

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.

As a condition for successful graduation, each student enrolled in BBA/BS programs has to complete 6 to 8 weeks of internship period 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.

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.

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 an online application for requesting internship recommendation letters has been introduced by the center. 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).

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

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