**PROCEDURE OF MANDATORY COMMUNITY SERVICE**  
**(RESPONSIBLE CITIZEN INITIATIVE)**

**SCOPE**

Undergraduate (BBA 4) students of IBA.

The ‘Responsible Citizen’ initiative will provide an opportunity to each IBA student to gain practical hands-on experience in community service. This exposure, we hope, will build a sense of deep responsibility and commitment and greater awareness among our students about the conditions and needs of the various segments of our society and community in which they will 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 will have to complete 6 – 8 weeks internship at an organization / project designated by IBA as suitable for community service. The entire period of assignment will have to be spent in one institution rather than divided amongst various organizations. The organization will provide IBA a report on the performance, including the attitude, of the student.

Also, rather than recording the service in terms of hours, it will have to measured in terms of weeks to have a more meaningful impact. However, if the receiving institution feels that the student can divide the work in to 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 internship but can be completed at any time during the four year period.

Finally, surprise visits by faculty advisors will be arranged from time to time during any point of the service. This is only to gauge the extent of learning and seriousness of commitment.
TARGETED ORGANIZATIONS

During this project, students of BBA / BS will work in groups of 2 or more, on various social welfare projects with known NGO’s/ organizations/ projects having a demonstrated track record. IBA has already approached the following organizations and is in process of getting more on board:

List of NGOs

1. TCF
2. EDHI Foundation
3. SIUT
4. Amman Foundation
5. Zindigi Trust (Shahzad Roy)
6. SOS Village
7. Darul Sakoon
8. ActionAID
9. HRCP
10. Behbud Association
11. Seelani Welfare
12. MKR Foundation
13. Red Crescent Society of Pakistan
14. Sarah for Life (Abrar ul Haq)
15. Chippa Trust
16. Ansar Burny Welfare foundation
17. Kashf Foundation,
18. APWA
19. Fatimid foundation
20. Citizen Education Development Foundation (CEDF) – PCP
22. Shehri – CBE – PCP
23. The Layton Rahmatulla Benevolent Trust (LRBT) – PCP
24. Acumen Fund
25. Special Olympics
26. Marie Adelaide
27. LRBT
28. Shaukat Khanam
29. Edhi Foundation
30. DIL
31. CARE
32. Bunyad
33. Thardeep
34. Teach Pakistan

Please note that the CDC is continuously contacting more organizations and students are not just limited to the ones listed above.
PROCEDURE: INTERNSHIP PLACEMENT

1. Eligibility: BBA-4 students

Recruitment

2. As a first step, letters have been sent to the NGOs informing them about this initiative and asking them to provide us relevant information of projects they might require IBA students for. This will help us identify areas and numbers of students to be deputed.

3. A form has already been designed to record the necessary project details.

4. NGOs have been targeted not only in Karachi but in different cities as well, enabling hostelites to spend time with their families and contribute towards uplifting the community in their respective cites.

5. Students are allowed to work 6-8 weeks during the summer break and under the direction of a designated supervisor from the host NGO.

6. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.

7. Students can also use their personal references/contacts and approach organizations directly for internship opportunities. For credibility, students can request Mr. Shiraz Ahmed at CDC (shirazahmed@iba.edu.pk) for a recommendation letter.

Selection/ Acceptance

8. Regardless of the procedure through which they were selected, all students are required to have their organization provide the CDC with an official acceptance letter mentioning the duration of the internship and duly signed by HR / Senior Official or relevant department head. This letter must be provided to CDC within the first week of starting the internship.
Completion of internship period

9. Certificate and/or internship appraisal form
   Once the internship period has ended, the student must have their supervisor fill out and sign the attached appraisal form. It must also be signed by the HR department head/Senior Official. The appraisal form must be submitted in any form (hard or soft copy) to the CDC representatives.

10. Internship report
   Students must document their experience and learning in the form of an internship report and submit a HARD COPY to the CDC. There is no set format for the report but for a general idea of what is expected the following points can be included:
   1. Acknowledgement
   2. Introduction to the Project Undertaken
   3. Organization Profile and Overview
   4. Elaboration of the Processes, Tasks, Strategies etc. related with the Organization and/or this Project
   5. Major Responsibilities Handled on this Project
   6. Ending remarks
   7. Recommendations

11. Letter of appreciation sent to organization from CDC.

Please feel free to contact us on the following numbers, if you have any questions or comments.

Thanks,

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