

# SOCIAL INTERNSHIP

## HAND BOOK



**ACADEMIC YEAR 2025-26**  
**Y-24 BATCH**

You must be the change you wish to see in the  
Society."

**- Mahatma Gandhi**

# Student Handbook for Social Internship Program

For First-Year Engineering Students (Y-24)  
Duration: 80–120 Hours | 8–10 Days

## Purpose of the Internship

Social Internship aims to cultivate empathy, real-world problem-solving, and community engagement among engineering students by immersing them in rural or semi-urban communities. It is a key experiential component of the curriculum aligned with the values of social responsibility and sustainable development.

## Key Objectives

- Understand and engage with community structures and issues.
- Identify grassroots-level problems and document them effectively.
- Contribute through hands-on activities addressing real social needs.
- Conduct household and village/community-level surveys.
- Promote awareness on health, sanitation, environment, and education.
- Prepare a final case study report with observations and solutions.

## Pre-Internship Preparation

- Attend orientation and briefing sessions.
- Understand your assigned domain and associated Sustainable Development Goals (SDGs).
- Coordinate with your faculty mentor and field guide (if applicable).
- Familiarize yourself with the local language or customs (basics).
- Carry required materials: notebooks, ID cards, survey formats, etc.

# Student Responsibilities

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## 1. Professional Conduct

- Maintain discipline, punctuality, and respectful behavior.
- Wear modest, appropriate clothing suitable for rural settings.
- Avoid any political, religious, or commercial promotion.

## 2. Engagement

- Spend time actively in community interaction, not just observation.
- Be open to listening, learning, and understanding without judgment.

## 3. Documentation

- Maintain a Daily Logbook.
- Use provided Survey Templates for structured data collection.
- Note qualitative observations about community practices and behaviors.

## 4. Communication

- Regularly update faculty mentors about progress and challenges.
- Inform concerned persons in case of illness or emergencies.

# Expected Deliverables

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Item	Details
Daily Logbook	Time-wise activity, observations
Survey Forms	Household and village/community-level data
Problem Statement	Clearly defined real issue identified
Case Study	Well-documented report with evidence and insights
Internship Summary Report (KCL)	Final formatted report with all components

## Code of Ethics

- Respect local culture, customs, and beliefs.
- Do not share sensitive community data publicly without permission.
- Refrain from taking unauthorized photographs or videos.
- Work collaboratively—do not impose your views.

# Domains Covered in Social Internship

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1. Health and Hygiene
2. Village Infrastructure
3. Water Conservation
4. Energy Utilization and Efficiency
5. Community Actions
6. Agriculture
7. Water and Sanitation
8. Waste Management
9. Digital Literacy & ICT for Rural Development
10. Women Empowerment & Gender Equality
11. Renewable Energy & Sustainability
12. Nutrition & Food Security
13. Disaster Preparedness & Community Resilience
14. Cultural Heritage and Community Narratives
15. Green Innovations & Tree Plantation
16. Livelihood and Entrepreneurship
17. Rural/Urban Education
18. Sports and Wellness Engagement
19. Skill Identification and Development
20. Mental Health & Well-Being

# Guidelines

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## Important Guidelines

- Each day should contribute 8–10 active field hours.
- Work in groups where required, but contribute individually.
- Follow safety protocols, especially during outdoor/physical tasks.
- Keep in touch with faculty for guidance and approvals.

## Evaluation Criteria

Component	Weightage
Daily Log & Attendance	20%
Survey & Field Data	20%
Problem Statement	20%
Case Study Report	30%
Conduct & Participation	10%



# Social Internship Activities

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1. Create a digital reel about the day's work.
2. Conduct a mini-survey and analyze 10 responses.
3. Interview a community elder about traditional knowledge.
4. Document a success story in your domain.
5. Identify and write a problem statement based on field observation.
6. Sketch a simple solution or prototype idea.
7. Design a poster or infographic on awareness (e.g., hygiene).
8. Edit and compile photos/videos from the day.
9. Create a social media post to promote community effort.
10. Conduct a household awareness session.
11. Facilitate a children's activity (quiz, drawing, storytelling).
12. Record a 2-min testimonial from a beneficiary.
13. Write a short reflective blog/article on the day.
14. Assist in organizing a community event or session.

**Note:** Every day, two activities must be completed. In one week, a total of fourteen activities should be completed.

# Appendices

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## 1. Daily Logbook Template

Date	Time Spent	Location Visited	Activities Performed	Key Observations	Signature (Faculty/Field Guide)
1					
2					
3					
4					
5					
6					
7					

**Note:** Social internship slot will be 7 days and remaining 3 days for final presentation and final report submission



# Appendices

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## 2. Weekly Planner Template

Day	Date	Focus Area/Theme	Planned Activities	Resources Needed	Expected Outcome
1					
2					
3					
4					
5					
6					
7					

**Note:** Social internship slot will be 7 days and remaining 3 days for final presentation and final report submission

# Final Report Format

## Student Internship Summary Report

### Student Details:

- Name:
- Roll Number:
- Department:
- Academic Year:

### Internship Details:

- Domain:
- Duration:
- Location(s) of Internship:
- Faculty Mentor:
- Field Supervisor (if any):

# Final Report Format

- 1. Introduction:** Brief overview of the village/community, location, demography, and general lifestyle.
- 2. Objectives:** Clearly outline the personal and institutional learning objectives for the internship.
- 3. Activities Undertaken:** Daily-wise or category-wise description of major activities conducted.
- 4. Problem Identified:** Description of one or more critical issues observed at the grassroots level.
- 5. Community Engagement:** Summary of how the student interacted with community members and stakeholders.
- 6. Surveys and Data Collected:** Household and village/community-level data summary and interpretation.
- 7. Solutions/Suggestions Proposed:** Innovative ideas, technical inputs, or feasible recommendations for the issues found.
- 8. SDG Mapping:** Identify which Sustainable Development Goals were addressed through the internship.
- 9. Reflection and Learnings:** Personal and professional insights gained from the experience.
- 10. Photographs (Geo-Tagging Images):** Attach labeled, consented photos if available.
- 11. Conclusion:** Wrap-up of the internship experience and its overall impact.
- 12. Faculty Signature and Comments:** (Space for mentor's review and feedback)