

IBA RESPONSIBLE CITIZEN INITIATIVE (RCI) / SOCIAL INTERNSHIP

IBA Student Social Internship Program
/ Community Service

PROCEDURE OF MANDATORY SOCIAL INTERNSHIP / RESPONSIBLE CITIZEN INITIATIVE

SCOPE / ELIGIBILITY

Undergraduate students of all programs (BBA/BS) are eligible to carry out their Responsible Citizen Initiative (RCI) / Social Internships right after their first year of studies/2nd semester and should complete this mandatory graduation requirement by the end of their third year of studies/6th semester.

OBJECTIVE

The 'Responsible Citizen initiative (RCI)' provides an opportunity to each IBA student to gain practical hands-on experience in community service. This exposure builds a sense of deep responsibility & commitment, and serves the purpose of creating awareness among our students about the conditions / needs of the various segments of our society / community in which they spend their entire adult life. It is hoped that they would translate this knowledge into further good deeds and actions.

As a condition for successful graduation, each student enrolled in BBA/BS programs has to complete 6 to 8 weeks' internship at an organization OR a project designated / approved by IBA as suitable for community / social service. The entire period of assignment will have to be spent in one institution rather than divided amongst various organizations. The organization needs to provide IBA a report on the performance and the attitude of our students.

Also, rather than recording the service in terms of hours, it is to be measured in terms of weeks to have a more meaningful impact. However, if the receiving institution feels that the student can divide the work into phases to meet the objective, they may approach CDC and make a case for staggered duration.

This internship will not be a substitute for the regular work / corporate internship and preferably be completed before the start of the fourth year of studies (i.e. enrolment in 7th semester). In case, students going for semester exchange programs OR semester breaks (*for some genuine reasons*) can complete their RCI any time during their four year period of studies. However, students are required to bring such information into the knowledge of Career Development Centre (CDC) staffs to have a written approval for it.

SELECTION OF ORGANIZATIONS / NGOs

During RCI, students are required to work on various social welfare projects with recognized and registered NGOs / organizations / projects having a demonstrated track record. A list of approved/recognized organizations (*present at the end of this document*) can be referred to for the purpose. However, please note that the CDC is continuously contacting more organizations and students are not just limited to the ones mentioned in the CDC approved list.

PROCEDURE FOR RCI / SOCIAL INTERNSHIP PLACEMENT

Contact Process

1. As a first step, CDC approach various NGOs and Social Sector organizations informing them about the RCI / Social Internship details and requesting for social projects that they might have for IBA students. This helps CDC to identify working areas and numbers of students to be allocated for the purpose;
2. Information regarding the social internships are floated through CDC Facebook group and website for convenience and ensuring effectiveness;
3. Students can also use their personal references/contacts and approach organizations directly for internship opportunities.

Selection/ Acceptance

4. Students approaching organizations on their own are required to seek CDC's approval before undertaking their internships. They should provide CDC with the following information for the endorsement purpose:
 - a. Name of the targeted / selected organization for RCI;
 - b. Project/Assignment description;
 - c. Supervisor(s) Name;
 - d. Project initiation date.
5. All students are required to submit an **official acceptance letter** mentioning the duration of the internship duly signed by HR / Senior Official or relevant department head. This letter must be forwarded to the CDC *within the first week* of the internship.
6. For credibility and authentication, students can request CDC (email to cdc@iba.edu.pk / copied to shirazahmed@iba.edu.pk) for a recommendation letter.

Completion of internship period

7. Once the internship period ends, students must submit the following documents to the CDC within two weeks:
 - a. **Acknowledgement Letter OR Certificate** from the organization's HR confirming the completion of internship;
 - b. Filled and sealed **Evaluation Form** (on a prescribed format, available with CDC);
 - c. **Internship Report*** (*Preferably Soft Copy at cdc@iba.edu.pk mentioning 'RCI-YYYY Report-your ERP' i.e. 'RCI-2015 Report-06027' in the subject line*)

*Guideline on Internship report:

Students must document their experience and learning in the form of an 'Internship Report' and submit it to the CDC. There is no established format for the report but generally the report should contain the following points:

- a. Acknowledgement;
- b. Table of contents;
- c. Introduction of the project;
- d. Organization profile and overview;
- e. Elaboration of the processes, tasks, strategies etc. related with the organization and/or the project;
- f. Major responsibilities and tasks performed during the project;
- g. Learning outcomes, observations and Recommendations;
- h. Ending remarks

Acknowledgment

8. CDC issues Acknowledgement Form / Slip once a student submits all the required documents (*mentioned above*);
9. Letter of gratitude and acknowledgement sent to the organizations from CDC; in particular to the ones which consume larger pool of IBA students.

IMPORTANT NOTES:

- NGOs selected / designated are not only necessarily be operating in Karachi OR Pakistan only but can be functioning in different cities / countries as well, enabling students from different hometowns and countries to spend time with their families and contribute towards uplifting the community in their respective areas of residence;
- Students are required to complete RCI / Social Internship before their enrollment in fourth year (i.e. 7th semester);
- Students are allowed to work 6 - 8 weeks during the summer break and under the direction of a designated supervisor from the host NGO.

List of NGOs / Social Sector Organizations / Social Service Units

1. Academic Achievement Plus
2. ActionAid
3. Aga Khan Development Network (AKDN) - All Institutions
4. AIESEC
5. Akhuwat
6. Al Umeed Rehabilitation Association - AURA
7. Alamgir Welfare Trust International
8. Albaraka Welfare Trust International
9. All Pakistan Women's Association (APWA)
10. Al-Mustafa Welfare Society
11. Aman Foundation
12. Ansar Burny Welfare Trust
13. Aurat Foundation
14. Azad Foundation
15. Azm-e-Alishan
16. Behbud Association
17. Bhabdar Sangat (Bhs)
18. Bunyad Foundation
19. Care Foundation
20. Centre of Excellence for Rural Development
21. Charity Association Khafji
22. Charter for Compassion Pakistan
23. Chhipa Welfare Association
24. Children Cancer Hospital
25. Citizen's Education Development Foundation
26. Civil Society Resource Centre
27. Dar-UI-Sukun
28. Developments in Literacy (DIL)
29. Dow University of Health Sciences
30. Edhi Foundation
31. Education for All (EFA)
32. Education Fund for Sindh
33. Edvolution Welfare Organization
34. Family Education Services Foundation
35. Fatima Welfare Foundation (FWF)
36. Fatmid Foundation
37. Godhra Muhammadi Anjuman
38. Hamdard University Hospital
39. Health and Nutrition Development Society (Hands)
40. Health Oriented Preventive Education (Hope)
41. Human Rights Commission Of Pakistan

42. Husaini Hematology Oncology Trust
43. IBA Lions Club International
44. Ida Rieu Welfare Organization
45. Ignite Self Discovery Program (ISDP)
46. IHSAN Trust
47. Imran Rehabilitation Centre
48. Indus Hospital
49. Initiator Human Development Foundation
50. Jafaria Disaster Management Cell (JDMC) Welfare Organization
51. Justuju Welfare Organization
52. Kashf Foundation
53. Liaquat National Hospital (LNH)
54. Liaquat University Of Medical and Health Sciences (LUMHS)
55. Lions Club International
56. LRBT Free Eye Care
57. Madawa Welfare Society
58. Make-A-Wish Foundation
59. Manzil Education Organization
60. Marie Adelaide Leprosy Centre
61. Marie Stopes Society
62. Mashal Foundation
63. MKR Foundation
64. National Epilepsy Centre
65. National Research & Development Foundation
66. Naveed-E-Sahar Trust
67. Naya Jeevan Foundation
68. Oratoire Summer Camp-IBA
69. Pakistan Red Crescent Society
70. Pakistan Society Training and Development
71. Participatory Efforts for Healthy Environment (PEHE)
72. PeaceNiche
73. Pyam-E-Taleem Education Centre
74. Red Crescent Society of Pakistan
75. Refugee Assistance Program
76. Roshni Homes Trust
77. Rotaract Club
78. Sahara for Life Trust
79. Save Our Future Welfare Organization
80. Saylani Welfare International Trust
81. School Of Leadership / School Of Ledership Foundation
82. Shaffaf Welfare Trust
83. Shaukat Khanum Memorial Cancer Hospital and Research Centre
84. Shehri-Citizens for a Better Environment

85. Shell Live Wire Trust / Shell Tameer
86. Shifa International Hospital
87. Sina Healthcare, Education, and Welfare Trust
88. Sind Education Foundation
89. Sindh Agricultural and Forestry Workers Coordinating Organization (Safwco)
90. Sindh Institute Of Urology and Transplantation (Siut)
91. Sindh Technical Education and Vocational Training Authority
92. Singapore Council of Women's Organizations (SCWO)
93. Sirat-ul-Jannah Trust
94. Social Elevation Network
95. Social Welfare Organization
96. Society for Education Welfare
97. Society for Safe Environment & Welfare Of Agrarians In Pakistan
98. Solarization Welfare Organization (SWO)
99. Soroptimist International
100. SOS Children's Village
101. South City Hospital
102. Special Olympics Pakistan
103. Strengthening Participatory Organization
104. Subh-e-SadiqSundas Foundation
105. Sungi Development Foundation
106. Sylani Welfare International Trust
107. Teach For Pakistan
108. Thardeep Rural Development Programme (TRDP)
109. The Citizen Foundation (TCF)
110. The Garage School
111. The Layton Rahmatulla Benevolent Trust (LRBT)
112. United Nations Development Programme (UNDP)
113. Willows Foundation
114. World Health Organization
115. World Wildlife Fund Pakistan
116. Zainabia Blood Bank
117. Zindagi Trust