

Social Welfare Service (SWS)

Manamaiju, Ward No. 10, Tarakeshwor Municipality, Kathmandu, Nepal
Tel: +977-1-4027072 | Mob: +977-9851033915, +977-9844474621, +977-9849673414
www.swsnepal.org | info@swsnepal.org

**A Complete Guide for Interns,
Host Organizations, and SWS Staff**



Internship Facilitation Handbook 2025

10+ Sectors

Healthcare, IT, Media...

Free Service

No application fee

Est. 2006

Kathmandu, Nepal



Social Welfare Service (SWS)

Manamaiju, Ward No. 10, Tarakeshwor Municipality, Kathmandu, Nepal
Tel: +977-1-4027072 | Mob: +977-9851033915, +977-9844474621, +977-9849673414
www.swsnepal.org | info@swsnepal.org

Message from the Chairperson

Dear Interns, Host Organizations, and Partners,

I am delighted to present the SWS Internship Facilitation Handbook 2025. At Social Welfare Service (SWS), we firmly believe that every young Nepali deserves equal opportunity to learn, grow, and contribute meaningfully to the development of our nation. This handbook is a reflection of our strong commitment to providing structured, high-quality, and purposeful internship experiences that bridge academic learning with real-world practice.

We encourage all interns to approach this opportunity with dedication, curiosity, and integrity. To our host organizations, we extend our sincere appreciation for your willingness to nurture the next generation of professionals.

Together, let us create meaningful pathways for Nepal's youth.

Bhojraj Adhikari

President / Chairperson, Social Welfare Service (SWS)

Introduction

This handbook serves as a comprehensive guide for all stakeholders involved in the SWS Internship Facilitation Program. It clearly outlines the roles and responsibilities of interns, host organizations, and SWS coordinators, and provides a step-by-step overview of the entire internship process — from application to successful completion. The handbook aims to ensure a smooth, meaningful, and professional internship experience while upholding high standards of quality and accountability.

Who Can Apply?

- Undergraduate and graduate students from any academic discipline
- Recent graduates seeking structured professional experience
- Professionals looking to transition into a new sector
- Motivated individuals interested in contributing to community welfare

Available Internship Sectors

| | | | | |
|------------|-----------|----------------------|--------------------|----------------|
| Healthcare | Education | Journalism and Media | Government Offices | NGOs and INGOs |
|------------|-----------|----------------------|--------------------|----------------|



Social Welfare Service (SWS)

Manamaiju, Ward No. 10, Tarakeshwor Municipality, Kathmandu, Nepal
Tel: +977-1-4027072 | Mob: +977-9851033915, +977-9844474621, +977-9849673414
www.swsnepal.org | info@swsnepal.org

IT and Technology

Legal Institutions

Social Research

Banking and
Finance

Agriculture and
Environment

Application and Placement Process

| | |
|---------------|--|
| Step 1 | Submit your application through www.swsnepal.org or visit the SWS office in person. |
| Step 2 | SWS reviews the application and matches the intern with a suitable host organization based on interests, skills, and availability. |
| Step 3 | Selected interns attend a mandatory orientation session conducted by SWS. |
| Step 4 | A formal placement confirmation letter is issued to both the intern and the host organization. |
| Step 5 | The internship begins. SWS conducts regular monitoring through monthly check-ins and feedback sessions. |
| Step 6 | Upon successful completion, interns receive an official Completion Certificate from SWS. |

Intern Responsibilities

- Maintain regular attendance and punctuality
- Follow all rules and regulations of the host organization
- Submit monthly progress reports to the SWS coordinator
- Maintain professional conduct and represent SWS with integrity
- Complete assigned tasks diligently and with full commitment
- Actively participate in orientation and feedback sessions

Host Organization Responsibilities

- Provide a safe, professional, and inclusive working environment
- Assign a designated supervisor or mentor for the intern
- Offer meaningful assignments relevant to the intern's field of study or interest
- Submit a final evaluation report to SWS upon completion of the internship
- Coordinate with SWS regarding any issues or concerns during the placement



Social Welfare Service (SWS)

Manamaiju, Ward No. 10, Tarakeshwar Municipality, Kathmandu, Nepal
Tel: +977-1-4027072 | Mob: +977-9851033915, +977-9844474621, +977-9849673414
www.swsnepal.org | info@swsnepal.org

Contact and Support

| | |
|---------------------|--|
| Email | info@swsnepal.org |
| Phone | +977-1-4027072 +977-9851033915 +977-9844474621 +977-9849673414 |
| Office Hours | Sunday to Friday, 10:00 AM to 5:00 PM |
| Website | www.swsnepal.org |
| Address | Manamaiju, Ward No. 10, Tarakeshwar Municipality, Kathmandu, Nepal |

"Together, let us create meaningful pathways for Nepal's youth — one structured internship at a time."