

Social Internship Policy

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 3rd semester to 7th 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 7th 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.

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. The list of organization keeps on updating 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 program (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, 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 the [IBA Job Portal](#), [CDC's Official Facebook group](#) and/or the email channel for students' convenience and ensuring its effectiveness;

3. Students are encouraged to mobilize their personal references/contacts or approach organizations directly for finding out internship opportunities for themselves.

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 the CDC with 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. For credibility and authentication, organizations generally ask students to submit a recommendation letter from the institute. Eligible students are required to request an internship recommendation letter by an online application system which is available on your [Student Facilitation System \(SFS\)](#) and is synchronized with your ERP. You can request for either a general or customized recommendation letter for internship. Please note that it can take up to 48 hours to receive the recommendation letter on your SFS dashboard. Following is the direct Link to the Students Facilitation System Online Recommendation Application System: <https://webapps.iba.edu.pk/sfs/home/login>

If any organization/company name is not present in the list, kindly email us at cdc@iba.edu.pk

STAGE 3: Completion of Internship period

6. Once the internship period ends, students must submit the following documents to CDC through [Online Internship Document Submission Application System](#) within two weeks of their completion of internship:

1. Internship Certificate
2. [Internship Appraisal form](#) (filed by your mentor/supervisor)
3. Internship Report*

* 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.

Following is the direct Link to the SFS applications: <https://webapps.iba.edu.pk/sfs/>. Use your ERP credentials to enter into the system. Most of the organizations/companies have already been added in the application however, if you still find that any organization/company name is not present in the list, kindly email us at cdc@iba.edu.pk

Note:

- Students can open the sealed 'Evaluation Form' to scan and submit it online in a PDF format
- Please submit all documents in PDF format

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:

- 1 Academic Achievement Plus (AAP)
- 2 ActionAid
- 3 Afzaal Thalassaemia Foundation/Children Cancer Hospital
- 4 Aga Khan Development Network (AKDN) - All Institutions
- 5 Aghaz
- 6 AIESEC
- 7 Akhuwat
- 8 Al Umeed Rehabilitation Association – AURA
- 9 Al- Zohra Welfare Association
- 10 Alamgir Welfare Trust International
- 11 Albaraka Welfare Trust International
- 12 All Pakistan Women's Association (APWA)
- 13 Al-Mustafa Welfare Society
- 14 Aman Foundation
- 15 Ansar Burny Welfare Trust
- 16 Aurat Foundation
- 17 Awaz Foundation
- 18 Azad Foundation
- 19 Azm-e-Alishan
- 20 Be There Welfare Trust
- 21 Behbud Association
- 22 Bhandar Sangat (Bhs)
- 23 Bunyad Foundation
- 24 Bunyad Literacy and Community
- 25 Burhani blood bank
- 26 Care Foundation
- 27 CBC Elaj
- 28 Centre of Excellence for Rural Development
- 29 Centre of Inclusive Care
- 30 Charter for Compassion Pakistan
- 31 Chhipa Welfare Association
- 32 Children Cancer Hospital
- 33 Circle Organization
- 34 Citizens Archive of Pakistan

35 Citizen's Education Development Foundation
36 Civil Hospital Karachi
37 Clear Concepts Welfare Org
38 Code Pakistan
39 Community Based High School
40 ConnectHear
41 DAI Pakistan (Pvt) Ltd
42 Defence Healthcare Centre
43 Developments in Literacy (DIL)
44 DoctHERS
45 Dow University of Health Sciences
46 Dr Taj Medical and Diagnostic Centre
47 Dr. Abdul Qadeer Khan Centre & Institute of Behavioral Sciences
48 Edhi Foundation
49 Edopia
50 Education for All (EFA)
51 Education Fund for Sindh
52 Edvolution Welfare Organization
53 Elaj Trust
54 Family Education Services Foundation
55 Fatima Welfare Foundation (FWF)
56 Fatmid Foundation
57 Foundation Fighting Poverty
58 Global Environmental Health
59 Goonj
60 Social Welfare department working under Government of Sindh
61 Government Social Welfare Department, Gilgit Baltistan
62 Hamdard University Hospital
63 Health and Nutrition Development Society (Hands)
64 Health Oriented Preventive Education (Hope)
65 Health Vision Hospital
66 HOPE
67 Human Rights Commission Of Pakistan
68 Husaini Hematology Oncology Trust
69 IBA AMAN CED
70 Ida Rieu Welfare Organization
71 IESS
72 IHSAN Trust
73 Imran Rehabilitation Centre
74 Indus Earth Trust
75 Indus Hospital
76 Initiator Human Development Foundation
77 Institute of Behavioral Psycho
78 Interactive Research & Development (IRD)
79 Irta'ash
80 Jafaria Disaster Management Cell (JDC) Welfare Organization
81 Jobscane
82 Justuju Welfare Organization
83 Karachi Psychiatric Hospital

84 Karachi Vocational Training
85 Kashf Foundation
86 Kiran Foundation
87 Liaquat National Hospital (LNH)
88 Liaquat University Of Medical and Health Sciences (LUMHS)
89 Lions Club International
90 LRBT
91 Make-A-Wish Foundation
92 Management and Development Foundation
93 Manzil Education Organization
94 Marie Adelaide Leprosy Centre
95 Marie Stopes Society
96 Mashal Foundation
97 MASHAL ORPHANGE
98 Mathlers, IBA
99 Memon Medical Institute Hospital
100 MKR Foundation
101 N.S Foundation
102 National Epilepsy Centre
103 NATIONAL INSTITUTE OF BLOOD DI
104 National Institute of Blood Disease and Bone Marrow
105 National Integrated Development
106 National Research & Development Foundation
107 Naya Jeevan Foundation
108 Never Forget Pakistan
109 NIBD
110 OPEN Karachi
111 PAEC General hospital
112 Pakistan Poverty Alleviation F
113 Pakistan Red Crescent Society
114 Pakistan Society Training and Development
115 PARENTS VOICE ASSOCIATION
116 Park Lane Hospital
117 Patients' Aid Foundation
118 PeaceNiche
119 Progressive Pakistan Foundation
120 Rabtt
121 Refugee Assistance Program
122 RESCUE 1122
123 Research & Development Foundat
124 Roshni Homes Trust
125 Rotaract Club
126 Sahara for Life Trust
127 Sarhad Rural Support
128 Save Our Future Welfare Organization
129 Saylani Welfare International Trust
130 School Of Leadership / School Of Leadership Foundation
131 Shaffaf Welfare Trust
132 Sharmeen Khan- Memorial Foundation

133 Shaukat Khanum Memorial Cancer Hospital and Research Centre
134 SHED Foundation
135 Shehri-Citizens for a Better Environment
136 Shell Tameer
137 Shifa International Hospital
138 Sina Healthcare, Education and Welfare Trust
139 Sind Education Foundation
140 Sindh Agricultural and Forestry Workers Coordinating Organization (Safwco)
141 Sindh education foundation
142 Sindh Institute of Urology and Transplantation (SIUT)
143 Sindh Technical Education and Vocational Training Authority
144 Singapore Council of Women's Organizations (SCWO)
145 Sirat-ul-Jannah Trust
146 SOCH
147 Social Elevation Network
148 Social Welfare Organization
149 Society for Education Welfare
150 Society for Educational Welfare
151 Society for Safe Environment & Welfare of Agrarians In Pakistan
152 Solarization Welfare Organization (SWO)
153 Soroptimist International
154 SOS Children's Village
155 South City Hospital
156 Special Olympics Pakistan
157 Special Talent Exchange Program
158 SSWAB Trust Dialysis Centre
159 Strengthening Participatory Organization
160 Subh-e-Sadiq
161 Sungi Development Foundation
162 Super Mind Grammar School
163 Tareen Education Foundation
164 Teach for Pakistan
165 THAL LIMITED
166 Thardeep Rural Development Programme (TRDP)
167 The Bridge School (TBS)
168 The Citizen Foundation (TCF)
169 The Garage School
170 The Hunar Foundation
171 THE INDUS HOSPITAL
172 The Second Floor (T2F)
173 The Student Foundation
174 THE TRAINER`S SCHOOL
175 Towns Mate
176 Ummat educational and cultural organization
177 United Nations Development Programme (UNDP)
178 university of Karachi
179 Welfare Association for the Ill and Deprived
180 Willows Foundation
181 Women Entrepreneurship Program

- 182 World Health Organization
- 183 World Wildlife Fund Pakistan
- 184 Youth action committee Sujawal
- 185 Zainabia Blood Bank
- 186 Zindagi Trust