

# IBA RESPONSIBLE CITIZEN INITIATIVE (RCI)/SOCIAL INTERNSHIP

## RCI Objective

The 'Responsible Citizen initiative (RCI)/Social Internship' provides an opportunity for each IBA student to gain practical hands-on experience in community service. This exposure helps students in developing a sense of deep responsibility & commitment, and serves the purpose of creating awareness about the conditions/needs of the various segments of our society/community in which they spend their entire adult life. The idea is to provide students a platform to serve the community and utilize their knowledge/skills for the betterment of marginalized strata of society.

## Eligibility

Undergraduate students of all programs (BBA/BS) are eligible to carry out their Responsible Citizen Initiative (RCI)/Social Internships any time between their 2<sup>nd</sup> semester and 7<sup>th</sup> semester of undergrad study.

This internship will not be a substitute for the regular work/corporate internship and should preferably be completed before the start of the fourth year of studies (i.e. enrollment in 7<sup>th</sup> semester). Students going for semester exchange programs OR semester breaks (*for some genuine reasons*) can complete their RCI/Social Internship any time during their four year period of studies, after intimating the Career Development Centre of the appropriate reason via email at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk).

## Selection of Organizations

During RCI/Social Internship, students are required to work on various social welfare projects with recognized and registered NGOs/organizations/social enterprises having a demonstrated track record. A list of some of the recognized organizations (*presented at the end of this document*) can be referred to for the purpose. However, please note that the CDC has shortlisted these organizations based on its internal criteria. This number will keep increasing as we bring more NGOs/Social Sector organizations on board.

## Important Notes for Students

- ❖ As a condition for successful graduation, each student enrolled in an undergraduate programs (BBA/BS) must complete 6 to 8 week internship at an organization OR a project designated/endorsed by the IBA Career Development Center (CDC) as suitable for community/social service.
- ❖ Students can approach social organizations on their own as well (*other than those mentioned in the list present at the end of the document*), but are required to seek CDC's approval before undertaking their internships. In this case, please refer to **Point no. 4** under **Selection/Acceptance stage below**.
- ❖ The entire period of assignment must be spent in one institution rather than divided amongst various organizations.
- ❖ Students who undertake their social internships during the summer break have to complete minimum 6 weeks duration as per the working schedule of the organization, while students pursuing their social internship during the regular semester i.e. Fall/Spring should at least provide 120 hours to the organization in order to complete the RCI requirement.

## PROCEDURE FOR RCI/SOCIAL INTERNSHIP PLACEMENT

### STAGE 1: Contact Process

1. As a first step, CDC approaches 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 work areas and numbers of students to be allocated for the purpose;
2. Information regarding the social internships is floated through [CDC Facebook group](#) and the [website](#) for students' convenience and ensuring its effectiveness;
3. Students can also use their personal references/contacts and approach organizations directly for internship opportunities.

### STAGE 2: Selection / Acceptance

4. Students approaching organizations on their own (*which are not present in the list of recommended institutions provided CDC*) 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/Social Internship;
  - b. Official Website, Postal Address, and email correspondence;
  - c. Project/Assignment description;
  - d. Supervisor(s) Name, designation, and contact details;
  - e. Project initiation date and expected ending date.
5. All students are required to submit an **official acceptance letter** mentioning the duration of the internship duly signed by HR/Company Official/relevant department head. This letter must be forwarded to the CDC via email *within the first week* of the internship;
6. For credibility and authentication, students can request CDC for a recommendation letter by emailing at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk) / copy (cc) it to [shirazahmed@iba.edu.pk](mailto:shirazahmed@iba.edu.pk). Make sure to mention the following in your email:
  - a. Your name, IBA ERP #, Program, and semester;
  - b. Name of the organization;
  - c. Organization representative's name and designation.
  - d. Subject line: Social Internship-Recommendation Letter.

### STAGE 3: Completion of Internship period

7. Once the internship period ends, students must submit the following documents to the CDC along with an [ACKNOWLEDGEMENT FORM](#) within two weeks of their completion of internship:
  - a. **Acknowledgement Letter OR Certificate** from the organization's HR confirming the completion of the internship;
  - b. Filled and sealed [EVALUATION FORM](#)

- c. **Internship Report\*** (Preferably Soft Copy at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk) mentioning 'RCI Report-YYYY-your ERP' i.e. 'RCI Report-2016 -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 **via email only**. 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 to the organization and/or the project;
- f. Major responsibilities and tasks performed during the project;
- g. Learning outcomes, observations and Recommendations;
- h. Ending remarks.

#### **STAGE 4: Acknowledgment**

8. CDC issues Acknowledgement 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 for Organizations**

The organization needs to provide IBA a report on the performance and the attitude of our students in a **PRESCRIBED FORMAT**.

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 objectives, they may approach CDC and make a case for staggered duration.

## LIST OF NGOS/SOCIAL SECTOR ORGANIZATIONS/SOCIAL SERVICE UNITS

NGOs mentioned below are not 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.

Please note that the CDC has shortlisted these organizations based on its internal criteria. This number will keep increasing as we bring more NGOs/Social Sector organizations on board. For on-going updates, please refer to the [ORGANIZATION LIST FOR SOCIAL INTERNSHIP](#).

S.No.	Name of Organization	Website/URL	Location
1	Academic Achievement Plus (AAP)	<a href="http://aaptrust.org/">http://aaptrust.org/</a>	Karachi
2	ActionAid	<a href="http://www.actionaid.org/pakistan">http://www.actionaid.org/pakistan</a>	23 districts across 4 provinces. <a href="#">Contact ActionAid</a>
3	Aga Khan Development Network (AKDN) - All Institutions	<a href="http://www.akdn.org/">http://www.akdn.org/</a>	Karachi, Gilgit-Baltistan
4	AIESEC	<a href="http://aiesec.org/">http://aiesec.org/</a> OR <a href="http://aiesec.org.pk/">http://aiesec.org.pk/</a>	Across the globe
5	Akhuwat	<a href="http://www.akhuwat.org.pk/internship.asp">http://www.akhuwat.org.pk/internship.asp</a>	Lahore, Karachi
6	Al Umeed Rehabilitation Association - AURA	<a href="http://www.alumeed.com/">http://www.alumeed.com/</a>	Karachi
7	Alamgir Welfare Trust International	<a href="http://www.alamgirwelfaretrust.com.pk/alamgir2013/index.asp">http://www.alamgirwelfaretrust.com.pk/alamgir2013/index.asp</a>	Karachi, Islamabad
8	Albaraka Welfare Trust International	<a href="http://www.albarakatrust.org/">http://www.albarakatrust.org/</a>	Karachi
9	All Pakistan Women's Association (APWA)	<a href="http://www.apwapakistan.com">http://www.apwapakistan.com</a>	Karachi
10	Al-Mustafa Welfare Society	<a href="http://almustafa.pk/be-a-volunteer/">http://almustafa.pk/be-a-volunteer/</a>	Karachi
11	Aman Foundation	<a href="http://www.theamanfoundation.org/careers/internships/">http://www.theamanfoundation.org/careers/internships/</a>	Karachi
12	Ansar Burny Welfare Trust	<a href="http://ansarburney.org/">http://ansarburney.org/</a>	Karachi, London
13	Aurat Foundation	<a href="http://www.af.org.pk/">http://www.af.org.pk/</a>	Islamabad, Lahore, Karachi, Quetta, Peshawar
14	Azad Foundation	<a href="http://www.azadfoundation.org/volunteer.php">http://www.azadfoundation.org/volunteer.php</a>	Karachi
15	Azm-e-Alishan	<a href="http://www.azmealishan.com.pk/">http://www.azmealishan.com.pk/</a>	
16	Behbud Association	<a href="http://www.behbudkarachi.org/">http://www.behbudkarachi.org/</a>	Karachi
17	Bhandar Sangat (Bhs)	<a href="http://www.bhs.org.pk/">http://www.bhs.org.pk/</a>	Hyderabad, Mirpurkhas, Karachi, Tando Allah Yar
18	Bunyad Foundation	<a href="http://www.bunyad.org.pk/">http://www.bunyad.org.pk/</a>	Lahore
19	Care Foundation	<a href="http://www.carepakistan.org/index.html">http://www.carepakistan.org/index.html</a>	Lahore
20	Centre of Excellence for Rural Development	<a href="http://cerdpakistan.org/">http://cerdpakistan.org/</a>	Khyber Pakhtunkhwa & FATA <a href="#">Contact CERD</a>
21	Charter for Compassion Pakistan	<a href="http://charterforcompassion.org.pk/">http://charterforcompassion.org.pk/</a>	Karachi
22	Chhipa Welfare Association	<a href="http://www.chhipa.org/">http://www.chhipa.org/</a>	Karachi
23	Children Cancer Hospital	<a href="http://ccfpakistan.org/">http://ccfpakistan.org/</a>	Karachi
24	Citizen's Education Development Foundation	<a href="http://cedfpakistan.com/">http://cedfpakistan.com/</a>	Karachi
25	Developments in Literacy (DIL)	<a href="http://www.dil.org/">http://www.dil.org/</a>	Islamabad, US, UK, Canada

26	Dow University of Health Sciences	<a href="http://www.duhs.edu.pk/">http://www.duhs.edu.pk/</a>	Karachi
27	Edhi Foundation	<a href="https://edhi.org/">https://edhi.org/</a>	All provinces across Pakistan
28	Education for All (EFA)	<a href="http://www.unesco.org/new/en/education/themes/leading-the-international-agenda/education-for-all">http://www.unesco.org/new/en/education/themes/leading-the-international-agenda/education-for-all</a> OR <a href="http://unesco.org.pk/">http://unesco.org.pk/</a>	Islamabad
29	Education Fund for Sindh	<a href="http://educationfundforsindh.com/">http://educationfundforsindh.com/</a>	All across Sindh
30	Edvolution Welfare Organization	<a href="https://www.facebook.com/pakistan.edvolution/">https://www.facebook.com/pakistan.edvolution/</a>	Karachi
31	Elaj Trust	<a href="http://www.elajtrust.org/">http://www.elajtrust.org/</a>	Karachi
32	Family Education Services Foundation	<a href="http://www.fesf.org.pk/">http://www.fesf.org.pk/</a>	Karachi, Hyderabad, Tando Allah Yar, Sukkur, Lahore, Nawabshah
33	Fatima Welfare Foundation (FWF)	<a href="http://www.fwf.org.pk/">http://www.fwf.org.pk/</a>	KPK Province
34	Fatimid Foundation	<a href="http://www.fatimid.org/">http://www.fatimid.org/</a>	Karachi
35	Hamdard University Hospital	<a href="http://hamdard.edu.pk/hospitals/">http://hamdard.edu.pk/hospitals/</a>	Karachi, Islamabad
36	Health and Nutrition Development Society (Hands)	<a href="http://www.hands.org.pk/">http://www.hands.org.pk/</a>	<a href="#">All across Pakistan Contact HANDS</a>
37	Health Oriented Preventive Education (Hope)	<a href="http://www.hope-ngo.com/">http://www.hope-ngo.com/</a>	Karachi, Thatta
38	Human Rights Commission Of Pakistan	<a href="http://hrcp-web.org/hrcpweb/">http://hrcp-web.org/hrcpweb/</a>	Lahore
39	Husaini Hematology Oncology Trust	<a href="http://husaini.org/">http://husaini.org/</a>	Karachi
40	Ida Rieu Welfare Organization	<a href="http://idarieu.org/">http://idarieu.org/</a>	Karachi
41	IHSAN Trust	<a href="http://www.ihsantrust.org/">http://www.ihsantrust.org/</a>	<a href="#">Contact IHSAN Trust</a>
42	Imran Rehabilitation Centre	<a href="http://www.imranrehab.com.pk/home.html">http://www.imranrehab.com.pk/home.html</a>	Karachi
43	Indus Hospital	<a href="http://www.indushospital.org.pk/">http://www.indushospital.org.pk/</a>	Karachi
44	Initiator Human Development Foundation	<a href="http://www.net-ngo.org/detailpage.cfm?ngoid=1267">http://www.net-ngo.org/detailpage.cfm?ngoid=1267</a>	Karachi
45	Interactive Research & Development (IRD)	<a href="http://www.irdresearch.org/">http://www.irdresearch.org/</a>	Karachi, UAE, South Africa
46	Jafaria Disaster Management Cell (JDC) Welfare Organization	<a href="https://www.facebook.com/JDC.organization">https://www.facebook.com/JDC.organization</a>	Karachi
47	Justuju Welfare Organization	<a href="http://justuju.org/">http://justuju.org/</a>	Karachi
48	Kashf Foundation	<a href="http://kashf.org/">http://kashf.org/</a>	Lahore
49	Liaquat National Hospital (LNH)	<a href="http://www.lnh.edu.pk/">http://www.lnh.edu.pk/</a>	Karachi
50	Liaquat University Of Medical and Health Sciences (LUMHS)	<a href="http://www.lumhs.edu.pk/">http://www.lumhs.edu.pk/</a>	Jamshoro
51	Lions Club International	<a href="http://www.lionsclubs.org/EN/index.php">http://www.lionsclubs.org/EN/index.php</a>	USA
52	LRBT Free Eye Care	<a href="http://www.lrbt.org.pk/">http://www.lrbt.org.pk/</a>	Karachi, UK, Canada, USA
53	Make-A-Wish Foundation	<a href="http://www.makeawish.org.pk/">http://www.makeawish.org.pk/</a>	Karachi, Lahore
54	Manzil Education Organization	<a href="http://manziledu.org/">http://manziledu.org/</a>	Karachi
55	Marie Adelaide Leprosy Centre	<a href="http://www.malc.org.pk/">http://www.malc.org.pk/</a>	<a href="#">Contact MALC</a>
56	Marie Stopes Society	<a href="http://mariestopespk.org/">http://mariestopespk.org/</a>	<a href="#">Contact MSS</a>

57	Mashal Foundation	<a href="http://www.mashalfoundation.org.pk/">http://www.mashalfoundation.org.pk/</a>	Islamabad, USA, Canada
58	MKR Foundation	<a href="http://www.mkrf.org/">http://www.mkrf.org/</a>	Karachi
59	National Epilepsy Centre	<a href="http://epilepsypakistan.com/nec_html/index...html">http://epilepsypakistan.com/nec_html/index...html</a>	<a href="#">Contact NEC</a>
60	National Research & Development Foundation	<a href="http://www.nrdf.org.pk/">http://www.nrdf.org.pk/</a>	Peshawar
61	Naya Jeevan Foundation	<a href="http://www.njfk.org/">http://www.njfk.org/</a>	Karachi
62	Pakistan Red Crescent Society	<a href="http://prcs.org.pk/prcs/">http://prcs.org.pk/prcs/</a>	Karachi, Lahore, Peshawar, Quetta, Gilgit-Balistan, AJK
63	Pakistan Society Training and Development	<a href="http://pstd.com.pk/">http://pstd.com.pk/</a>	Karachi
64	PeaceNiche	<a href="http://peaceniche.org/">http://peaceniche.org/</a>	Karachi
65	Rabtt	<a href="http://rabtt.org/">http://rabtt.org/</a>	Karachi, Lahore
66	Refugee Assistance Program	<a href="http://www.yfpf.org/refugees">http://www.yfpf.org/refugees</a>	<a href="#">Contact RAP</a>
67	Roshni Homes Trust	<a href="http://roshnihomes.org/">http://roshnihomes.org/</a>	Gujranwala, Lahore
68	Rotaract Club	<a href="http://rotary.org.pk/">http://rotary.org.pk/</a>	Karachi, Lahore, Rawalpindi
69	Sahara for Life Trust	<a href="http://www.saharaforlife.org/">http://www.saharaforlife.org/</a>	Lahore, London, Washington
70	Save Our Future Welfare Organization	<a href="http://sofpk.org/">http://sofpk.org/</a>	Karachi
71	Saylani Welfare International Trust	<a href="http://saylaniwelfare.com/">http://saylaniwelfare.com/</a>	Karachi
72	School Of Leadership / School Of Leadership Foundation	<a href="http://sol.edu.pk/">http://sol.edu.pk/</a> OR <a href="http://www.solf.org.pk/web/">http://www.solf.org.pk/web/</a>	Karachi
73	Shaffaf Welfare Trust	<a href="https://www.facebook.com/Shaffaf-Welfare-Trust-SWT-122360131194713/">https://www.facebook.com/Shaffaf-Welfare-Trust-SWT-122360131194713/</a>	Karachi
74	Shaukat Khanum Memorial Cancer Hospital and Research Centre	<a href="https://www.shaukatkhanum.org.pk/">https://www.shaukatkhanum.org.pk/</a>	<a href="#">Contact SKM</a>
75	Shehri-Citizens for a Better Environment	<a href="http://www.shehri.org/">http://www.shehri.org/</a>	Karachi
76	Shell Tameer	<a href="http://shelltameer.com/">http://shelltameer.com/</a>	Karachi
77	Shifa International Hospital	<a href="http://shifa.com.pk">http://shifa.com.pk</a>	Islamabad, Faisalabad, Dubai
78	Sina Healthcare, Education and Welfare Trust	<a href="http://sina.pk/">http://sina.pk/</a>	Karachi
79	Sindh Education Foundation	<a href="http://educationfundforsindh.com/">http://educationfundforsindh.com/</a>	<a href="#">Across Sindh Contact SEF</a>
80	Sindh Agricultural and Forestry Workers Coordinating Organization (Safwco)	<a href="http://www.safwco.org/home/">http://www.safwco.org/home/</a>	Hyderabad, Shahdadpur (Sindh)
81	Sindh Institute Of Urology and Transplantation (SIUT)	<a href="http://www.siut.org/">http://www.siut.org/</a>	Karachi
82	Sindh Technical Education and Vocational Training Authority	<a href="http://www.stevta.gos.pk/">http://www.stevta.gos.pk/</a>	Karachi, Hyderabad, Sukkur, Mirpurkhas, Larkana
83	Singapore Council of Women's Organizations (SCWO)	<a href="http://www.scwo.org.sg/">http://www.scwo.org.sg/</a>	Singapore
84	Sirat-ul-Jannah Trust	<a href="http://sirat-ul-jannah.org.pk/">http://sirat-ul-jannah.org.pk/</a>	Murree
85	Social Elevation Network	<a href="http://www.senpak.org/home.html">http://www.senpak.org/home.html</a>	Karachi
86	Social Welfare Organization	<a href="http://www.net-ngo.org/detailpage.cfm?ngoid=1036">http://www.net-ngo.org/detailpage.cfm?ngoid=1036</a>	KPK Province
87	Society for Education Welfare	<a href="http://sewpak.org/">http://sewpak.org/</a>	Karachi

88	Society for Safe Environment & Welfare Of Agrarians In Pakistan	<a href="http://ssewa-pak.org/">http://ssewa-pak.org/</a>	Umerkot, Naushahro Feroze, Mirpurkhas
89	Solarization Welfare Organization (SWO)	<a href="https://www.facebook.com/Solarization.Welfare.org">https://www.facebook.com/Solarization.Welfare.org</a>	Karachi
90	Soroptimist International	<a href="http://www.soroptimist.org/">http://www.soroptimist.org/</a>	<a href="#">Contact Soroptimist</a>
91	SOS Children's Village	<a href="http://www.sos.org.pk/">http://www.sos.org.pk/</a>	<a href="#">Contact SOS</a>
92	South City Hospital	<a href="http://southcityhospital.org/">http://southcityhospital.org/</a>	Karachi
93	Special Olympics Pakistan	<a href="http://www.specialolympics.pk/">http://www.specialolympics.pk/</a>	Karachi, Lahore, Islamabad
94	Strengthening Participatory Organization	<a href="http://www.spopk.org/spo/">http://www.spopk.org/spo/</a>	<a href="#">Contact SPO</a>
95	Sungi Development Foundation	<a href="http://www.sungi.org/">http://www.sungi.org/</a>	<a href="#">Contact Sungi</a>
96	Teach For Pakistan	<a href="http://www.theamanfoundation.org/education/teach-for-pakistan/teach-for-pakistan-fellowship/">http://www.theamanfoundation.org/education/teach-for-pakistan/teach-for-pakistan-fellowship/</a>	Karachi, Lahore
97	Thardeep Rural Development Programme (TRDP)	<a href="http://www.thardeep.org/thardeep/">http://www.thardeep.org/thardeep/</a>	Mithi, Tharparkar, Umerkot, Dadu, Jamshoro, Karachi
98	The Citizen Foundation (TCF)	<a href="http://www.tcf.org.pk/">http://www.tcf.org.pk/</a>	<a href="#">Contact TCF</a>
99	The Garage School	<a href="http://thegarageschool.org/">http://thegarageschool.org/</a>	Karachi
100	The Second Floor (T2F)	<a href="http://www.t2f.biz/">http://www.t2f.biz/</a>	Karachi
101	United Nations Development Programme (UNDP)	<a href="http://www.pk.undp.org/">http://www.pk.undp.org/</a>	Islamabad
102	Willows Foundation	<a href="http://www.willowsfound.org/english/">http://www.willowsfound.org/english/</a>	Istanbul, Turkey
103	World Health Organization	<a href="http://www.who.int/countries/pak/en/">http://www.who.int/countries/pak/en/</a>	Islamabad
104	World Wildlife Fund Pakistan	<a href="http://www.wwfpak.org/">http://www.wwfpak.org/</a>	Karachi, Islamabad, Lahore, Peshawar, Quetta, Gilgit
105	Zainabia Blood Bank	<a href="https://www.facebook.com/Zainabia-Blood-Bank-Thalasemia-Centre-189452897775541/">https://www.facebook.com/Zainabia-Blood-Bank-Thalasemia-Centre-189452897775541/</a>	Hyderabad
106	Zindagi Trust	<a href="http://www.zindagitrust.org/">http://www.zindagitrust.org/</a>	Karachi, Lahore, Rawalpindi