

Guidelines for National and International Students/ Trainees/ Volunteers/ Interns/ Researchers at Olakh Vadodara, Gujarat, India

We welcome *passionate and committed* individuals above 18 years of age with innovative, crazy ideas and skills to create an equal, just and joyful society, willing to share, learn and grow together. We accept applications from interested individuals or students having completed graduation or being at least in the final year of undergraduate from any field relevant to women's rights, human rights and development studies or fields of education and mass communication. Associating with us, observing and learning from our different programs and activities, dialoguing and interacting with Olakh associates will be rewarding for your life growth. For international interns and placements we prefer if they come for minimum 6 months so they get a fruitful learning. **JOIN US AND ENJOY DAY-TO-DAY LIFE AT OLAKH**

The overview and details of various activities and programs of Olakh can be obtained from our website www.olakh.org.in. You can also browse through the brochures, last annual reports and other literature of Olakh on its website.

However, students, interns, trainees from India or abroad need to keep the following in mind:

Educational institutions should keep in mind that we prefer to have a memorandum of understanding with the respective university or departments to place their students for a fixed period of the year on a regular basis so that we as well as the students are well prepared for the postings and our work schedule is not hampered.

We charge a facilitator and mentoring fee of INR 1,000 for local and 50 \$ for international students per month. This would also cover the cost of institutional facilities like computer, Internet, library, basic study and reference material. This needs to be borne by the applicants themselves or their educational institutions. As we don't want to prevent anyone from associating with Olakh, please approach us if this poses any difficulty.

For research students A mentor from Olakh will guide and support your project work, assignments, day-to-day scheduling and other logistics with the support of field & project staff

A. Requirements

- Please complete the attached application form and submit via email to Ms. Nimisha Desai (nimisha.olakh@gmail.com). Based on the information received and supplementary updates, final decision about your placement at Olakh will be taken and conveyed to you.
- **We prefer at least six-month period for placements at Olakh.** Also, for national and international placement students/interns it is desirable to have working knowledge of Gujarati, or Hindi apart from English. This will enable the student to get the most out of his/her experience and work at Olakh.

B. Working Conditions at Olakh

Placement students/interns are expected to abide by the institutional norms, rules and regulations and be in tune with the ethos and culture of the organization i.e. showing respectful and dignified behavior and readiness to adopt to our work culture.

- We have a six-day-working-week, Sunday is a weekly holiday (plus public holidays)
- Office time is 9.45 am to 6.30 pm
- Please inform your mentor if you require any leaves
- Alcohol, smoking, tobacco chewing or any illegal drugs etc. are strictly prohibited.

Olakh has right to terminate the contract due to unforeseen incidences and this cannot be challenged legally.

C. On Completion of Placement

- For mutual benefit, the student is encouraged to present and submit a brief report of his/her work, observations, feedback and suggestions before leaving Olakh. Any documents, reports or articles written or published on You Tube, Facebook, Blog or twitter based on the work at Olakh are expected to have joint collaboration/proper acknowledgement. Moreover, it is desirable that the draft version is shared before publication.
- Students should complete all the formalities including paying up their bills/charges preferably in Indian Rupees before their departure from Olakh.

D. Additional Guidelines Applicable to those who want to Conduct or Pursue Special training / Elective Research Study/ Undertake Special Project / Dissertation

- We would like to clarify herewith that Olakh is formally an organization and not an academic or research organization. Hence research study is generally accommodated primarily to serve and fulfill student's interest and requirements.
- In such circumstances when a **special project work or assignment towards conducting a formal research study including data collection from the field** is to be undertaken during the stay at Olakh, the details including topic, methodology and protocols have to be worked out well in advance. **The subject or topic selection has to be mutually beneficial and feasible.** The recommendation letter from the appropriate authority of the school/university will make your case stronger.
- It is advisable to write to Olakh about six months in advance so that projects can be better planned and clearance from ethical review board can be obtained timely. You should ensure ethical clearance from your school/university.
- Local supervisor/mentor will be assigned at Olakh based on the topic selected. Olakh will facilitate fieldwork at local level and local preceptor will usually meet with the student once a week (or as and when needed) to review the progress and resolve any bottlenecks.
- It is very much desired that data entry, primary analysis and report writing is completed and presented before departure.
- A laptop is very much desirable for documenting, analyzing, reporting and presentation of the project work.

E. Overall Expenses and Fee Structure for International Visitors

- Studio type room or apartments on **sharing basis** (Separate kitchen with cooking facilities) with modest furnishing will be provided for accommodation at Olakh office. **US \$ 100 per month per trainee** will cover the cost of room and furnishing, electricity and basic housekeeping. *It is also possible to stay at a nearby girls/boys-hostel, to rent a room or on paying-guest accommodation.*
- **Weekly expense with vegetarian food would be around 15 US \$** which would cover the costs for breakfast, lunch and dinner.

Please complete the application form and submit via email to **Ms. Nimisha Desai** (nimisha.olakh@gmail.com) at the earliest.

SIGNED AGREEMENT: "I have read the guidelines developed for students coming to Olakh and hereby give the full guarantee to abide by the same" to be followed by your signature.

SIGNATURE.....DATE.....

Please do not hesitate to contact us for further clarification!

Post: 8 - A, Nivruti Colony, Near Virock Hospital, Opp. Jilla Talim Bhavan, Arya Kanya Vidalya Road
Karelibaug, Vadodara - 390018. Gujarat, India, Phone: +91 - 265 - 2486487 and 2466037
Email: olakh.space@gmail.com and nimisha.olakh@gmail.com, Website : www.olakh.org.in