

Responsible Citizen Initiative / Social Internship Policy

Objective

The Responsible Citizen Initiative 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.

The purpose of this experience is to develop empathy, social awareness, and a sense of civic responsibility among students.

Scope / Eligibility

Undergraduate students of all programs (BBA/BS) are required to carry out their Responsible Citizen Initiative (RCI) / Social Internship after completing their first year of studies (i.e., after the 2nd semester).

Students are required to complete this graduation requirement before the end of their seventh semester. This condition may be linked with eligibility for enrolment in the final (eighth) semester. Please note that this internship will not be a substitute for the regular work / corporate internship. In case, students going for semester exchange programs OR semester breaks (for reasons eligible for condonement provided in annexure A) can complete their RCI any time during their 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. Both internships, along with their documents, must be submitted before the start of your 7th semester (Final Year).

Internship must be minimum 6–8 weeks in duration. Remote internships during the semester are allowed (probably with longer duration); however, we recommend sharing details with CDC beforehand for approval.

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.

Although social internship requires full time engagement with respective organization, a minimum of 120 hours must be recorded and marked completed. Moreover, social internship completed in parallel to corporate internships will not be considered for the degree requirement. In recognition of the degree requirement, internships must be completed in accordance with the relevant policy guidelines.

Selection of Organizations / NGOs

Students are required to work on various social welfare projects with recognized and registered NGOs / organizations having a demonstrated track record. A list of approved/recognized organizations can be referred. However, please note that the list is continuously being updated, internships may not just be limited to the ones mentioned in the CDC approved list.

[List of approved organizations for Social Internship](#)

Procedure for RCI / Social Internship Placement

Contact Process

1. CDC approaches NGOs and social sector organizations to identify available projects and opportunities for students.
2. Information regarding social internships is shared through CDC communication channels including the website and student communication platforms.
3. Students may also approach organizations through personal references or networks.

Selection / Acceptance

4. Students approaching organizations independently must provide CDC with the following information for approval:
 - Name of the organization
 - Project or assignment description
 - Supervisor name and designation
 - Project start date and expected completion 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 an online for requesting internship recommendation letters has been introduced. Students can now request for either a general or a customized recommendation letter required for their social and corporate / research internships. This system is launched to automate and simplify the procedure and has been made available on the Student Facilitation System (SFS).

Completion Requirements

7. Upon completion of the Social Internship, students must submit the required documentation through the Student Facilitation System (SFS). These documents may include:
 - Internship Completion Certificate

- Supervisor Evaluation / Feedback
- Brief report reflecting the work completed and learning outcomes

CDC may verify documentation to ensure compliance with policy requirements.

Cases for Condonement

Internship cases may only be condoned in genuine hardship as per the approved policy.

Such cases will be reviewed individually and will require proper supporting documentation.

Please [log in](#) to request a Recommendation Letter.

Click here to [view/download User Guide](#).