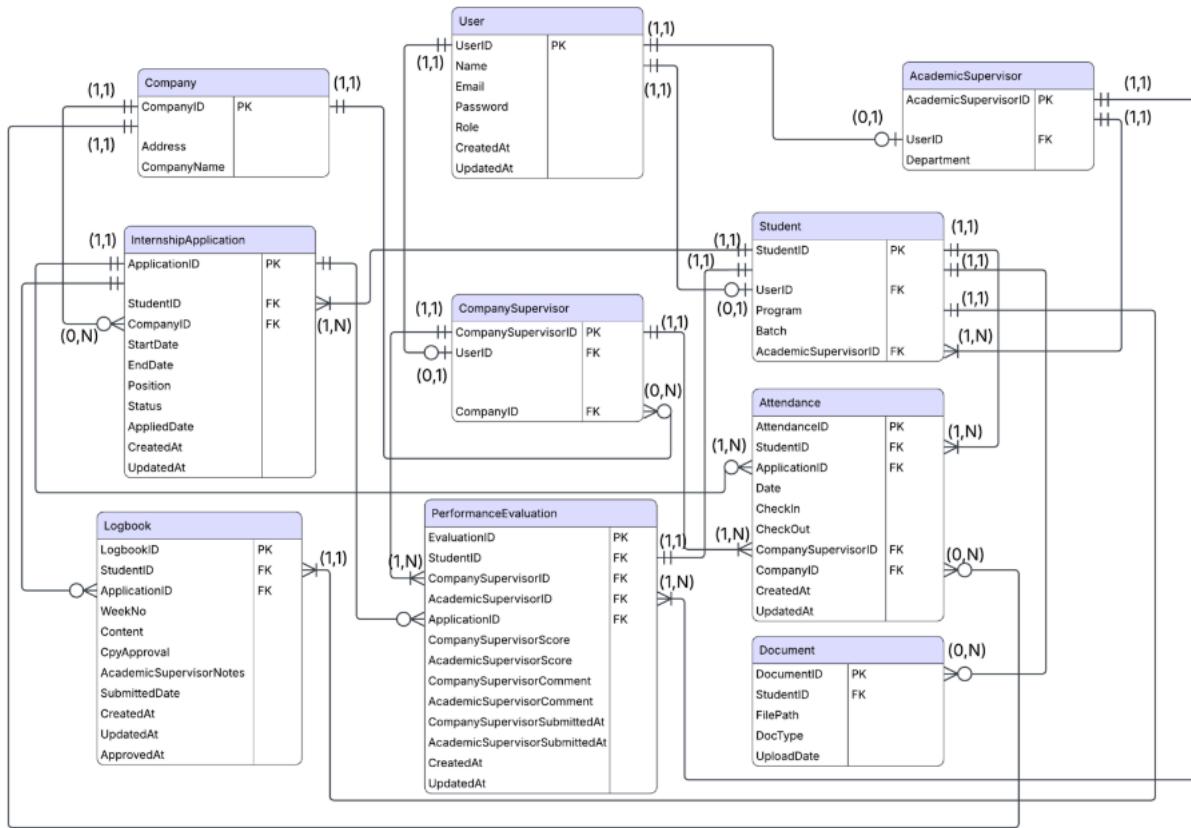
The student logs into the system and opens the dashboard page. The system gathers the student's current placement status, attendance records, and logbook submission progress from its database. It then displays these details in a clear summary format. The student views the dashboard to quickly check their overall internship progress,

including whether they are placed, their attendance percentage, and whether logbook entries are complete or missing.



4.

1. Class Diagrams / ERD



Data Dictionary

User

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
UserID	Number	0	PK	Yes	Not Null	Unique user identifier
Email	Short Text	00	None	Yes	Not Null	User login email
Password	Short Text	255	None	Yes	Not Null	Encrypted password

Role	Short Text	20	None	Yes	Not Null	User access level
CreatedAt	Date/Time		None	Yes	Not Null	Record creation
UpdatedAt	Date/Time		None	No	Null	Last update

Student

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
StudentID	Number	0	PK	Yes	Not Null	Unique student identifier
UserID	Number	0	FK	Yes	Not Null	Links to User
Program	Short Text	20	None	Yes	Not Null	Academic program
Batch	Short Text	20	None	Yes	Not Null	Batch group
AcademicSupervisorID	Number		FK	No	Null	Supervisor assigned

AcademicSupervisor

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
AcademicSupervisorID	Number	0	PK	Yes	Not Null	Supervisor identifier

UserID	Number	0	PK	Yes	Not Null	Links to User
Department	Short Text	00	None	Yes	Not Null	Department Name

Company

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
CompanyID	Number	0	PK	Yes	Not Null	Unique company identifier
CompanyName	Short Text	50	None	Yes	Not Null	Name of the company
Address	LongText	255	None	Yes	Not Null	Company address

CompanySupervisor

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
CompanySupervisorID	Number	0	PK	Yes	Not Null	Supervisor identifier
UserID	Number	0	FK	Yes	Not Null	Links to User

CompanyID	Number	0	FK	Yes	Not Null	Company linked
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InternshipApplication

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
ApplicationID	Number	0	PK	Yes	Not Null	Unique application ID
StudentID	Number	0	FK	Yes	Not Null	Linked student
CompanyID	Number	0	FK	Yes	Not Null	Linked company
StartDate	Date		None	Yes	Not Null	Internship start date
EndDate	Date		None	Yes	Not Null	Internship end date
Status	Short Text	20	None	Yes	Not Null	Pending/Accepted/Rejected
Position	Short Text	50	None	Yes	Not Null	Internship Role
AppliedDate	Date		None	Yes	Not Null	Date applied
CreatedAt	Date/Time		None	Yes	Not Null	Record creation
UpdatedAt	Date/Time		None	No	Null	Update timestamp

Attendance

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
AttendanceID	Number	0	PK	Yes	Not Null	Attendance ID
StudentID	Number	0	FK	Yes	Not Null	Student
ApplicationID	Number	0	FK	Yes	Not Null	Application
CompanySupervisorID	Number	0	FK	Yes	Not Null	Supervisor
CompanyID	Number	0	FK	Yes	Not Null	Company
Date	Date		None	Yes	Not Null	Attendance date
CheckIn	Time		None	Yes	Not Null	Check-in time
CheckOut	Time		None	No	Null	Check-out time
CreatedAt	Date/Time		None	Yes	Not Null	Created
UpdatedAt	Date/Time		None	No	Null	Updated

Logbook

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
LogbookID	Number	0	PK	Yes	Not Null	Logbook ID
StudentID	Number	0	FK	Yes	Not Null	Student
ApplicationID	Number	0	FK	Yes	Not Null	Application

WeekNo	Number	5	None	Yes	Not Null	Week number
Content	Long Text	500	None	Yes	Not Null	Log Details
CpyApproval	Boolean		None	No	Null	Company approval
AcademicSuervisorNotes	Long Text	500	None	No	Null	Supervisor notes
SubmittedDate	Date		None	Yes	Not Null	Submission date
CreatedAt	Date/Time		None	Yes	Not Null	Created
UpdatedAt	Date/Time		None	No	Null	Updated
ApprovedAt	Date/Time		None	No	Null	Approval date

PerformanceEvaluation

Field Name	Data Type	length	PK/FK	Required?	Null/Not Null	Description
EvaluationID	Number	0	PK	Yes	Not Null	Evaluation ID
StudentID	Number	0	FK	Yes	Not Null	Student
CompanySupervisorID	Number	0	FK	Yes	Not Null	Company supervisor
AcademicSupervisorID	Number	0	FK	Yes	Not Null	Academic supervisor
ApplicationID	Number	0	FK	Yes	Not Null	Application
CompanySupervisorScore	Number	5	None	No	Not Null	Score

AcademicSupervisorScore	Number	\$	None	No	Null	Score
CompanySupervisorComment	Long Text	300	None	No	Null	Comments
AcademicSupervisorComment	Long Text	300	None	No	Null	Comments
CompanySupervisorSubmittedAt	Date/ Time		None	No	Null	Submit time
AcademicSupervisorSubmittedAt	Date/ Time		None	No	Null	Submit time
CreatedAt	Date/ Time		None	Yes	Not Null	Created
UpdatedAt	Date/ Time		None	No	Null	Updated

Document

Field Name	Data Type	Length	PK/FK	Required?	Null/Not Null	Description
DocumentID	Number	0	PK	Yes	Not Null	Document ID
StudentID	Number	0	FK	Yes	Not Null	Student
filePath	Short Text	55	None	Yes	Not Null	File Path
DocType	Short Text	0	None	Yes	Not Null	Document type
UploadDate	Date/ Time		None	Yes	Not Null	Uploaded

2. Classes / Entities

Class / Entity	Description

User	Stores basic account credentials and personal information for all system users. It includes basic fields such as name, email, password, and role, ensuring the system to authenticate users and determine their access rights. Each specific role extends from a corresponding User record.
AcademicSupervisor	The AcademicSupervisor represents lecturers that are assigned to supervise students during their internships. It stores advisor specific details such as department and links each advisor to the User table for authentication. Academic supervisors can review student applications, evaluate performance, check logbooks, and oversee students' progression during the internship period.
Student	The Student entity represents students who are participating in internships. It stores academic-related information such as program and batch, links each student to their respective academic supervisor. Students interact with the system by applying for internships, uploading documents, submitting logbooks, and having their attendance and performance monitored.
InternshipApplication	The InternshipApplication entity captures all internship applications submitted by students. It records the company they applied to, their assigned academic supervisor, the date, and the application status. This entity formalises the application workflow and enables tracking from submission to company approval or rejection.

CompanySupervisor	The CompanySupervisor entity represents supervisors at companies who oversee interns that are assigned to their organization. Each Company Supervisor is tied to a User account and a Company. They manage student applications, track attendance, verify logbooks, and provide performance evaluations. This entity ensures that their feedback is integrated into the system.
Company	The Company entity stores essential details about a company such as name and address. Companies host interns and participate in managing the internship process. This entity links to company supervisors and internship applications, enabling the system to match students with suitable placement opportunities at various companies.
Logbook	The Logbook entity contains weekly logs submitted by students throughout their internship period. Each entry includes contents, week number, submission date, and approval or comments from their respective company supervisors. This entity helps to document student work progress and inconsistencies in record-keeping.
Document	The Document entity stores various files uploaded by students such as resumes, offer letters, recommendation letters, and other required documents. It includes fields like file path, document type, and upload date. Documents are accessible by both academic supervisors and company for verification.

PerformanceEvaluation	The PerformanceEvaluation entity records evaluations made by company supervisors about their assigned interns. The evaluations can be accessed by academic supervisors for reviews and stores criteria scores, comments, and evaluation date. This entity contributes directly to student competency and internship outcomes.
Attendance	The attendance entity stores daily students' attendance records, including check-in and check-out times. Company supervisors verify each attendance entry and thus ensuring accurate tracking of students' presence and punctuality during their internship. This entity supports attendance summary viewing and performance monitoring.

5.

<This section is **Optional**. Define any other requirements not covered elsewhere in the SRS. This might include performance, security, usability, and reliability requirements. Add any new sections that are pertinent to the project.>

6.

<List any references or sources used in your analysis.>