

SUMMER INTERNSHIP PROGRAM

at



ONGC FOUNDATION

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

A REPORT BY

Riya Dubey

Master of Business Administration

(Development Management)

Roll no - 0062

2024-26

Under the Mentorship of

Dr. RATNA VERMA

(Professor)



TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Riya Dubey** 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. Riya Dubey 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: 25.7.25



(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 Riya Dubey** 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'.

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 Department

Name of the Student: Riya Dubey

Roll no: 0062 Stream: Development Management

Week no: 1 from: 13 May 2025 to 16 May 2025

Activity Done	During the first week of the internship, I was introduced to the office environment and the organizational team. I got familiarized with the company's policies and had a productive discussion with the CEO regarding the current CSR initiatives. A special focus was given to the assessment aspects of CSR projects. I was provided with files and documents pertaining to an ongoing project titled "Developing 75 Anganwadi Centres and Up skilling." The objective was to thoroughly read and understand the operational and developmental processes involved. I was tasked with preparing a PowerPoint presentation based on these documents, ensuring clarity and alignment with the project goals.
Linking theory (Classroom learning) with practice at your organisation	This week's experience linked closely with subjects such as Organizational Behaviour, Strategic Management . The interaction with the CEO and team reflected the organizational hierarchy and communication channels, relevant to Organizational Behaviour. The presentation making task sharpened analytical and communication skills, emphasizing knowledge synthesis an essential management skill taught in class.
Gaps identified on the working area.	NA
Suggestions for improvement	NA

Plan for the next week	CEO Sir has shared documentaries and reference materials related to ongoing CSR projects. I am expected to study these thoroughly, understand their core concepts, and prepare key pointers and summaries for discussion and learning in the upcoming week.
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Signature of the Student



Approved by the IIHMR University's Mentor

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Reporting Format

(Weekly)

Name of the Organisation: ONGC Foundation

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

Name of the Student: Riya Dubey

Roll no: 0062

Stream: Development Management

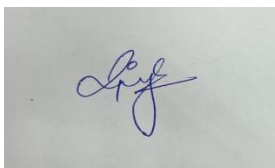
Week no: 2

From: 19 May 2025 to 23 May 2025

Activity Done	At the beginning of the week, I began going through several important documents related to The Hans Foundation. These documents provided valuable insights into the organization's ongoing initiatives and helped me understand the nature and scope of their various projects. I spent time carefully reading and analyzing the information to familiarize myself with their work. Following this, I was introduced to the official portal used by the ONGC Foundation for managing and executing their projects, particularly those under their Corporate Social Responsibility (CSR) initiatives such as scholarships, healthcare, and more. This portal plays a crucial role in streamlining and monitoring their work. Once I was comfortable navigating the portal, I was assigned specific tasks related to the scholarship section. My main responsibility involved updating student records by filling in the Unique Transaction Reference (UTR) numbers for those students who had already received their payments. This task required attention to detail and accuracy, as the UTR serves as a key identifier for tracking financial transactions. Overall, the experience helped me understand the operational processes of The ONGC Foundation and gave me practical exposure to handling real-world data in a CSR context.
Linking theory (Classroom learning) with practice at your organisation	This week's experiences directly apply several management theories and concepts learned in the classroom to real-world practice. For instance, while going through project documents and understanding the CSR initiatives; I observed the application of Strategic Management principles, particularly in how the foundation aligns its social objectives with stakeholder expectations. The introduction to the organization's official portal demonstrated the use of Management Information Systems (MIS), highlighting how

	technology supports decision-making and improves operational efficiency. When I was assigned tasks related to scholarships, including the entry of UTR (Unique Transaction Reference) numbers, it reflected aspects of Operations Management, where accuracy, process management, and record-keeping play a vital role. Moreover, the structured workflow and delegation of responsibilities resonated with Henri Fayol's principles of management, such as division of work, order, and discipline. This experience bridged the gap between theory and practice, allowing me to understand how classroom concepts are implemented in the functioning of a non-profit organization.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	To actively contribute to the efficient functioning of The ONGC Foundation's CSR initiatives by focusing on the scholarship section of the official portal. This involves accurately entering and verifying UTR (Unique Transaction Reference) numbers of students who have received payments, ensuring data integrity, and maintaining organized records. Additionally, the objective is to deepen my understanding of the organization's operational processes, enhance my practical knowledge of CSR project implementation, and apply relevant classroom theories in a real-world setting to bridge the gap between academic learning and field experience.

Signature of the Student



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Reporting Format

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

Name of the Student: Riya Dubey

Roll no: 0062

Stream: Development Management

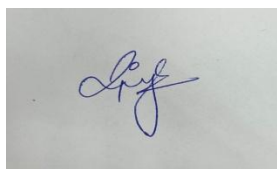
Week no: 3

From: 26 May 2025 to 30 May 2025

Activity Done	This week began with reviewing the documentation of The Hans Foundation. As part of my initial tasks, thoroughly I went through the available documents to understand the foundation's vision, mission, and key areas of interventions. This helped in gaining a comprehensive overview of the organization's work and its impact, especially in the area of environmental conservation. As ma'am assigned me the task of preparing a Project Brief on one of the foundation's initiatives titled "Safeguarding Uttarakhand's Forest". The project brief was structures to include several essential components. I began by drafting a Project Summary, providing a concise overview of the initiative. This was followed by clearly outlining the Goals and Objectives of the proposed project to emphasize its purpose and expected outcomes. Next, identified the Target Audience, which helped me understand the primary beneficiaries and stakeholders involved. Then highlighted the Key Achievements and Challenges the project has encountered so far, offering insight into both the success and hurdles faced during implementation. Lastly, provided and update on the Current Status of the project to reflect its present stage of execution and future direction. After completing the project brief, Sir assigned another important task- to prepare a PowerPoint presentation for the upcoming Foundation Day of ONGC Foundation. This presentation aims to showcase the foundation's milestones, achievements and contributions over the years. Overall, this week involved a deep dive into understanding project documentation and content development for presentation, which significantly contributed to both learning and practical experience.
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Linking theory (Classroom learning) with practice at your organisation	During this week's engagement with The Hans Foundation and ONGC Foundation, I was able to connect several classroom management theories with practical understanding through document analysis and project-based tasks. While preparing the project brief on Safeguarding Uttarakhand's Forest, I applied project management concepts such as the project life cycle and results-based management to structure the summary, objectives, and current status. Strategic tools like SWOT were useful in identifying challenges and planning approaches. Communication theories, including the 7Cs of communication, guided the preparation of the Power Point presentation for ONGC Foundation Day. Additionally, working under the guidance of mentors reflected transformational leadership, and collaborating on tasks helped strengthen my understanding of organizational behaviour and teamwork.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	Next week, I plan to continue exploring more projects documents from The Hans Foundation and ONGC Foundation, especially those focused on health, education and livelihoods. This will help me better understand the range of work these organizations are involved in. I'll be revising the project brief on "Safeguarding Uttarakhand's Forests" to polish it further. Alongside that, I'll continue contributing to the preparation for ONGC Foundation Day, helping finalizing the preparation and any other materials needed.

Signature of the Student



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Reporting Format

(Weekly)

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

Name of the Student: Riya Dubey

Roll no: 0062

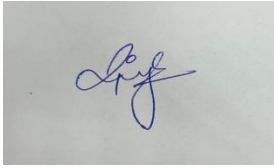
Stream: Development Management

Week no: 4

From: 2 June 2025 to 6 June 2025

Activity Done	This week began with updating the presentation slides for the upcoming Foundation Day of ONGC Foundation. The presentation is intended to highlight the foundation's milestones, achievements, and contributions over the years, with additional slides being incorporated to enhance the content. Following this, a new task was assigned, in which I was asked to suggest ideas related to contributing to Environment Day, including new initiatives or inputs for relevant projects.
Linking theory (Classroom learning) with practice at your organisation	The task of ideating for Environment Day reflects principles from Corporate Social Responsibility (CSR) and Sustainability Management, which are commonly discussed in development management courses. It also ties in with Project Planning and Development, as generating ideas and inputs for new initiatives mirrors the process of designing and proposing development projects that align with organisational goals and societal needs.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	Next week, I will begin working on a new Excel sheet, where I have been assigned to calculate the dropout percentage of students on a month-wise basis using the scholarship data sheet. This task will involve data analysis and interpretation to identify trends and patterns in student retention.

Signature of the Student

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Reporting Format

(Weekly)

Name of the Organisation: ONGC Foundation

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

Name of the Student: Riya Dubey

Roll no: 0062

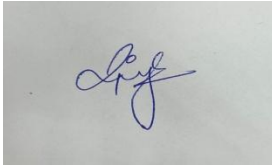
Stream: Development Management

Week no: 5

From: 9 June 2025 to 13 June 2025

Activity Done	This week began with completing the PowerPoint presentation highlighting the foundation's achievements and milestones. I also attended the orientation session, which provided an overview of the organization and its key projects, offering valuable insights into its ongoing initiatives. In addition, I worked on analyzing the scholarship data sheet to calculate the monthly dropout percentage of students and created an Excel tracker to identify trends and patterns in student retention through data interpretation.
Linking theory (Classroom learning) with practice at your organisation	The data analysis work involved in calculation student dropout percentage aligns with concepts learned in Business Analytics and Statistics, such as data interpretation, trends analysis, Excel-based tools. Preparing the presentation and understanding project implementation connects with theories from Organisational Behaviour, as it required planning, coordination, and understanding how different stakeholders contribute to development initiatives.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	In the upcoming week, I will be assigned a new task related to the scholarship work.

Signature of the Student

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Reporting Format

(Weekly)

Name of the Organisation: ONGC Foundation

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

Name of the Student: Riya Dubey

Roll no: 0062

Stream: Development Management

Week no: 6

From: 16 June 2025 to 20 June 2025

Activity Done	This week began with working on an Excel sheet where I was provided with a list of scholarship students. My primary task was to carefully cross-check the bank details of each student to ensure that the information mentioned in their submitted documents matched the entries recorded in the Excel sheet. This was an important step to verify data accuracy and avoid any discrepancies in future transactions related to scholarship disbursement. After completing this verification process, I was assigned a research task for an upcoming project called the TB Program. For this, I had to conduct a detailed analysis to identify the states with a high prevalence of tuberculosis (TB) in India. The research involved going through recent TB reports, identifying trends, and short listing priority states where the disease burden is significant. This data will be crucial in guiding targeted interventions and planning project activities in the next phase.
Linking theory (Classroom learning) with practice at your organisation	My work experience aligned closely with concepts from both Management Information Systems and Research Methods in Development. While tasks like verifying scholarship students' bank details emphasized data accuracy, system reliability, and transparency, core aspects of MIS, my research on TB prevalence highlighted the importance of systematic data collection and analysis, as taught in research methods. Together, these experiences reinforced how accurate information management and evidence-based planning are essential for effective and ethical development work.
Gaps identified on the working area.	NA

Suggestions for improvement	NA
Plan for the next week	In the coming week, I am expected to be assigned a new task.

Signature of the Student



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Name of the Organisation: ONGC Foundation

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

Name of the Student: Riya Dubey

Roll no: 0062

Stream: Development Management

Week no: 7

From: 23 June 2025 to 27 June 2025

Activity Done	This week, I was assigned the task of working on an Excel sheet that contained detailed PMIS (Prime Minister Internship Scheme) data. The primary focus of my work was to thoroughly analyze the payment status of each entry listed in the sheet. I began by identifying which payments had been successfully completed and which had been rejected. For those entries where the payment status was marked as "rejected," I had to conduct a deeper review to determine the updated status, specifically checking whether the payment had been reprocessed later and, if so, recording the exact date on which the payment was finally made. In addition to verifying payment statuses, I was also responsible for categorizing and calculating the total amount spent under specific budget heads such as food, accommodation, and stipend disbursements. This involved carefully going through individual records, extracting relevant financial data, and ensuring the accuracy of the figures. Once all the data was collected and verified, I compiled the information into a well-organized consolidated sheet that provided a clear summary of the total expenditures under each category. This consolidated sheet will be useful for further reporting and analysis within the project team.
Linking theory (Classroom learning) with practice at your organisation	The task of analyzing PMIS data and preparing a consolidated expenditure sheet closely aligned with Financial Management, where I applied concepts of budgeting, expense categorization, and financial reporting. Additionally, the use of Excel to organize, filter, and analyze large datasets reflected practical application of skills from Management Information Systems (MIS), which focuses on using digital tools for efficient data handling, reporting, and decision-making.

Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	In the coming week, I am expected to be assigned a new task.

Signature of the Student



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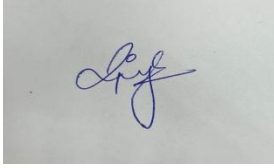
Stream: Development Management

Week no: 8

From: 30 June 2025 to 4 July 2025

Activity Done	This week, I took part in the Swachhta Pakhwada campaign by ONGC Foundation, contributing by signing and writing a quote for the awareness drive. I also prepared a note sheet and updated project brief for the solar lighting project in Amethi, which includes installing 630 solar street lights and 100 high mast lights to promote sustainable energy and rural safety. Additionally, I learned about the scholarship selection process , which supports meritorious students from marginalized communities, reflecting the Foundation's focus on inclusive education.
Linking theory (Classroom learning) with practice at your organisation	The Swachhta Pakhwada campaign reflected our Development Communication sessions on public awareness and behaviour change. Preparing the solar lighting project brief allowed me to apply Project Management concepts like planning and documentation. Understanding the scholarship selection process offered insights into social welfare implementation , linking directly to our studies on inclusive growth and educational equity in Sustainable Development .
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	In the coming week, I am expected to be assigned a new task.

Signature of the Student

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Reporting Format

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Name of the Organisation: ONGC Foundation

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

Name of the Student: Riya Dubey

Roll no: 0062

Stream: Development Management

Week no: 9

From: 7th July 2025 to 11th July 2025

Activity Done	This week, I worked on verifying data related to the Prime Minister Internship Scheme (PMIS). My primary responsibility was to cross-check the amount disbursed under different heads—namely Food, Accommodation, and Stipend—and match them with their respective payment statuses. Each entry had to be reviewed individually to confirm whether the payment was marked as "successful" or "rejected." The task was time-consuming and required a detailed and methodical approach to ensure data accuracy, forming the basis for further payment validation and fund tracking.
Linking theory (Classroom learning) with practice at your organisation	The assignment required skills in data interpretation and financial tracking, reflecting our classroom discussions on Management Information Systems (MIS). It also emphasized the importance of accuracy in Development Finance, as even small inconsistencies in records can impact fund disbursement and transparency in CSR projects. The work allowed me to bridge quantitative analysis with social impact verification, a crucial link in development management practice.
Gaps identified on the working area.	The data sheet lacked automatic validation mechanisms, which increased the time required for manual cross-verification. A more structured and formula-based Excel system could make the process more efficient and reduce human error.
Suggestions for improvement	Introduce formula-driven checks or conditional formatting in the PMIS data sheet to auto-flag discrepancies or rejected entries for quicker identification. Also, integrating a dashboard summary could help in real-time visualization of payment trends and bottlenecks.

Plan for the next week	In the coming week, I will be receiving file to check and arrange if any documents are missing or any sign.
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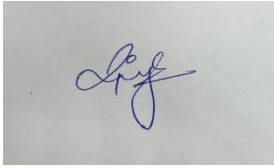
Stream: Development Management

Week no: 10

From: 14th July 2025 to 18th July 2025

Activity Done	This week, I continued working on the ongoing and completed project files, where my primary responsibility was to align and organize documents in a systematic manner. Additionally, I began updating UTR (Unique Transaction Reference) numbers which I need to update on the ONGC Portal. I also initiated work on a report being prepared for submission to the Mahatma Award. This report involves compiling and presenting key aspects about ONGC Foundation, including organizational overview, financial insights, major projects under thematic areas, and CSR initiatives. This task required collecting, analyzing, and synthesizing information to prepare a comprehensive and impactful narrative.
Linking theory (Classroom learning) with practice at your organisation	The activities this week connected directly with modules on Financial Management, CSR Reporting, and Development Communication. Updating UTRs on financial sheets helped me apply concepts of financial accountability and transaction auditing, while working on the Mahatma Award report enabled me to utilize skills in research, documentation, and structuring project information into thematic domains—a practice we learned through development reporting exercises in class.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	Next week, I'll continue working on the Mahatma Award report, focusing on aligning ONGC's projects with the SDGs. I'll also help wrap up and organize project files for final submission.

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Compiled Reporting Format

Name of the Organisation: ONGC Foundation

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

Name of the Student: Riya Dubey

Roll no: 0062

Stream: Development Management

Activity Done	• Orientation & Induction: • Got familiar with the office setup and met the team members. • Received an overview of the company's structure and its community service efforts. • Had a conversation with the CEO about the aspects of community service evaluation. • Project Work – Anganwadi Initiative: • Reviewed the documents related to the project "Developing 75 Anganwadi Centers and Up skilling." • Made a PowerPoint presentation that matches the project's goals and structure. • Documentation & Research – The Hans Foundation: • Looked through the documents about The Hans Foundation's mission, vision, and projects. • Wrote a detailed project summary for "Safeguarding Uttarakhand's Forest," including objectives, target audience, achievements, challenges, and current progress. • Presentation Development: • Created a PowerPoint presentation for ONGC Foundation Day. • Highlighted important milestones, accomplishments, and the impact of the Foundation. • Portal & Data Management – ONGC Foundation: • Got trained on the CSR portal for managing project data.
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	• Updated the unique transaction reference numbers for scholarship payments. • Checked student details and analyzed dropout trends using Excel trackers. • PMIS (Prime Minister Internship Scheme) Tasks: • Checked payments related to food, accommodation, and stipends. • Found payments that were rejected and tracked reprocessed entries. • Made a summary of all the financial disbursements. • Research & Project Support: • Did research on tuberculosis rates in different states for a new health program. • Selected the top priority states for focused actions. • Swachhta Pakhwada Participation: • Participated by writing an awareness message and signing the campaign. • Additional Project Briefs: • Made a summary on the solar lighting project in Amethi (630 solar lights, 100 high mast lights). • Focused on promoting clean energy and safety in rural areas. • Mahatma Award Report: • Helped prepare a report that includes the financial details, general information, and key CSR projects of the ONGC Foundation.
Linking theory (Classroom learning) with practice at your organisation	• Organizational Behavior: Understood hierarchy, communication flow, and team collaboration; experienced transformational leadership in action. • Strategic & Project Management: Applied SWOT, project life cycle, and results-based management in preparing project briefs and presentations. • Communication Skills: Used the 7Cs of communication in presentation design; improved analytical and synthesis skills. • Management Information Systems (MIS): Used Excel and internal portals for UTR updates, financial tracking, and data

	organization. • Financial Management & Development Finance: Practiced budgeting, auditing, and financial accountability through scholarship and expenditure data tasks. • Development Communication & CSR: Contributed to Environment Day ideas and Swachhta Pakhwada campaign planning. • Research & Analytics: Applied business analytics, research methods, and statistical tools in dropout percentage and TB prevalence data tasks. • Practical Application of Theories: Bridged classroom concepts like MIS, CSR, Financial Management, and Operations with hands-on experience in a nonprofit setup.
Gaps identified on the working area.	• Limited exposure to field-level project implementation • Data scattered across multiple formats/sheets.
Suggestions for improvement	• Arrange field visits or virtual interactions with on-ground teams. • Create centralized and streamlined data management systems
Key Learning's	• Understood CSR project planning, reporting, and documentation. • Improved data analysis and research skills using real project data. • Strengthened presentation and communication skills. • Gained hands-on experience with MIS tools like Excel and CSR portals. • Learned about financial tracking and accountability in development work. • Observed organizational structure and leadership in action. • Applied classroom theories to real-world NGO and CSR practices.

Signature of the Student

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