INTERNSHIP REPORT ON

**Roles and Function of Institute of Development Affairs (IDEA)**

Course No: PSS-800A

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**Supervisor’s Certification**

This is to certify that,Orida Akther Munni, Reg. No: 2018235011, 4th year 2nd semester, Session: 2018-2019, Department of Political Studies, Shahjalal University of Science & Technology (SUST) has done this internship report, which is solely intended for the purpose of completing PSS-800A internship program. I accept this report as a final internship report.

I wish affluence and prosperity in every aspect of her career.

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# Executive Summary

An internship is a way to expose students to the working world. This report serves as an example of how academic knowledge can be applied to practical circumstances. It is predicated on the skills and knowledge I have acquired during my employment with the NGO. Consequently, it provided me with an opportunity to get and witness a practical understanding of the procedures followed by NGOs, as well as the advantages and disadvantages of this organization's management.In the internship days I was mainly assigned to ongoing 2 project named as ECETG Project and AWRTI Project and got chance to involve and site visiting of others project such as ALOY\_ALOW and WASH Project. Under the supervision of project manager of these projects I got chance to work directly in field level ,where I learned about NGO activities such as data collecting, transcribing, analysis, as well as the policy-making process, monitoring, and evaluation process of the organization's various projects. This internship experience where i learnt so much about how the non profits function.How they operate and function with their sole aim to do good for the underprivileged diagnosis ,I came to learn and adapt to their working .

Overall,this internship with an NGO was a wonderful learning and full with experiences and challenges.

# **Chapter One**

## Introduction and Background of the Study:

The non-governmental organization Institute of Development Affairs (IDEA) was created by a collection of academics, social activists, and development practitioners who shared similar objectives. IDEA, which has its main support office in Sylhet, has been working for the development of the impoverished and disadvantaged in a number of rural locations.IDEA has a multifaceted approach to development. IDEA aspires to a society devoid of prejudice and exploitation, where everyone lives in equality and dignity. Currently enrolled in the Department of Political Studies pursing an honors degree at Shahjalal University of Science and Technology in Sylhet,Bangladesh,I am required to undertake a mandatory 30 days internship as part of the PSS-800A” course.The internship is specifically assigned at IDEA .Learning about organizational strategy, activity, and management while having practical experience with this organization is the main goal of this internship. The individual's positive experience with this organization was shown by the findings, which paves the way for future skill development.

## 1.1 Objectives of the Internship:

The core objectives of the internship are as follows-

1. To associate the theoretical concepts with the real world working experience as a part of agency.
2. To become acquainted with the actual duties and responsibilities inherent in the operation of IDEA.
3. To analyze the offical working environment and to develop offical discipline.
4. To demonstrate ability to proficiently communicate oral and written information in manner that reflects professional skills.

## 1.2 Rationality of the internship:

Throughout my academic career, I have studied and engaged with numerous social theoretical concepts; yet, I have not had the opportunity to put these concepts into practice or work in an official, formal setting. During my internship, I gained experience and gained knowledge about behavior, values, and how to evaluate the needs and attitudes of others. It provided me with the possibility to get practical knowledge and to comprehend the nature, operations, and organizational structure of the agency.

## **1.3 Methodology**

This report is based on both the practical work experience at the Institute of Development Affairs (IDEA) and the academic knowledge from several courses. I used descriptive analysis and observation method to conduct this report. IDEA organization annual report, surveys, journals, and other field visits to my workplace are where I gather both primary and secondary data.

# Chapter Two :Overview of the Organization

## The Nongovernmental Organization Sector:

An organization that operates outside of any government is known as a non-governmental organization (NGO).Non-governmental organizations (NGOs) are voluntary, self-governing, private, non-profit, citizens' groups that are organized locally, nationally, or internationally to support development that is oriented on people.It is founded by a group of individuals who share the desire to achieve their objectives. NGOs carry out a wide range of services, including humanitarian tasks like informing governments about citizen issues, advocating for and overseeing policies, and promoting political engagement through information sharing. It is founded by a group of persons that want to pursue similar objectives. NGOs carry out a wide range of services, including humanitarian tasks like informing governments about citizen issues, advocating for and overseeing policies, and promoting political engagement through informational campaigns. NGOs are task-oriented and structured around certain concerns, usually related to human rights, the environment, health, or the eradication of poverty. They offer knowledge and analysis, function as early warning systems, and support the oversight and execution of international agreements. Depending on their objectives, whereabouts, and the specific institution's mission, their interactions with UN offices and agencies vary.

Its primary role is to act as the impoverished people's ombudsmen, advocating for their needs and rights and advocating for them in government policies and initiatives. It can be accomplished through a range of strategies, including disseminating analysis of study findings and individual case studies, engaging in public forums, developing government policies and programs, and implementing demonstration and pilot initiatives.

## 2.1 Overview of the organization(IDEA):

In 1993, Idea was established as a civil society organization in Sylhet. It primarily concentrated on lobbying and campaigning for macro and micro policy reform. In 1996, it was incorporated as an NGO and began implementing community development initiatives in remote and underprivileged areas. During the first phase following its founding, IDEA carried out its program in Sylhet. IDEA is currently operating and carrying out projects in two neighboring districts of the Chittagong and Dhaka divisions, as well as in various areas of Sylhet. With regulations that comply with international funders, IDEA has evolved into a fully professional organization with the goal of empowering the disenfranchised and disadvantaged.

## 2.2 Mission:

IDEA work with the poor and disadvantaged people in order

* To claim and build people rights as citizen
* To establish their capacity and confidence for alleviation of poverty, socio-economic cultural development and resilience to withstand in adverse situation
* To promote good governance among local institutions and access to resources and service necessary to fulfill decent lives.

## 2.3 Vision:

A society is free from discrimination and exploitation, where every citizen has equal opportunity and dignity**.**

## 2.4 Core values:

To maintain a very congenial working environment within and outside, IDEA’s staff will strongly follow the following core values-

**Inclusiveness:**

IDEA commitment has engaged and supported the value of equity and participation regardless of color, ethnicity, religion, gender, age, physical or mental ability, or socioeconomic status.

**Integrity**

It values accountability, responsibility, and transparency in all professional endeavors and adheres to well-defined standards and processes. While maintaining the highest standards of integrity in financial transactions.

**Effectiveness:**

It emphasizes the importance of productivity and excellence in every work, and it keeps people focused on meeting and exceeding program objectives, improving, and enhancing the impact of all interventions, and

**Creativity:**

IDEA seeks to highlight subnational leadership in ground-breaking development efforts and upholds the value of creativity in project design.

**Participatory Decision:**

Sharing views, information, experiences of staff members are sound basis of participatory decision making pocess. IDEA encourages self initiatives based on sense of responsibility

**Nonpartisan:**

IDEA follows and maintains democratic, secular, gender responsive policies and practices.(Rahman & Tamanna Ahmed, 2015)

## 2.5 Programming Principles

**Compatibility:** IDEA undertakes projects/programmes which are compatible with its vision,mission,values and strategies.

**Participation:** Community takes part in developing, designing and implementing the programme.They are also involved in monitoring and evaluation.

**Capacity and Empowerment:** IDEA undertakes projects/programmes which address the improvement of capacity, rights and entitlement.

**Innovation:**

IDEA activities to introduce effective methods in development agenda those can be replicated by others.

**Partnership and Networking**:

IDEA work in partnership/ networking with other actors i.e.,CSO,LNGO, INGO, Gos, civil society and private sectors.

**Transparency and Accountability**:

IDEA work to strengthen transparency and accountability in all stakeholders including the projects/programmes participants

**Non-discrimination:**

IDEA seek to develop process and mechanism to address discrimination based on race, ethnicity, class, faith, sex, age and physical ability.

**Think-tank:**

IDEA involves academicians and researchers as advisors in research and dissemination of findings and recommendations. A separate wing for outsourcing of studies both in primary and secondary level including IT business.

**Impact:**

IDEA seek implement projects/programmes whose impact on wellbeing of the life of the poor and disadvantaged.

## 2.6 Core Competencies

IDEA’s credibility and achievement due to its professional persistence approach to empowerment of people, the multi-dimensional approach to development of poor and disadvantaged. Following core competencies have been identified:

Founders and leadership of IDEA represents renowned dynamic personalities and committed to make positive changes in society. Reputation and trust among national level non-government sectors for collaboration, networking and advocacy works.IDEA has earned good reputation, working relations and linkage with administration, local government, government service providers, private sectors, civil society, academic institutions and media.

IDEA has good track record and culture of transparency among its members, staff, development partners as well as regulatory authority including administration.

IDEA has membership in several divisional and district level committees on behalf of CSOs in Sylhet region.

IDEA has good inter personal and gender friendly working environment within the organization and with the people it works.

IDEA is able to contribute towards capacity buildingof its network organizations and other CSOs and CBOs.

IDEA has adapted number of policies to prevent and rectify incidences including misappropriation of fund,inefficiency, maintain donor compliance and run the organization with good reputation.(rahman & Shahimur, 2019)

**Geographical Coverage**

IDEA will address the needs in areas which are characterized by low attainment in development input indicates, high and extreme poverty incidence, undiversified economic activities, high level of vulnerability to natural disasters and ethnic concentration. Low level coverage emphasis by similar programmes will be a further qualifying indicator selection of coverage areas.

Within these above mentioned criteria IDEA will seek to maximize geographical contiguity in the whole of Sylhet division and adjacent districts of Mymenshing, Chittagong and Dhaka divisions.Many of these areas are typically characterized as low-lying (Haor) vulnerable to recurring flood,disrupting livelihood and development activities, concentration of ethnic minorities living in hills and hillocks.

IDEA will also consider moving in to char regions in north, coastal regions in the south, hill tracts,barind areas and people in need considering the high poverty concentration in other corners of the country.

In view of shifting poverty concentration in urban areas, IDEA will also seek to expand its programmes in urban slum locations in any town/city of the country to meet the existing provision gaps.(Rahman & Ahmed, 2021)

## 2.7 Goal for Perspective Plan

Critical themes and issues of setting up goals are widening coverage, maximize impact and sustainability.Local to National Level:

IDEA will replicate and scale up the good practices at the grassroots level directly and at national level. IDEA will reach larger number of poor and marginalized people including. Children,adolescents, vulnerable women, disabled, ethnic minorities and vulnerable people living in hard to reach areas with projects/programmes which reduce extreme poverty through economic and social empowerment.

Explore partnership to national level. The new working strategies implies new partnership and networks carried forward in collaboration with Gos, civil society, NGO coalitions, media and social movements groups. This will add value to higher level discussion and dialogue on poverty reduction and empowerment.

Potentials of IDEA will be disseminated through effective communication regionally and nationally.This will help establish outreach efforts of IDEA. Again various channels of social media will be used to reach broader audience.

## 2.7 Current Project

##### **1. Education**

* Early Childhood and Pre-Primary Education
* Accessing Learning Opportunity to the Young Adolescents and Livelihood Option for Women (ALOY-ALOW)

##### 2 .**Livelihood Development**

* Community development service
* Skill Development for Adolescents Dropout from Secondary level Girls of Poor Families

##### 3 .**Health and WARSAN**

* IDEA Heath Care Centre
* WASH for Tea Pickers Project
* Ensuring Safe Water for Rural Community (ESWRC)
* Improving wash services in climate vulnerable areas and promoting water replenish system through rainwater harvesting

##### 4**. Right and Governance**

* Advancing Women’s Right of Access to Information (AWRTI)

# Chapter Three:

# **Project introduction**

## **Project Name: Enhancing Child Education in Tea Gardens (ECETG)**

IDEA is working to implement on Enhancing Child Education in Tea Gardens (ECETG) Funded by Childaid Network .The work of this project has started only in December 2023 to improve overall quality of primary education for students enhancing teacher skills, updating curriculum materials, and fostering an inclusive and conducive learning environment.This project will work with 6 school tea garden schools in Sylhet district and this project will be completed in November 2024.

| **Sylhet District** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Sylhet Sadar** | | | | | Gowaingat |
| Burjan Tea States | | | Tarapur Tea States | Malnichara Tea States | Khadim Tea States |
| Choragang | Burjan | Kalagul | Tarapur | Hiluachara | Gulni |

**Project Goal**

* Improved overall quality of primary education for students by enhancing teacher skills, updating curriculum materials, and fostering an inclusive and conducive learning environment

**Project Outcomes**

* Quality teaching and learning culture improved in six existing tea garden primary schools through technical and material support and the participation of stakeholders
* Promoted access to local government, primary educational department, and tea garden resources

**Project Outputs:**

* Potential learners in and out of schools identified, competencies level assessed both pre and post of project
* Schools classrooms are decorated
* A student library in each and every school esschool
* Improved school sanitation and hygiene practices for the children
* Required educational materials are available in schools
* Children are engaged in extra curriculum activities including sports, observation of national days, elected leadership among them
* Teachers and trained to increase their knowledge and performance, and learning visits were organized
* SMCs and Student Councils are reformed and activated, guardian meetings were organized
* Workshops, sessions, and meetings were organized to engage the stakeholders

**Major Activities**

* Learners Mapping, Baseline Survey, End-line Survey
* Improve classroom and playground
* Establish school library
* Drinking water arrangement
* Support and ensure sanitation and hygiene practice
* Support pedagogy materials
* Organize co-curricular activities, incentive for teachers
* Re/activate SMC, Formation of Students Council, Organize Parents Meeting
* Organize Day observation of significant days (4 days)
* Support organizing Annual Sports and Cultural program
* Develop teachers training module, organize basic and refreshers training for teachers, organize exposure visit for teachers
* Orientation for SMS and teachers, advocacy meeting with stakeholders
* Project launching workshop, workshop with stakeholders, workshop with garden authorities.

## **Advancing Women’s Right of Access to Information (AWRTI project**)

IDEA has been implementing project entitled “Advancing women’s Right of Access to Information “ in five upazila under sylhet district named Jaintapur,Dakkin Surma, Sylhet Sadar,Osmaninagar and Biswanath with the support from the Charter center( TCC).Under this project IDEA engaged local people specially women with different awareness build community and program to let them know about their information right and how they can access information .This project covered a total of 70 wards of 10 union Parishad .

Previously known as AWRAIB , now this project name as AWRTI and working area has been changed. Now this project has worked in new upazila of Sylhet named Balaganj,Companigonj,Gowainghat and upcoming areas in new upazila of Moulvibazar named Kamalgonj,Sreemongal,Moulvibazar.

**Goals**

* To let people know about their information right
* To empower people specially women for their information right
* To teach them in practical about how to access their information right

**Activities**

* Meeting at union level ,ward level, city corporation
* Meeting with selected authorities at district level
* Awareness raising programs at upazila level with CBOs and CSOs Courtyard meetings with women
* Right to know ,day observance and anti - corruption day observance
* Advocacy meeting with different stake holders on RTI Act
* Refresher trainings for CSOs with CSOs ,women ,youth, school teacher and SMC
* Community program
* Billboard installation
* Experience sharing workshop

Aside from the projects mentioned above, I also get attached to other some project. Now I'll explain about those project.

## **1. Accessing Learning opportunities to the young, Adolescents and livelihood options from women (ALOY ALOW project):**

This project is being implemented in sreemangal and kamalganj upazilas of the Moulivibazar district under sylhet division. Project areas are lagging behind than the other areas of Bangladesh in most development indicators in the areas of health and education. The scenario is even worse in the tea garden and haor areas .the tea gardens and haors areas people are in extreme poor and more likely day laborer. Project is being trying to address the major identified problems in this area such as poor access education, lack of child protection, limited livelihood opportunities, poor water and sanitation, seasonal floods, high prevalence of malnutrition. This project is mainly focusing on Early childhood develop (ECD), strengthening the primary education, adolescent empowerment, and livelihood program through community mobilization.

**Goals**

* To contribute ensure rights to education and dignity of life of children following an integrated development program
* To take Approach in the hard to reach areas of Moulivibazar district in Bangladesh

**Activities**

* Total of 32 community based early childhood development support centers are facilitating where 768 learners from tea gardens have access to early childhood development support
* Supporting 8 school based pre-primary education centers where total 192 accessing benefits (IDEA Annual report 2021)
* Supporting the people with training on homestead vegetables gardening

## **2.Water ,Sanitation and Hygiene (WASH) project**

IDEA has been implementing the WASH for tea pickers project in Sreemangal Upazilla of Moulivibazar district taking the funding from Water aid .the objectives of this project is to improve equitable and sustainable services, increase participation of women and socially excluded, improve public sector in sustainable ad wash equitable service delivery and governance and to improve private sector.

**Goal:**

Transform lives of tea garden workers by improving access to safe water, sanitation and hygiene

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# **Chapter Four:**

# **Internship Activities and Learnings**

The most crucial component of a student's knowledge, skill, and attitude growth is an internship. Internships and field experiences are offered by most organizations worldwide to students to help them get used to their new work environment. IDEA gave me this chance as part of their ongoing 2 project.

I started as an intern at the IDEA on 21 December. I've completed 30 days of my internship at this moment. Throughout this time, I've been involved in a variety of project-related activities. I developed professional skills, administrative work, and other things as a result of those responsibilities or tasks. Following are the tasks which I have done during my internship days.

**Duties and Responsibilities :**

I have had the opportunity to work on 2 projects of IDEA.There are ECETG and AWRTI.The duties performed under each project are discussed below:

**Duties performed in ECETG Project :**

* **Participation in survey:**

Since the project has just started ,I had the opportunity to participate in field level data collection for the project. It is a great opportunity for me to closely observe the people who work are working in the tea garden.

Along with this project I also conducted another national survey on “National Child Rights” among 12 to 18 years old child.

* **Planning and Organizing:**
* I also daily attended meeting with my project coordinator and colleagues where I learned about how they daily overview their work and progress .I directly observed on their 5 days basic teacher training on quality education ,child rights and responsibilities planning student council. I learned and engaged with them to select program values, Time and discussed about the how the program should held and learned how a huge program can organize with effort.
* **Data entry:**
* In the ECETG project, I also worked using Excel. I entered the data from the field survey into excel database of the project.
* **Report Making:**
* Prepared reports 5 days basic training on Quality education ,child rights and responsibilities and entered these projects into Excel.
* **Co-curricular And Extracurricular activities List making:**
* Creating a co-curricular and extracurricular activities list for pre-primary and primary school and tech them how to do this.
* **Duties performed In AWRTI project**
* As an intern I got chance to work Advancing women’s Right of Access to Information(AWRTI). This project IDEA engaged local people specially women with different awareness build community and program to let them know about their information right and how they can access information .
* **Data entry**:
  + Under this project I have done desk work and data entry on Capacity Building Training for RTI Youth Ambassador .
* **Creating Bar code :**

Creating bar code governmental office site of different upazila under sylhet district that people can easily find the information their need.

## **Duties performed in site visiting of ALOY ALOW and wash project**

As an intern I got chance to site visiting of two of the most important project of IDEA.Here I learned.

* **Attending summarizing meetings with our ED sir and project coordinator:**
* We got a chance to visit Sreemangal and observed the site of our ALOY AlOW project, where we got a chance to participate in a analyzing meeting with them and learned about their mission, achievements and ongoing activities. There was also panel discussion where they taught us about how to budget a project, and how to implement them .
* **Site visiting**
* We learned about the implementing and monitoring process of a project on this site visiting. Here we visited two of the ECD center and directly engaged with the children, and overviewed their preprimary education.We also visited the water distribution plants in local areas, had discussed with local people about their ongoing life and how they are getting benefited. We observed all the water distribution plants and learned how to install a project, how to identify the placed and how to approach local people first. We had a great talk with local community leader, and observed the whole life style of local tea laborers.
* **Learning and experiences of Internship**
* It was a very fruitful experience for me as an intern. By taking part in the aforementioned project, I was able to broaden my knowledge and develop my project implementation and public relations abilities throughout my internship. Here are a few of the encounters I had:
* Had the opportunity to interact with the formal workplace environment.
* Acquired a team base work in an environment of non-governmental organizations.
* Started working as a team base in an environment of NGOs.
* Working in this development sector has taught me dedication.
* Had the opportunity to work in a managerial and executive capacity under inspirational leadership, which is crucial to the growth and sustainability of NGOs.
* My involvement in organizational and project decision-making processes has inspired me to take an ownership and commitment role in the organization.
* Acquired a visual representation of the project's implementation stage, which is the ideal area for experiential learning.
* Had the opportunity to understand how Establishing a survey form with beneficiary selection criteria in mind, along with providing guidance and ongoing oversight, is essential for selecting the right beneficiaries and ensuring a successful project's ongoing implementation.
* Taken part in the whole project cycle, including the decentralization of project operations that contribute to the efficient and successful implementation of the project.
* Consistent supervision and monitoring, sufficient support from all levels improved the caliber of my work and guaranteed my timely completion, particularly in early recovery and emergency response projects.

# **Chapter 5:Achievement of Internship**

**Self-evaluation:**

I worked as an intern for thirty working days. Despite the short internship duration, I've learned a lot from this place. I gained fresh knowledge every day. Despite the occasional difficulty, the project manager and supervisor constantly encouraged me to give it my all. This internship has allowed me to put my academic knowledge to use.

**Achieved Experiences and skills:**

Fieldwork is the primary means of gaining knowledge about social science methodologies, techniques, skills, strategies, approach, model, and perspective. Through direct involvement in field work, I had a unique opportunity to put my knowledge of these methods to practice and hone my talents.

**Administrative work:**

Since I was assigned to an agency, I have introduced myself through administrative work, learned how to work in a new and formal setting, and gained experience in managing and providing project-related tasks. I have also learned about staff supervision, operating programs, monitoring and evaluating expenses, and learning about the background, goals, and procedures of infrastructure, programs, working procedures, and administrative structures.

#### **Field Experience:**

The most educational aspect of my internship experience was this. With every single visit, I learned something new. During each field tour, I interacted with a variety of people and encountered unique circumstances. I was inspired to take action to better their situation after speaking with them and understanding about their way of life. I gained knowledge of fresh field communication strategies.

**Adaptability:**

Adapting to the work environment was biggest achievement of mine. I have also learned about employee relation and how to maintain hierarchical structure in office.

**Challenges and Ways to overcome**

**Adjusting with a new environment:**

In the initial days, I had trouble adjusting to the formal setting. I had no knowledge of the professional setting, its customs, or its vocabularies. I therefore found it difficult to acclimate to the work environment. However, after a few days, I find it simpler to work in this formal setting thanks to the kind demeanor of the office workers.

**Insufficient Enthusiasm**

I discovered during my internship that I wasn't as motivated to complete my assignments. I was very easily fatigued because of my excessively lengthy workdays. However, there was also a ton of free time when I finished the tasks I was given. I struggled with this for the first few days. During this free time, I read novels, periodicals, and the office library's annual report later.

**Apply theoretical knowledge in field:**

I have gained experience applying theoretical knowledge in the field, learned about the complexity of theoretical and practical knowledge, developed problem-solving skills after identifying cases, learned how to uphold the principles and values of the anthropology profession when working with cases, groups, and communities, and learned how to establish an efficient professional relationship.

## **SWOT Analysis**

A SWOT analysis of my intern program is provided here, based on my internship experiences.

#### **Strength :**

#### Had the opportunity to train as an intern using my best efforts.

#### Implement an intern performance assessment system.

#### Completed and participated in a variety of project responsibilities;

#### Associated with global non-governmental organizations

* Giving careful consideration to an intern's assessment of their training needs.

**Weakness :**

* Project time allotment is insufficient.
* The projects' allotted budget is insufficient.
* This organization does not have a budget for an internship program.

#### **Opportunity :**

#### There were numerous opportunities for job advancement as an intern.

* Have lots of scope to fulfill the lacking.
* Have engage with experienced and officials body

#### **Threats :**

#### Inadequate theoretical and practical knowledge.

* Inadequate theoretical and practical knowledge.

# **Conclusion:**

Our academic curriculum includes an internship program as a core component. It gives me great pleasure to be working with a respectable organization during my internship as a part of the BSS program. I thought this internship was beneficial overall. I've picked up new abilities and made lots of new friends from various cultural backgrounds. I achieved my learning goals by doing this. I gained knowledge about the several facets of working for a nonprofit company. It has also improved my ability to think critically and analytically as well as my ability to work successfully in a multicultural environment. My internship helped me recognize my personal advantages and disadvantages. I received assistance in identifying the skills and knowledge I need to improve in the near future.

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## **APPENDICES**

Here is my 30 Days Work Schedule

| **Date** | **Activity** | **Place** | **Project** |
| --- | --- | --- | --- |
| 21/12/2023 | Orientation and formal introduction with all members of IDEA, met with ED of idea and our on-site supervisor sir, had a conversation about this organization .Getting know about IDEA ECETG project and went to the field to collect data as volunteer for this project survey. | Tarapur Tea Garden | ECETG |
| 24/12/2023 | Data collection for project survey at the field level as a volunteer. | Hiluchhara, malnicherra Tea Garden | ECETG |
| 26/12/2023 | Attending survey on National Child Rights meeting and volunteering to data collection for this survey among 12 to 18 years old child. | Tarapur Tea Garden. | ECETG |
| 27/12/2023 | Desk work and data entry | IDEA office | ECETG |
| 28/12/2023 | Data collection for project survey at the field level as a volunteer. | Kalagul, Khadim Nagar | ECETG |
| 31/12/2023 | Desk work and data entry | IDEA Office | ECETG |
| 14/01/2024 | Having introduction about AWRTI project, desk work for this project. | IDEA Office | AWRTI |
| 15/01/2024 | Meeting with ED sir about NGO and sustainability. | IDEA Office |  |
| 16/01/2024 | Desk work and data entry. | IDEA Office | AWRTI |
| 17/01/2024 | Desk work and data entry on “ capacity building training for youth ambassador” | IDEA Office | AWRTI |
| 18/01/2024 | Desk work and data entry on “ capacity building training for youth ambassador” | IDEA Office | AWRTI |
| 21/01/2024 | Report writing and data entry on 5 days basic teacher training on “Quality Education ,Child Rights and Responsibilities”. | IDEA Office | AWRTI |
| 23/01/2024 | Report writing and data entry on 5 days basic teacher training on “Quality Education ,Child Rights and Responsibilities”. | IDEA Office | AWRTI |
| 24/01/2024 | Creating QR code of different governmental office services site in Sylhet district. | IDEA Office |  |
| 25/01/2024 | Making co-curricular activities list for student of pre-primary and primary school. | IDEA Office | ECETG |
| 28/01/2024 | Attending Hygiene materials distribution for student in Tarapur primary school. | Tarapur Tea Garden | ECETG |
| 29/01/2024 | Attending Hygiene materials distribution for student in Ragib Rabeya primary school. | Hiluchhara,malnicherra Tea Garden | ECETG |
| 30/01/2023 | Summitting report on 5 days basic teacher training on “Quality Education ,Child Rights and Responsibilities”. | IDEA | ECETG |
| 31/01/2023 | Desk work and data entry. | IDEA | ECETG |
| 01/02/2024 | Desk work | IDEA Office |  |
| 02/02/2024 | Visiting Rowail project and primary school | Jagannathpur Sunamganj |  |
| 03/02/2024 | Visiting Rowail Medical Center | Jagannathpur Sunamganj |  |
| 04/02/2024 | Briefly meeting with project monitor and knowing about the project goals and activities | IDEA Office | ECETG |
| 06/02/2024 | Desk work and data entry | IDEA Office | ECETG |
| 08/02/2024 | Visiting ALOY ALOW and WASH project. | Shreemongal |  |
| 11/02/2023 | Desk work and data entry | IDEA Office |  |
| 12/02/2023 | Desk work and data entry | IDEA Office |  |