



**Internship Report
on working as a Program officer**

at

SAWAB (Social Agency for Welfare and Advancement in Bangladesh) .

Prepared by: Shoumick Ahamed Shadhin

Batch: 49th

Id: 201-10-2294

Department of English

Daffodil International University

Supervised By

Ms. Nahid Kaiser

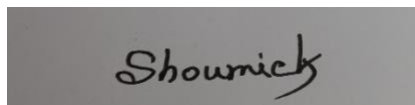
Assistant Professor, Department of English.

Faculty of Humanities and Social Sciences

Daffodil International University.

Declaration

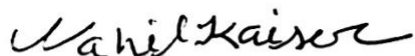
I am Shoumick Ahamed Shadhin student of B.A in English Literature and language. I am declaring that the project work entitled "The Scenario of a program officer at Social Agency for Welfare and Advancement in Bangladesh (SAWAB) " is an legal work which is done by me under my supervisor. She is Nahid Kaiser, the 'Assistant Professor', Department of English. This report summarizes which I have done and experienced during my internship session as a program officer at SAWAB. This is a thankful to submit my internship report to this department of English for the copleteness of the requirements for the degree of B.A in English from Daffodil International University.

A rectangular box containing a handwritten signature in black ink that reads "Shoumick".

Shoumick Ahamed Shadhin
Program: B.A (Hons) English
Batch: 49th
Id: 201-10-2294
Department of English
Daffodil International University

Certificate of Approval

I am feeling pleasure to attest that this internship report is submitted to the department of English, Daffodil International University, by Shoumick Ahamed Shadhin for the completion of the course titled "Project paper with internship" (course code: Eng431) in this program of B.A (hons) in English, is an legal piece of work which is done under my supervision. He has accomplished his work under my supervision during Fall 2023 semester. I highly support and recommend his work for academic level and viva-voce and wish him all the best in near future.



Nahid Kaiser

Assistant Professor and Supervisor

Department of English

Daffodil International University

Acknowledgment

I am starting with all the thankfulness to the almighty for blessing me to done my project report on "The Scenario of program officer". I am very obliged to my Honorable supervisor Nahid Kaiser Ma'am. The Assistant Professor, Department of English, Daffodil International University. She was always there for guiding and ruling me to complete my work successfully. I would love to thank the Honorable DO (Director of Operations) , Mohammad Aftabuzzaman who offer me the permission to do my project without any confusion and The Head of programs Md. Lokman Hossain Talukdar and namely the senior program officer Farjana Islam, who provided me the opportunity to understand and learn my tasks and made me feel comfortable in my work.

Abstract

During my internship session of 12 weeks, I worked as an intern and completed my internship from SAWAB foundation as a program officer. Mainly I worked for Education and women development program. To make my report legal and didactic. I was looking for something interesting where I can learn different things , meet new people, new task, different experiences and which will help me in future. And the workplace should be inside Dhaka the capital city of Bangladesh. Then I decided to choose SAWAB foundation, situated in Lalmatia, Dhaka. Block- B, House-6. which is not very far from my residence. So, I fixed my mind and went to the SAWAB foundation to meet the DO (Director of Operations) . I told him everything about the reason of visiting his office. He extolled the access of my university for assigning the course 'Project paper writing and Internship'. And after that he started asking some questions which was related to my studies and future plans, then he suggested me to bring up a letter from my university for few formalities. On the next day I came up with a recommendation letter which was provided by Department of English, Daffodil International University. Then with the signature of my supervisor and our honorable Head of the Department for authenticity check . After checking the letter the DO Sir ask His HR to made me clear about the rules and formalities. Then he took me to the employees of officer and

introduced me with all of them. The Head of Programs and the senior program officer were very much favorable during my tasks. I have got to learn and experienced a lot about different projects and programs of NGO. During my work time, I tried my best to do all those tasks though I made mistakes sometimes but my Senior program officer helped me to solve the mistake. I learned a lot from this internship period. I hope it will help me to make my future bright.

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Chapter- 1

Introduction

I am Shoumick Ahamed Shadhin , a student of Daffodil International University. I did my internship for a period of three months at SAWAB foundation. This report is proper evidence of my experiences and observations. My aim in life is to help them who needs us, I love to meet people , I love to know people and about their life. My university has given me the chance to go through a step forward to my dream work through a course in the final semester titled "Project Paper Writing and Internship". As a student of English Literature and Language, I am always interested to learn from everyone and help others with the knowledge and capabilities I have . I am always interested to do new tasks, help people, know different cultures, travel, spending times with children. As English have been always my favorite subject from the early childhood, Now I am doing my graduation from the department of English and it's my goal to go ahead with the knowledge I am gathering and work for humanity as well as enjoy my life.

Chapter-2

Objectives

- 1, To build my circle of like-minded professionals
- 2, To learn more about society
- 3, To put my skills to a good cause
- 4, To meet people with similar passions
- 5, To Know the situations of life
- 6, To know how to survive
- 7, To grow up together.
- 8, To make a beautiful society
- 9, To learn from everyone.
- 10, To help others with the knowledge i have
- 11, To Apply my skills to a real-world problem
- 12, Gain awareness of social issues
- 13, To enjoy my life.
- 14 , To make a meaning of my life.

Chapter-3

Methodology

1. At first, with the instructions which was given by my supervisor, I have chosen Social Agency for Welfare and Advancement in Bangladesh (SAWAB) to complete my internship project.
2. secondly, I met the DO (Director of Operations) of the Foundation and explained about my reason to come and later on talked about the suitable time schedule for working with them.
3. Then, I met the Head of Programs and the senior Program officer of the foundation and discussed about my work routine.
4. After that, I choose Education and women development programs to work with.
5. During my work period, at first I have visited the school named Bornomala School by SAWAB foundation. I've talked with every single student and their parents. I tried to know why they are here and why they need the help and are they satisfied by the help.

6. Then I worked for a volunteer seminar where we were finding volunteers who will willing to help us without any expectation.

7. Then me and my senior program officer made a detail video provide as a Moving School. so that every single children can get the light of knowledge.

8. After completing my official tasks, I started writing my internship report which is based on my learnings, experiences and findings that I gathered and later I completed the report paper writing pro and con.

Chapter 4

Institutional Details

Social Agency for Welfare and Advancement in Bangladesh (SAWAB) has been working as an NGO in Bangladesh since 1995. It is completely a non-profit and non-political voluntary welfare and development organization and it was inspired by a few civilized social workers, educationists, and philanthropists.

The organization initially started working for human resource development through education, training, health care, and nutrition, environment preservation, income-generating activities, and so on for the poor and underprivileged portion of the population with specific attention to women and children.

SAWAB dedicatedly acts to establish a morale-based society. Orphan care, supporting poor, distressed women and children are the main thrust of our special care programs. Besides, SAWAB is committed to helping the destitute people by making them self-employed so that they can contribute to the economic development of the country.

Bangladesh lies in such a geographical location that is vulnerable to natural calamities and man-made disasters. SAWAB helps and upgrades

the lifestyle of this root-bottom community through various initiatives for their economic solvency and secured social life and thereby SAWAB contributes to the overall development of the country. SAWAB aims to bring forward the marginal group into the mainstream by providing them with income-generating opportunities through training, education, and knowledge sharing.

Chapter 5 : My work activities

My office routine:

WEEK1	Day 1	Bornomala School
	Day 2	Sewing Center
WEEK2	Day 1	Bornomala School
	Day 2	Sewing Center
WEEK3	Day 1	Lalmatia office
	Day 2	Bornomala School
WEEK4	Day 1	Smart Street project
	Day 2	Study Tour
WEEK5	Day 1	Lalmatia office
	Day 2	CCD Center
WEEK6	Day 1	Volunteer Seminar
	Day 2	Bornomala School

WEEK7	Day 1	Lalmatia office
	Day 2	Sewing Center
WEEK8	Day 1	Lalmatia office
	Day 2	Lalmatia office
WEEK9	Day 1	Bornomala School
	Day 2	Lalmatia office
WEEK 10	Day 1	Peace Flim Festival
WEEK11	Day 1	Lalmatia office
	Day 2	Lalmatia office
WEEK12	Day 1	Farewell

My experience of working with children:

SAWAB foundation has a School named Bornomala School, located in Nobinogor Housing, Dhaka Uddan, Mohammedpur, Dhaka. Students of the school mostly from unstable families who do not have money to provide their children proper education, food and clothes.

SAWAB foundation provides those children the light of Education, free school dress, free books, free bag and free Lunch.

Working with those children from needy families through the SAWAB Foundation has been a deeply rewarding experience. I had the opportunity to work as an intern and volunteer for three months, and it was both heartwarming and eye-opening.

The foundation's commitment to improving the lives of underprivileged children is evident in their various programs. I was involved in organizing educational workshops, distributing essential supplies, and even spending time mentoring and playing with the kids.

Seeing the smiles on the faces of these children when they received support or experienced moments of joy was truly priceless. It made me appreciate the importance of giving back and the positive impact it can have on young lives.

Working with SAWAB Foundation taught me the value of empathy, the significance of education, and the need to provide a support system for those in need. It was an experience that left a lasting impression on my heart, and I'm grateful to have been a part of their mission to make a difference in these children's lives.

My experience and learning about Women empowerment program:

SAWAB runs sewing centres of Women in Mohammedpur, kustia and Cox's bazaar where they help women to learn sewing when they learn the sewing course properly then SAWAB provide them a Sewing machine So that they can help the family by working from home. During my internship with the SAWAB Foundation, I had the privilege of being part of a transformative women development program. This experience was not only enlightening but also deeply enriching.

My role involved assisting in various aspects of the program, including organizing workshops, mentoring sessions, and awareness campaigns. Through this hands-on involvement, I witnessed the real impact these initiatives had on the lives of women in the community.

I learned that women's development is not just about providing resources; it's about empowering individuals to believe in themselves and their potential. It was heartening to see the women I worked with gaining confidence, acquiring new skills, and becoming more self-reliant.

Furthermore, my time at SAWAB Foundation taught me the importance of gender equality and the need to address societal norms and biases that hinder women's progress. I realized that change requires both systemic reforms and grassroots efforts.

Organizing a volunteering seminar for the SAWAB Foundation was a fulfilling experience:

Here's how you I organized the seminar step by step:

1, **Define Objectives:** At first ...I Started by setting clear goals for the seminar. Determined what I want participants to learn and achieve during the event.

2, **Planning:** secondly I created a detailed plan, including the event's schedule, budget, and logistics. Identify speakers, topics, and activities that align with my objectives.

3, **Team Formation:** Then I Assembled a team of dedicated volunteers to help with various tasks such as promotion, registration, and event coordination.

4, **Registration and Materials:** After that I Set up an online registration system, prepared materials, badges, and any necessary equipment for the seminar.

5, **Venue and Technology:** Then me and my team secured a suitable venue with the necessary technology for presentations and workshops.

6, **Guest Speakers:** we Invited experienced volunteers and experts in the field to share their knowledge and experiences.

7, **Workshops and Sessions:** I Organized with my team interactive workshops and informative sessions that empower participants with practical skills.

8, **Networking Opportunities:** Created spaces for volunteers to connect, share experiences, and build a sense of community.

9,

Collected feedback from participants to assess the success of the seminar and gather suggestions for improvement.

Things I learnt :

1, **Leadership:** Organizing the seminar enhanced leadership skills as I guide the team and participants towards a common goal.

2, **Event Management:** I gained valuable experience in planning and executing large-scale events, which I can apply to future projects.

3, **Networking:** Building relationships with guest speakers, volunteers, and participants was open doors for future collaborations and opportunities.

4, **Problem-Solving:** As it was my first time so I was Dealing with unexpected challenges during the seminar which helps to improve my problem-solving abilities.

5, **Communication:** Effective communication with all stakeholders was crucial for the success of the event and I improved my communication skills

6, **Impact:** Through participant feedback and the seminar's outcomes, I saw the tangible impact of my efforts on the community and the Foundation's mission.

Chapter-6

Overall Findings

1, As SAWAB is a nonprofit organization so most of the time it faces the lack of funding.

2, Lack of well trained workers and volunteers.

3, I do think that SAWAB has limited volunteers issues.

4, I think SAWAB has the issue of limited capacity .

5, Sometimes SAWAB faces different kind of issues to help willingly because of political interference .

6, They have only limited access to rural areas. Because it's kind of impossible to help whole area by a small group.

Chapter-7 : SWOT Analysis

Strength :

- SAWAB (Social Agency for welfare and Advancement in Bangladesh) have several strengths, including:
- Independence: SAWAB is not government entities, allowing it to operate with a degree of independence and flexibility in pursuing its missions.
- Passion and Commitment: SAWAB members and volunteers are often driven by a strong passion for their causes, leading to dedicated and motivated teams.
- Grassroots Engagement: SAWAB work at the community level, making them well-connected and effective in addressing local issues.
- Specialized Expertise: SAWAB often focus on specific areas such as healthcare, education, or environmental conservation, allowing them to develop specialized expertise.

- Innovation: It can be more agile and innovative in the approaches, testing new solutions and adapting to changing circumstances.
- Advocacy and Awareness: SAWAB can raise awareness about important issues and advocate for policy changes or social justice.
- International Reach: SAWAB operate globally, making them well-suited for addressing transnational issues.
- Philanthropic Support: SAWAB often receive support from foundations, donors, and grants, enabling them to fund their activities.
- Non-Profit Status: As non-profit organizations, SAWABs prioritize their mission over profit, which can build trust with supporters and beneficiaries.
- Accountability and Transparency: SAWAB emphasize transparency and accountability in their operations to maintain trust with stakeholders

Weakness:

- **Funding Dependency:** SAWABs rely on external funding sources, which can be unstable and subject to donor priorities.
- **Lack of Accountability:** Due to their non-profit status, SAWABs may face challenges in maintaining transparency and accountability, which can lead to misuse of funds or inefficiency.
- **Limited Resources:** SAWABs often operate with limited resources, which can restrict their ability to have a widespread impact.
- **Sustainability:** Sometimes SAWAB foundation struggle to maintain their initiatives in the long term, as they may depend on short-term project funding.
- **Political Influence:** SAWABs can be influenced by the political or ideological agendas of their founders, funders, or key stakeholders, potentially compromising their impartiality.
- **Competing Priorities:** Different NGOs may work on similar issues, leading to fragmentation and duplication of efforts.
- **Cultural Sensitivity:** SAWABs working internationally may face challenges in understanding and respecting local customs and cultures.
- **Human Resource Challenges:** Attracting and retaining skilled and committed staff can be a challenge for SAWAB.

Opportunities:

- **Volunteer Work:** SAWABs rely on volunteers to support their causes, whether it's in disaster relief, education, healthcare, or environmental conservation.
- **Employment:** SAWABs hire professionals in various fields, such as project management, marketing, finance, and social work.
- **Internships:** Internships provide valuable experience and can lead to future employment with SAWAB or the broader nonprofit sector.
- **Advocacy and Activism:** SAWABs often engage in advocacy and activism efforts to promote social and policy change, offering opportunities for individuals passionate about these issues.
- **Fundraising and Development:** SAWABs need fundraising experts to secure resources and donors to support their initiatives.
- **Research and Analysis:** SAWABs conduct research to better understand the issues they address, making roles for researchers and analysts crucial.
- **Education and Training:** SAWAB foundation focus on education and training programs, creating roles for educators and trainers.
- **Fieldwork and Humanitarian Missions:** SAWAB foundation operate in challenging environments and offer opportunities for individuals to work on the front lines of humanitarian efforts.

- **Public Relations and Communications:** SAWABs need professionals to manage their public image, communications, and social media presence.
- **Administration and Operations:** Administrative and operational roles ensure that SAWAB runs smoothly and efficiently.

Threats:

- **Funding Challenges:** SAWAB often rely on donations and grants, making them vulnerable to fluctuations in funding. Economic downturns or changes in donor priorities can threaten their financial stability.
- **Government Regulations:** Government policies and regulations can impact NGOs' operations. In some cases, governments may impose restrictions or require NGOs to meet certain criteria, which can be a threat to SAWABs independence.
- **Security Risks:** Those organizations working in conflict zones or on contentious issues may face security threats to their staff and operations. This includes physical threats and cyberattacks.
- **Ethical Dilemmas:** SAWAB may face ethical dilemmas in their operations or partnerships, which can threaten their credibility and mission.

Chapter -8

Recommendations

1, SAWAB should strive to diversify their funding sources to reduce dependence on a single donor or foreign aid. They can explore local fundraising initiatives, corporate partnerships, crowdfunding, and social enterprise models to generate sustainable revenue streams.

2, SAWAB should invest in capacity-building initiatives to enhance their skills, knowledge, and management capabilities. This can include training programs, workshops, and mentorship opportunities focused on project management, financial literacy, advocacy, and leadership development.

3, SAWAB should engage in strategic advocacy efforts to influence policies and create an enabling environment for their work. By forming alliances, networks, and coalitions with like-minded organizations, SAWAB can amplify their voices and collectively address systemic issues.

4, SAWAB can establish constructive partnerships with the government to address social challenges effectively. By engaging in dialogue, sharing expertise, and collaborating on joint initiatives, SAWAB can contribute to policy development and implementation.

Conclusion

In the end, I would love to explain with the prosperity of my Honorable supervisor and The Director of Operations, Head of Programs and My senior Program Officer of SAWAB foundation. It would not have been possible without the guidance, help and instructions of them. The internship session of mine describes everything that I have experienced during my internship period of three months. I have discovered working for humanity is the most respectful work because for the first time I found the meaning of my life and got so much love and respect from the kids and their parents who has not treated me as an stranger among them. Instead of that, they treated me like someone close . I have also found many connection, love and appreciations from my coworkers as well as the CEO and DO of SAWAB foundation.



SAWAB
(Social Agency for Welfare and Advancement in Bangladesh)

Mobile : +880 1880 078532-33-34
E-mail : sawab.bd@gmail.com
Address : House- 6/2 (2nd floor), Block-B
Lalmatia, Mohammadpur, Dhaka-1207.
Reg No : 956, NGO-Affairs Bureau

Ref: SAWAB/ Admin/ Offer/ Internship / August, 2023/ 256

Date: August 27, 2023

Shoumick Ahamed Shadhin

C/O: Late Md. Abdus Samad & Mst. Monowara Begum
Address: Vill-Chowgachha, Jashore, PO: Chowgachha 7410,
PS: Chowgachha, Dist: Jashore.
Mobile: 01645-502141

Sub: Offer for the Internship opportunity with SAWAB.

Dear Shoumick Ahamed Shadhin,

We are pleased to inform you that in reference to your application and subsequent interview in SAWAB Head Office, Dhaka, the authority of SAWAB has decided to offer you for the position of **Internee (Education project)** of SAWAB (Social Agency for Welfare and Advancement in Bangladesh). You are requested to join on or before September 01, 2023 at SAWAB Head Office, Lalmatia, Mohammadpur, Dhaka.

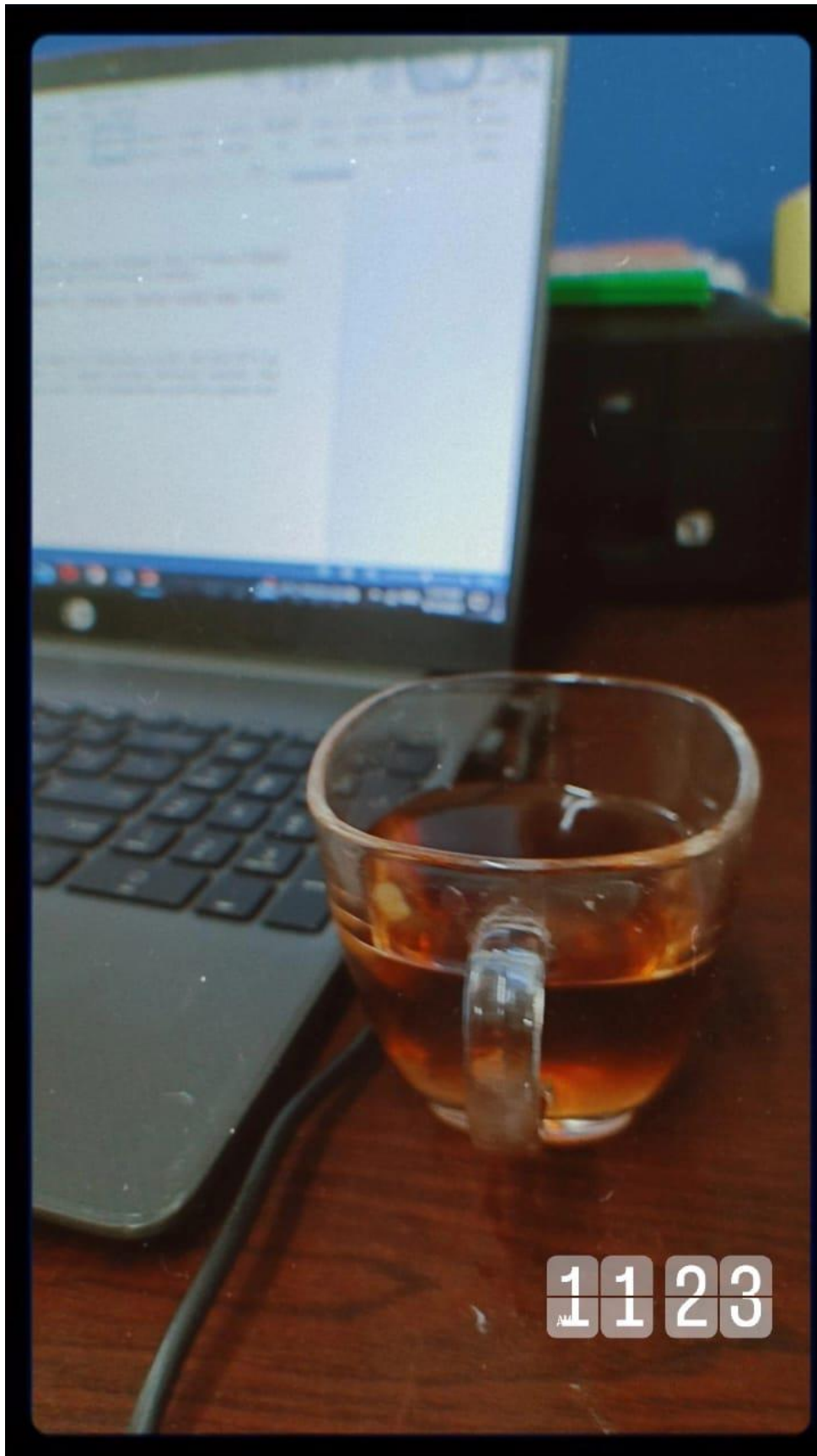
We wish you all the very best and a successful career with our organization.

Best wishes,

Mohammad Aftabuzzaman
Director Operations,
SAWAB

My Desk





Bornomala School





Study Tour with CCD students

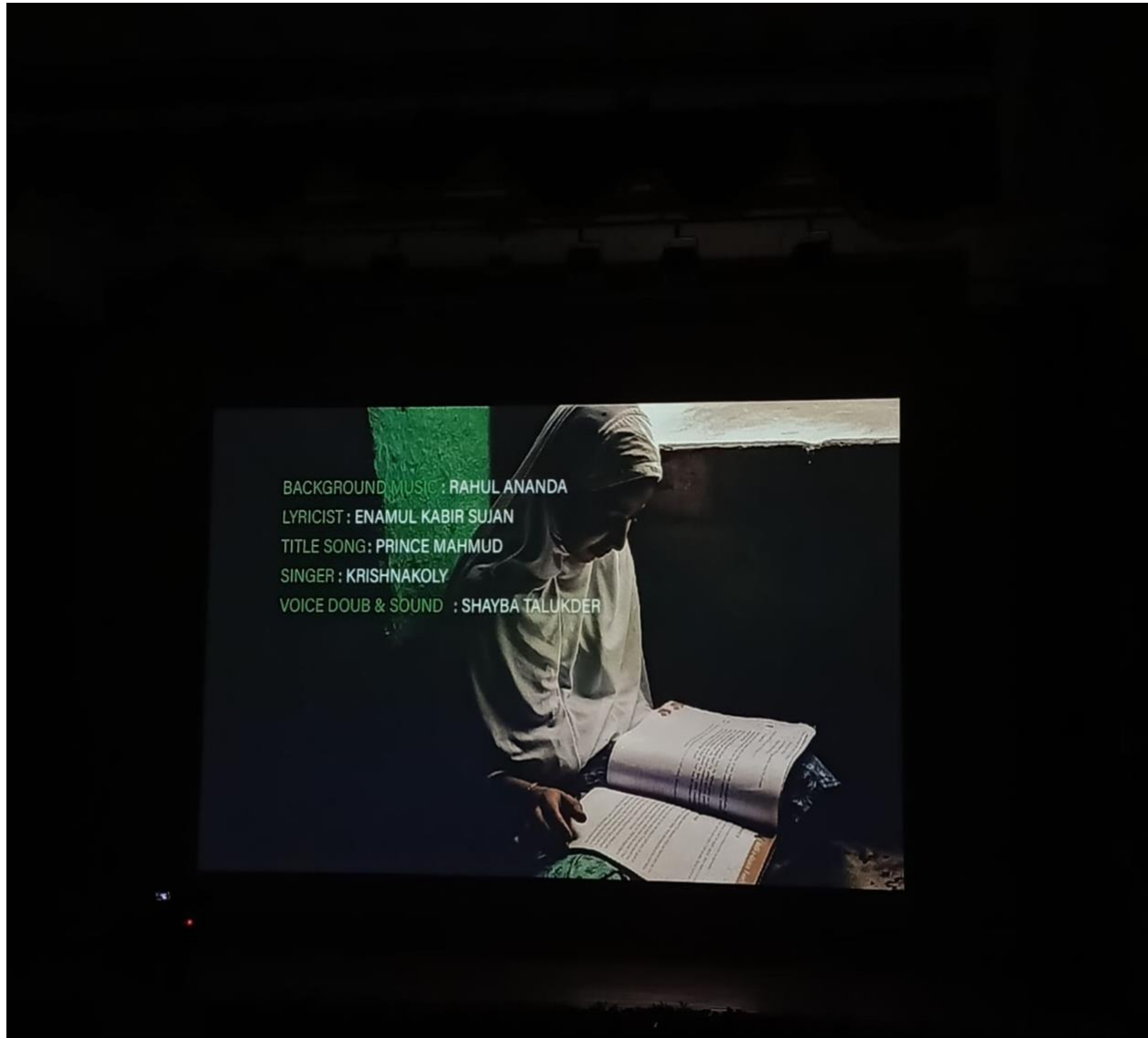


Volunteer Seminar





Peace Film Festival





Sewing Center





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