



A Report on

Working With NGO

SY Information Technology
Sardar Patel Institute of Technology August 2021

A report submitted in fulfillment of SEVA II Activity



Name: Shruti Shetty

UID: 2019140060

Branch: IT

SUMMMARY

I worked as a Creatives and Social Media intern at Prangan Foundation through its collaboration with Reverse Classroom S.P.I.T. It is an NGO working to provide quality education to underprivileged children. I have completed 35+ hours of SEVA in this internship. As a part of the social media team, I created multiple posts for different social - media platforms to keep the social- media handle active and engaging. I also completed Firki course and contributed towards the fundraising.

Below is the table for the number of hours allotted to each task

Meet / Posters	Date	Hours
Introduction to 3 Commitments		10
23 Highlight Covers		7
E-learning (1)		2
Mobile – Donation (2)		4
Fundraising		5
Introduction to Team	July 5, 2021	2
Timeline Discussion	July 8, 2021	2
Team Discussion	July 13, 2021	2
One- One Meet	August 17, 2021	1
Total		35

FIRKI COURSE: Introduction To 3 Commitments

As a part of NGO, I was supposed to complete the FIRKI course. The purpose of this course was for me to learn about the 3 commitments as a teacher and to explore the different components of the commitment scale. I learnt about the three commitments in depth and the connection between them.

1. Commitment to Educational Equity: It deepens my understanding of educational equity and commit to attaining it.
2. Commitment to Collective Action: It made me understand the importance of building relationships with other teachers and students to deepen impact of teaching.
3. Commitment to Personal Transformation: - It made me explore who I am, what my purpose is to strive to be a better person.

Overall, it made me understand that commitment and faith in our goals is very important to achieve it. A teacher's job is not a just a 9 to 5 job. To become a better teacher, one needs to collaborate with others teachers, school staff and parents of the students to improve the quality of education and eradicate educational inequity. After completion of all the videos and quizzes in between the course, it also had an exam at the end to judge the overall understanding of the course.

After this, I also had to complete a journal based on my understanding of the course. The entire course was for 10 hours. Below is the certificate for completion of the course.

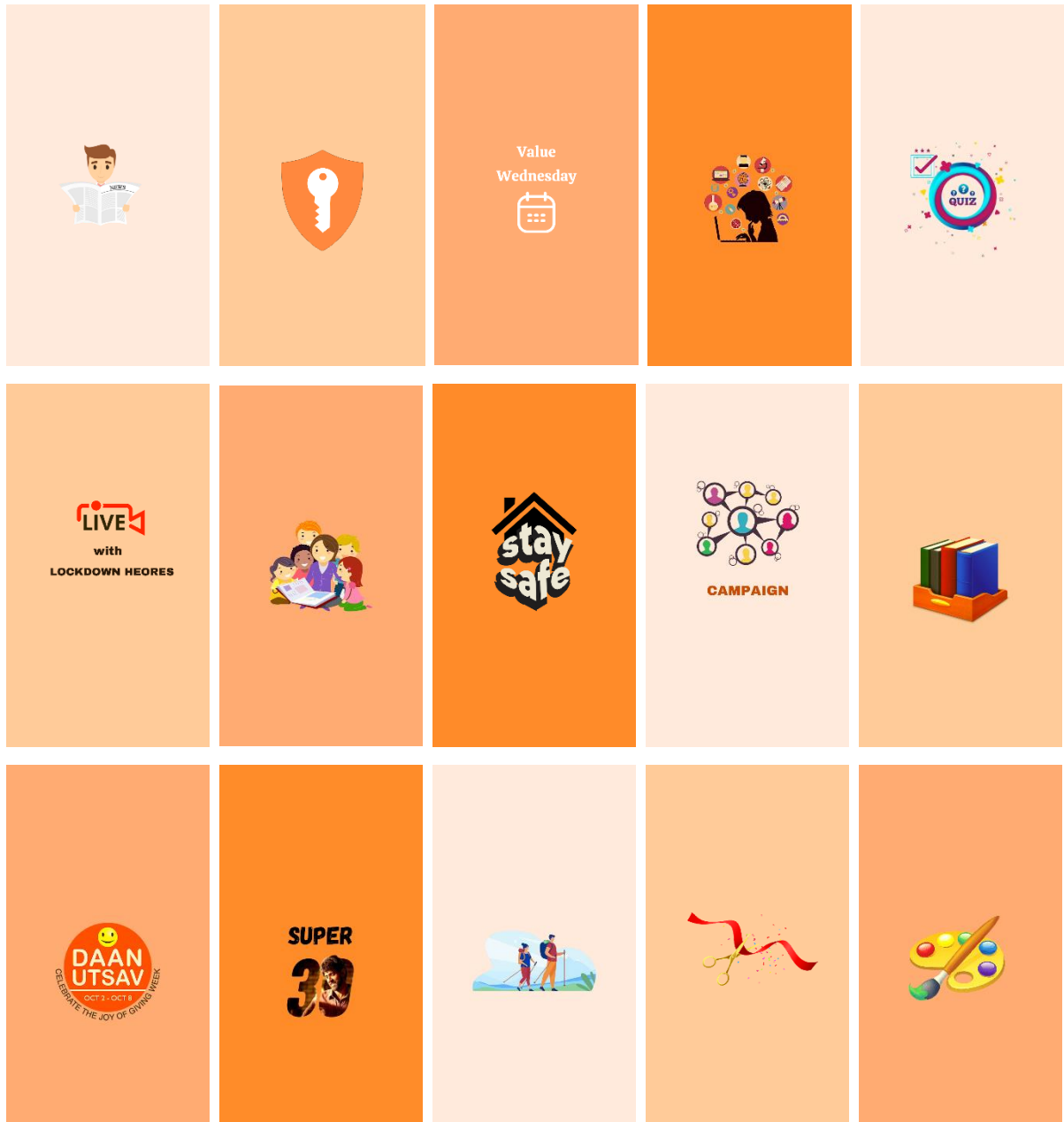


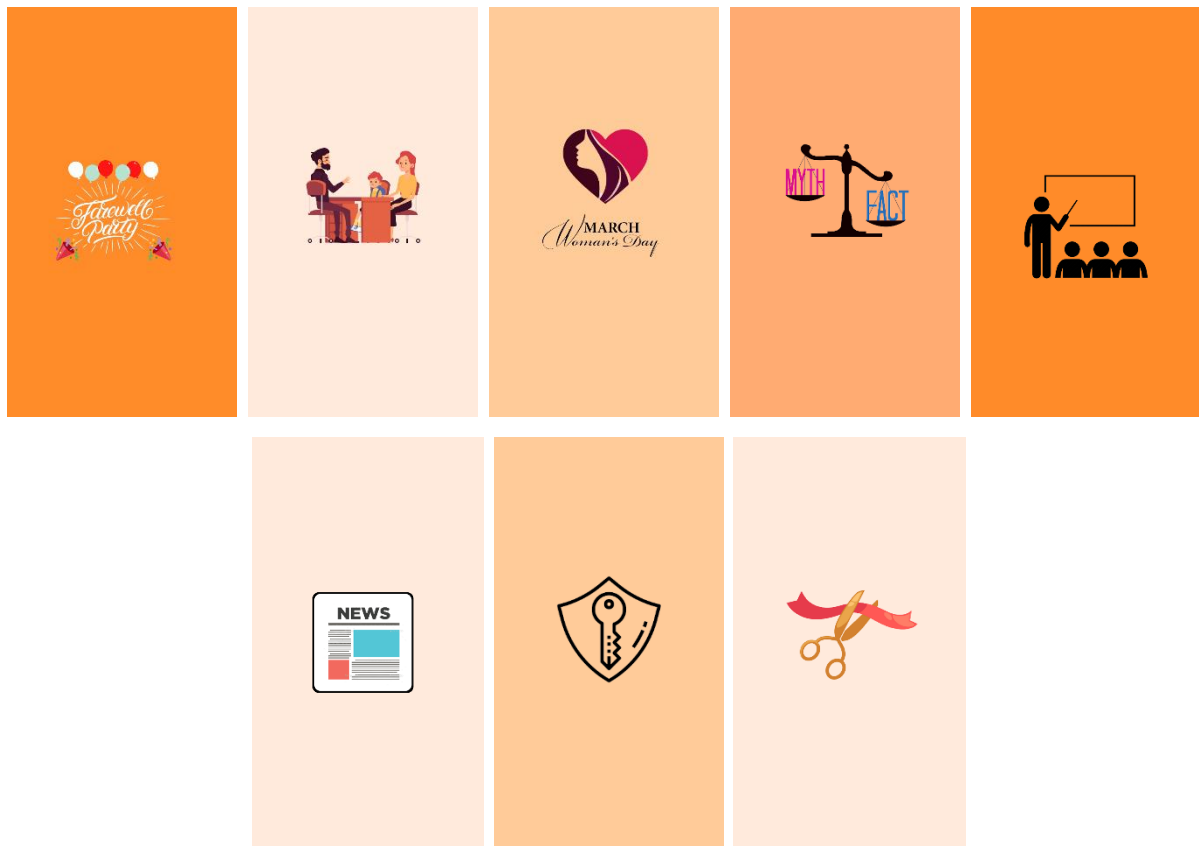
Certificate of completion

Journal

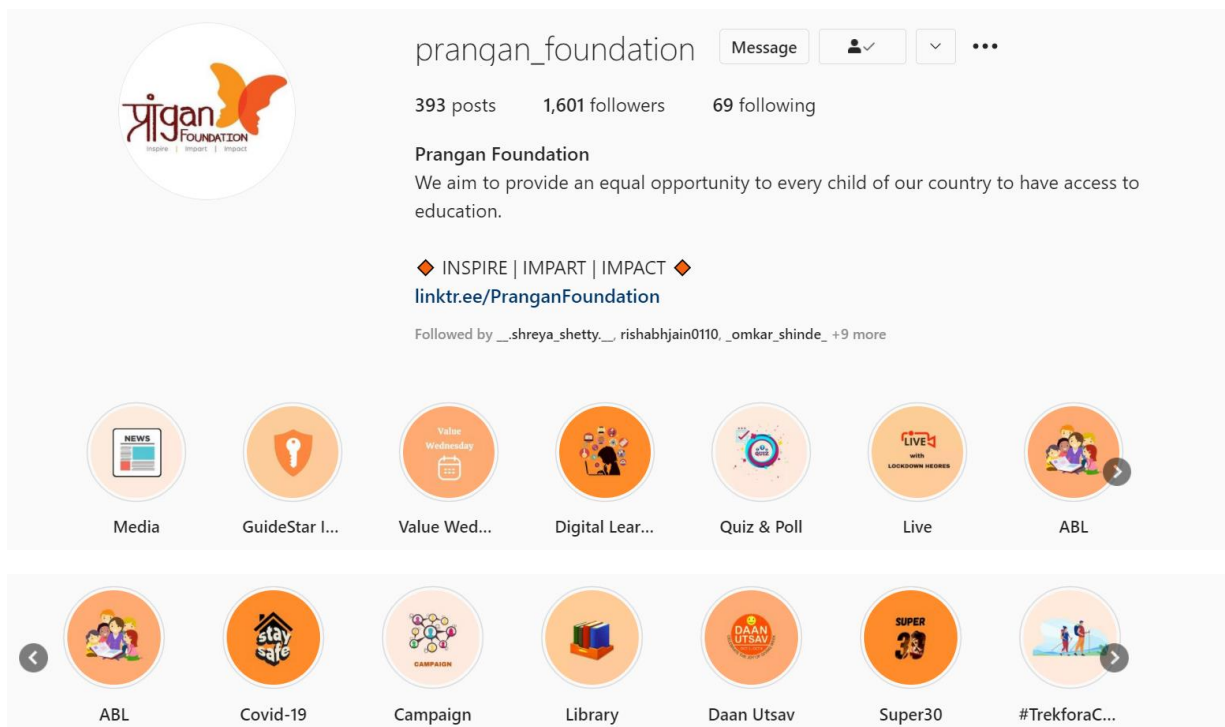
Highlight Covers for Prangan Foundation's Instagram Account

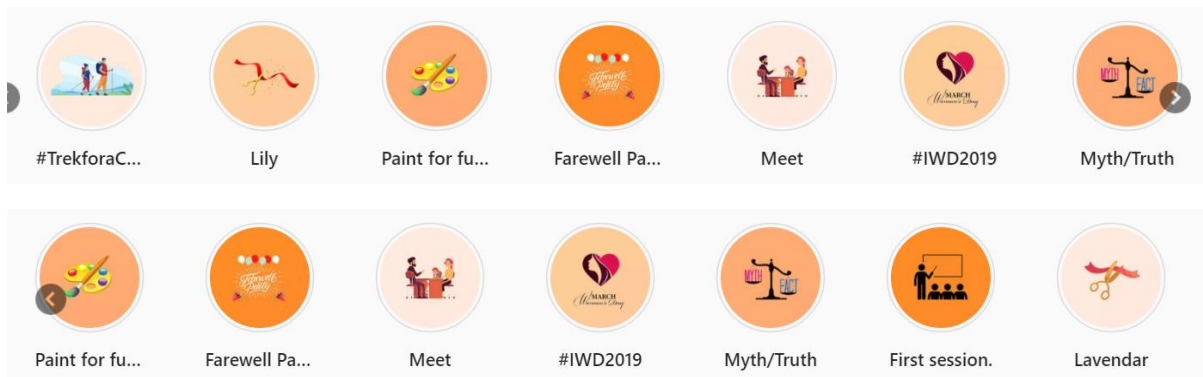
23 Highlight Covers were created for Prangan's Instagram handle. This was the first task assigned to me by my mentor Ms. Charmi Vichhivora and accounts for 7 hours. The task required me to come up with unique and creative designs to make the highlights of the Instagram page look more attractive and appealing. Below are the snippets of the highlight covers from the Prangan's Instagram account.





Below are the snippets of the highlight covers from the Prangan's Instagram account.





Posters

1. **Education:** This task required me to search about the trends on social-media and then come up with content and template in line with education and teaching in Prangan. This entire task from searching for the latest trends and creating the post to making the required changes as suggested by the mentor accounted for 3 hours.

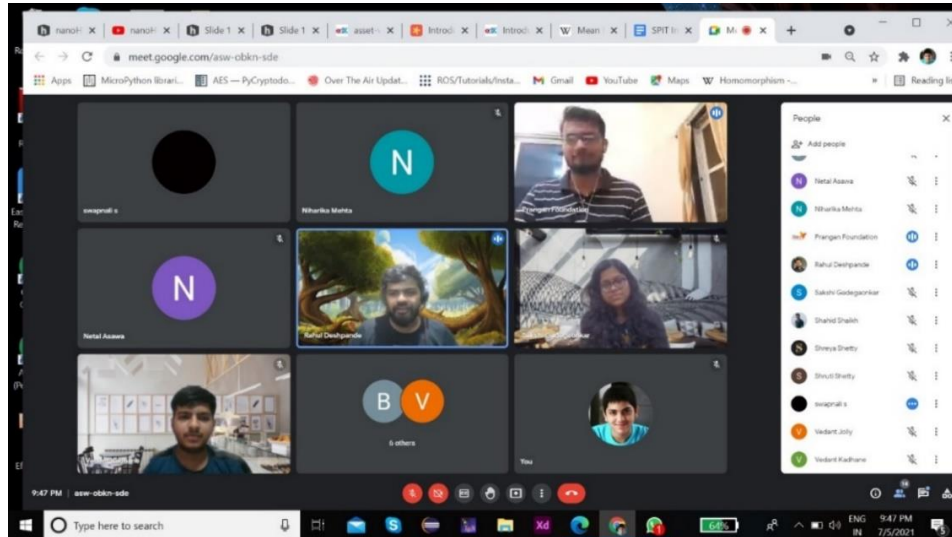


2. **Mobile Donation Campaign:** This task required me to make posters for different social-media platforms and for circulating it with messages on WhatsApp for the mobile-donation campaign of Prangan in order to urge more people to donate their spare phones. Due to the pandemic, the classes were held online and NGO needed more support mobile-phones for the underprivileged students so that they could continue their work. This entire task accounted for 3 hours.

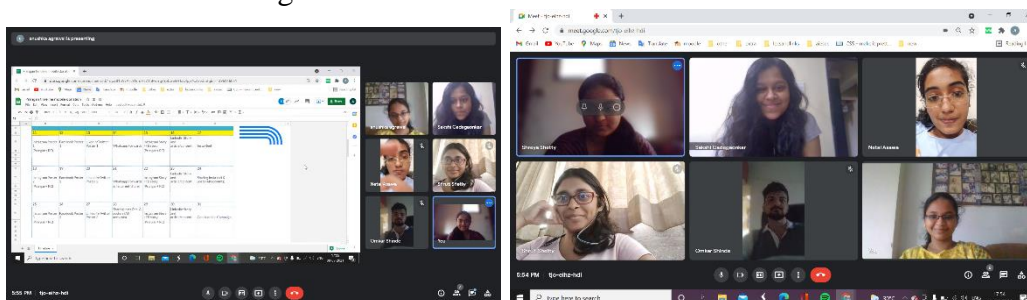


Meets

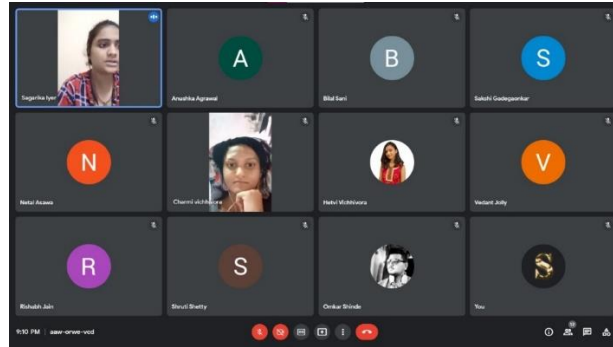
- 1. Introduction to the team:** This meet was held by the president and other founders of the foundation to introduce us to the entire team of and give us a complete idea of what Prangan is all about and work done in this NGO on July 5, 2021. All the people in the meet were introduced and all the interns were assigned the mentors according to their respective roles. This meet was 2 hours long.



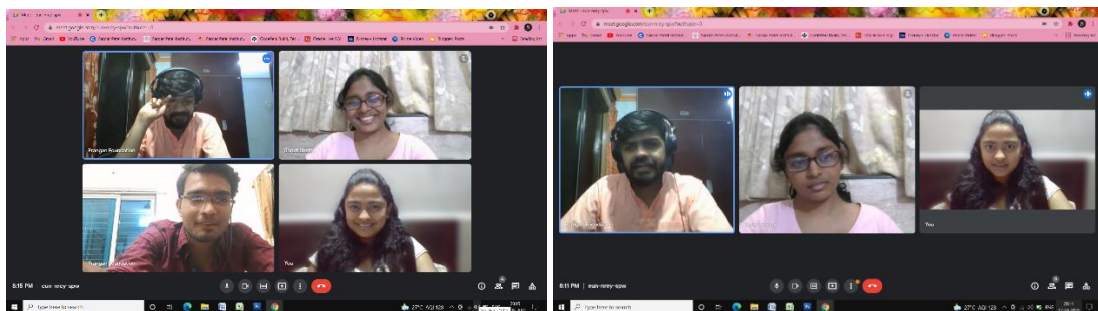
- 2. Timeline Discussion:** This meet was held by the students who were part of the mobile-donation campaign on July 8, 2021. We discussed about ideas for promoting the campaign for the upcoming weeks and created a timeline for the same. The timeline had complete details of all the stories, posts and reels on WhatsApp and different social-media platforms that were going created posted accordingly. This meet was 2 hours long.



- 3. Team Discussion:** This meet was held by my mentors Ms. Charmi Vichhivora and Ms. Sagarika Iyer on July 13, 2021. We were introduced to the Social Media Team. There was discussion about the mobile donation campaign and further plans to increase the reach of the foundation. We were told everything about the fundraising. They demonstrated the creation of Ketto account and explained us how to use it for donation. They also explained us about the way in which we should approach people for donation and create messages. This meet was 2 hours long.

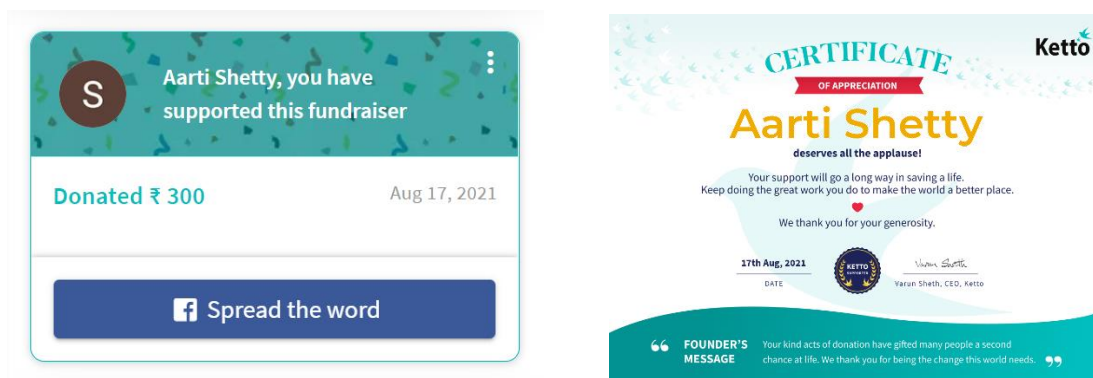


4. **One- One Interaction with the founders of NGO:** This call was set up with Rahul Deshpande and Vaibhav Patil to connect with SPIT interns one on one better to understand the problems, doubts, and suggestions on August 17, 2021. This meet was 1 hour long.



Fundraising

I created an account on Ketto for fundraising and then tried to reach out to my friends and relatives for donation though calls and personalized messages and raised an amount of Rs. 300 individually and Rs. 8500+ together as a team of Reverse Classroom S.P.I.T.



Transaction details

Order ID	ORD162921048797429161645
Amount Paid	INR 300
*Note: This order is not eligible for tax exemption under 80G.	

Interns Confirmation List by Prangan

Fwd: Prangan Foundation : Interns Confirmation List.

1 message

Reverse Classroom <reverse.classroom@spit.ac.in>

To: "sakshi.gadegaonkar@spit.ac.in" <sakshi.gadegaonkar@spit.ac.in>, shreya.shetty@spit.ac.in, "shruti.shetty@spit.ac.in" <shruti.shetty@spit.ac.in>, rishabh.jain2@spit.ac.in, "shahid.shaikh@spit.ac.in" <shahid.shaikh@spit.ac.in>, bilal.sani@spit.ac.in, niharika.mehta@spit.ac.in, aditya.umalkar@spit.ac.in, "netal.asawa@spit.ac.in" <netal.asawa@spit.ac.in>

----- Forwarded message -----

From: **Prangan Foundation** <pranganfoundationindia@gmail.com>

Date: Wed, Aug 18, 2021, 16:33

Subject: Prangan Foundation : Interns Confirmation List

To: <reverse.classroom@spit.ac.in>, <vedant.kadhane@spit.ac.in>

Cc: VAIBHAV NARENDRA PATIL <vnp@somaia.edu>, Rahul Deshpande <rahuldeshpande254@gmail.com>

Hello,

Good afternoon. This is to confirm that the enclosed list of students from your college is working with us as interns for 3 months.

Names :

- 1) Vedant Kadhane
- 2) Anushka Agrawal
- 3) Apoorva Limaye
- 4) Netal Asawa
- 5) Niharika Mehta
- 6) Omkar Shinde
- 7) Rishabh Jain
- 8) Sakshi Gadegaonkar
- 9) Vedant Jolly
- 10) Shahid Shaikh
- 11) Bilal Sani
- 12) Shruti Shetty
- 13) Shreya Shetty
- 14) Aditya Umalkar

In case of any doubts, please reach out to us.

Regards,

Rahul Deshpande,
Vice President, Prangan Foundation



Approval Mail: Below is the screenshot of the mail by principle for the confirmation of SEVA hours

From: **Nida Bakereywal** <nida@spit.ac.in>

Date: Tue, Jun 22, 2021 at 11:18 AM

Subject: Re: Internship at Prangan(NGO)

To: Dr. B. N. Chaudhari <bnc@spit.ac.in>

Thanx a lot sir. I will convey the criteria to the candidate as well as the NGO.

Regards,

On Tue, Jun 22, 2021 at 11:09 AM Dr. B. N. Chaudhari <bnc@spit.ac.in> wrote:

Good Nida. Appreciate your interest.

Approved the proposal. These students will be given one or two academic credits based on individual contribution in hours.

For nearly 30-40 hours of engagement we will assign a credit.

Bhalchandra Chaudhari

PRINCIPAL

Bhartiya Vidya Bhavan's

Sardar Patel Institute of Technology (S.P.I.T.)

Bhavan's Campus, Munshi Nagar, Andheri (W), Mumbai-58

Tel: 91-22-2670 8520, 2670 7448 Fax: 91-22-2670 1422

"Let noble thoughts come to us from every side".

(Rigveda, 1:89)

On Mon, Jun 21, 2021 at 9:37 PM Nida Bakereywal <nida@spit.ac.in> wrote:

Dear Sir, hope you are doing well. Sir, the Reverse Classroom team has collaborated with an NGO named Prangan (<https://www.pranganfoundation.org/>) and their requirement is 12 interns for a duration of 3 months. They would be assessing the candidate's work and giving them certificates accordingly.

Their procedure to get started is

An Interview (non-rejection)

An Induction Programme

A Time Management Course.

Their focus is on education. They have two centers in Mumbai and now they are offering online help to the underprivileged. Today I had a meeting with them and found their course of action very well structured and defined.

We have shortlisted 12 candidates and after your approval the NGO will start with their procedure. Waiting for your positive response.

Thanx and Regards,

Nida

Letter Of Confirmation by Prangan



19th August, 2021

RE: Prangan Foundation: Interns Confirmation List.

Dear Sir/ Ma'am,

This is to confirm that the enclosed list of students from your college are working with us as interns for 3 months.

Names:

1. Vedant Kadhane
2. Anushka Agrawal
3. Apoorva Limaye
4. Netal Asawa
5. Niharika Mehta
6. Omkar Shinde
7. Rishabh Jain
8. Sakshi Gadegaonkar
9. Vedant Jolly
10. Shahid Shaikh
11. Bilal Saini
12. Shruti Shetty
13. Shreya Shetty
14. Aditya Umalkar

In case of any doubts, please reach out to us.

Regards,

Rahul Deshpande

Vice President

Prangan Foundation

+91 7718071289 | ✉ pranganfoundationindia@gmail.com

304, Raj Heritage, Prem Nagar, Near Rokhade bldg, Retibunder Road, Dombivli (West). Thane 421202

Registration number MAH | 1621 | 2018 | Thane

PAN number AADTP9925C

Letter Of Appreciation By POC



18th August, 2021

Shruti Shetty
Sardar Patel Institute of Technology
Bharatiya Vidya Bhavan

RE: Appreciation of Social Media and Graphics Work

Dear Shruti,

This is to acknowledge and appreciate Ms. Shruti Shetty's performance at Prangan Foundation as a Creatives and Social Media Intern. She has diligently completed all the below mentioned tasks and created posters and content for various platforms. She also came up with different and creative ideas to keep the social media handle active and helped in raising funds for the Project, contributing a minimum of 31 hours for Graphics, a minimum of 5 hours for the Fundraiser and 10 hours for completing the Introduction To Three Commitments Online Course.

We are extremely happy with her performance at our organization and would recommend her to future prospects.

Sr. No.	Task	Minimum Hours Contributed
1	5 Education & Trends Poster	10
2	3 Posters for Mobile Donation Campaign	3x3 = 9
3	23 Highlight Covers	7
4	Independence Day Post	3
5	2 Raksha Bandhan Stories	2
6	Introduction To Three Commitments Online Course	8+2 = 10
7	Fundraiser	5

Regards,

Charmi Vichhivora
Graphics POC and Joint Secretary
Prangan Foundation

Letter of Completion



18th August, 2021

Shruti Shetty
Sardar Patel Institute of Technology
Bharatiya Vidya Bhavan

RE: Appreciation For Completion Of Internship

Dear Shruti,

This is to acknowledge and appreciate Ms. Shruti Shetty's performance at Prangan Foundation as a Creatives and Social Media Intern. She has diligently completed the 35 + 35 hours of internship spanning for 3 months by creating posters and content for various platforms and raising funds for the Project. She also came up with creative ideas to keep the social media handle active. Throughout the tenure, she has shown complete dedication towards the cause.

We are extremely happy with her performance at our organization and would recommend her to future prospects.

Regards,

Rahul Deshpande
Vice President
Prangan Foundation

OUTCOMES

Through the Mobile Donation Campaign, we were able to reach out to a lot of people to donate spare phones for a noble cause. Over 50 people donated old or spare phones and we raised Rs. 8600+ through this campaign. We helped the underprivileged students to continue online education in COVID-19. All our work is focused on uplifting kids belonging to impoverished backgrounds by creating awareness and raising funds.

REFERENCES

- <https://www.pranganfoundation.org/>
- https://www.instagram.com/prangan_foundation/
- <https://www.linkedin.com/company/pranganfoundation/?originalSubdomain=in>