



PADALA CHARITABLE TRUST (PCT)

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STANDARD OPERATING PROCEDURE

FOR PCT'S INTERNSHIP PROGRAM



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About PCT

Padala Charitable Trust (PCT) is a non-governmental organization, established in 2002, dedicated to transforming the lives of students in government schools across rural and remote villages in Andhra Pradesh and Telangana. Established by Surya Prasad Padala, an alumnus of IIT Kharagpur and former US-based software consultant, PCT began with a vision to give back to society. Our journey started with providing scholarships to bright yet underprivileged students. Over time, we recognized deeper issues within the education system, leading to the inception of various programs aimed at empowering students both academically and personally.

Our primary focus lies in partnering with government schools. We have carefully designed two types of programs to address the diverse needs of the students coming from underprivileged backgrounds. The first category includes Individual Empowerment Programs, which provide financial assistance, material support, personalized guidance, and mentoring to underprivileged students, ensuring access to school education and higher education. The second category comprises Large Scale, classroom based Awareness Programs. These initiatives aim to address broader student audiences, especially from government schools, by identifying and raising awareness about key issues such as reproductive health, menstruation, child marriages, life skills education, career counselling, and child sexual abuse.

In line with these initiatives, PCT has been recognized as a "Great Place to Work" for the year 2023-24, attesting to our exemplary workplace culture. Additionally, we have received the prestigious Guide Star Transparency Key International Award, underscoring our transparency and accountability. For the past many years, PCT has the government approvals to receive foreign funds (FCRA) and corporate social responsibility (CSR) contributions.



1. Objective:

PCT has been at the forefront of engaging student volunteers since 2013, recognizing the transformative potential of internships within Civil Society Organizations (CSOs), & NGOs. In alignment with the National Education Policy (NEP), PCT aims to transcend traditional educational boundaries by providing a platform for students to apply their academic knowledge and skills towards addressing real-world challenges. This SOP delineates the profound objectives and meticulous processes of PCT's Internship Program, inviting colleges to partake in a journey of educational and societal impact.

2. History of the Internship Program:

PCT takes pride in officially absorbing and nurturing the talents of 30 interns from distinguished government and private colleges across India. These interns have played instrumental roles, fostering a testament to the success and impact of our program.

3. Selection Process and Requirements:

• 3.1 Application Submission:

If the Internship is an academic requirements, the colleges are requested to send us a thorough proposal via **email**, encompassing student names and email IDs. The proposal must originate from the college's official email ID.

If a student is applying independently, irrespective of academic obligations, they may directly email us from their personal email IDs.

Our Email Id: internships@pct-india.org

• 3.2 Confirmation:

- A prompt confirmation email from PCT informs college / the student of the availability of internship opportunity, at the time of application.



• **3.3 Screening Process:**

3.3.1 Proposal Evaluation:

The submitted proposals undergo a thorough evaluation, considering the clarity of objectives, alignment with PCT's mission, and the feasibility of proposed activities.

3.3.2 Telephonic Interview:

Shortlisted candidates undergo a telephonic interview, evaluating their motivation, communication skills, and understanding of social issues.

3.3.3 Physical Interview (if feasible):

Candidates who successfully pass the telephonic interview may be invited for a physical interview to assess their interpersonal skills, adaptability, and commitment.

3.3.4 Aptitude and Attitude Assessment:

During both interviews, a focus is placed on assessing the candidates' aptitude for social work, passion for community engagement, and alignment with PCT's values.

3.3.5 Reference Check:

Where applicable, reference checks may be conducted to gain insights into the candidates' previous experiences and reliability.

3.3.5 Consent Form:

Selected students are required to express their commitment by signing a consent form, outlining their agreement to the nature of work and duties assigned during their internship.



3.4.5 Official Confirmation:

An official communication is dispatched to the college management/ student (incase of an independent application) confirming the absorption of interns and providing detailed information on duration, timings, stipends, and the nature of duties.

3.5.5 Statutory Requirements:

PCT pledges to provide any necessary statutory requirements, letters, or certificates upon request, aligning with the needs of the college and adhering to PCT's policies.

4. Why Intern at PCT?:

Create Social Impact:

Our interns actively contribute to PCT's initiatives, making a tangible and meaningful impact on the lives of those we serve.

Hands-On Learning:

Gain practical experience by working on projects that address critical issues related to education, healthcare, and community development.

Collaborative Environment:

Join a collaborative and supportive community dedicated to creating positive change, where the interns' ideas and contributions are valued.

Professional Development:

Develop a diverse skill set through mentorship and guidance from experienced professionals, enhancing the students' future career prospects.

Apart from the above reasons, below are the skills an intern can gain during our internship., for which an intern or a college can choose PCT.



Skills that can be gained during our internship

Soft Skills:

- Development of public speaking and communication skills through real-world applications.
- Building teamwork capabilities under challenging and diverse situations.
- Enhancing analytical skills through problem-solving in a dynamic environment.
- Gaining knowledge and awareness of key social issues affecting communities.

Domain skills:

- Acquiring expertise in event management and coordination.
- Developing proficiency in inventory management.
- Strengthening written communication skills through reporting and documentation.

Technical Skills/Tools:

- Mastery of MS Office applications for effective data management and analysis.
- Learning Tally for accounting and financial management.
- Proficiency in Canva, a designing software, for creating impactful visual content.
- Familiarity with Chat GPT for communication and interaction.
- Utilizing G Suite applications for efficient collaboration and communication.



5. How the Interns Will Be Engaged:

PCT accommodates both online and on-ground internship programs. But, we recommend on-ground internships for their potential to foster deeper upskilling and exposure. Below are the various roles where a PCT intern can be engaged.

On-Ground Activities:

- **Awareness Sessions:**
 - Conduct sessions on vital topics such as Menstrual Health, Adolescent Health, and Career Planning.
- **Community Engagement:**
 - Assist in organising workshops, summer camps, and material distribution events.
 - Conduct home visits for personalized counselling and mentoring.
 - Participate in medical follow-ups for selected students.

Desk-Based Roles:

- **Documentation and Reporting:**
 - Contribute to meticulous documentation and detailed reports.
- **Financial Insight:**
 - Assist in accounting, auditing tasks, and proposal writing.
- **Media and Communication:**
 - Share impact on social media handles.
 - Engage in video making, and poster designing, and conduct phone conversations with students.
- **Ideation and Collaboration:**
 - Actively participate in brainstorming sessions, contributing fresh perspectives.



6. Duration and Timelines :

The duration and timelines are highly flexible, tailored to accommodate the specific needs and preferences of both colleges and students.

7. Stipend:

The determination of the basic stipend, honorarium for acting as session trainers, and travel/transport allowance is approached on a case-by-case basis. As a non-profit organization, the financial commitment PCT is willing to make for each student is contingent upon the funds available.

8. Induction Training:

In the initial one to two weeks, interns will undergo comprehensive induction training. This training will cover the specifics of their work, basic required skills, and fundamental knowledge necessary for effective participation in PCT's projects.

9. Monitoring and Evaluation:

Throughout the internship, PCT will implement a robust monitoring and evaluation system. This involves regular check-ins with interns to assess their progress, address any challenges, and provide constructive feedback. A final evaluation at the end of the program will capture the overall impact and growth achieved by each intern.

10. Feedback Mechanism:

PCT recognizes the importance of continuous improvement. A structured feedback mechanism will be in place, allowing interns to share their experiences and suggestions. This feedback will be used to refine and enhance the internship program for future cohorts.



11. Point of Contact:

The official point of contact for interns will be the Director, Projects & Training. Communication can be facilitated through the official email (preferred) and phone calls (provided after final selection). **Official Email Id: internship@pct-india.org**

12. Certification:

Upon successful completion of the internship, each intern will receive a certification in a format compliant with the requirements of their respective colleges. Additionally, a separate certificate from PCT will be provided, and the details of these certificates will be uploaded to the official PCT website.

13. Valedictory Meeting:

A valedictory meeting will be organized to appreciate the interns' contributions. This meeting will include the provision of incentives, a feedback and review session involving all PCT team members, and invitations extended to college lecturers and teachers to participate and share insights.

14. Conclusion:

This SOP serves as a comprehensive guide to PCT's Internship Program, reflecting our commitment to providing an enriching experience for participating students. We look forward to engaging with colleges and interns alike, fostering a collaborative learning journey that transcends traditional educational boundaries and contributes to positive societal impact.



15. Testimonials from our previous interns

"My time with PCT was transformative. Their dedication to safeguarding children and nurturing young minds is a compassionate force for a brighter future. It was a privilege to interact with young minds and shape their futures. Best wishes for their continued success in society." – **Mahita, 3rd-year, Integrated BBA(Hons) & MBA, Op Jindal Global University.**

"PCT internship was more than fulfilling duties; it was a transformative journey. Immersed in field trips and fostering student communication skills, I found profound motivation. Thanks to mentors Mr. Vamsi and Mr. Teja, the warm atmosphere allowed ideas to flourish. Grateful to Mr. Surya Prasad Padala for this opportunity." – **Viswa Teja, 2nd-year Business Major, Shiv Nadar University, Delhi NCR.**

"I discovered PCT during my internship. I was Initially hesitant, but the internship turned out to be life-changing. PCT taught me life skills, improved my communication, and exposed me to various fields. Grateful for the kindness and equality at PCT." – **Anjali, 2nd-year, Bachelors in Home Science, ASD Women's degree college, Kakinada.**

"At first, I had doubts about interning at PCT, but after just 1 day of working with them, I was amazed by their dedication. Thanks to the team, I got to interact with students and understand how NGOs work. I'm really happy I chose PCT, it exceeded my expectations." – **Apoorva, 1st-year, Biotechnology Engineering, Lovely Professional University, Punjab.**

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