



ULAB

UNIVERSITY OF LIBERAL ARTS
BANGLADESH

Department of Media Studies & Journalism

Internship Report

Submitted by:

Sadia Simran Jumana

ID: 201012017

Course Code: MSJ 11498

Submitted to:

Dilshad Hossain Dodul

Senior Lecturer

**Host Organization: PR & Communication, Obhizatrik
Foundation**



অভিযাত্রিক ফাউন্ডেশন

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Student Details

Name	Sadia Simran Jumana
ID	201012017
Department	Media Studies & Journalism
Major Concentration	Public Relations
Career Objective	I'm always eager to work in the development sector to make positive changes in different communities worldwide

Internship details

_Host Organization	Obhizatrik Foundation
Address	2D/5, Pallabi, Mirpur, Dhaka 1216
My Working Section	PR & Communication
Supervisor	Khadiza Tul Kubra
Designation	Director, Operartions
Start Date	Sep 4, 2023
End Date	Dec 31, 2023
Hours Per Week	40 hours
The Total Working Period	Approximately 16 weeks

Acknowledgment

I want to sincerely thank myself for my unwavering commitment, my unrelenting pursuit of both professional and personal progress, and my resilience in the face of difficulties. I recognize my own efforts, ongoing learning, and dedication to improving myself despite the highs and lows. Determination, self-examination, and self-belief in my own abilities formed this path. I'm grateful for the determination and attention it has taken to get to this point, and I look forward to further successes. It is a potent self-appreciation to acknowledge oneself, and I am grateful for the courage and resilience that I possess.

From the very beginning, my parents supported me in everything, whereas many guardians never agreed to choose media studies for their children. I always wanted to learn things that I could carry with me for the rest of my life. In the past 4 years, I have achieved not only knowledge but also got the opportunities from both my parents and ULAB to expand my knowledge to practical learning. Every faculty, my advisor, classmates, and friends stood beside me whenever I needed them. I started my undergraduate journey through the pandemic but didn't miss anything, felt like I was learning with my full dedication.

Though I took Public Relations as my major concentration, I learned it's the only sector that has availability and demand in every work field. For a very long time, I desired to work in the development sector and felt a real connection with NGOs. For that, I want to thank Dilshad Hossain Dodul Ma'am for guiding me in the whole process. Also thankful to those who actually helped me to understand the necessity of hardworking persons in the development sector.



PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works, or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying but also the extensive use of another person's ideas without proper acknowledgment (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research must be accurately referenced.
4. This assignment is my work or my group's unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong and that submitting identical work to others constitutes a form of plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work to pass it off as their work.

Name: Sadia Simran Jumana

ULAB ID: 201012017

Signature:

A handwritten signature in black ink, appearing to read 'Sadia Simran Jumana', is written below the 'Signature:' label.

INTERNSHIP REPORT APPROVAL FORM

Student Name: Sadia Simran Jumana

ID No: 201012017

Major: Public Relations

Year: 2023

Local Phone: 01775021022

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INTERNSHIP/PROJECT INFORMATION

Internship

Organization/Project: Obhizatrik Foundation

Internship /Project Report

Topic: _____

Semester (Tick one): ☐ Spring 2023 ☐ Summer 2023 ☒ Fall 2023

Advisor APPROVAL

(Please place a Tick)

☐ Approved ☐ Not Approved ☐ Partial Re-write ☐ Full Re-write

Remarks (If Not Approved/Pretrial/Full Rewrite):

Signature: _____

Date: _____

Name: _____

Title: _____

E-mail: _____

Phone: _____

Introduction

As a student of ULAB and especially studying media studies & journalism department, I have found my interest always in the communication and development field. Through our NGOs, I have the dream of someday working with an international NGO and keeping up the good work by supporting others. Being a naturally curious learner, I always looked forward to working somewhere that would enable me to gain a clear understanding of communication for development through public relations and how it is constantly changing so that I could have a notion of what the future opportunities in this industry would be and what kind of skills would be needed for that. Still after trying of many advertising agencies, I decided to work for a renowned NGO called Obhizatrik Foundation. Obhizatrik is currently making their marks internationally which is also a major factor in choosing to work with them.

I have given interviews in many sectors like advertising agencies, news channels, and NGOs. As a public relations major student, I should have chosen agencies or firms but as I said I always try to explore things and every sector needs PR and communication. So I felt not only confident while agreeing to the NGO but also excited to see what I could offer to Obhizatrik.

As a PR and communication intern, I had the opportunity to look closely at almost every department, got to know their work and methods to reach targeted audiences, reach youths and donors, listen to stories from beneficiaries, be a part of a few running projects with other NGOs or international organizations. Overall, it's always a self-satisfaction to help underprivileged people and encourage others to make their dreams come true. A combination of visuals and direct conversation is the major key to the Obhizatrik Foundation.

Working in an effective team has improved my practical knowledge. It broadens my understanding of creating digital material, particularly in the areas of content creation and copywriting. I actually learned a proper deal about that community by answering various questions. Even so, I gave the operational team some suggestions about what our target consumers actually needed based on my observations of their

behavior. It also gave me a clear idea of how important digital content and technological use will be a good communication in the future.

Expectations

Before joining in my internship, I and the director of Obhizatrik Foundation had a one-to-one discussion of my expectations from Obhizatrik. As a hard-working person, I always had some curiosity about how the development field uses public relations and communication as their main tool. How can we change the future of unstable people who are suffering from extreme situations As Obhizatrik works on multiple goals, it was a great place for me to see how they meet the goals from various aspects. Sustainable practices and a great environment of others can easily encourage others to show humanity, it did for me too. I had the following expectations from my internship -

- To enrich my emphatical overview
- To gain professionalism
- To understand the hierarchy of organization
- To contribute to ongoing projects and gain hands-on experience
- To work in diverse backgrounds and skill sets
- To Enhance your communication, research, and problem-solving skills
- To Gain practical experience in project management
- To learn teamwork
- To understand the challenges and opportunities NGOs face in their daily operations
- To understand the social issues the NGO addresses
- To get the ability to write different kinds of proposals
- To gain a proper understanding how digital media is working for communication sector
- To build the ability to manage situations well under pressure

Host Organization

Since its founding in 2010, the OBHIZATRIK Foundation has made significant progress in the following areas: the environment, human rights, education, health and nutrition, and the eradication of poverty. In addition to OBHIZATRIK's mission of aiding the impoverished, the Foundation creates a forum for Bangladeshi youth to implement their ideas and vision for a more attractive and socially stable Bangladesh.

I was mostly involved in livelihood, child sponsorship, and other projects as well. Over the past 13 years, OBHIZATRIK has positively impacted the lives of more than 10 million individuals through various initiatives. Obhizatrik has 3 schools where every student are studying for free, or anybody can sponsor them. They are also providing opportunities to earn for different underprivileged people. They are working on reducing hunger by providing food as well. It's a weekly process and sustainable program of Obhizatrik. Their initiative intends to invite and serve food to people with the utmost respect, treating the people as their own and facilitating them to the best of their capabilities.

Many young people work as volunteers and work on big projects. They also have teams in rural areas to beat natural disasters and provide emergency relief. From educating underprivileged child to making employment for poor people, Obhizatrik had left their marks.

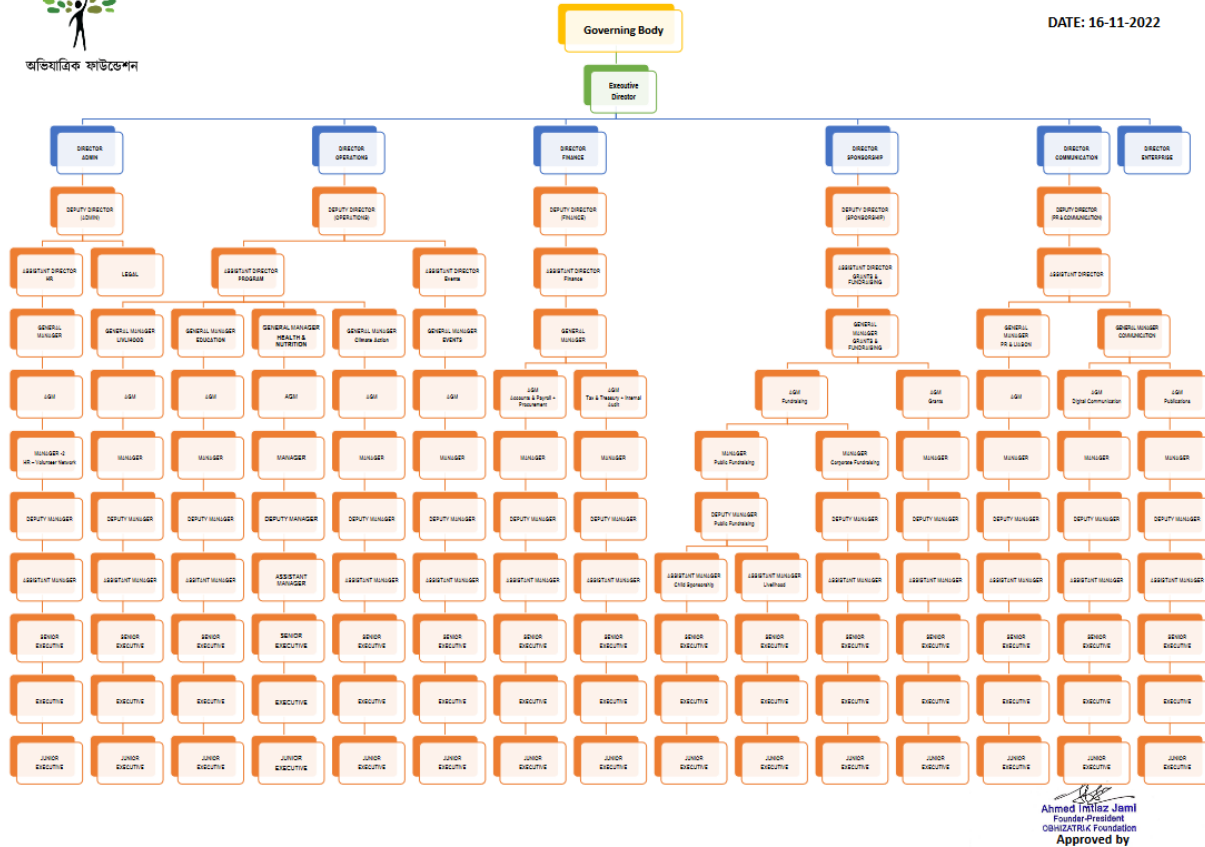
Website link: <https://obhizatrik.org/>

Organogram of the organization



Organogram of OBHIZATRIK Foundation

DATE: 16-11-2022



Task

I was hired as a PR & communication intern at Obhizatrik Foundation but the operation director wanted me to explore a few other sides too. My task during the internship is given below -

- Manage social media queries
- Update website and contacting the developer
- Edit photos and videos for social media, mostly for Facebook & website
- Wrote captions both Bangla & English
- Update contact list of donor, client, partner, media and journalism
- Wrote campaign plan with other NGO
- Wrote script for campaign plan
- Wrote proposals
- Wrote newsletters
- Background dialogue for videos & voiceover to different video projects
- Wrote articles for website
- Attended workshops for children
- Form fill up for primary students at NCTB website
- Shoot videos partnership campaign plan
- Served at community kitchen in special occasions
- Moved to different places for toothpaste distribution as campaign part
- Wrote final reports of projects
- Schedule social media posts for entire month
- Attended closure meeting with partner organizations
- Planned year-end gifts for donor
- Took pictures of students and updated their profile
- Shoot videos of beneficiaries as year-end report for donors
- Gave presentations on projects

Project 1

Project Name: Media Action Plan in Youth Engagement & Democracy project, collaboration with Mnusher Jonno Foundation

Project Type: project plan, proposal, video shoot, edit

Project Brief:

Based on media content development plan, many time ago, a training was conducted by MJF (Manusher Jonno Foundation) intended to give participants essential knowledge as well as skills for producing effective content

After receiving training, Obhizatrik was asked to send a proposal. These are hate speech awareness videos on social media and waste management campaigns among school students. A total of five members of the Obhizatrik Foundation were fully engaged with the two projects.

My Responsibility & Task:

As we wrote multiple proposals as a part of course in ULAB, after hearing the briefing about project, I asked them to right the proposal by myself. So, we made a team of 5 people for this program. I wrote a half-done proposal with four video ideas. Overall plan, equipment, props, timeframe. I have done everything. We planned and conducted a workshop on waste management and shot hate speech video at our office premises. During the shooting I was the main character of the video. I edited those videos, took the waste management shots and made corrections with instructions. They instructed my supervisor over phone. I had to make voice overs with lapel 6 times. It's a lot of work. I acted on it, I made some shots, took garbage photage.

The Proposal:

Video idea for MJF

Topic 1: Waste management awareness among students.

Background: Waste management is a severe problem in today's world. The amount of waste dumped into the ocean each year is staggering. According to the Ocean Conservancy, an estimated 8 million tons of plastic waste enter the sea annually. This is equivalent to dumping a garbage truck full of plastic into the ocean every minute.

Bangladesh generates an estimated 22.4 million tons of waste annually, and 8.25 million tons is only plastic waste; about 45% is collected and disposed of. The rest is dumped in open landfills, burned, or accumulated in streets and waterways. The most common method of waste disposal in this country is open dumping. Only about 36% of plastic waste is recycled.

Objective: The main focus of this video would be creating awareness among school-going kids to dispose of waste properly. Teaching them to differentiate between disposable and non-disposable waste will be the first step to a cleaner and greener world. It will help them understand the importance of;

- Reduce, reuse, and recycle plastic waste.
- Dispose of plastic waste properly.
- Support businesses that are committed to reducing plastic waste.
- Educate others about the problem of plastic pollution.

Synopsis:

The focus of the video will be on a changemaker who will be teaching students about waste management. One student will take action like disposing of waste properly as they will practice putting a different colored waste bin. This might look odd to some people, but their passion for a cleaner society pushed them further. The volunteer or changemaker taught the preschool students as they are the ones who will lead the future world. The final call to action will be that one child can learn simple practice, and so can everyone. Together we can build a cleaner and greener earth for future generations.

Character: Few preschool students in school uniform, volunteer with their OBHIZATRIK t-shirts, parents of the kids, and voice artist.

Equipment: Camera, Lapel, Lighting, Tripod,

Props: Colored Dustbin

Timeline:

Section	Activities	Sept 15 - sept 25	Sept 25- oct 05	oct 05- oct 15	Oct 15- oct 25
1	Location & Character Finalization				
2	Pre-Production Plan (Script Complete, Screenplay, Rehearsal)				
3	Production (Shooting)				
4	Post-Production (Video & Sound Editing), Preview				

Topic 2: Everyone will be included in Smart Bangladesh.

Background- There are an estimated 16 million people with disabilities in Bangladesh or 10% of the country's population. Of these, about 1.19% have physical disabilities. The most common causes of physical disabilities in Bangladesh are congenital disabilities, accidents, and diseases. Only 40.55% of children with disabilities can go to school. Only 27.21% of people with disabilities can participate in any economic activity. People with disabilities are often discriminated against and excluded from society.

Despite their challenges, people with physical disabilities in Bangladesh are making significant contributions to society. The idea of Smart Bangladesh is to promote the use of technology to improve people's lives. One of the goals of Smart Bangladesh is to create opportunities for people with disabilities to contribute to their communities.

Objective- The main objective of this video will be to showcase that the physically disabled community can create a more significant impact in society with some small help. OBHIZATRIK Foundation allowed them to start a new life with entrepreneurial ventures under the SHOKKHOM project. Volunteers will play a crucial role as they represent the younger dynamics of the country most exposed to the smart world.

- The Smart Bangladesh concept will demolish the bridge between the two societies.
- A large number of the workforce will be introduced.
- Proof that Smart Bangladesh is an inclusive concept.

Synopsis- The video will be about the story of a physically disabled individual and a volunteer and how these two people worked together to help others understand their potential and create opportunities for themselves. Someone from a suburban area of the country with a physical disability efficiently uses smart devices daily. All the financial transactions were quickly done within a few seconds, but it was challenging a few times back. Volunteers from the organization helped them start a new life with SHOKKHOM and educated them to incorporate technology into their daily life. The call to action will be one person's dedication to helping an entire community if we come together and how much impact we can make in our country and this world.

Character: Physically disabled community people, volunteer with their OBHIZATRIK t-shirts, and voice artist.

Equipment: Camera, Lapel, Lighting, Tripod

Timeline:

Section	Activities	Sept 15- sept 25	sept 25- oct 05	oct 05- oct 15	Oct 15- oct 25
1	Location & Character Finalization				
2	Pre-Production Plan (Script Complete, Screenplay)				
3	Production (Shooting)				
4	Post-Production (Video & Sound Editing), Preview				

Topic 3: Ensuring Roadside Safety with the help of trees.

Background: Road accidents pose a significant problem in Bangladesh, with an estimated 7,713 road deaths occurring in 2022. This ranking places Bangladesh as the 11th most dangerous country in the world for road travel. The country's road accident rate is 15.3 deaths per 100,000 people, surpassing the global average of 10.4 deaths per 100,000. Raising awareness among the population about road safety is crucial. This involves educating individuals about road rules and highlighting the risks associated with unsafe driving practices.+

Objective: The high incidence of road accidents in Bangladesh has profound consequences for the nation. It leads to the loss of lives, injuries, and property damage, incurring substantial economic losses of billions of dollars annually. Enhancing road safety in Bangladesh is a multifaceted challenge, but the participation of citizens plays a pivotal role. Taking action and responsibility can contribute significantly to addressing this issue.

Synopsis: The video will focus on citizen awareness of the road safety issue. The video will show that some people are not using sidewalks properly. Also, bikes and cycles use the sidewalk to go faster. This caught the attention of some youths waiting in traffic. They plant trees on the footpath a few days later, so bikes and cycles cannot use them. The call to action of this content will be taking the first step might look complex, but this action will help others to realize that they can make changes by making the smallest gesture. It will also prevent people from leaving the sidewalk anytime they want.

Character: people walking on the road, bikers, volunteers with OBHIZATRIK t-shirts, and voice artist.

Equipment: Camera, Lapel, Lighting, Tripod

Timeline:

Section	Activities	sept 15- sept 25	sept 25- oct 05	oct 05- oct 15	oct 15- oct 25
1	Location & Character Finalization				
2	Pre-Production Plan (Script Complete, Screenplay)				
3	Production (Shooting)				
4	Post-Production (Video & Sound Editing), Preview				

Topic 4: Hating online doesn't make you a hero.

Background: Hate speech and related crimes are severe problems in Bangladesh. In 2020, over 2,000 cases of hate speech were reported to the police, and over 100 people were killed in hate-related violence. The most common targets of hate speech are religious minorities, women, and people with disabilities. Many people in Bangladesh are not aware of the harmful effects of hate speech. They may not understand that it can lead to violence and discrimination.

Social media has made it easier for people to spread hate speech. It is also more accessible for people to hide their identities online, making them feel more comfortable saying things they would not say in person. These problems can have a devastating impact on individuals and communities. It can also have a real-world impact, leading to violence and attacks.

Objective: Many people in Bangladesh do not understand what constitutes hate speech, and they may not be aware of the harmful impact that it can have. This lack of awareness can make it challenging to address the problem of social media hate speech. With this video, we want to,

- Raise awareness about hate speech and its harmful impact.
- Educate people about what constitutes hate speech.
- Work with social media platforms to remove hate speech content.

Synopsis: The video will start with one man learning to use social media with his new smartphone. He enjoys it but always gives unnecessary opinions on female-led content or minor communities. His enjoyment turns into a “Hatenosteric disease,” and he is in the last stage. Now experts say that he has become contagious, and we must keep our distance from this person and everyone with similar symptoms. The call to action of this video will be, let us work together to stop this kind of people from spreading hate on social media.

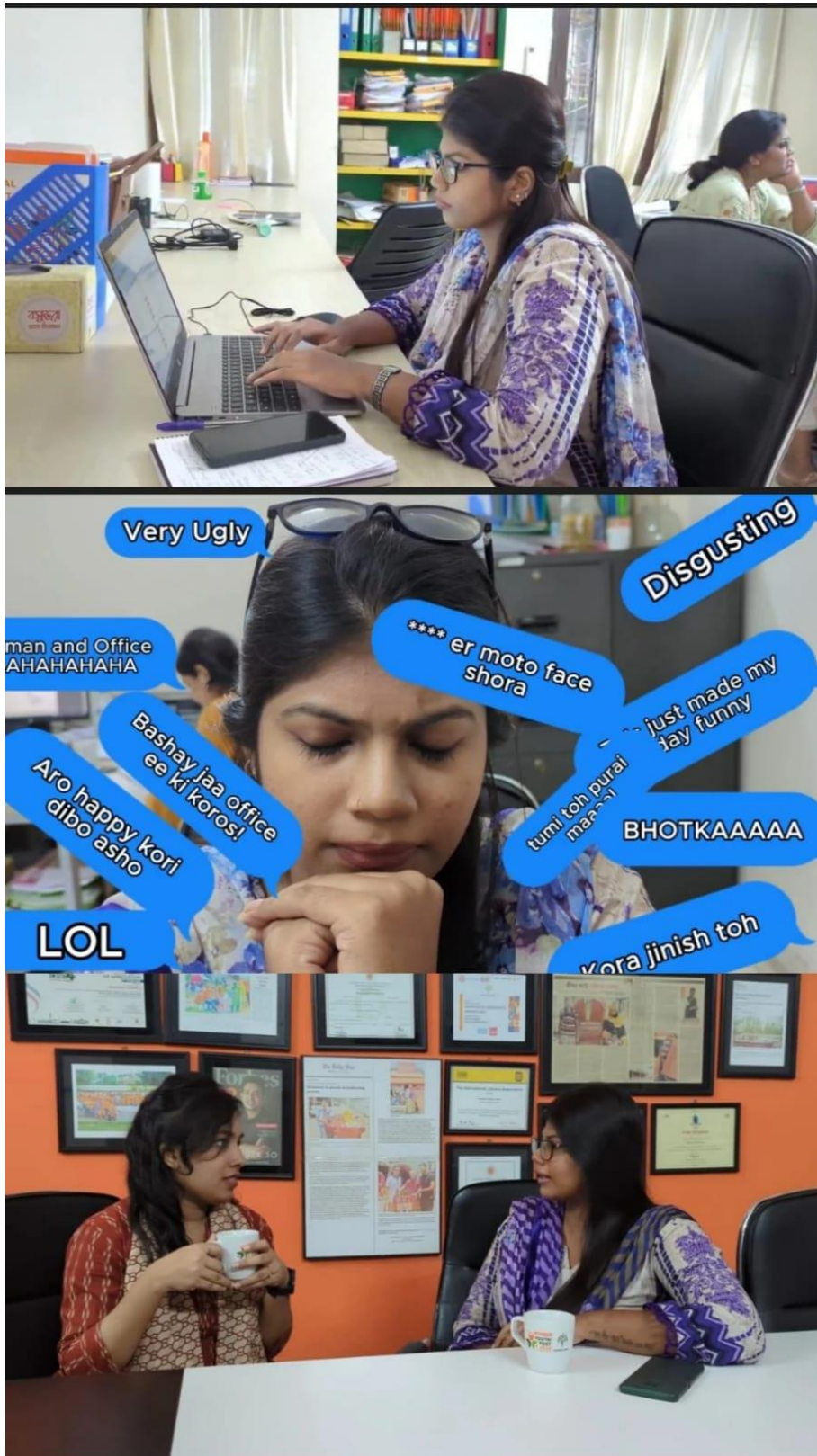
Character: A man, expert (youth), extras, and a voice artist.

Equipment: Camera, Lapel, Lighting, Tripod:

Timeline:

Section	Activities	Sept 15- sept 25	sept 25- oct 05	Oct 05- oct 15	Oct 15- oct 25
1	Location & Character Finalization				
2	Pre-Production Plan (Script Complete, Screenplay)				
3	Production (Shooting)				
4	Post-Production (Video & Sound Editing), Preview				

Relevant Pictures:





Challenges:

- As a first job, I got to engage with this project very fast
- I had to struggle with understandings of this project
- I changed the scripts, voice over scripts, student's multiple times
- It was tough to sit 5 of us one at a time. It was a bit exhausted too
- I have gone outside multiple times to take garbage photos and videos
- I used to spend hours to shot the videos and in edit part
- I had rescheduled hate speech video as there were some corrections from MJF
- Their pattern of writing proposal is different
- MJF was rushing to submit those videos as soon as possible so we had to work very hard for 1 month at least

Mistakes:

- I acted too much sometimes and sometimes slow
- I asked every detail of proposal what to includes in proposal but I missed the timeline first then added it later
- For background voice, I took many students but that was a great mistake so I had to do it
- I took a little time to edit those videos

Learning & out-comes:

- It was definitely my great experience with Obhizatrik as I worked as the part of this big project
- As their style of proposal is different than what I have learnt so I got to know different pattern
- I got the great skill to improve my team work quality
- As I wrote the full proposal by myself, I was happy of their less correction and achieved a believe in myself

Project 2

Project Name: Media Action Plan final project report

Project Type: Project report

Project Brief:

After receiving training, Obhizatrik was asked to send a proposal, then they selected two concepts from four. These are hate speech awareness videos on social media and waste management campaigns among school students. A total of five members of the Obhizatrik Foundation were fully engaged with the two projects.

After completing two videos and feedback sessions it was time to write report on it. It's going to add with the final video as the report.

My Responsibility & Task:

As I was engaged with this project almost from the beginning, I was asked to write the report on it. How it has gone, what difficulties we faced, how we worked on it to make it right, what was our message and the final outcomes etc.

These were based on the ongoing project with MJF. After that we were allowed to upload that on social media with hashtags.

The report:

Report on

Media Content Development

Date- 4/11/2023

**Submitted By,
OBHIZATRIK Foundation**



**Submitted To,
Manusher Jonno Foundation**



Training objective:

Based on media content development, training was conducted by MJF intended to give participants essential knowledge as well as skills for producing effective content.



After receiving training, we sent a proposal then we received a fund after that we used that fund for two assignments with two different concepts. These are hate speech awareness videos on social media and waste management campaigns among school students. A total of five members of the OBHIZATRIK Foundation were fully engaged with the two projects.

Two project concept was:

- 1. Towards Digital Harmony: Creating an Inclusive Community**
- 2. Young Guardian: Responsible Waste Management**

The reason for choosing this topic was that these two are the most trending issues in this era. Access to social media creates this chaos and harms other people. Also, everyday waste is making our daily life hampered. Small initiatives and tasks can make our surroundings a lot easier.

Video topics:

1. Title- Towards Digital Harmony: Creating an Inclusive Community

The Hate Speech Awareness Video project was initiated to create a compelling and informative video to raise awareness about hate speech, its consequences, and strategies to combat it. The project aimed to engage and educate viewers on the importance of promoting tolerance, respect, and inclusivity. It involved several phases, including research, script development, video production, post-production editing etc.

Key message: Our video aims to increase public understanding of hate speech's harmful effects and characteristics. Also, people to identify hate speech when they see it and comprehend why it is so damaging by giving clear examples and explanations.

Challenges faced during video production:

Technical challenge: from shooting to editing all work was done by mobile phone. So holding the phone at the right angle and repeatedly taking shots to correct the scene was not much easier.

Giving the right expression: choosing the right model for our video and getting the correct expression in different situations was challenging. During the shooting time, we needed to ensure every small detail like lights, sounds, objects, etc.

Choosing the right media and platform: as we needed to choose one social media to post the picture, we were confused between Facebook, Instagram, or X. Then we came up with Facebook because it was also a privacy concern for the model.



The outcome of the project:

Increasing awareness: It can help educate people about the harmful effects of hate speech, discrimination, and bigotry. Viewers became more informed about these issues.

Empowerment: The video empowered individuals who have been affected by hate speech or discrimination to speak up, seek support, or take action. It made them feel that they were not alone and that there was a community supporting them.

Behavior Change: Some viewers are prompted to change their behavior. They became more mindful of their own language and actions, avoiding hate speech, or they intervened when they witnessed hate speech in their social circles.

Making positive change: The outcome of a hate speech awareness video on social media can range from increased awareness and positive change to resistance and backlash. However, the power of such videos lies in their potential to educate, inspire empathy, and mobilize people to take action against hate speech and discrimination.

Review:

It featured real stories and experiences of individuals who have been affected by hate speech and discrimination, making the issue profoundly personal and relatable. These firsthand accounts made it impossible to remain indifferent. The visuals were thoughtfully crafted, using impactful images and concise, powerful text to convey the message. The video employed a diverse range of faces, highlighting the movement's inclusivity to combat hate speech. This diversity underscored the message that this issue affects people from all walks of life. The content was meticulously researched and backed by data, which added credibility to the message. It highlighted the harmful consequences of hate speech, both on individuals and society as a whole. Moreover, it provided a clear call to action, suggesting how viewers could get involved and make a difference. The hate speech awareness video on social media was a gentle reminder of the importance of addressing this critical issue.

2. Title: Young Guardian: Responsible Waste Management

We researched waste management practices, environmental impacts, and age-appropriate educational content for children. We developed a waste management campaign that simplifies waste disposal concepts, highlights the consequences of improper waste management and emphasizes the role of children in making a positive impact.

Key message: The content is focused on educating school-going children about responsible waste disposal practices. It aims to raise awareness about distinguishing between disposable and non-disposable waste. By imparting this knowledge, we can take the first step toward building a cleaner and more sustainable world. Children must understand the significance of responsible waste management and do their part in preserving the environment.



Challenges faced during video production:

Managing students: as we covered three schools, managing kids and understating their psychology was challenging. It was the campaign that was completely different from their daily education. However, students cooperated with us the whole time.

Technical issue: During the OBHIZATRIK school campaign, we faced technical issues with the monitor, microphone, etc. However, we overcame it immediately.

Collecting footage of waste: we needed to go far to collect some clips of waste, clogged water by dustbins. All these were collected multiple times from different angles and perspectives. Even going there was difficult to breathe.

The outcome of the project:

Increased Awareness: Students became more aware of improper waste disposal's environmental and health impacts. They gained a better understanding of the importance of reducing, reusing, and recycling.

Skill Development: Students acquired practical skills related to waste management, such as composting, recycling, and organizing waste collection drives.

Community Engagement: These campaigns often extend beyond the school, involving students' families and the wider community. Students also can teach their community and family to be responsible citizens.

Environmental Benefits: Proper waste management can result in a cleaner and healthier environment, reducing pollution and the negative impacts on local ecosystems.

Review:

The waste management campaigns were well-received and effectively conveyed essential information about waste management. Attendees reported increased awareness and understanding of the topic. This demonstrated that educational efforts were successful in informing and engaging the community. The clean-up drives had a tangible, positive impact on the cleanliness of public spaces. Participants felt a sense of accomplishment and ownership of their environment. However, the challenge remained to sustain these efforts beyond the campaign period and make them a regular practice.

Challenges:

- The big challenge of writing this project was the closest deadline
- They shared a sample copy of report of another NGO but it was not up to the mark, so I wrote in my preference

Mistakes:

- Overall, no mistake happened on report writing

Learning & out-comes:

- As I have written report before, it was my opportunity to showcase my skill here
- They were happy the way I wrote it
- Even MJF themselves said that the report of Obhizatrik was better than other NGOs
- I was happy to be a part of this project
- I have learned to make a conclusion with projects

Project 3

Project Name: Proposal of logistics support for underprivileged child of Obhizatrik School

Project Type: Proposal

Project Brief:

Trust bank made a workshop with Obhizatrik students at school premises on 7th November. After the project they felt the necessity of learning of these underprivileged students. Many donor sponsor child and with these donation school runs free of cost for students.

They asked us to give a proposal of logistics support for students. Includes details and budget. As Obhizatrik sends these proposals to many child sponsors, it was a great opportunity to ask help for these students.

My Responsibility & Task:

I was asked to write a proposal by my supervisor. I looked at various proposals that has been written before for students. So, what Obhizatrik do as NGO, what projects are ongoing, projects for students, students details and price of everything etc wrote in a proposal.

I set the proposal and went to the manager of trust bank with executive of sponsorship department. It was a basic proposal so I wrote everything precise & short.

The Proposal:

12/11/2023

To

The Manager

Trust Bank

Plot No.24, Showpnopuri Tower, 1st floor, Block-A, Main Road-3, Section -11

Dhaka 1216

Subject: Proposal for partnership opportunity with OBHIZATRIK Foundation

Respected Sir/Madam,

OBHIZATRIK Foundation is a government-registered organization (NGOAB 3301) working to overcome Bangladesh's socio-economic challenges since its independence. Since its inception in 2010, OBHIZATRIK has always stood beside the people of our country by actively participating in the sectors of Poverty elimination, Education, Health and Nutrition, Human Rights, and the Environment.

OBHIZATRIK has supported by providing complete, free quality education in three **OBHIZATRIK Schools**, empowering more than 1300 families in 8 districts under our livelihood program **SHOKKHOM** projects, BOAT AMBULANCE project provides support 24/7 to the southern part of our country. Our Foundation has 3500 registered youth who actively volunteered in 32 districts. We provide free snacks in 30 locations in Dhaka through the “**Amar Dawat**” project.

This year, the OBHIZATRIK Foundation launched their community kitchen, “**APPAYON**,” designed for needy people. The meal served consists of the balanced dietary needs of an individual and treats them to a freshly cooked meal free of cost. Moreover, our students receive quality education and free study materials like textbooks, notebooks, and stationaries. Furthermore, we provide new clothes to underprivileged children during festivals, i.e., Eid and Bengali New Year, which require funds.

“**Investing in our future means investing in our children.**” OBHIZATRIK Foundation is constantly conceptualizing how we can provide better opportunities to underprivileged students in need. Accordingly, we have several plans to create a better future by providing them with educational material to build a positive social impact in Bangladesh. Execution of our plans requires a substantial amount of financial support. **Trust Bank** can provide valuable assistance by collaborating with us as funding partners in these circumstances.

We have attached details of our project ideas with this document for clarification. We hope you will join us in our golden vision of changing Bangladesh.

Thank You.

Sincerely,

Ahmed Imtiaz Jami

Executive Director

OBHIZATRIK Foundation

+8801711100188

Donate to Educational Material

The Sponsorship Program is a charitable fundraising initiative that organizations use to support the overall development of underprivileged children. Donating educational materials is a great way to keep learning and provide resources to those who need them. Sponsoring a child can significantly impact their life, providing them with access to education that can break the cycle of poverty. Education equips children with the knowledge and skills they need to secure a better future for themselves and their communities. Through our sponsorship program, we strive to provide underprivileged children with the same opportunities and privileges that other children enjoy. We have 600 students in our three branches.

- **School Uniform-** Each child will receive a set of uniforms and shoes. Donating school uniforms can significantly impact a child's education by removing a barrier to attendance. In many parts of our country, families struggle to afford school uniforms, which can prevent children from attending school. Donating school uniforms can help ensure that children have the clothing they need to go to school and feel included in the classroom. Children who attend school regularly are more likely to succeed academically and build a brighter future for themselves. Therefore, donating school uniforms is an excellent way to support education and help make a difference in a child's life. In our OBHIZATRIK School, we provide them with free education, school uniforms, and Educational logistics.
A male child's school uniform consists of one shirt, trousers, and shoes. The female school uniform consists of one frock/ Kameez, one salwar, one cross belt, one belt, and a pair of shoes. 600 hundred children will get school uniforms.

No.	Donation Option Name	Amount	Total beneficiaries	Total Amount
	Donate School Uniform (1 Shirt, 1 Trousers, 1 pair of shoes for boys and 1 Frock/kameez, one salwar, one cross belt, one pair of shoes for girls)	2000	600	1200000
	Total			1200000 (BDT)

- **School Logistics-** Donating educational materials is an excellent way to support learning and empower communities. It can help provide access to educational resources for those who might not be able to afford them and help bridge the gap between those who have access to resources and those who don't. By donating educational materials, you can help create a more equitable education system where everyone has the opportunity to learn and grow. In addition to providing access to educational resources, donating educational materials can also help to promote academic success. By giving students the tools they need to learn, such as textbooks, reference materials, and other educational resources, you can help set them up for success in their academic pursuits.

classroom of three branches of OBHIZATRIK School will receive funding for the following accessories lasting one month: Textbooks, Notebooks, pencils, pens, erasers, sharpeners, whiteboard, and markers. Six hundred children will get the school logistics.

No.	Sponsorship Scope Name	Amount	Total Beneficiaries	Total Amount
1.	Donate School Logistics (Textbooks, Notebooks, pencils, pens, erasers, sharpeners, whiteboard, bag, and markers)	1800	600	1080000
	Total Amount			1080000 (BDT)

Conclusion-

sponsorship programs can be a powerful catalyst for driving positive change and fostering a brighter future for individuals and communities. Sponsorship programs are a testament to the enduring spirit of compassion and solidarity. These initiatives empower individuals to overcome obstacles, break the chains of poverty, and pursue their dreams by supporting education and overall well-being. Furthermore, it is essential to note that these programs are not simply charitable acts but strategic investments in human potential, innovation, and sustainable development. Moving forward, it is essential to remember that every child educated, every life improved, and every community uplifted is a testament to the collective strength of humanity. Through collaborative efforts in sponsorship endeavors, we can create a world where everyone has equal opportunities to thrive, regardless of circumstances. Together, we can rewrite the narratives of hardship into stories of resilience, hope, and achievement, ensuring a legacy of positive change for generations to come.

Challenges:

- I had to research on students, the proper estimation, what they need
- I changed the proposal multiple times
- I had to worked with education department for multiple days
- I had to go the trust bank office but the manager was unavailable, so had the gave it to the accounts head

Mistakes:

- I didn't write our current projects so I added it later according to education department
- I had to fix some wordings

Learning & out-comes:

- I learned how important its to get fund for these Childs who can learn and be a good person rather than begging
- I could build a soft part for them
- For the first time I dealt with some other organization professionally
- I talked to them at first and explained the necessity of this donation

Project 4

Project Name: Video Report on Shokkhom Beneficiaries

Project Type: video report

Project Brief:

SHOKKHOM is a sustainable livelihood program which aims to demolish poverty and ensure a maintainable life for the disadvantaged and destitute people. In Bangladesh, with Zakat money, people tend to purchase clothing and food to distribute those to the poor which results in momentary happiness for the people but does not bring any tenable development in their lives. To ensure appropriate utilization of the money, we initiated a Sustainable Livelihood program titled “Shokkhom”.

As rickshaw, van, sewing machine, poultry, cow, goat, shop, tea stall are the projects of shokkhom, these all are in various places. The video is necessary to show the doners also by this it can be a part of visiting their assets too.

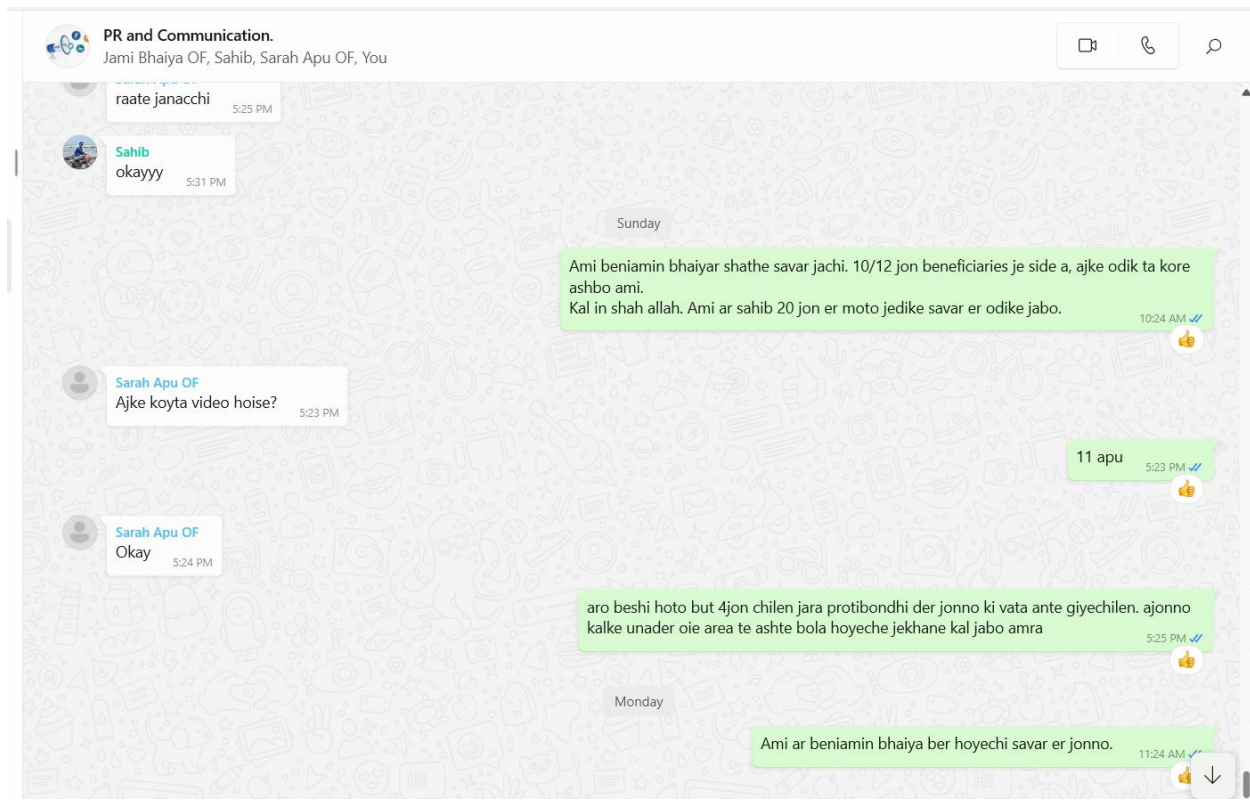
My Responsibility & Task:

Till now more than 1350 projects are done under shokkhom. I was asked to shoot 1:30 minute video with short interview of beneficiaries. In front of Obhizatrik school, in their home, savar I went everywhere to shoot 1225-1350 total 103 beneficiaries.

I looked at previous videos on Obhizatrik videos on YouTube channel. I used a camera from office and lapel. It took almost 15 days to complete all of the video. I went to outside multiple times. Daily 4-5 hours on this project. I was assigned to collect the videos only; editor will edit it later. I had to shot every video, collects their voice on my phone with lapel, rename it everyday according to their project number, uploading it to drive folder. Maintained a excel sheet to keep record.

Relevant Pictures:





Challenges:

- It was my first field work experience
- As a woman I had to went between a particular society & area where variety of people were looking at me
- There was a big issue of proper restroom, as I was not used to in this situation
- Office didn't provide any food/lunch during that time so many times I was in empty stomach
- I had to repeat same lines again & again while shooting
- Battery backup of camera was very poor
- Some people were struggling to talk in front of camera so I had to wait and ease them
- Some beneficiaries were unavailable, we couldn't trace them so had to leave the place without their shot

Mistakes:

- At first day I shot the videos on portrait but I was asked to took all in landscape
- I had to ask first 10 people again

Learning & Out-comes:

- I got the opportunity to talk to those people close who's are getting benefits from the NGO
- I listened to their stories and connect with them
- Had earned so much love and praise for them, talked to them like they are my people
- Got the experience of field work
- Understood that no job is easier
- Learned the techniques of talked to them so that they can give me their opinion
- Have seen the love and affection of the asset from Obhizatrik
- Changed angle & video type

Project 5

Project name: Dabur free toothpaste campaign proposal

Project type: Campaign Proposal

Project brief:

Obhizatrik planned to run a campaign called 'Smile Brighter,' which focuses on providing free toothpaste to underserved communities and individuals in need. In this 'Smile Brighter' campaign, they aim to raise awareness about the importance of oral hygiene.

They have set a goal to distribute 40,000 free toothpaste sachets. The plan that we are going to give 05 sachets among 8000 individuals. We want to run this campaign from 29-31 September, 2023.

My responsibility & task:

For this campaign I was assigned to write a proposal, the correct calculation of people, areas, total number of pastes and the dates.

I was distributed and gathered people. Also tackled the chaos. My job was to take picture as well. According to it I uploaded pictures to drive & made post for the day. After 3 days of struggle, the campaign was done. People were happy to get those sachets paste. Also made a Facebook post and gave caption for it.

The campaign proposal:

To

Dabur Bangladesh

5th Floor, New 90 Old, South Breeze Square, 52 Gulshan Ave,

Dhaka 1212, Bangladesh

Subject: Proposal for Free Toothpaste Campaign with OBHIZATRIK Foundation

Respected Sir/Madam,

OBHIZATRIK Foundation is a government-registered organization (NGOAB 3301) working to overcome Bangladesh's socio-economic challenges since its independence. Since its inception in 2010, OBHIZATRIK has always stood beside the people of our country by actively participating in the sectors of Poverty elimination, Education, Health and Nutrition, Human Rights, and the Environment.

OBHIZATRIK has supported by providing complete, free quality education in three OBHIZATRIK schools, empowering more than 1300 families in 8 districts under our livelihood program SHOKKHOM projects, BOAT AMBULANCE project provides support 24/7 to the southern part of our country. Our Foundation has 3500 registered youth who actively volunteered in 32 districts. We provide free snacks in 30 locations in Dhaka through the “Amar Dawat” project.

This year, the OBHIZATRIK Foundation launched their community kitchen, “APPAYON,” designed for needy people. The meal served consists of the balanced dietary needs of an individual and treats them to a freshly cooked meal free of cost. Moreover, our students receive quality education and free study materials like textbooks, notebooks, and stationaries. Furthermore, we provide new clothes to underprivileged children during festivals, i.e., Eid and Bengali New Year, which require funds.

OBHIZATRIK Foundation is constantly conceptualizing how we can provide better opportunities to people and communities in need. Previously, we have done a free Dental Campaign for underprivileged people with Dabur Bangladesh. Accordingly, we plan to do a free toothpaste campaign with Dabur Bangladesh. We believe that everyone deserves access to primary dental care, and we hope to make a positive impact with this campaign.

We have attached details of our project ideas with this document for clarification. We hope you will join us and be a part of changing Bangladesh.

Thank You.

Campaign Brief:

We have planned to run a campaign called 'Smile Brighter,' which focuses on providing free toothpaste to underserved communities and individuals in need. We believe that everyone deserves access to primary dental care and we hope to make a positive impact with this campaign. In this 'Smile Brighter' campaign, we aim to raise awareness about the importance of oral hygiene. We believe good oral health practices are essential for a healthy and happy life, and we want to ensure that everyone understands the importance of caring for their teeth and gums. We want to give them dental kit (Toothpaste and Tooth Brush) so that they can take proper care of their oral hygiene. Through our outreach efforts, we hope to educate people about the benefits of good oral hygiene and provide them with the tools and resources they need to maintain healthy teeth and gums. We have set a goal to distribute 40,000 free toothpaste sachets. We have a plan to we are going to give 05 sachets among 8000 individuals. We want to run this campaign from 26-28 September, 2023. We need Dental kit, Background Banner, and X-Banner to run this campaign and we have our enlisted volunteer to run this campaign smooth. We believe that access to primary dental care is a right, not a privilege, and we are committed to doing our part in promoting oral hygiene. The "Smile Brighter" Free Toothpaste Giveaway Campaign is not just about promoting oral hygiene awareness but also about making a positive impact on the lives of those in need. By providing essential oral care products to the community, we aim to strengthen the bond between Dabur Toothpaste and the people.

Project Location: Duaripara (Mirpur), Molla

para (Mirpur), Rayerbazar,

Mirpur 7 No, Jhilpar

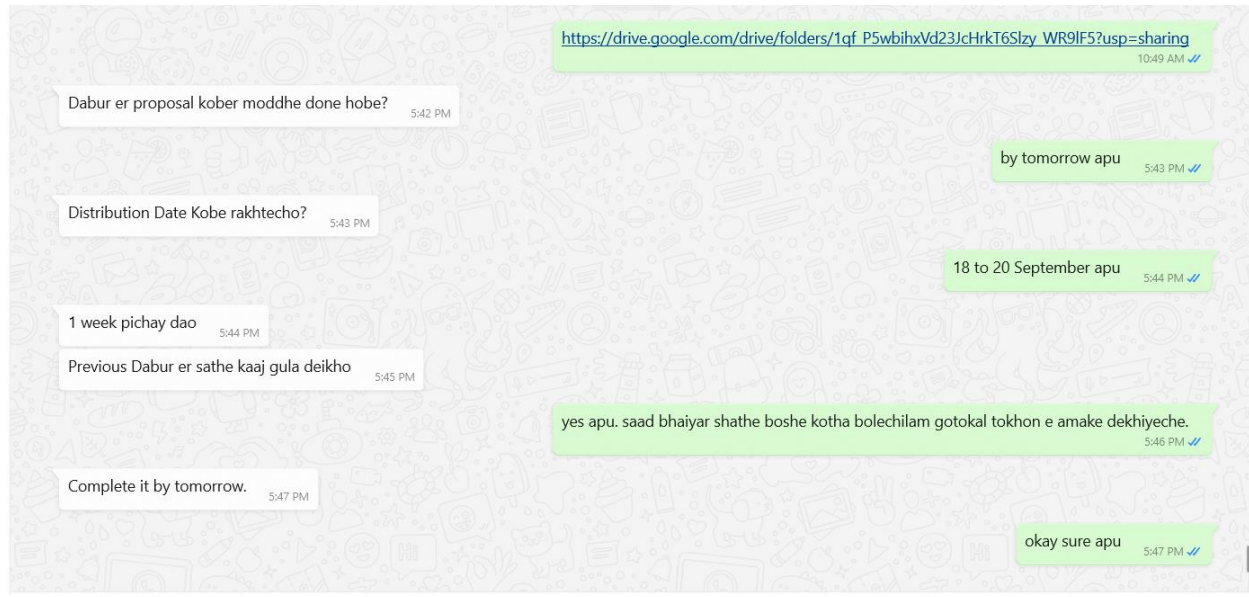
Project Target: 8000 individual underserved community

We are excited to launch this campaign and make a real difference in the communities we serve. Your support and approval are crucial in bringing this initiative to life. Together, we can help more people smile brighter with confidence.

Please feel free to reach out to us if you have any questions or require further details about the campaign.

Relevant Pictures:





Challenges:

- Measurement of area and targeted people were quite hard to decide
- After reaching the location the distribution was hard to handle because of the gathering so we had to give 10 sachets per person
- We couldn't maintain the timeframe that was given in the proposal

Mistakes:

- I made mistakes with the date; I was supposed to change the dates but forgot. Though changed it after instructions

Learning & out-comes:

- Proposal was not the only work I have done in this project; I went to different places with a full team to distribute pastes
- I have the skill to tackle crowd and distribute it peacefully
- For this proposal I had to sit with the director of Obhizatrik so I directly talked to him as I was writing the proposals
- I used to count every box each time we return to office
- It was an amazing field experience for me
- Clicked some amazing photos

Project 6

Project name: A Triumph of Transformation: Sheikh Russel Children's Rehabilitation Centre Renovation Project

Project type: Website Article

Project brief:

This project is assigned to me and my supervisor gave the opportunity to me to know the background of renovation work, research on it before started writing. As the renovation is completed, it's the handover ceremony that occurred on the success of renovation. My supervisor gave instruction on writing pattern and also told me to get suggestions from other international NGOs, how they tell story to people and represent their work to everybody.

Sheikh Russell is one of their big projects which was in partnership with Muslim charity. A dedicated team of architects, engineers, workers, artists, and volunteers worked tirelessly for 3 months to ensure that the renovated center would not only meet but go beyond international standards for rehabilitation facilities. On 11th of November the handover ceremony completed.

My responsibility & task:

My responsibilities were to collect all information about their previous work with sheikh Russell then heard the full brief from my supervisor that what happened and what not on that day. I collected all pictures from the photographer to hard drive and started writing on that event after getting a verbal instruction from my supervisor. Initially, I used to get some correction but after that it became very minimal. I chose a title on this article as well. I uploaded it in the website and Facebook. For website I had to select only one photo but for Facebook I wrote the captions and selected 3 to 4 photos. Finally shared to the Obhizatrik group.

My copy:

A Triumph of Transformation: Sheikh Russel Children's Rehabilitation Centre Renovation Project

The Sheikh Russel Children's Rehabilitation Centre prevailed over a thorough renovation project, a major step towards fulfilling its mission of providing improved care for children with difficulties. This is a successful moment for compassion and community spirit.

The renovation project set out with a clear vision to not only improve the physical infrastructure but to create an environment that fosters holistic development. A dedicated team of architects, engineers, workers, artists, and volunteers worked tirelessly for 3 months to ensure that the renovated center would not only meet but go beyond international standards for rehabilitation facilities.

On 11 November, we successfully completed our renovation project at the Sheikh Russel Children's Rehabilitation Centre. A special inauguration ceremony marked this significant moment. At the inauguration ceremony, we were honored to have our Chief Guest Mr. SM Anwarul Karim, Deputy Director, District Social Services Office, Gazipur. Also, the Deputy Project Director of Sheikh Russel Renovation Centre, Mr. Nur e Alam, and Masood Rana, Monitoring and Field Officer, Muslim Charity UK. Our esteemed Executive Director, the Director of Operations of OBHIZATRIK, and other dignitaries from our team made the day even more special.

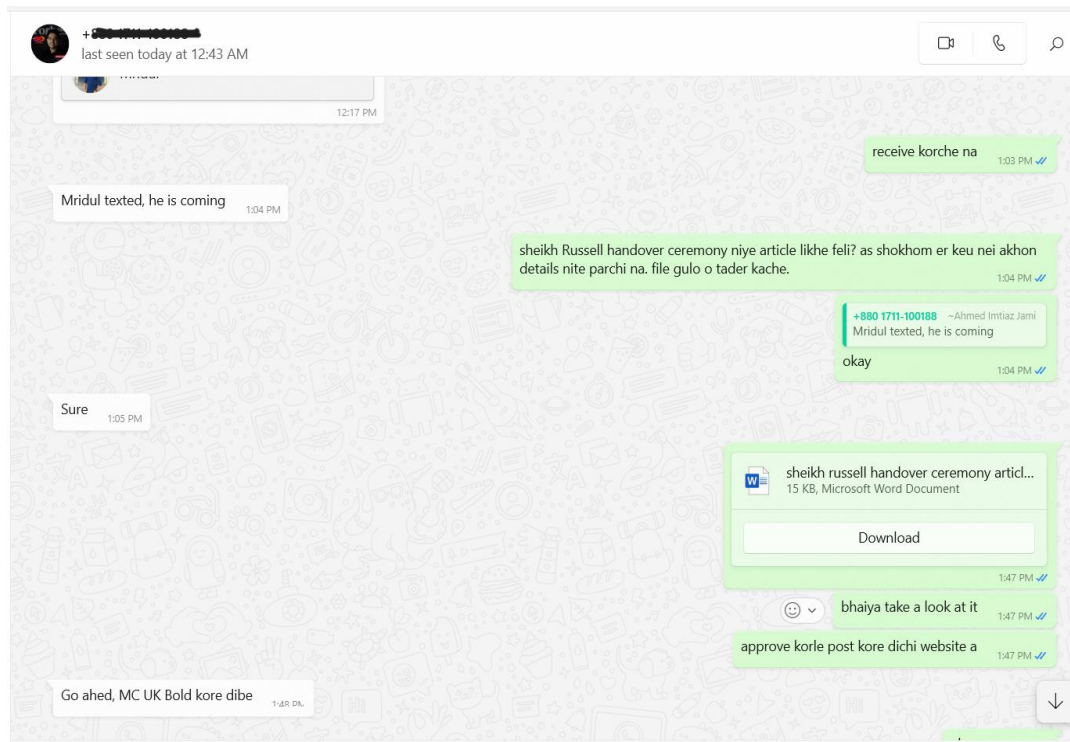
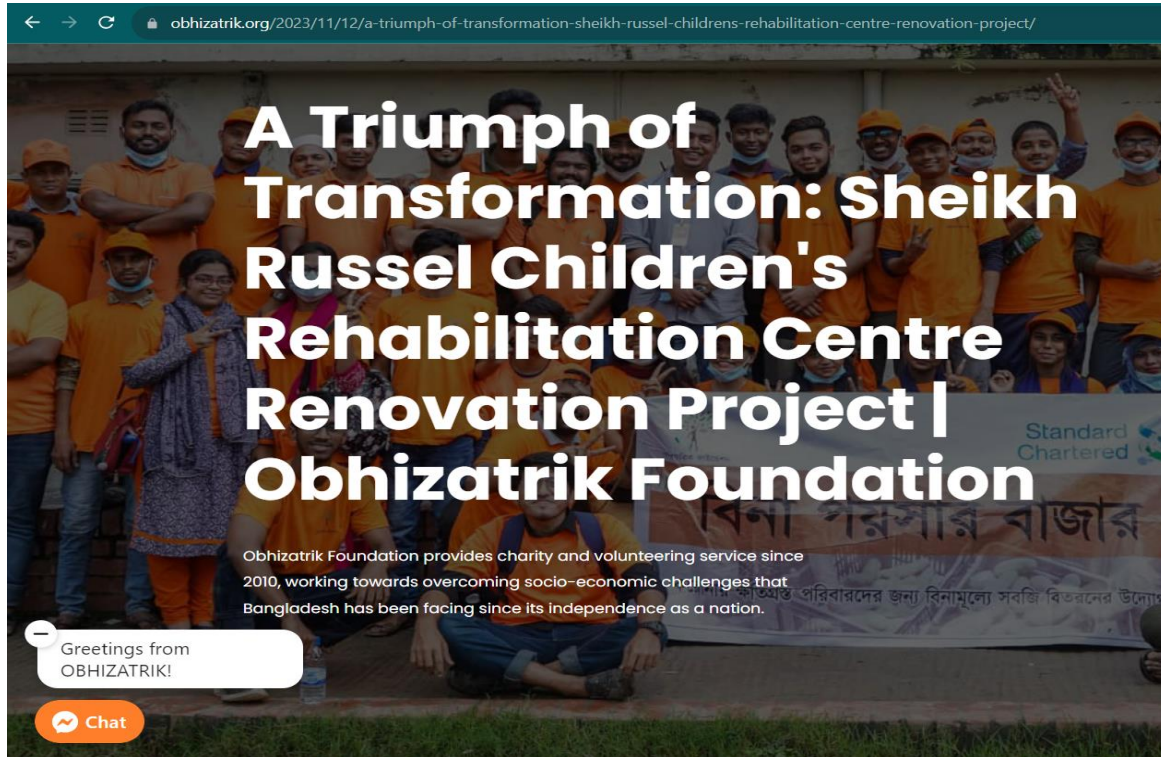
The nearly 50-year-old facility had been given a child-friendly makeover with new toys, tiling, wall repair and painting, tree planting, and electrical and tiling renovations. The renovated center now has modern conveniences such as inclusive classrooms, dine-in rooms, and improved medical facilities. Accessible steps, sensory-friendly areas, and adaptable equipment are just a few examples of how inclusivity is prioritized, guaranteeing that all children, regardless of ability, may fully engage in rehabilitation programs.

In particular, a heartfelt thank you goes out to Muslim Charity, whose unwavering support played a pivotal role in making this dream a reality. We also got overwhelming support from the community, local businesses, organizations, and individual donors who rallied behind the cause, showcasing a shared commitment to the well-being of the children at the center.

This rehabilitated facility is ready to inspire similar initiatives around the world by setting a new benchmark for comprehensive and inclusive rehabilitation services. Let's recommit to building a society where every child, regardless of ability, can prosper and lead a life of dignity and fulfillment as we celebrate this great achievement.

Website copy:

<https://obhizatrik.org/2023/11/12/a-triumph-of-transformation-sheikh-russel-childrens-rehabilitation-centre-renovation-project/>



Challenges:

- The first challenge was increasing my typing speed
- It took a little bit time to understand the website
- As I was not available at the event, maybe I could add many more details to the article
- The post didn't publish on the exact date of ceremony, I took almost 1 day to write and upload it.
- Who were present, this was a bit challenging to find their designation and names correctly

Mistakes:

- On term of upload, I put it in archive after uploading but corrected it immediately
- I got instructions to change the title as it was a little bit simple

Learning & out-comes

- Among all the article writing I chose this to show as one of my internship projects because without the caption I got no correction in writing.
- I achieved the ability to write neatly and without mistakes
- I learned some clear interpersonal communication
- I learned to take all the information and straight communication from colleagues

Project 7

Project Name: From poverty to stable income: Selim Mia's untold story

Project type: Website Article

Project Brief:

As there is a project going on named "Shakti", Obhizatrik gave 5 autorickshaws as first stage of it. Gradually they will distribute more. **Project Shakti – EUPP (End ultra-poverty Program)** is designed to bring ultra-poor households out of extreme poverty to a more stable state. It's the project where an underprivileged man can get an autorickshaw and he just need to pay the price of it in weekly installment.

As many people who take loan from different organization has to pay the price with interest, for that they feel burden on them. So, Obhizatrik came up with the plan to distribute autorickshaws to needy people. After months of struggle, the pilot phase of shakti handover happened on 4th November. So, I was assigned to write on the project and particular story on each beneficiary. I chose the 2nd person to write the story first.

My responsibility & task:

Based on the brief and personal story of the beneficiaries I wrote the article for website. Took relevant photos from the photographer. I researched more NGOs where they post personal stories. As this article was not about an event but a story with attachments & emotions, I had to look for various writings. After that I wrote a success story of a man who owns his own vehicle, not worrying about rent. After this article I gradually uploaded other stories too. Handover happened on 4th November and I posted the article in website on 15th November.

My Copy:

From poverty to stable income: Selim Mia's untold story

A man who came from Barguna district with his wife and children in Dhaka to get out of poverty. His life was a daily grind of odd jobs, meager wages, and the constant struggle to put food on the table for his family. His dreams of a better life seemed distant, and the burden of poverty weighed heavily on his shoulders. Despite his hardships, Rajesh never gave up on the hope that one-day things would change. He got a full house at Savar to take care of and staying free of cost but what about their daily meal? Who will fulfill their other basic needs besides accommodation? We are talking about Md. Selim Mia who is the 2nd beneficiary of OBHIZATRIK's project Shakti.

After coming to Dhaka, Md. Selim Mia worked as a daily laborer for some time. He used to come to Mirpur 1 from Savar to either search for work or work as a contractual laborer. Later he was a driver of an autorickshaw in rent. Paying daily rent and then basic meals he used to have a very minimal amount for children's study. Gradually he managed to pay for that too. However, it was difficult to manage everything in one hand. His wife decided to work as a garment worker but after having complications with pregnancy, she decided to leave the garment and managed some scope to practice tailoring at home. She continued as a tailor with few works. They also have 18 chickens and 4 goats. He and his wife have four children. Elder son Arif Mia is a garment worker. The rest of them are studying nearby.

Through project Shakti, recognizing Md. Selim Mia's spirit and potential, the OBHIZATRIK decided to support him by providing him with an autorickshaw. This simple yet impactful gesture was designed to empower Rajesh to earn a sustainable income and break free from the shackles of poverty. With the keys to his new autorickshaw in hand, Md. Selim Mia embarked on a new chapter of his life. The rickshaw became not just a mode of transportation, but a symbol of hope and a source of livelihood. He tirelessly drove through the crowded streets of Bagni Bari, Savar, offering rides to locals since the handover. After receiving the Autorickshaw he busted into joy and said, "Now I don't need to pay rent to my Mahajan. Sometimes I used to work hard without eating meals to meet my ends. I have worn only two lungi for the last 10 years. Never imagined buying anything for myself. I am very happy today that through OBHIZATRIK, I got the opportunity to have my own auto rickshaw."

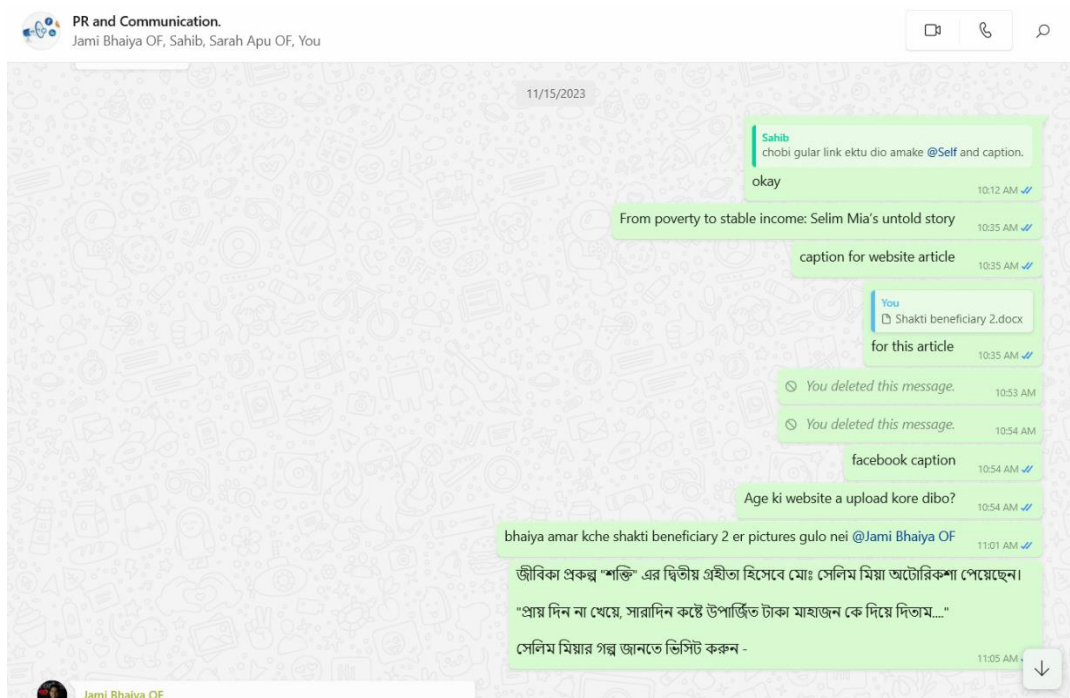
Through Shakti, the beneficiaries of these autorickshaws are carefully selected based on their socio-economic circumstances, with a focus on those who face financial hardships and unemployment. These individuals, once struggling to make ends meet, now have the opportunity to earn a living and provide for their families.

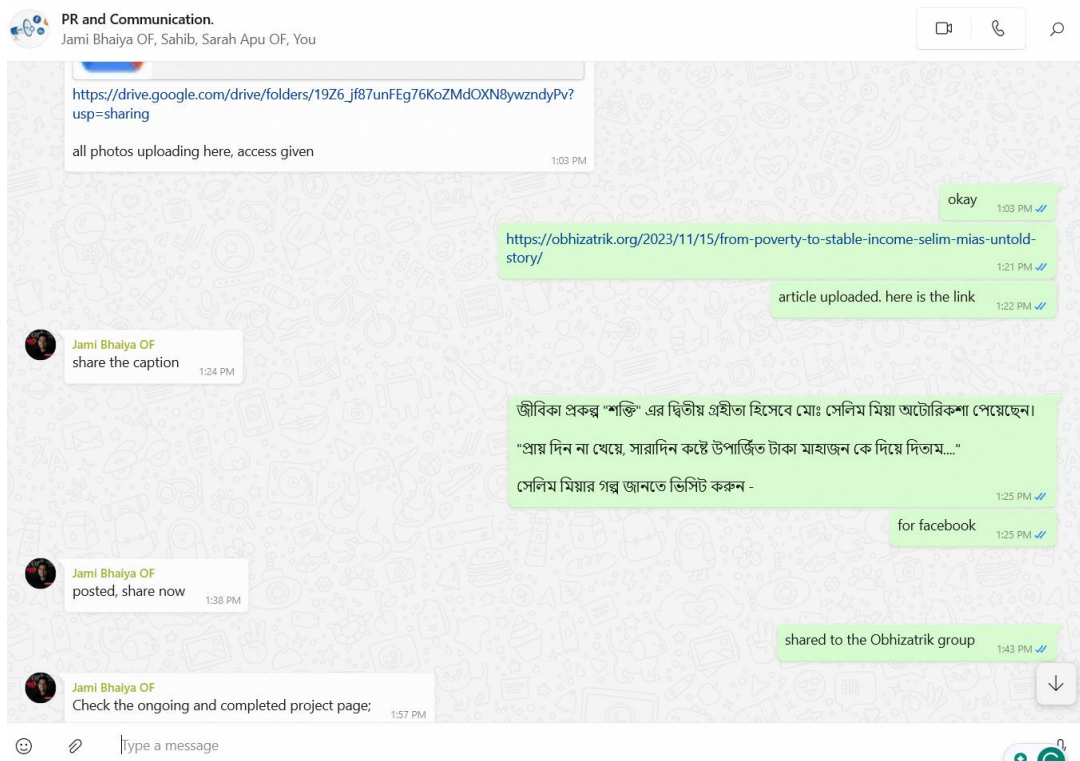
Website copy:

<https://obhizatrik.org/2023/11/08/pilot-phase-inauguration-of-project-shakti-lifting-lives-reducing-poverty/>



Relevant Screenshots:





Challenges:

- For this type story needs one-to-one discussion but as I didn't talk to the beneficiaries directly, I had a little difficulty writing on that

Mistakes:

- I wrote the 2nd beneficiary first because the lines he said was touchy and emotional but according to list I should have gone with the first one

Learning & Out-comes:

- Learned to write personal stories
- Had some personal attachments
- These stories make me feel more attached in this field
- Got the opportunity to tell stories of him

Project 8

Project Name: Facebook post on “10 sewing machine handover” & “winter gift”

Project Type: Social media promotion

Project Brief:

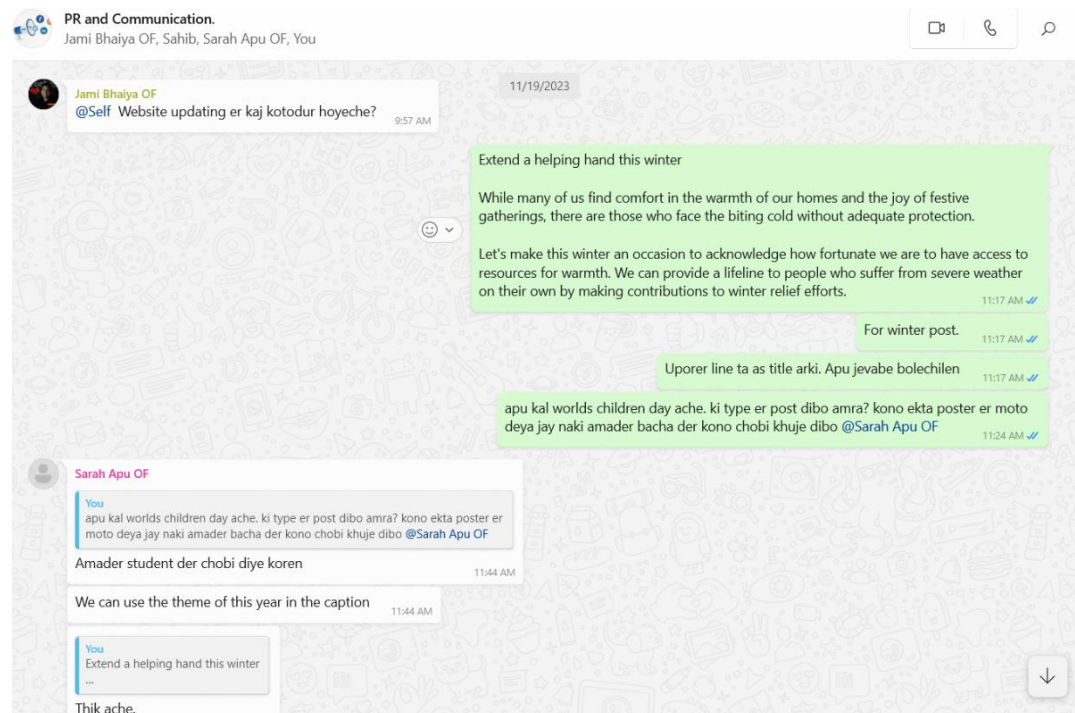
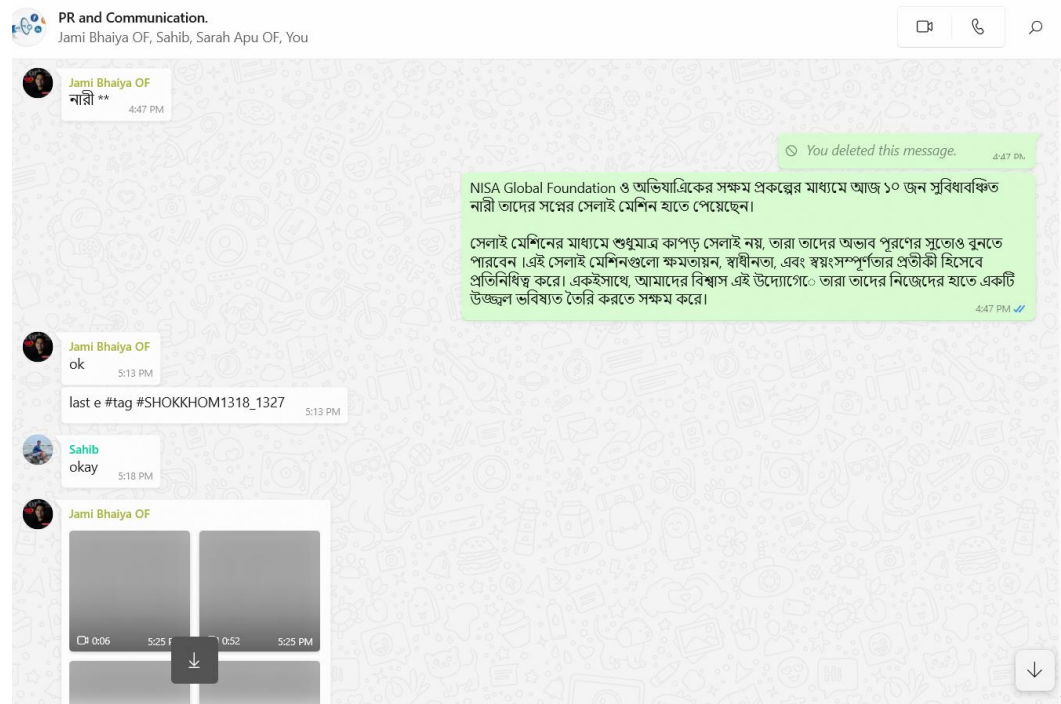
As “shokkhom nari” livelihood project, Obhizatrik had been given sewing machine & clothe store, small business, tea stall and many more. In partnership with NISA Global Foundation, Obhizatrik particularly have given 10 sewing machines to underprivileged women & those who is struggling to run their families but hard for begging. It’s a project where women can not only build up their skill but also support their families. Also, by teaching other women they can be the leader of one ability makers.

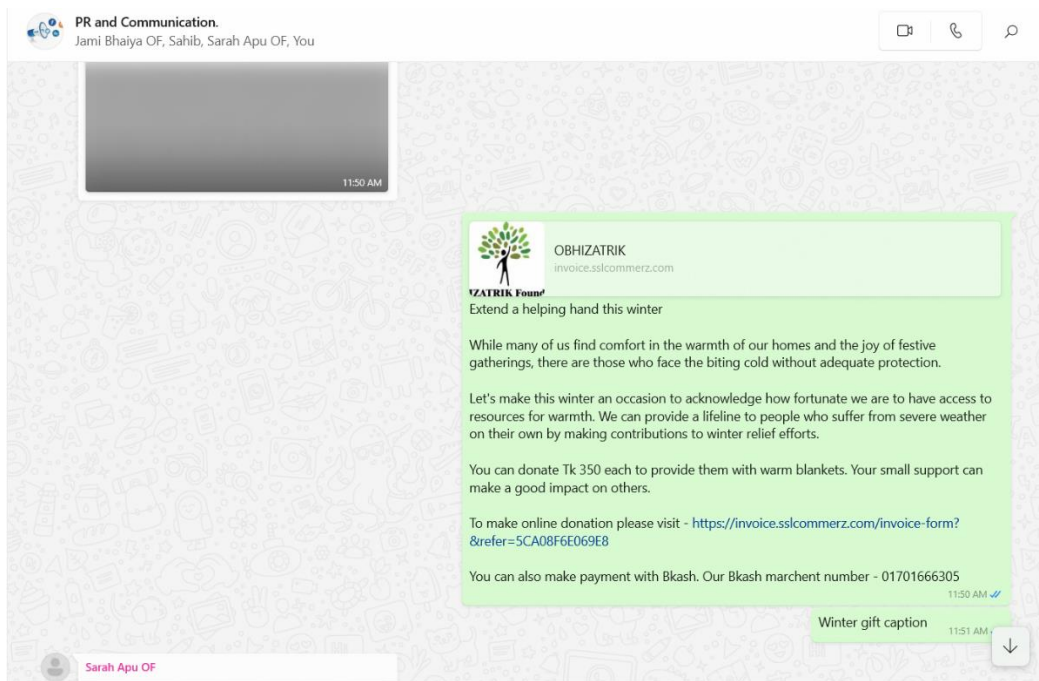
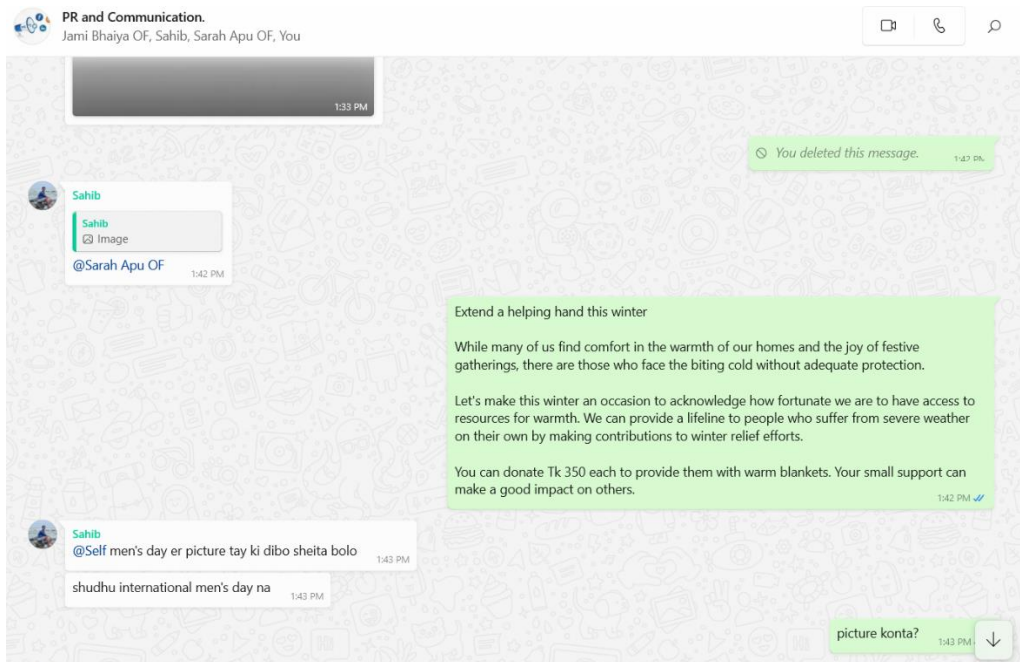
Every year on December & January Obhizatrik run winter gift campaign as many people who lives in the street. Doners can donate money for the winter campaign and after a big amount money, Obhizatrik goes to different district to distribute warms and blankets. As both of the projects are running for a long time, for social media promotion I was assigned to write post & select pictures from the photos I took for post.

My Responsibility & Task:

The handover of sewing machines was on 29th October, I recorded some video and pictures to upload as promotional post. It happened on Obhizatrik school premises and used an office camera and lapel to shot all of these. For winter post I was asked to use an old picture and I edited it a little bit. As a campaign part we estimated an amount it shared to the Facebook, Instagram, LinkedIn.

Relevant Screenshots:







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OBHIZATRIK Foundation

Oct 29 at 7:46 PM · 🌐

NISA Global Foundation ও অভিযাত্রিকের সক্ষম প্রকল্পের মাধ্যমে আজ ১০ জন সুবিধাবঞ্চিত নারী তাদের স্বপ্নের সেলাই মেশিন হাতে পেয়েছেন।

সেলাই মেশিনের মাধ্যমে শুধুমাত্র কাপড় সেলাই নয়, তারা তাদের অভাব পূরণের সুতোও বুনেতে পারবেন। এই সেলাই মেশিনগুলো ক্ষমতায়ন, স্বাধীনতা, এবং স্বয়ংসম্পূর্ণতার প্রতীকী হিসেবে প্রতিনিধিত্ব করে। একইসাথে, আমাদের বিশ্বাস এই উদ্যোগে তারা তাদের নিজেদের হাতে একটি উজ্জ্বল ভবিষ্যত তৈরি করতে সক্ষম করে।

#OBHIZATRIK #SHOKKHOM1318_1327
#SHOKKHOMNARI



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OBHIZATRIK Foundation ✓



Nov 21 at 7:00 PM · 🌐

"Extend a helping hand this winter"

While many of us find comfort in the warmth of our homes and the joy of festive gatherings, there are those who face the biting cold without adequate protection.

Let's make this winter an occasion to acknowledge how fortunate we are to have access to resources for warmth. We can provide a lifeline to people who suffer from severe weather on their own by making contributions to winter relief efforts.

You can donate Tk 350 each to provide them with warm blankets. Your small support can make a good impact on others.

To make online donation please visit -
<https://invoice.sslcommerz.com/invoice-form?&refer=5CA08F6E069E8>

You can also make payment with Bkash. Our Bkash merchant number - 01701666305



Challenges:

- I struggled with editing the photo of winter post, we changed the edit multiple time face to face
- I had to ask accounts department multiple times for the bank details
- Lastly, I had to knock directly to the director
- Finding which link to attach with the post are challenging

Mistakes:

- I did a spelling mistake on winter gift caption. I misspell merchant spelling
- I was making long posts

Learning & out-comes:

- Through Facebook promotion posts, my writing skill developed
- I used to write Bangla properly so I got the opportunity to show the skill here
- I learned to use some hashtags
- I understood the audience & timing, when to post, what will audience like

Internship Outcomes

At first, I was worried that why I wasn't able to crack any job yet. My time of finding internship was running away. Then finally gave interview in four place, four different type of work but when I got call from Obhizatrik, I knew I always wanted to work with NGO.

One of the primary outcomes of my internship is the enhancement of my individual and collective capacities. Through meeting sessions, field work, and hands-on experience, proposal, organization engagement, I gained valuable insights into community development, project management, and the intricacies of working within a non-profit environment. My understanding of social issues, cultural sensitivity, and effective communication has grown.

An integral part of my internship involved the dissemination of knowledge within and beyond the organization. Through blog posts, website management, handling social media, presentations, and knowledge-sharing sessions, I communicated my findings, lessons learned, and success stories. This not only contributed to the organizational learning process but also aimed at raising awareness about the NGO's mission and impact.

The learning process of my overall internship journey was beyond imagination. I was appreciated even I can give myself a thumbs up how I worked there. Overall, the journey was a bit confusing at first but then I achieved all the good memories, enriched my knowledge.

Workplace log

Sadia Simman Jomana

*Daily update of Internship

17/09/23

- 1) First day at office
- 2) Understood the MJF project
- 3) Discuss some idea about concept

15/09/23

- 1) caption writing of Jom both Bangla and English
- 2) Updated spreadsheet of different channel and contact numbers
- 3) wrote Common wealth newsletter in Bangla

14/09/23

- 1) Emailed few Editors about Commonwealth news
- 2) write waste management background voice over in Bangla.

30/09/23

- 1) Again emailed few editors.
- 2) wrote the script of Hate speech (MJF). wrote 3 possible scenes
- 3) Finished writing MJF proposal

11/09/23

- 1) Joined MJF "waste management" workshop in Obhizatrik School and MI Mode
- 2) Updated MJF waste management background scripts

32/09/23

- 1) joined MJF "waste management" workshop in Rupnagon abashik School.
- 2) wrote Jafseo Newsletter.

13/09/23

- 1) wrote jefseo Newsletter and sent it to her.
- 2) wrote hate speech background

14/09/23

- 1) Recorded voice over for waste management.

17/09/23

- 1) shot video for Hate speech [acted on it]

18/09/23

- 1) Joined zoom call with Yami vai
- 2) wrote multiple task from June to Sept talked to Education Dept

19/09/23

- 1) Filled some govt. website name for Class 6 students

20/09/23

- 1) same as yesterday I completed class 5

22/09/23 - Friday overtime

- 1) Packed 22 Bags with colleagues
- 2) served at APPayon and community gate with Obhizatrik.

24/09/23

- 1) Filled one govt. form of class 3
- 2) Again recorded video of waste management. called a student and recorded her part too.
- 3) Edited Newsletter a little bit.

25/09/23

- 1) Filled some form and brought 2 students to have their voice over for waste management video
- 2) Edited Newsletter

26/09/23

- 1) Edited Newsletter

2) went to different places to distribute dabur Red toothpaste.

27/09/23

- 1) Edited Newsletter
- 2) attended Trust Bank Student banking project.

1/10/23

- 1) write and edited newsletter

2/10/23

- 1) Again edited Newsletter, talked to Sarah apu.

3/10/23

- 1) sent the final draft of newsletter to Sarah apu

4/10/23

- 1) Tried to log into govt server but couldn't get in.
- 2) wrote few lines on MJF Report.

5/10/23

- 1) selected some topic for news article on website.
- 2) started working on that

8/10/23

- 1) wrote half of the website article
- 2) wrote again some connected script of waste management

9/10/23

- 1) Almost completed the article for website.

10/10/23

- 1) sent the article to Sarah apu.

11/10/23

- 1) Finished the overall content articles for website
- 2) Needed to edit a little bit.

12/10/23

- 1) Took part in videos, travel various places for shoot
- 2) Wrote caption for waste management

15/10/23

- 1) voice over again for waste management
- 2) wrote caption for me appayon go student skills.
- 3) Short listed some date for fb post.

(16-22) Oct

- 1) Wrote some more captions for FB post
- 2) Fixed places for vacation with Oni apu.
- 3) Wrote 2 more articles on hate speech and Next venture visit.
- 4) Discussed with Sahib for idea and videos.
- 5) Planned a CS video with Sahib, Oni apu.
- 6) Planned gifts ideas for year ending gift.

23/10/23

- 1) updated some profile of students
- 2) Caption for VN day
- 3) Gave update on WhatsApp

obhizainik website

- 1) give CS pictures for CS post to Sahib.
- 5) Working on MJF Report

25/10/23

- 1) Wrote MJF final Report on Projects
- 2) Caption on CS Photo.

26/10/23

- 1) Planned with Sahib and Sonah apu for Oct + Nov FB, social media post.

29/10/23

- 1) Planned some post caption

- 2) Nisa sewing machine handover
- Interviewed the ladies, shot some photos

30/10/23

- 1) went to donar office to give them cake and flowers to celebrate 8 years of "Amar darat".
- 2) separated some picture for website

31/10/23

- 1) deleted picture from JOM folder.

1/11/23

- 1) attended class party
- 2) shot pictures and video

2/11/23

- 1) Cleaned JOM folder.

5/11/23

- 1) Nisa sewing machine article
- 2) cleaned Appayon folder
- 3) shot students in library video, took audio.

6/11/23

- 1) Shot audio again for the library reel.
- 2) attach pictures to folder for website.

7/11/23

- 1) Wrote article on shakti handover.

8/11/23

- 1) understood website from Jami bhoiya
- 2) uploaded shakti article on website
- 3) listened details of shakti beneficiaries from Moluddin Piz.

9/11/23

- 1) wrote caption for waste manager video on facebook post.

12/11/23

- 1) wrote Sheikh Russell article
- 2) wrote English and Bangla caption for Sheikh Russell post
- 3) sat with Sahib for shokhon video. and shoot
- 4) connected sheet.

13/11/23

1) Shot videos for ES at school.

2) Wrote story article on Shakti - 2.

14-15 Nov.

Wrote few captions.

Understood website from Jami vai, wrote trust bank proposal.

19/11/23

1) Uploaded some pictures on website

2) Caption for winter gift, me day celebration

20/11/23

1) Shot some video for shokh beneficiary

2) Caption for children's day



21/11/23

1) Picture upload in website

22/11/23

1) website, shokhom beneficiary video

23/11/23

1) Took care of Musa bai's children. wrote shokhom post caption for Rini again.

26/11/23

1) Filled form of Noto Repa
2) Took pictures of senior assistant secretary when she visited.

3) shokhom beneficiary video

27/11/23

1) Shoot video of beneficiary

2) Edited website with khaled

29/11/23

1) Shot videos with shokhom

2) Sat with sahib for dee po

3) Edited video name.

30/11/23

1) Shot videos with shokhom

2) website work with khaled

3) talked to shouvik vai for calendar design.

3/12/23

1) Shot videos with benjamin vai for shokhom in sa

2) Made 'cha' calendar in



SELF-ASSESSMENT FORM

The purpose of this survey is to obtain students input on how they think they have performed.

Name of Intern: Sadia Simran Jumana

University ID: 201012017

Name of the Institute/Organization:		Obhizatrik Foundation	
Corporate Office Address:		House: 05, Road: 2D, Pallabi Rd, Dhaka 1216	
Email:	Sadia.simran.msj@ulab.edu.bd	Web:	https://obhizatrik.org/

1. During a typical week, approximately how many hours did you dedicate to your internship?

40+ hour

2. Was your internship paid? If yes, how much?

Yes, I was paid. It was 5000 Taka

3. Was your site supervisor available to meet when needed? Tick any one of the following.

☐ Not at all
 ☐ Slightly
 ☐ Moderately
 ☒ Quite a bit
 ☐ A great deal

4. Next, we would like to know how you were affected by your internship. Using the scale below, please indicate the degree to which participation in your internship experience increased or strengthened your abilities, attitudes, awareness or understanding in each of the areas identified:

1=Not at all 2=Slightly 3=Moderately 4=Quite a bit 5=A great deal

NO	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	4
2	I believe in my ability to make a difference.	4
3	I am open to new experiences.	5
4	I have gained the capacity to be more productive.	4
5	I can recognize my personal strengths.	4
6	I can recognize my personal weaknesses.	4
7	I have a sense of personal achievement.	5
8	I have the ability to persevere in difficult tasks	3
NO	CRITERIA (Social/Interpersonal Impact)	
9	I demonstrate concern for the welfare of others	4
10	I can be understanding and appreciative of people with diverse backgrounds	5
11	I have the ability to work cooperatively with others	5
12	I have the ability to communicate effectively	5
13	I have increased my ability to be a leader	4

14	I feel more connected to my community	4
NO	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	5
16	I have broadened my critical thinking skills (reasoning, problem solving)	4
17	I have learnt the ability to work independently	4
18	I feel my classroom learning was enriched	3
19	I have the ability to connect academic subject matter to the real world.	4
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialised technical skills for a specific job function	5
21	I broadened my future employment possibilities	5
22	I received an opportunity to explore a specific career	4
23	I developed realistic ideas about the work world	4
24	I narrowed my future possible career choices.	3
25	What is your average score from this test?	4.20

5. General Comments

Everyday in Obhizatrik was great and surrounded by a dynamic cultural environment. My time at the Obhizatrik Foundation was a genuinely remarkable and beneficial experience because of the environment that encouraged ongoing learning and development. The social works and work of development was energetic and clearable for me. This foundation is working for welfare of society and it's a great opportunity that I am one of the parts of it. Fulfilling the SDG 1, 2, 3, 4 was their main target and still growing on it.

Mono

Signature of intern

Professional Competencies

At the end of my internship, I am very proud and content to be able to perform dynamic responsibilities at Obhizatrik. I can say that workplace atmosphere was very positive and energetic. All of my co-workers were genuinely helpful and courteous. Whenever I seek any kind of help from work, they provided it. They also guided me through my journey.

Throughout the time my supervisor did his best to groom me as a NGO professional. He always opens to any questions and did not bother how many times I am asking. She always tried to ensure I completely understood the task so that I could delivery in professional way. After each work, my supervisor and colleagues appreciated me, no matter how small the work was. This gave me the confidence and inspired me to keep going. Through that I gained the assurance my ability of work.

I got to learn about the importance of maintaining communication. I got to know about importance of communication skills both internal and external. Also enhance knowledge about Google Drive-Docs, Sheets, Slides, website. Enhanced knowledge about Microsoft Word/PowerPoint/Excel and creative writing. understood about social media trend analysis process too.

My internship at Obhizatrik was an outstanding hands-on learning opportunity that has increased my self-assurance and self-awareness. In the end, I learned so much over the assigned works, and hope I will apply my learning outcomes in my future job place.

Thank you.