

SUMMER INTERNSHIP PROGRAM

at



ONGC FOUNDATION

From: - 13th May 2025 to 25th July 2025

A REPORT BY

Aadrika Kothari

Master of Business Administration

(Development Management)

Roll no - 0051

2024-26

Under the Mentorship of

Dr. RATNA VERMA

(Professor)



TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Aadrika Kothari** was engaged with ONGC Foundation as an intern from 13th May 2025 to 25th July 2025.

During her internship, she actively supported our team in various projects, including Anganwadi, Scholarship, PMIS (Prime Minister Internship Scheme), and TB initiatives. Throughout her tenure, she demonstrated sincerity, dedication, and a commendable work ethic.

We appreciate her contributions and wish her all the very best in her future endeavors.

Your Sincerely



HR & Admin Executive


CEO/COO

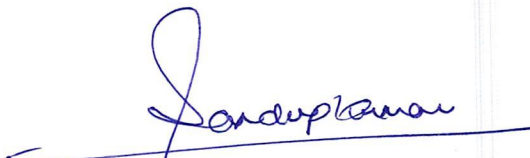
SANDEEP KUMAR
COO-ONGC FOUNDATION
10th Floor Core-3, Scope Minar
Laxmi Nagar Delhi-110092



Completion Certification from the Organization CERTIFICATE

This is to certify that Dr./Mr./Ms. Aadrika Kothari of 2024 - 26
(batch) of School of Development Studies (Name of the Department/
Institute) has worked with our organization for his/her summer internship from
13th May 2025 to 25th July 2025 (date). The overall performance shown by
him/her during the period was excellent/good/average. This certificate is being issued to meet the
requirements of the IIHMR University.

Date: 25/07/25



(Signature of Organizational Mentor)

Name: SANDEEP KUMAR

Designation: COO/CEO

Seal/Stamp of the Organization

SANDEEP KUMAR
COO-ONGC FOUNDATION
10th Floor Core-3, Scope Minar
Laxmi Nagar Delhi-110092



IIHMR University Faculty Mentor Approval

This is to certify that **Ms Aadrika Kothari** of the academic year 2024-26 **School of Development Studies** has prepared a poster with respect to her summer internship held during 12th May-25th July 2025.

She has carried out work as per the guidelines. Her poster is approved for presentation.

Date: 29/07/2025

A handwritten signature in blue ink, appearing to read 'Ratna Verma', written over a faint circular stamp.

Dr. Ratna Verma

Associate Professor

IIHMR University, Jaipur

Reporting Format (Weekly)

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

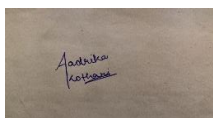
Stream: DM

Week no: 1 From:13TH May 2025 to 16th May 2025

Activity Done	During the first week of my Summer Internship Program, we were welcomed by the ONGC Foundation team. The orientation included introductions to the COO/CEO, and several other team members, which helped us understand the organizational structure and the scope of the internship. We began by reviewing the annual reports and the Memorandum of Understanding (MOA) signed between ONGC Foundation and Citizens Foundation. This MOA highlights their collaboration to develop 75 Anganwadi Centres across four states, focusing on early childhood care and education. Our next task was to create a PowerPoint presentation summarizing this initiative. This included outlining the key components of the MOA, project objectives, implementation strategy, stakeholder roles, and the intended impact on community development.
Linking theory (Classroom learning) with practice at your organisation	Organizational Behaviour: Observed the internal functioning of the organization, including team dynamics, leadership structure, and communication flow, which reflected concepts like motivation, team roles, and organizational culture. Strategic Planning: Through the MoU and project documentation, I gained practical exposure to how long-term strategic collaborations are formed, planned, and managed in the social development sector. Organizational Hierarchy: Understood the chain of command and decision-making structure within the ONGC

	Foundation and how responsibilities are delegated across levels.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	In the coming week, we will study various development projects undertaken by ONGC Foundation to understand their structure, target outcomes, and execution methods. We will also brainstorm and suggest distinct, meaningful names for the projects.

Signature of the Student



Approved by the IIHMR University's Mentor

On the last day of every week Saturday -) report in the above format should be submitted to the faculty mentor. Submission of total 10 reports in 10 weeks is compulsory. Each report should not be more than 2 pages.

Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

Stream: DM

Week no: 2 From:19TH May 2025 to 23rd May 2025

Activity Done	In the second week of our engagement, we undertook a detailed study of The Hans Foundation project, of rural development which included water, livelihood, and sanitation. This analysis provided us with a deeper understanding of how integrated development efforts are implemented in the villages of Uttarakhand. This exercise not only enhanced our knowledge of grassroots-level initiatives but also helped us appreciate the role of non-profit organizations in driving sustainable development in underprivileged regions. We updated UTR numbers on the ONGC Scholarship Portal, verifying and recording first instalment transactions. This ensured transparency, smooth coordination with beneficiaries, and highlighted the value of systematic record-keeping in managing large-scale funds.
Linking theory (Classroom learning) with practice at your organisation	I used Microsoft Excel extensively to manage and verify student data, specifically for checking and updating Unique Transaction Reference (UTR) numbers as part of the scholarship disbursement process. This practical application enhanced my understanding of data handling, accuracy, and financial record-keeping. These technical skills are proving valuable in supporting my current responsibilities and will contribute significantly to my future assignments.
Gaps identified on the working area.	NA

Suggestions for improvement	NA
Plan for the next week	In the following week, our primary focus will remain on completing the pending UTR number updates to ensure all records are accurate and up to date. Furthermore, by Tuesday evening, our manager is expected to assign new responsibilities, which will likely involve analyzing data collected from ongoing projects. This will provide an opportunity to apply the theoretical and technical knowledge gained so far, while also contributing to the foundation's operational insights.

Signature of the Student



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Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

Stream: DM

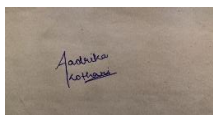
Week no: 3

From: 26TH May 2025 to 30th May 2025

Activity Done	This week, I focused on understanding the ONGC Foundation's journey, objectives, and key focus areas in preparation for the Foundation Day presentation. I studied various aspects of the foundation's work, including its mission, past initiatives, and long-term goals to create meaningful and informative content. In addition to this, I prepared a one-page project brief for the ongoing initiative 'Hans Jal Dhara.' This involved summarizing the project's purpose, implementation strategy, and expected impact in a concise and professional format. I also analyzed the project's progress by reviewing numerical data and identifying key improvements, which gave me insight into its growth and effectiveness on the ground.
Linking theory (Classroom learning) with practice at your organisation	Strategic Planning & Communication: Applied classroom concepts such as strategic communication, project briefing techniques, and stakeholder analysis while drafting project documents. SWOT Analysis: Used SWOT (Strengths, Weaknesses, Opportunities, Threats) framework while analyzing the project and planning communication strategies, reflecting integration of academic knowledge with practical experience.
Gaps identified on the working area.	NA

Suggestions for improvement	NA
Plan for the next week	Complete Foundation Day Presentation: Finalize and design the presentation content highlighting ONGC Foundation's journey and initiatives for the Foundation Day event. Undertake New Assignments: Awaiting further tasks as per guidance from the reporting mentor/sir in the coming week.

Signature of the Student



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Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

Stream: DM

Week no: 4 From: 2nd June 2025 to 6th June 2025

Activity Done	During the week, I worked on preparing a comprehensive PowerPoint presentation (PPT) highlighting ONGC Foundation's key initiatives and projects across various thematic areas such as healthcare, education, skill development, livelihood, and environment. This PPT is designed to be used in stakeholder presentations and internal documentation, providing a clear overview of the Foundation's work and impact. Additionally, as part of World Environment Day brainstorming, I conducted research and suggested new potential initiatives that the Foundation could adopt for greater environmental impact. • Seaweed Farming: for coastal climate resilience and sustainable livelihoods. • Bamboo Cultivation: for carbon sequestration, handicrafts, and ecosystem restoration. These suggestions were made considering ONGC Foundation's focus on sustainable, inclusive development.
Linking theory (Classroom learning) with practice at your organisation	Strategic Communication & Documentation: • While creating the PPT for ONGC Foundation's initiatives, I applied principles of strategic communication, which emphasize clarity, audience-centric design, and storytelling. • This aligns with classroom teachings on project communication planning, where visual tools like presentations are used to convey impact and goals to stakeholders effectively.

Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	In the upcoming week, I will focus on collecting and analysing numerical data related to the Pradhan Mantri Internship Scheme (PMIS). The main objective will be to extract the total number of enrolled students and compare it with the number of students who dropped out, in order to calculate the dropout rate across different regions or time periods. This data-driven approach will help in identifying patterns or trends in participation levels. Alongside this, I will evaluate the scholarship distribution data provided by the Foundation to identify how many students received support, the frequency and duration of scholarships, and whether there are any noticeable trends in terms of beneficiaries (such as by gender, region, or academic level). This quantitative analysis will provide a clearer picture of the outreach and effectiveness of the Foundation's educational initiatives.

Signature of the Student



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Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

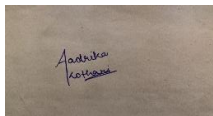
Stream: DM

Week no: 5 From: 9th June 2025 to 13th June 2025

Activity Done	This week, I focused on analysing numerical data under the Pradhan Mantri Internship Scheme (PMIS), specifically to extract enrolment numbers and compare them with dropout figures to calculate dropout rates. The analysis aimed to identify participation trends across different regions, considering the Foundation's pan-India presence. Additionally, I reviewed scholarship distribution data to assess the number of beneficiaries, scholarship frequency, and demographic trends. I also attended an orientation session that provided insights into ONGC Foundation's journey, CSR projects, and working processes. The week ended with a "Fun Friday" activity to encourage a stress-free and collaborative environment.
Linking theory (Classroom learning) with practice at your organisation	The work done this week closely reflects concepts of <i>Communication Theory</i> . Interpreting and presenting data required effective written and visual communication skills. The orientation program served as a practical example of structured organizational communication, while the Fun Friday event reinforced the importance of interpersonal communication in building a positive work culture. These

	experiences strengthened my understanding of both formal and informal communication dynamics in a
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	Our reporting mentor will be assigning us a CSR project to study. I will focus on reading and understanding the details of the project, along with taking up any additional responsibilities that will be shared with us on Monday.

Signature of the Student



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Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

Stream: DM

Week no: 6 From: 16th June 2025 to 20th June 2025

Activity Done	This week, I was involved in verifying the bank account numbers and IFSC codes of scholarship beneficiaries. The data was cross-checked between the Excel sheet and physical documents to ensure accuracy for the upcoming disbursement of scholarship amounts. This step was taken to ensure that the funds, once processed, are credited to the correct bank accounts of the students. Additionally, we have started preliminary research on a new tuberculosis (TB) intervention project proposed by ONGC Foundation. The project is currently in the planning phase and is expected to be implemented in selected aspirational districts. It aims to improve early detection of TB through the use of Truenat machines and handheld X-ray devices. Our current task is to understand the relevance and functioning of these diagnostic tools through secondary research and background reading to support the upcoming project.
Linking theory (Classroom learning) with practice at your organisation	The activities this week reflect practical applications of Data Verification and Beneficiary Management from our coursework in MIS and Monitoring Systems. The initial planning and secondary research for the TB project connect with classroom learnings in Public Health Interventions, Project Planning, and CSR Implementation, providing insights into how projects are conceptualized and structured before rollout.

Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	We will continue with research related to the proposed tuberculosis intervention and will support planning activities as more details of the project are finalized. New assignments may follow based on progress.

Signature of the Student



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Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

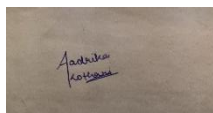
Stream: DM

Week no: 7 From: 23rd June 2025 to 27th June 2025

Activity Done	During this week, I was assigned the task of working on an Excel sheet containing detailed PMIS (Prime Minister Internship Scheme) data. My main responsibility was to analyze the payment status of each entry. I categorized the entries based on whether the payments had been successfully completed or marked as rejected. For the rejected cases, I conducted a detailed review to determine if the payments had been reprocessed and noted the dates of the final transactions. In addition, I was responsible for identifying and calculating the total expenditure under various budget heads, including food, accommodation, and stipends. This required meticulous review of individual records and extraction of relevant financial data to ensure accuracy. After verification, I compiled the data into a well-structured consolidated sheet summarizing the expenses for internal reporting and analysis. Furthermore, I contributed to the preparation of a project proposal under the Tuberculosis (TB) intervention initiative, where ONGC Foundation plans to fund the project across five states. The proposal included a funding request for Truenat and Handheld X-ray machines to facilitate early and efficient detection of Mycobacterium tuberculosis, aligning with government efforts to eliminate TB in recent years.
Linking theory (Classroom learning) with practice at your organisation	This week's activities strongly aligned with concepts from Financial Management, Management Information Systems (MIS), and Project Management. The analysis of payment data and creation of a consolidated financial report

	reinforced practical applications of financial monitoring and budgeting techniques. The Excel-based data analysis drew directly from MIS learnings, especially in data organization, validation, and decision-support functions. The proposal preparation for the TB project reflected the application of CSR strategy, stakeholder engagement, and project lifecycle understanding taught under Development Management.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	My manager will be assigning the next set of tasks on Monday. The nature of the upcoming work is currently unspecified and may involve different aspects of CSR implementation or project coordination.

Signature of the Student



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Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

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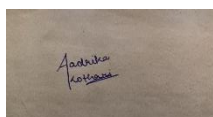
Stream: DM

Week no: 8 From: 30th June 2025 to 4th July 2025

Activity Done	This week, I actively participated in the Swachhta Pakhwada campaign organized by ONGC Foundation. I contributed by signing and writing a quote to support the awareness initiative. I also prepared a note sheet and an updated project brief for the solar lighting project being implemented in the Amethi Parliamentary constituency. The project involves the installation of 630 solar street lights and 100 solar high mast lights, aimed at promoting sustainable energy and enhancing safety in rural and semi-urban areas. Additionally, I familiarized myself with the meritorious scholarship selection process of ONGC Foundation. This process supports talented and deserving students from marginalized communities by offering financial aid, and it aligns with the foundation's commitment to inclusive education.
Linking theory (Classroom learning) with practice at your organisation	The activities I worked on this week helped me connect what I have learned in the classroom to real-world applications. For example, participating in the Swachhta Pakhwada campaign related to our sessions on Development Communication, where we studied how public awareness and behaviour change campaigns are

	planned and executed. Preparing the project note sheet and updated brief for the solar lighting project helped me apply concepts from Project Management, such as planning, documenting, and organising infrastructure projects. Lastly, learning about the ONGC Foundation's scholarship selection process gave me insight into how social welfare schemes are implemented, which connects with the ideas of inclusive growth and educational equity discussed in our Sustainable Development classes.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	My manager will be assigning the next set of tasks on Monday. The nature of the upcoming work is currently unspecified and may involve different aspects of CSR implementation or project coordination.

Signature of the Student



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Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

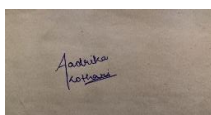
Stream: DM

Week no: 9 From:7th July 2025 to 11th July 2025

Activity Done	During the week, I focused on reviewing and organising project-related documents, ensuring that all were arranged line-wise and verified for accuracy. This involved a thorough reading of files to identify any required corrections or additions. I specifically consolidated data related to the Pradhan Mantri Internship Scheme (PMIS), reviewing records to determine whether payments had been completed or rejected for individual beneficiaries. Additionally, I gained a deeper understanding of the FUC (Fund Utilisation Certificate) a formal document provided by ONGC Foundation to ONGC and its partner companies, confirming the appropriate use of allocated funds. This helped me understand the financial accountability mechanisms within CSR projects.
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Linking theory (Classroom learning) with practice at your organisation	Monitoring & Evaluation (M&E) and Financial Accountability: The task of reviewing PMIS payment statuses and understanding the Fund Utilisation Certificate connected directly with classroom teachings on monitoring frameworks and accountability. In academic modules, we studied how M&E processes are used to track progress and validate proper fund allocation. Applying this in the real-world context allowed me to observe how documentation serves as evidence of compliance and impact delivery. Project Documentation & Reporting: Systematically checking and arranging documents line-wise reflects practical applications of documentation protocols discussed in our coursework. This reinforces the value of maintaining structured, verifiable records to support audit processes and transparency—key components of CSR project management.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	In the following week, we will continue reviewing project documentation and ensure all documents are aligned and updated correctly. Any corrections or irregularities identified will be reported to the First-Person Reporting (FPR) of the project. This ensures seamless tracking and smooth project handover or evaluation processes.

Signature of the Student



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Weekly Report

Name of the Organisation: ONGC Foundation

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Aadrika Kothari

Roll no: 0051

Stream: DM

Week no: 10 From: 14th July 2025 to 18th July 2025

Activity Done	This week, I organised and arranged the physical files related to ongoing ONGC Foundation projects. I checked whether all the necessary documents were intact or missing and ensured they were properly categorized and labeled. Stick flags were used to mark and index documents for ease of access, enabling quick reference to each project file. In addition, I worked on drafting a nomination report for ONGC Foundation for the Mahatma Awards. The report included various projects, which were categorized according to thematic areas such as education, healthcare, environment, and livelihood. Each section
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	detailed the corresponding initiatives, their objectives, implementation processes, and impact metrics.
Linking theory (Classroom learning) with practice at your organisation	Records & Documentation Management: Applied principles of organisational systems and document management learned in class to streamline filing practices, improve document retrieval, and maintain version control. CSR Strategy & Impact Assessment: Utilised concepts of thematic analysis and CSR framework to align ONGC Foundation's initiatives with broader sustainability goals. This helped in logically categorising projects and measuring their relevance and outcomes for the award nomination.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	Awaiting new assignments from the reporting manager, to be communicated on Monday.

Signature of the Student



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Compiled Reporting Format

Name of the Organisation: Oil and Natural Gas Corporation Foundation, Delhi

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

Name of the Student: Aadrika Kothari

Roll no: 0051

Stream: MBA – DEVELOPMENT MANAGEMENT

Activity Done	• Attended orientation sessions with ONGC Foundation's senior leadership, including COO/CEO, gaining insights into the organizational structure and internship scope. • Reviewed annual reports and the MOA between ONGC Foundation and Citizens Foundation for the development of 75 Anganwadi Centres across four states. • Created a PowerPoint presentation summarizing MOA components, project objectives, stakeholder roles, implementation strategy, and community impact.
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	• Conducted detailed analysis of <i>The Hans Foundation</i> rural development projects (water, livelihood, sanitation) to understand grassroots implementation strategies. • Updated UTR numbers on the ONGC Scholarship Portal to ensure accurate fund disbursement tracking and coordination with beneficiaries. • Studied ONGC Foundation's mission, vision, focus areas, and past initiatives for Foundation Day preparation. • Developed a one-page brief for the <i>Hans Jal Dhara</i> project, including strategy, goals, and data analysis of progress. • Designed a comprehensive PowerPoint presentation showcasing key ONGC Foundation initiatives across thematic areas like healthcare, education, skill development, livelihood, and environment. • Researched and proposed sustainable environmental initiatives: Seaweed Farming and Bamboo Cultivation, aligned with the Foundation's green goals. • Analysed PMIS (Prime Minister Internship Scheme) data to calculate dropout rates and identify regional participation trends. • Reviewed scholarship disbursement data, highlighting demographic trends and scholarship frequency. • Verified bank account details (account numbers, IFSC codes) of scholarship beneficiaries for accurate fund transfer. • Conducted secondary research on TB diagnostic tools (Truenat machines and handheld X-ray devices) for an upcoming TB intervention project. • Analysed PMIS financial records: categorized payment status, verified reprocessed entries, and compiled expenditure data across food, accommodation, and stipend heads. • Contributed to drafting a TB intervention project proposal for implementation across five states. • Participated in <i>Swachhta Pakhwada</i> campaign by writing a quote and promoting awareness.
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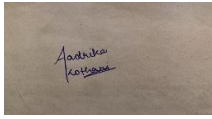
	• Prepared a note sheet and project brief for the <i>Solar Lighting Project</i> in Amethi Parliamentary (630 street lights + 100 high mast lights). • Gained familiarity with ONGC Foundation's scholarship selection process for meritorious students from marginalized communities. • Reviewed and organized PMIS-related documents; ensured line-wise accuracy and completeness. • Studied the <i>Fund Utilization Certificate (FUC)</i> process to understand CSR financial accountability and reporting. • Organized and labelled physical project files; indexed documents with stick flags for easier access and tracking. • Drafted a <i>Mahatma Award</i> nomination report featuring ONGC Foundation's projects across education, healthcare, livelihood, and environment with implementation and impact details.
Linking theory (Classroom learning) with practice at your organisation	• Organizational Behaviour & Culture • Observed team dynamics, leadership hierarchy, and communication flow. • Applied concepts of motivation, team roles, and organizational culture in real-world settings. • Strategic Planning & Partnerships • Understood how MOA's are structured and implemented. • Gained insight into planning long-term collaborations in the social development sector. • Organizational Hierarchy • Identified chain of command and decision-making structure. • Observed delegation of responsibilities across departments. • Data Handling & Financial Record-Keeping (Excel Skills)

	• Used Microsoft Excel for updating UTR numbers and managing scholarship disbursement data. • Strategic Communication & Documentation • Drafted project briefs and presentations using strategic communication principles. • Focused on clarity, audience-specific messaging, and storytelling to convey impact. • SWOT Analysis • Conducted SWOT evaluations to analyse project feasibility and communication planning. • Integrated academic frameworks into stakeholder communication strategies. • Communication Theory in Practice • Applied interpersonal communication skills during events like orientation and team-building activities. • Monitoring & Public Health Interventions • Verified beneficiary data and cross-checked documents for scholarship disbursement. • Conducted secondary research on TB intervention tools (Truenat, handheld X-ray), linking with public health project planning coursework. • Financial Management & Proposal Development • Analysed payment statuses and calculated expenditure using financial monitoring methods. • Applied budgeting and project lifecycle understanding in the preparation of a TB intervention proposal. • MIS & Data Analysis • Used MIS techniques for data organization, validation, and reporting. • Prepared consolidated reports supporting internal decision-making. • Development Communication
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	- Participated in <i>Swachhta Pakhwada</i> campaign, applying principles of awareness and behaviour change communication. Project Management & Infrastructure Planning - Prepared documentation for the Solar Lighting Project in Amethi Parliament. - Applied project planning, monitoring, and reporting frameworks taught in project management coursework. Sustainable Development & Educational Equity - Gained exposure to ONGC's scholarship selection aligned with inclusive education principles. - Understood implementation of social welfare schemes and their long-term developmental goals. Monitoring & Evaluation (M&E) - Reviewed PMIS payment records and Fund Utilization Certificates. - Applied M&E concepts to track fund usage and ensure financial accountability. CSR Strategy & Impact Assessment - Drafted the Mahatma Award nomination report using thematic categorization. - Linked ONGC's projects with CSR goals and used impact indicators to measure effectiveness
Gaps identified on the working area.	Lack of centralized digital system for project data: Project information is maintained manually in physical files, which increases the risk of data misplacement and hampers easy access. Limited monitoring and evaluation: Some ongoing projects had operational gaps (e.g., incomplete documentation or unclear progress reports), indicating the need for stronger monitoring mechanisms.

Suggestions for improvement	• Develop a centralized project management application: An internal digital platform should be introduced to store, manage, and track all project-related data. This would reduce reliance on physical files and improve transparency and accessibility. • Standardize documentation formats across departments: Implementing a common filing structure and labelling protocol will enhance consistency and enable faster retrieval of project records. • Enhance monitoring and evaluation systems: Introducing digital dashboards or regular progress tracking tools would help identify gaps or project delays early and support better decision-making.
Key Learnings	• Applied classroom knowledge in real projects (CSR, MIS, M&E, Communication). • Understood full CSR project lifecycle from MOA' s to impact assessment. • Strengthened Excel & PPT skills for data handling and stakeholder presentations. • Gained insight into financial workflows, including scholarships and fund utilization. • Managed project documentation, improving file organization and retrieval. • Worked on impactful projects: Anganwadi, Hans Jal Dhara, TB, Solar Lighting, Scholarships. • Practiced M&E through project tracking and financial compliance checks. • Engaged in campaigns like Swachhta Pakhwada using development communication. • Drafted award nomination content summarizing ONGC's CSR achievements. • Identified system gaps and suggested improvements like digital tools and dashboards.

Signature of the Student

A small, square, light brown textured box containing a handwritten signature in dark ink. The signature appears to be 'Adarsh K. K. K.' written in a cursive style.

Approved by the IIHMR University's Mentor

Report should be maximum of 10-12 pages excluding the weekly reports and poster.