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FOUNDATION

2012

Summer Internship Handbook



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Preface

Rakshak Foundation is a certified tax exempt non-profit organization headquartered in Santa Clara, California, USA. It works with the Indian organization named Rakshak Foundation NGO, which is 80G certified for tax exempt purposes. Rakshak Foundation researches different public policy issues and creates awareness about them. Rakshak sponsors seminars on public policy matters, sponsor activities that promote a dialog amongst the youth on social issues. Through our concerted efforts we hope to create an energized and informed citizenry which we believe is the basis of better quality of life in a strong society in a vibrant nation.

Rakshak Foundation's Internship program is in line with the a professional development program in line with the foundation's goals, intended to provide students with practical learning experience in the area of public policy issues and citizen participation in governance. It provides the students with an opportunity to

- Experience real-world problems to which they must apply fundamental academic and interpersonal skills. It links academic excellence to workplace experience
- Be creative in finding innovative solutions to actual problems
- Develop a strong work ethic and achievement orientation with some supervision
- Realize the roles of nonprofits in their community and beyond
- Recognize their true passion and potential

This program also strives to provide students with a sense of success and accomplishment, which will enhance their self-esteem and may motivate interest in their academic subjects and activities.

This manual is basically intended to outline the necessary steps that students must follow during the internship period and the requirements that need to be met in order to complete their internship experience.

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Message from President

Dear Intern,

We welcome you to the Summer Internship program of this year.

This program is one of its kind in which students from top colleges of India will be working on different projects on public policy issues relating to the various socio-economic problems faced by the society and its governance . Senior faculty members from top institutes and civil service officers will be guiding you in your pursuit to understand the complexities of the issue at hand. Make the most from this rare opportunity to work closely and research a real life problem/issue with an eminent and learned mentor. Be inquisitive; learn by asking questions. The purpose of this program will be fulfilled if this experience lets you recognize your passion and gives you a keener insight and appreciation of the challenges faced by our society and the Nation. We hope that this experience will remain with you for the rest of your lives.

Internship can, and should be, a lot of fun. But, ultimately, you're here to gain insight into practical problems where your analytical skills and innovative minds would identify solutions to difficult socio-economic issues. You have worked hard to earn this opportunity — stay focused. We have tried to make this program as interactive and research oriented as possible. One of the reasons to arrange your stay together on one Campus is to afford you the opportunity to discuss your approach and findings with your fellow interns for mutual benefit. You will also have some guest lectures by eminent people from across the nation. You will get an opportunity to learn to file an RTI (Right to Information) application to become familiar with this provision in law and appreciate the power it gives to a common citizen. You will have discussion sessions, documentary viewing session, organized field trips and much more.

Rakshak Foundation has undertaken various activities that relate to improving the quality of life for everyone in this country. We strongly believe that Good Governance cannot thrive without good, well-informed and involved Citizens. The responsibility of making this country a better one lies with each citizen. A developed nation does not get created out of chance or luck; it has to be painfully shaped into one by its own citizens. Swami Vivekananda has said, “Three things are necessary to make every man great, every nation great: Conviction of the power of goodness; absence of jealousy and suspicion; helping all who are trying to be and do good.”

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Rakshak Foundation is very receptive to suggestions to make this program even more exciting and fulfilling one. If you have suggestions, please feel free to send a detailed email note to one of the program coordinators and discuss your suggestion at length with him.

We thank you for taking a right step in this direction and we are confident that you would find this internship experience as one of the most valuable, rewarding and memorable one.

We trust you will have an enjoyable and meaningful stay.

Sachin Bansal, President
Rakshak Foundation
California, USA

Anupama Singh, President
Rakshak Foundation NGO
Delhi, India

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Insight into Summer Internship Program 2012

Interns are recruited and selected based upon their educational standing, curriculum and potential. The program also allows Rakshak Foundation to inculcate the sense of responsibility and true meaning of a good citizen in the youth of the country by having them work towards real social projects and issues. The focus of the program is for students to learn about the vast opportunities available for them to make a positive impact with limited time and resources. The details of the internship program are outlined at: http://internship.rakshak.org.

The position carries a stipend of Rs 10,000 subject to completion of internship requirements listed later in this booklet. Any out of pocket expense towards the internship is reimbursable on actual basis, once approved.

All the interns are required to stay at IIT Kanpur and complete their research.

Each intern will be assigned a mentor to guide him/her during the process of research program. A Rakshak coordinator will be present in IIT Kanpur to smoothen the process of internship program and help all the interns during their stay at IIT Kanpur. Each intern needs to maintain a rough log book in which he/she would note down any and all information directly with dates to serve as a record of activities in a chronological sequence. Each intern shall communicate with the mentor/supervisor at least once a week on a regular basis. No communication for one whole week except under exceptional situation will be considered a violation of the terms and conditions of this offer. Except for a few mentors from IIT Kanpur most other mentors are located outside Kanpur and so maintaining regular telephonic and internet communication is the responsibility of the respective intern.

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Completion of Internship

Intern needs to successfully complete the project in order to get the certificate of internship and the stipend promised. Successful completion of project requires the following guidelines to be followed:

1) Successful submission of project report within the given timeline.
2) Mentor must be satisfied with the efforts of interns and their quality of work.
3) Intern may collect the information from various sources; the contents should be prepared by careful assimilation. The information should be properly understood and the write up should be in one's own language. It should not be a 'cut' and 'paste' write-up.
4) It is essential to consult the mentor frequently and follow his/her instructions.
5) Intern should not have been involved in any serious breach of discipline at IIT Kanpur.
6) The intern must certify that the research report and its contents represent original work and that no part of it has already been published anywhere. If any previously published or unpublished material or information is used in the report, complete and detailed reference to its original author and location must be provided. Plagiarism must be absolutely avoided as it would tarnish the image of the intern, intern's mentor as well as that of the Foundation.

Rakshak Foundation intends to select up to 10 project reports at the conclusion of this program which show promise and potential for further research and provide some financial assistance to take the work forward.

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Working in Rakshak as an Intern

An intern will spend around 8 weeks in the premises of IIT Kanpur. Rakshak provides its support to a student free of cost. An Intern should acknowledge the fact that the staff of an organization helps a student as a courtesy besides doing their routine work. For an intern, it will be an exercise to know he/she can utilize this opportunity. The Intern should be well-organised while working in an organization. An intern is supposed to be in the class and perform their research work during office hours unless there is an emergency. During office hours an intern can clear out all their queries, discuss their progress with Rakshak project coordinator. Work must be focussed and well directed to the subject he/she has been assigned.

Office Hours: [Monday to Friday]

Morning: 09:30 AM To 12:30 PM
Noon: 2:30 PM To 5:30 PM

Internship Disclaimer

Intern shall assume all responsibility to investigate and to become informed of all aspects of the internship and field experience. Rakshak Foundation assumes no liability for any loss, damage, illness, or personal injury, including pain, suffering, and death, that may be sustained by students in the course of participating in an internship or field experience. Intern should be careful in carrying out any task related to project work.

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Internship Work Plan (8 - 9 weeks)

An Intern may develop a work plan to pursue while doing internship, as given below:

Time	Activities

Week One

- Orientation of the Rakshak Foundation
- Finish all the registration formalities of IIT-K campus
- Meet with local mentors and Rakshak Coordinator
- Know the place and be at comfort
- Discussion with mentors on how to start the research project
- Start working on their research topics and create initial google docs
- File an RTI (Right to Information) application
- Register at http://forum.rakshakfoundation.org and post your project

Week Two

- Start work on your assigned project
- Get all relevant data and material to know about the topic
- Follow the instructions of mentor and work upon it
- Discuss weekly progress reports with Rakshak coordinator and mentors

Week Three

- Perform surveys, visit places relevant to the assigned project
- Talk to people around the site, get to know the actual situation
- Discuss you experiences with project coordinator, at high tea sessions

Week Four

- Present your midterm report during midterm assessments
- Collect and incorporate all the missing information in your report on the basis of midterm assessments

- Set a new target and improve all your shortcomings if any
- File 2nd RTI Application

Week Five & Six

- Work on your new target and recommendations
- Finish the remaining research work following the instructions of your mentor
- Submit a detailed project proposal for internship project different from your project area, in same format as your project

Week Seven & Eight

- Document your report well
- Make a movie presentation to market your views.
- Submit the report

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Performance Monitoring

Daily Log book

The daily log book requires the interns to keep a detailed record of their experience during the course of internship. Main purpose of the log book is to:

1) Give the internship program coordinator a more detailed account of the type and variety of responsibilities assigned to the intern.
2) Provide a framework for the student to discuss their activities with their mentors.
3) Validate how much time the intern is being provided to complete the project.
4) Can contribute to the weekly progress reports as outlined below.

These log books will be submitted to Rakshak Foundation at the end of the internship duration. These log books will help intern keep a record of their activities and coordinator can verify the same whenever he/she considers it essential. In general student should summarize activities in time blocks of 1 hour or more.

Weekly Progress Reports

Weekly progress reports serve an important purpose for this internship program. These reports are to ensure a systematic method of communication with the mentors and keeping them updated about the weekly progress of the research reports. It requires an intern to reflect upon his past weeks experience by analysing the relevant issues and events encountered during that timeframe. The weekly progress reports should be discussed with the mentors and submitted to the internship coordinator imbibing the comments of the mentor. The weekly report must include: the students full name, the project area assigned to him, name of his mentor, dates covered by the report. The report should include a) summary of the activities of past week; b) identify and analyse what experiences they had and why these experiences were both rewarding and/or disappointment to them; c) list anticipated tasks or duties to be performed in the upcoming week; d) provide any other additional comments they may wish to make.

Mid Term Assessments

Within three weeks of this internship program a mid-term assessment would be done. This is too vital for this program as: a) it provides structured feedback to the student based on assessments of the strengths and weaknesses of their performance to date; b) it offers an opportunity for intern to re-establish or set new goals which can be used to further their development over the course of the second half of the internship. This midterm assessment would require the intern to organise their research thus far and present it before other mentors and all the other interns. This will determine the performance of the intern till date during this internship program and will also help all interns widen their knowledge sources for gathering information and research, by listening to each other.

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General Guidelines to Prepare the Research Report

1) The report should be prepared by using the available literature from standard references.
2) Information from various sources can be collected but plagiarism should be avoided.
3) The write up should be easy to review. It should be well presented by dividing it into chapters/topics.
4) A brief introduction of report should be written in the beginning citing the main purpose of the research.
5) Should be prepared under the instructions of assigned mentor.
6) Preferred **Font**- Times New Roman ; Size: (i) **Topic/titles** – 14 points ,**bold** (ii) **Subtopic titles**- 12 point, bold (iii) **Running Matter** – 12 points
7) **Justification:** The whole document must be fully (left+right) justified.
8) **Spacing:** The body of the report should have 1.5 line spacing.
9) **Margin:** 3cm all round.
10) **Paragraphs & Sections:** Extra blank line before and after every section and subsection. Paragraphs must be separated by blank line. Paragraphs must be justified.
11) **Spelling & Grammar Check:** Apply spelling and grammar check feature of MS Word on whole document.
12) Graphical representations of data are highly recommended.
13) All the pages should be numbered.
14) Do not use transparent plastic sheets for binding.
15) **Executive Summary:** There should be a concise summary in the beginning of the report about the significant items in the report. It should not include references, tables or illustrations.
16) **Main body of the report** may be divided into chapters to present different major aspects of the topic. Adopt a clear and decisive style of writing. Avoid long sentences in which the meaning may be obscured by complicated or unclear construction.
17) **Appendix:** Separate appendix at the end of the report should carry the details of all the meetings with stakeholders and public at large, the work visits, data collection or survey and experiments conducted.
18) ***Citations & References:*** *Number the references in the order of their appearance in the text. The reference number should be given in the text in square brackets, at appropriate places e.g [1] as a part of text not raised above it. The full reference should be cited in a serially numbered list at*

the end of the text. Every reference appearing in the text should be quoted in the reference list, and vice versa. In text, refer to authors by last name(Surname) only. When reference is made to a publication written by more than two authors, it is preferable to give only the first author's surname in the text followed by 'et al' However in the list of references give the following: (a) ***Articles from Journals****: Author's initials and surname, title of the paper, name of the journal , volume, number, inclusive of year and page numbers. (b)* ***Books:*** *Authors initials and surname, title of the book, Editor (if any), publisher, location of publication and year of publication and specific pages referred to (c)* ***Patents:*** *Author, title, patent number and issue date.*

19) ***Extension to the Project:*** *It should give an idea to the future researcher of the same topic, regarding the mindset of the current researcher while researching the project, his forecast and vision for the subject.*

20) ***Rakshak Foundation Logo:*** Rakshak Foundation logo will be there on every page of the submitted report.

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Life at IIT Kanpur

For Summer Internship 2012, all interns will be staying on the campus of the Indian Institute Of Technology, Kanpur. The sprawling campus is located on GT Road at Kalyanpur, about 16 km west of Kanpur city. It is a residential campus offering accommodation to faculty members, support staff and about 4000 students. The campus has all the amenities for developing the personal, social and academic skills of the community. Map of IIT Kanpur is here: http://www.iitk.ac.in/iwd/map/iitkmap.htm

Campus Amenities

- Health Centre equipped with pharmacy, clinical laboratory and a 30-bed indoor ward, emergency care is provided round the clock.
- Branches Of State Bank Of India and Union Bank Of India
- Post Office and Telecom Centre
- Well planned shopping centre
- Transport Facilities
- Petrol Pump
- Seven Boys Hostel and two girls hostel

* *[Source: www.iitk.ac.in]*

Accommodation

All male interns will be accommodated in boys hostel and all female interns at girls hostel. They must abide by the norms of conduct and discipline applicable in the Institute and follow any regulations specifically laid down regarding conduct in the Hall. Mess facilities are available. There are four meals per day available on payment basis at reasonable prices.

Apart from this there are facilities for computer centre, reading room, canteen, general store, fruit shop, gymnasium, beauty parlour, and television room. Refer the official site of IIT-K *www.iitk.ac.in* for all the further details. All necessary amenities are available within the campus of IIT-K. Bus facilities are available within the campus and are at regular interval for the convenience of residents. The bus schedule can be viewed at *http://www.iitk.ac.in/infocell/iitk/newhtml/bus.htm*.

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Activities during the Summer Internship Program 2012

Weekend High Tea Sessions

High tea sessions will be organised on weekends by the Rakshak coordinator where all interns can discuss among each other regarding their project areas. Interns can come up and speak up about their experiences at IIT-K and can even narrate any of their life time experience. This session will be basically a get together session and will be vital in creating fellowship amongst interns.

Group Discussions

Various group discussions will be organized on weekends on several policy issues and may be supervised by a mentor. Participation in the group discussions will be mandatory for all the interns. This activity will be just to stimulate our brains and maintain the energy level throughout the program.

Documentary Movies

Documentary movies will be shown which can be a stress buster and informative for interns during the program. Interns will be welcomed to suggest their choice of movies and same will be screened subject to the availability. Documentaries can be related to anything which enhances our knowledge and gives us a new perspective towards life.

Brainstorming Sessions

Brainstorming sessions can be organized for the interns where they can discuss and can come up with better ideas regarding their project areas and can be a team playing event. Rakshak Coordinators may even contribute to these sessions.

Guest Lectures

Talks or speeches by the mentors or any guest lecturer may be organized during the program subject to the approval of the authority. These talks can be on any current issue or a very open ended controversy which has been pestering the world since ages.

Rural Area Visits

Several rural visits may be planned too by Rakshak in the vicinity of IIT-K, so as to help interns to understand the actual happenings and can be too informative for their respective research areas.

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Reimbursement Procedure

Any out of pocket expense incurred during the Internship program will be reimbursed subject to actual ones approved. Travel fare equivalent to AC-3tier fare by Indian Railways or minimum fare by Volvo buses, will be reimbursed to all those who will travel from other cities to Kanpur for this internship program.

The reimbursement form has to be submitted electronically on the website of Rakshak Foundation i.e www.rakshakfoundation.org . Reimbursements will be done by Rakshak coordinator present at IIT-K on a fortnight basis with 15th ad 1st of every month as tentative dates.

It is the responsibility of the interns to procure bills for all the expenses that are approved for reimbursement. Rakshak Foundation shall not be liable to reimburse any expenses for which an intern fails to produce a valid bill. Interns will need to produce their original travel receipts for claiming the fare reimbursement for outstation trips.

The expenses for which a bill cannot be availed such as (auto fare etc) must be pre-approved and will be reimbursed upon filing an expense report.

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Provision for Leaves

Leaves can be granted on prior notice by interns subject to Rakshak coordinators approval for a valid reason, may it be medical or any unforeseen circumstances, etc. There are lot of activities planned on weekends, so if anybody wants to take an off on weekends, prior notice for the same is required too.

Termination of Internship with Rakshak

Termination of in internship by the interns can only be accepted on valid reasons. A 2 week advance notice will be required for the same subject to approval by Rakshak coordinator. No certificate and stipend will be given in such condition.

Wishing you a pleasant stay and a memorable association with Rakshak Foundation