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Preface

It's a great pleasure to have esteemed professionals like you to be a part of our Summer Internship Program, 2014. Rakshak Foundation is a 501(c)(3) non-profit organization headquartered in Santa Clara, California, which researches different public policy issues and creates awareness about them. We sponsor Seminars on public policy matters, sponsor activities to involve the youth and sensitize them to the real life problems of the society. Rakshak has a very vibrant presence on social sites. Twitter and Facebook display the activities of Rakshak and an enormous number of our followers.

Rakshak Foundation's Internship program is a professional development program intended to advance Rakshak Foundation's goals with the involvement of eminent academicians and decision makers as mentors 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 and provides students with the opportunity to be creative in finding innovative solutions to actual problems. It motivates students to develop a strong work ethic and achievement orientation with some supervision. It provides them the opportunity to recognize their true passions and potentials. It lets them experience a sense of success and accomplishment, which will enhance their self-esteem and will motivate further interest in their academic subjects and activities too. It drives the youth towards the welfare of the country and creates a sense of responsibility and care.

Insight into the Internship Program 2014

The program allows Rakshak Foundation to inculcate the sense of responsibility and the true meaning of a good citizen in the interns 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 to them to make a positive impact. The program is a rigorous activity which demands absolute dedication and hard work from the intern.

Selection Process of Interns

The applications of internship were invited by putting an update on various portals on the internet. Hundreds of applications were received from students from various institutions across the country. They were asked to submit a project based on any social issue which we reviewed to gauge their research methodology understanding and approach. Resume of all the students were reviewed and interviews were conducted subsequently. Every intern was made to go through the whole selection process so that we only have the best of the best students who promise dedication, hard work, out of box thinking and passion for research. This year around 120 interns are working on the most pressing and prominent issues of country and most of them are from IITs, NITs, NLUs, DU and other elite institutions of India.

Program Structure

It is a fully residential internship program where interns have been invited over to stay at IIT Delhi Campus. Starting from May 16th, there will be classroom sessions for the period of two months. All the interns will assemble in the Internship hall with their laptops and begin research on the project topic allotted to them. Sessions will be held for 6 hours daily (6 days a week) from May 16th - July 16th, 2014.

Session 1 (Morning) - 9.30 am -1.00 pm

Session 2 (Afternoon) - 2.30 pm-6.00 pm

The sessions are supervised by three coordinators who ensure timely submissions, observance of rules and guide the interns wherever needed. The interns also conduct field study according to the demand of the project. Questionnaires, survey, interviews etc. can be undertaken by visiting the places where the data requirement can be fulfilled such as rural areas, slums, hospitals, schools, etc. Apart from the research and field visits following activities are also conducted to provide interns an all-round perspective:

Weekend High Tea Sessions

High tea sessions will be organized 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-D 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. Any of the mentors can be a supervisor for the same. Participation in the group discussions is mandatory for all interns. This activity will serve 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 things.

Group Projects

Interns are motivated to work in a team and work on different projects in a group. They work in a team of 6-7 interns of very diverse background on various short term projects which encourage brainstorming to come up with feasible ideas to make India a better place to live. The groups are divided such that there is maximum diversity based on the intern's background, place of living, age, gender, etc.

Guest Lectures

Talks or speeches by the mentors and 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.

Visits

We are planning to take interns to various places in the vicinity of IIT-D, so as to help interns to understand the actual happenings and can be too informative for their respective research areas.

Expectation from Mentors

1. A Mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learned through the years. They are requested to provide the references and access to the information/ places/ personalities whom an intern should meet.
2. A Mentor has to assume many roles as the situation demands, of being a friend, a cheerleader, a policy enforcer, a role model, a counselor and a guru.

3. Mentors can set the targets and time line for interns to ensure that the interns are putting adequate efforts.
4. Mentors can exercise their own discretion regarding the way the research should be carried forward by the interns.
5. Interns are communicated to contact you in first three days from the beginning of program to discuss the scope of the project and make necessary changes in the same. They are also advised to make a tentative road map for two months with mentor's consultation.
6. Intern will submit their weekly reports meeting minutes and field visit reports in an elaborative template we have provided to them. Mentors are requested to review them and send their feedbacks to the interns to guide them.
7. Rakshak coordinators will be available to help the Mentors in all the ways possible and will try to ensure regular communication with the interns. In case of any query regarding the internship, the coordinators can be contacted.
8. Any misconduct at the intern's end should be communicated to the Rakshak management so that suitable corrective action can be taken quickly.
9. In case the mentor is going out of station or cannot give time to the interns, they are requested to appoint a second advisor for the intern's guidance.

Documentation Review

The following submissions have to be compulsorily done by the intern in a particular prescribed format. The given format adheres to world class standards of report documentation. These reports shall be sent to the mentor through email on the due date. The mentor is expected to review it and guide the intern accordingly-

1. **Weekly Report Submission:** Weekly progress reports ensure a systematic method of communication with the mentors keeping them updated about the progress. It requires an intern to reflect upon his/her past weeks' experience by analyzing 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 after imbibing the comments of the Mentor.
2. **Bi-weekly Power Point Presentations:** Presentation of facts, figures and the opportunity to get inputs from fellow interns and share the knowledge and experiences gained.
3. **Mid Term Report and Power Point Presentation:** It is the basic version of the final report which consists of around 5000-8000 words. The Power Point Presentation will be the graphical summary of the midterm report.
4. **End Term Report:** This is the final project report which will follow a strict and prescribed format. It will constitute of around 8000-10000 words.

5. **Minutes with the Mentor:** The intern must make a written record of their communications with the mentor in the prescribed format.
6. **Field Visit Report:** This report is the record of the goals, outcomes and observations made by the intern during the field visit.

The position carries a stipend of Rs 10,000 subject to completion of project. However, any expenses incurred towards the internship are reimbursable on actual basis, once approved. The details of the internship program are outlined at: <http://internship.rakshak.org>.

Further Research on Selected Projects:

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.

Communication with the Interns

- 1) Interns are required to maintain regular communication with the assigned mentors at least once a week.
- 2) Mentors would keep their mentees informed about the mode, frequency, time of the day etc for being contacted.
- 3) Mentors are requested to keep their mentees and the coordinator informed about periods, if any, when they cannot be contacted. Mentors would assign work and activities to the intern in advance for such periods.
- 4) No Communication from the intern for over one week except under exceptional situation will be considered a violation of the terms and conditions of this program.
- 5) Most interns would be working on such a project for the first time and have had no background in the project area. The mentor needs to be patient with the intern in helping him/her navigate through the uncharted waters and in keeping his/her enthusiasm high.

Mid Term Assessments

Within three weeks of this internship program a mid-term assessment would be done. This is very important for this program as:

- 1) It provides structured feedback to the interns based on assessments of the strengths and weaknesses of their performance to date.
- 2) It offers an opportunity for intern and the Mentor to re-establish or set new goals which can be used to further their development over the course of the remaining part of the internship.

This midterm assessment would require the interns to present their research report prepared till date to the mentors and all the other interns present. This will afford an opportunity to the interns to learn from other interns and to widen their area of research. Mentors who are not present in person during these presentations will assess the research report of his/her mentee till date and communicate their comments and review to the mentee and to Rakshak Management.

General Guidelines to Prepare the Research Report

- 1) The report should be in English and should be based on available literature and information gathered first hand by the intern.
- 2) Plagiarism must be avoided. Due credit and proper reference must be included in the report.
- 3) It should be prepared under the instructions of assigned Mentor.
- 4) The write up should be easy to review and must be in the form of a research report. It should be well presented by dividing it into chapters/topics.
- 5) A brief introduction of report should be written in the beginning to explain the purpose of the research and briefly describe the structure of the report.
- 6) There should be a concise summary of the significant findings in the report in the beginning of the report. It should not include references, tables, or illustrations.
- 7) References used must be individually numbered and included at the end of the report. They must be complete so that anyone could locate that reference on internet or in a library. The serial number of each reference must occur in the body of the report where it has been referred to.
- 8) General references which are not referred specifically in the body of the report can be included under the title, "Suggested Reading", in consultation with the Mentor.
- 9) The number of pages may be restricted to 20 to 25 A4 size pages. The number is only indicative.
- 10) Preferred Font- Times New Roman ; Size: (i) Topic/titles – 14 points ,bold (ii) Subtopic titles- 12 point, bold (iii) Running Matter – 12 points

- 11) Main body of the report should be divided into chapters to present different major aspects of the report. Adopt a clear and consistent style of writing. Avoid long sentences in which the meaning may be obscured by complicated or unclear construction.
- 12) Graphical representation of data is highly recommended.
- 13) All the pages should be numbered.

The above mentioned guidelines are not exhaustive in nature. Mentors, as per their own discretion can amend any of the guidelines and can even suggest their own ideas for the documentation and presentation of research report, though it would be desirable if all the research reports prepared during this program are documented in the same format.

Several activities have been planned for the weekends so as to keep the interns motivated and give them a new experience and learning. These activities include Guest lectures, group activities, fun trips and visits to NGOs, Orphanages, etc. All those mentors who are staying on the premises of IIT Delhi are requested to supervise these activities if their busy schedule permits them.

Project Completion

An 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) Mentors must be satisfied with the efforts of interns and their quality of work and can report any glitch in the report to the management of Rakshak.
- 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) Plagiarism must be absolutely avoided by the interns and if noticed any by the Mentors, should be reported to the management.

Code of Conduct for intern

The following are the set of code of conduct expected from a Rakshak Intern. It is expected of the Interns to follow this Code of Conduct diligently. Mentors should fashion their expectations from the Interns taking this into account.

1. Office hours of 9.30 am to 1.00 pm and 2.30 pm to 6.00 pm must be strictly followed. Non-punctual behavior can be punished with 2 hour community service. No relaxation in office hours or number of working days. Submit assignments well before the deadline.
2. ALCOHOL, DRUGS, SHARP OBJECTS and EXPLOSIVES of any kind are strictly prohibited inside the campus/guesthouse. Any other item if deemed unsafe will be prohibited. The decision of Rakshak management committee will be final in case of any disputes
3. Internship can be terminated if the Intern is found Social Networking, Chatting, Playing Games, Watching Videos/Movies or doing any other thing which does not relate to project directly during office hours.
4. Argument/misbehavior with Mentor, coordinators, IIT administration will not be tolerated. We expect utmost maturity and responsibility from interns in their actions. We also believe that all of them would adhere to highest standards of professionalism at all times throughout the course of the internship.
5. Guest lectures and documentaries are mandatory. Sessions may be scheduled on a Sunday.
6. IIT rules should be followed. In case of late night out of campus visits, coordinators must be duly informed. Submission of application is required (with details) if interns need to visit any other city/village. Decision of coordinators will be final and binding.
7. Interns should switch off their lights and fan when not in use. Damage to institute or guest house property in any form will be fined heavily and may lead to immediate expulsion from the program, in grave circumstances. Any misconduct of this nature would attract serious action and will be promptly notified to the respective student placement office.
8. The city the interns are staying at, might be a strange one for them. They are advised to avoid going to isolated places at night alone or even in a group as they may run into unforeseen problems/situations.
9. The interns' college identity card (I-card) should always be present with the intern for formal identification.
10. Please save the phone number of Rakshak internship project coordinator and inform him/her on anything which should be informed.

Templates for Mentor-Mentee Communication

Mentor-Intern Meeting Minutes

Project ID:	
Intern Name	Full Name
Intern ID	
Mentor Name	
Date of Discussion	
Time Duration	Start Time: End Time:
Meeting Mode	In Person / Phone / Video Chat / Email
Meeting Venue	Only if this is in-person meeting

Discussion (in Detail)

-
-
-
-
-

Action Items before Next Discussion

-
-
-
-
-

References (People to meet, research report or papers to read)

-
-
-
-

Please be detailed and use as many sheets as you may need to capture the discussion

Weekly Progress Report

Project ID:	
Intern Name	Full Name
Intern ID	
Mentor Name	
Submission Date	
Week	April 8 th – April 14 th

	Total Number	Report Submitted	Notes
Mentor Discussion	1	Yes/No	
Field Visit	1	Yes/No	
Presentation	1	Yes/No	

Accomplishments of this week (detailed)

-
-
-
-
-
-
-
-

References (People met, research report or papers read)

-
-
-

Planned Actions for next week

-
-
-
-
-

Any hurdles or impediments to progress

-
-
-
-

Any significant eye-opening learning this week?

-
-
-

Your “Aha moments of the day’ this week?

-
-
-

Email Communication thread with your mentor (your and your mentor’s email with email header)

- Email header contains Date, Time, From and To email addresses
-
-
-
-

*Please be detailed and use as many sheets as you may need to capture the accomplishment

Field Visit Form

Intern Name	Full Name	
Time Duration	Start Time:	End Time:
Date of the Visit		
Suggested/ Referred by		
Location of Visit	Place / Address of the place visited	
More trips needed?	Yes/No	

1. Contact Information of the People met during Field Visit

	Person 1	Person 2
Full Name	Shri ...	
Designation	DIG, UP	
Contact No.		
Time Duration	25 Min (12:30 – 12:55PM)	
Email Address		
Notes		

2. Goals of the Visit

S.No.	Explain the Goals of the meeting	Goal Met?
1		(Yes, No)
2		(Yes, No)
3		(Yes, No)

3. Outcome of the Field Visit

S.No.	Outcome	Action Planned

4. Discussion Details

S.No	Person 1 (Full Name)

S.No	Person 2 (Full Name)