

SUMMER INTERNSHIP PROGRAM

at

FES



From 01/05/2024 to 25/06/2024

A REPORT BY

Sarthak Sharma

Master of Business Administration

Development Management

2023-2025

under the Mentorship of

Mrs. Saumya Patel





FOUNDATION FOR ECOLOGICAL SECURITY

FES: :CER: 344

9 July, 2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Sarthak Sharma has successfully completed his internship with the Foundation for Ecological Security from 1 May 2024 to 25 June 2024. He has contributed to the organization's work on conducting the impact assessment of HDFC Parivartan Project in Rajasthan.

During the internship, Sarthak demonstrated rigour through his work and has provided critical insights to the assigned tasks. He was found to be sincere, hardworking, with a self-motivated attitude to learn new things.

We wish him all the best for his future endeavors.

Prahit
Group Head

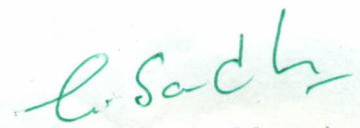
Research & Learning, Monitoring & Evaluation

IIHMR University Faculty Mentor Approval

This is to certify that **Mr. Sarthak Sharma** of academic year 2023-25 of the **School of Development Study** has prepared poster with respect to his summer internship held during May-July 2024.

He has carried out work as per the guidelines. His poster is approved for presentation.

Date : 07-08-2024

A handwritten signature in green ink, appearing to read 'G. Sadhu'.

(signature of Faculty Mentor)

Dr. Goutam Sadhu
Dean of Student Welfare
IIHMR University Jaipur

Weekly Internship Report 1 **Annexure-E**

Name of the Organization: FES

Area/ Department/ Project of Summer Internship Program: CSR Department

Name of the Student: Sarthak Sharma

Roll no: 0050 **Stream:** Development Management

Week no: 1st **From – Week 1: May 1st- May 7th**

Activity Done	
	Introduction: This report summarizes the progress made during the first week of my summer internship at fes, focusing on the assessment of the Rural Development Program. The week was dedicated to understanding the project requirements, data collection, and initial data processing. Day 1: - Received a warm welcome from Mrs. Saumaya patel, the CSR Manager, and introduced to the organization's working environment. - Briefed on the internship timeline and the project scope. - Assigned the project topic: Day 2: - Discussed the timeline and tasks for the internship, including data capturing, effectiveness assessment, report preparation, and final presentations. Day 3: - Visited FES organization, NGO partner, and received a raw dataset of CSR fund utilization. - Tasked with normalizing the dataset and creating a readable Excel sheet. Day 4: - Worked remotely on the dataset provided by FES, focusing on sorting, and normalizing the data.

Linking theory (Classroom learning) with practice at your organisation	1. Applied data collection and processing skills to normalize and analyze a raw dataset, reinforcing classroom learning. 2. - Utilized project management principles to plan and execute internship tasks, aligning theoretical concepts with practical experience.
Gaps identified on the working area.	Till Now Unidentified
Suggestions for improvement	No Need
Plan for the next week	- Continue data normalization and processing. - Begin data analysis to assess the effectiveness of the FES program. - Start drafting the report based on the analysed data. Overall, the first week was productive, and I am eager to continue my work and contribute meaningfully to FES CSR initiatives.

Weekly Internship Report 2 **Annexure-E**

Name of the Organization: FES

Area/ Department/ Project of Summer Internship Program: CSR Foundation

Name of the Student: SARTHAK SHARMA

Roll no: 0050

Stream: Development Management

Week no: 2nd

From – Week 2: May 8th - May 14th

Activity Done	Day 1: - Completed sorting of the Excel sheet provided by FES - Started preparing a set of questions or questionnaire for stakeholders of FES CSR. Day 2: - Visited FES adopted villages prepared a checklist for need identification according to our area of work. Day 3: - Continued working on the questionnaire and Excel sheet for stakeholders. - Sent the questionnaires and Excel sheet to my manager for further circulation to stakeholders. Day 4: - Had a long discussion with my manager at his place of work. - Noted minutes of the meeting, including points on data analysis, primary data collection, micro-planning, and Google Form corrections. Day 5: - Saturday was a day off, used for reflection and planning for the upcoming week.
Linking theory (Classroom learning) with practice at your organisation	Applied data analysis skills to Excel sheets and questionnaires. - Utilized project management skills for need identification, data collection, and planning.
Gaps identified on the working area.	Till Now Unidentified
Suggestions for improvement	No Need

Plan for the next week	- Await feedback from stakeholders on the questionnaires. - Begin data analysis of secondary and primary data. - Develop a micro-planning framework for the way forward. Overall, the second week was a step forward in the project, and I am excited to continue my work in the upcoming weeks.

Weekly Internship Report 3 **Annexure-E**

Name of the Organization: FES

Area/ Department/ Project of Summer Internship Program: CSR Department

Name of the Student: SARTHAK SHARMA

Roll no: 0050 Stream: Development Management

Week no: 3rd From – Week 3: May 15th - May 21th

Activity Done	Day 1: - Completed corrections in the Excel sheet containing data of work done by FESCSR fund through HKL SPORTS over the past few years. - Sent the corrected sheet to the FES team.
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	Day 2: - - Collected secondary data available on the company's website and various reports. - Continued waiting for responses to the previously circulated Google Forms. Day 3: - Reviewed annual reports of CSR done by FES at office. - Took notes relevant to my final internship report. - Continued waiting for responses to the Google Forms. Day 4: - Worked on creating a new questionnaire based on the checklist for sports based assessment. - Completed the Google Form, which will be used during the primary data collection days. - Decided to prepare for the primary data collection due to the lack of responses from the previous questionnaire. Day 5: - Field Visit to PEEPLI village
Linking theory (Classroom learning) with practice at your organization	- Applied data correction and analysis skills to Excel sheets and annual reports. - Utilized research skills to collect and review secondary data from various sources. - Designed a new questionnaire and Google Form for primary data collection, demonstrating practical application of theoretical research methods.
Gaps identified on the working area.	Till Now Unidentified
Suggestions for improvement	No Need

Plan for the next week	- Follow up on the responses to the Google Forms. - Begin primary data collection using the new questionnaire. - Continue analyzing secondary data and integrating it into the final report. - Prepare for presentations and ensure all data is accurately reflected. Overall, Week 3 was a week of preparation and refinement, setting a strong foundation for the data collection and analysis phases ahead
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Weekly Internship Report 4 **Annexure-E**

Name of the Organization: FES

Area/ Department/ Project of Summer Internship Program: CSR Development

Name of the Student: SARTHAK SHARMA

Roll no: 0050 Stream: Development Management

Week

no: 4th From – Week 4: May 22nd- may 28th

Activity Done	Day 1: - Visited Ground locations with supervisor. - Assisted by MR. Shashank Saxena in creating Excel sheets to collect data for preparing roadmaps from NGO partners. - Began initial work on structuring these Excel sheets at office..
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	Day 2: - Worked from home to complete the formatting of the Excel sheet. - Had a call with Shubham sir (Manager at FES) for final approval on the Excel sheet. - Focused on ensuring the Excel sheet is organized and user-friendly. Day 3: - Continued working from office.. - Spent the day gathering and analysing this strategic information. Day 4: - SAUMYA MAM assigned a new topic for my internship report: "Need Assessment of NGO partners at AU Foundation." - Prepared an Excel sheet to collect data on the work done by various NGO partners in schools, rural development, and Anganwadi projects. - The sheet includes information about the Name of the NGO, Project details, Location, and Future endeavours. - Started planning for data collection and analysis. Day 5: - Worked from home to review the work completed throughout the week. - Made necessary changes and adjustments to the Excel sheets and other documents. - Began receiving data from NGO partners for the need assessment project. - Prepared for the analysis work to start in the upcoming week.
Linking theory (Classroom learning) with practice at your organization	- Applied data collection and analysis skills to create Excel sheets and roadmaps for NGO partners, demonstrating practical application of theoretical concepts. - Utilized organizational and planning skills to structure and format Excel sheets, ensuring user-friendliness and efficiency. - Demonstrated ability to adapt to new tasks, such as need assessment of NGO partners, and effectively planned for data

	collection and analysis, showcasing theoretical knowledge in action.
Gaps identified on the working area.	Till Now Unidentified
Suggestions for improvement	- Coordination with NGO partners for data collection took longer than expected. - Balancing between multiple tasks and ensuring all documents were accurate and complete.
Plan for the next week	- Continue collecting data from NGO partners and begin the analysis phase. - Utilize the information gathered to prepare a detailed report and presentations. - Follow up on pending responses from the Google Forms circulated to NGO partners. - Implement feedback and make necessary corrections to survey forms as suggested by the Mentor.

Name of the Organization: FES

Area/ Department/ Project of Summer Internship Program: CSR Department

Name of the Student: SARTHAK SHARMA

Roll no: 0050 Stream: Development Management

Week no: 5th

From – Week 5: May 29th - June 5th

Activity Done	Day 1: Today was an unproductive day as I had no new tasks and was mainly waiting for the NGO partners to fill out the Excel sheet. The partners seemed to be taking my assessment lightly, which is crucial for my internship. To address this issue, I decided to write an email to my manager to inform him about the slow progress and seek guidance on what to do with the gathered data. Additionally, being away from home, daily expenses have been high, and there is a lack of supervision or assistance at this stage. Day 2: The situation remained similar to yesterday. However, I continued to monitor the Excel sheet, and a few NGO partners had started filling it out. I sent a follow-up email to my manager regarding the slow progress and the importance of receiving complete data for my analysis. This issue is critical as my entire internship report depends on this data. Day 3: Today, we had a meeting with our manager, Mrs. Patel, to provide updates as we are nearing the end of our first month. He assigned me a new task involving the entry of past years' annual CSR reports into an Excel sheet after proper formatting. This task took up the whole day, and I managed to complete around 120 entries. This data will form the basis of my further analytics work. Day 4: I organized the last three years' annual CSR reports into different plastic files (entity-wise) to make them manageable and easy for further use. This work took up my entire day. In the evening, I discussed with my manager how I need to analyse the tabulated data. Day 5: Today, I had a meeting with my manager, Mrs Saumya, where I handed over the sorted and classified documents. He reviewed and approved the Excel sheet I had prepared, praising my work. He then shared the sheet with NGO partners and colleagues, giving them a deadline to fill it by Tuesday. This step is essential
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	for gathering the data necessary for my analysis and subsequent report. MONITORING .
Linking theory (Classroom learning) with practice at your organisation	- Faced challenges in data collection, highlighting importance of effective communication. - Demonstrated organizational skills through data entry and formatting. - Received feedback and guidance from manager, showcasing value of mentorship.
Gaps identified on the working area.	Till Now Unidentified
Suggestions for improvement	No Need
Plan for the next week	involved significant data management tasks, including the entry and organization of past CSR reports and the preparation of an Excel sheet for NGO partners. Despite some initial delays in data collection, I addressed these issues with my manager and made progress. The upcoming week will focus on analysing the collected data and preparing the final report.

Weekly Internship Report 6 **Annexure-E**



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Name of the Organization: FES

Area/ Department/ Project of Summer Internship Program: CSR Department

Name of the Student: SARTHAK SHARMA

Roll no: 0050 Stream: Development Management

Week no: 6th From – Week 6: June 6th - June 12th

Activity Done	Day 1: Today was an unproductive day as I had no new tasks and was mainly waiting for the NGO partners to fill out the Excel sheet. The partners seemed to be taking my assessment lightly, which is crucial for my internship. To address this issue, I decided to write an email to my manager to inform him about the slow progress and seek guidance on what to do with the gathered data. Additionally, being away from home, daily expenses have been high, and there is a lack of supervision or assistance at this stage. Day 2: The situation remained similar to yesterday. However, I continued to monitor the Excel sheet, and a few NGO partners had started filling it out. I sent a follow-up email to my manager regarding the slow progress and the importance of receiving complete data for my analysis. This issue is critical as my entire internship report depends on this data. Day 3: Today, we had a meeting with our manager, Mr.Pareek, to provide updates as we are nearing the end of our first month. He assigned me a new task involving the entry of past years' annual CSR reports into an Excel sheet after proper formatting. This task took up the whole day, and I managed to complete around 120 entries. This data will form the basis of my further analytics work.
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	Day 4: I organized the last three years' annual CSR reports into different plastic files (entity-wise) to make them manageable and easy for further use. This work took up my entire day. In the evening, I discussed with my manager how I need to analyse the tabulated data. Day 5: Today, I had a meeting with my manager, Mrs Saumya, where I handed over the sorted and classified documents. He reviewed and approved the Excel sheet I had prepared, praising my work. He then shared the sheet with NGO partners and colleagues, giving them a deadline to fill it by Tuesday. This step is essential for gathering the data necessary for my analysis and subsequent report. MONITORING
Linking theory (Classroom learning) with practice at your organisation	Faced challenges in data collection, sent emails to manager to seek guidance. - Assigned new task to enter CSR reports into Excel sheet, completed 120 entries. - Received approval from manager on sorted documents, ready for data analysis.
Gaps identified on the working area.	Till Now Unidentified
Suggestions for improvement	No Need
Plan for the next week	Review the excel sheet

Name of the Organization: FES

Area/ Department/ Project of Summer Internship Program: CSR Department

Name of the Student: SARTHAK SHARMA

Roll no: 0047

Stream: Development Management

Week no: 7th

From – Week 7: June 13th - June 19th

Activity Done	Day 1: This involved researching various competitions and events to determine appropriate prize amounts. The list includes different categories and levels of achievements, ensuring fair and motivating rewards for athletes' performance. Day 2: Developed Communication Protocol On the second day, I established a communication protocol for sports coaches. This protocol outlines the standards and guidelines for effective communication between villagers issues and administrative staff. It includes best practices for regular updates, feedback mechanisms, and conflict resolution to ensure smooth and productive interactions. The protocol aims to enhance clarity, improve coordination, and foster a positive working environment. Day 3: Created Zone-Wise Report for Alwar, Begas, Thanagazi, and Tonk On the third day, I compiled a detailed zone-wise report covering the regions of Alwar, Begas, Thanagazi, and Tonk. This report includes data on sports facilities, participation levels, and key challenges faced in each zone. The analysis aims to identify areas for improvement and potential opportunities for sports development in these regions. The report serves as a valuable resource for strategic planning and resource allocation. Day 4: Facilitated Collaboration with Give Grant Impact Assessment Agency On the fourth day, I facilitated a collaboration with the Give Grant Impact Assessment Agency. This involved coordinating meetings, discussing potential partnership opportunities, and drafting a memorandum of understanding (MoU). The collaboration aims to enhance our organization's impact assessment capabilities and ensure transparency and effectiveness in grant utilization. This partnership will help in evaluating the outcomes of our initiatives and improving future programs. Day 5: Developed Standard Operating Procedures (SOP) for Coaches On the final day of the week, I developed standard operating procedures (SOP) for coaches. These SOPs provide clear guidelines on various aspects of coaching, including training routines, athlete management, and adherence to ethical standards. The SOPs are designed to ensure consistency, professionalism, and high-quality coaching across all sports programs. This will help in maintaining uniformity and excellence in coaching practices throughout our organization.
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Linking theory (Classroom learning) with practice at your organization	Compiled data and prepared key sections for the final internship report. - Developed tools and resources, including a prize money list, communication protocol, and standard operating procedures (SOP) for coaches. - Facilitated collaboration with the Give Grant Impact Assessment Agency and created a zone-wise report to inform strategic planning and resource allocation.
Gaps identified on the working area.	Till Now Unidentified
Suggestions for improvement	No Need
Plan for the next week	Do the collaborations

Weekly Internship Report 8 **Annexure-E**

Name of the Organization: FES

Area/ Department/ Project of Summer Internship Program: CSR Department

Name of the Student: Sarthak sharma

Roll no: 0050 Stream: Development Management

Week no: 8th

From – Week 8: June 20th - June 25th

Activity Done	Day 1: Visit Ground and Meeting with Students On the first day, I visited the Ground to monitor all activities and facilities. I conducted a thorough inspection to ensure everything was in order, and I held a meeting with the students to discuss their experiences, challenges, and suggestions for improvements. This visit aimed to identify areas that need attention and gather direct feedback from the athletes. Day 2: Visit to peepli Ground with Manager and Supervisor On the second day, I visited the peepli Ground along with my manager and supervisor. During this visit, we evaluated the current conditions and facilities and discussed potential upgrades and maintenance requirements. The visit also included interactions with the local staff and athletes to understand their needs and how we can support them better. Day 3: Monitoring and Reporting on Various Sports Initiatives and Programs On the third day, I focused on monitoring and reporting on various sports initiatives and programs currently in place. This involved reviewing the progress and effectiveness of different programs, identifying key achievements, and noting any areas for improvement. The report will be used to assess the impact of these initiatives and guide future planning. Day 4 Field visit.. Day 5: Meeting with CSR Head On the fifth day, I checked the status updates on the Sports Cartel portal to stay informed about the latest developments in the sports industry. Later in the day, I had a meeting with the Corporate Social Responsibility (CSR) head to discuss ongoing and upcoming CSR initiatives related to sports. The discussion focused on aligning our objectives and exploring new opportunities for collaboration. Day 6: Attended CSR Annual Summit Workshop with NGO Partners On the final day of the week, I attended the CSR Annual Summit Workshop, which brought together various NGO partners. The summit was a platform to share experiences, discuss the impact of CSR projects, and explore new partnerships. It provided valuable insights into the challenges and successes of different initiatives, helping us to refine our approach and maximize the positive impact of our programs.
Linking theory (Classroom learning) with practice at your organization	- Conducted site visits to Grounds to monitor activities, facilities, and gather feedback from athletes and staff. - Monitored and reported on various sports initiatives and programs, identifying achievements and areas for improvement. - Attended workshops and meetings with coaches, CSR head, and NGO partners to foster collaboration, share best practices, and align objectives for maximum impact.
Gaps identified on the	Till Now Unidentified

working area.	
Suggestions for improvement	No Need
Plan for the next week	• Report completion for summer internship.

COMPILED REPORT FORMAT

Name of the Organization: FES

Area/ Department: CSR Department

Name of the Student: SARTHAK

SHARMA

Roll no: 0050

Stream: Development Management

Activity Done	Throughout the eight-week internship at AU Foundation, I engaged in a range of activities focused on the Rural Development Program and the Sports Program. Initially, I familiarized myself with the organization's environment and project requirements, which included data collection, normalization, and processing tasks. I developed questionnaires for stakeholders and conducted need identification at various sports grounds. I meticulously organized, analyzed, and corrected data from CSR fund utilization by HKL SPORTS, and prepared new questionnaires and Google Forms for primary data collection. Additionally, I assisted in creating Excel sheets to gather data for NGO partners and conducted field visits to assess the effectiveness of CSR initiatives. I facilitated collaboration with impact assessment agencies and attended workshops and meetings to ensure alignment of CSR objectives and share best practices. These activities culminated in the preparation of detailed reports and presentations reflecting my findings and analyses.
Linking theory (Classroom learning) with practice at your organization	During the internship, I effectively applied theoretical knowledge from my coursework to practical tasks at FES Data collection and processing skills were crucial in normalizing and analyzing datasets, while project management principles helped in planning and executing tasks systematically. The preparation of questionnaires and data analysis reinforced my understanding of research methodologies. Field visits and interactions with stakeholders demonstrated the practical application of development management theories. Furthermore, facilitating collaborations and attending workshops allowed me to integrate classroom learning with real-world CSR practices, enhancing my problem-solving and organizational skills.
Gaps identified on the working area.	Several gaps were identified during my internship. Coordination with NGO partners for data collection often took longer than anticipated, impacting the overall timeline. Balancing multiple tasks while ensuring accuracy in all documents was challenging. There was also a noticeable delay in responses to distributed questionnaires, which hindered timely data analysis. Additionally, the initial lack of supervision and guidance led to unproductive days, especially when waiting for critical data from partners.
Suggestions for improvement	To address the identified gaps, improved coordination mechanisms with NGO partners should be established to streamline data collection processes. Enhanced communication strategies, including regular follow-ups and setting clear deadlines, could mitigate delays in responses. Balancing tasks can be managed more effectively by prioritizing activities and setting incremental goals. Increased supervision and regular check-ins with managers would ensure continuous guidance and support. Lastly, incorporating a structured feedback loop for all activities can help in timely identification and rectification of issues, leading to smoother execution of projects.

Signature of the Student

Approved by the IIHMR University's Mentor

DR GOUTAM SADHU