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Rules and Regulation for Interns BAMBOO INTERN COMMUNITY

With reference to your application and subsequent interview you had with the management of **BAMBOO INTERN COMMUNITY**.

BAMBOO INTERN COMMUNITY supports students and professionals who want to study bamboo more extensively, by hosting them as interns and volunteers and providing access to its workshops, knowledge and network.

(Please note: During their stay, any Intern/ volunteer intending to join workshops can be offered a discount rate for the same)

Interns are students enrolled into a formal study program (usually colleges/universities), who need an internship to fulfill their curriculum.

Interns are asked to register and complete for minimum any one workshop of their field before they join for intern. There is a special discount of 50 % for those who is joining as an intern.

We ask those that want to intern with us – under the above definition – to disclose all criteria they need to fulfill (e.g. workload, project types, etc.) **during the application process**. This includes criteria Auroville Bamboo Centre (**ABC**) staff needs to fulfill (e.g. certain educational background – for example: B.Arch or M.A. design or MS engineering, PhD ...) to be a legitimate mentor to you during your internship, so that your institution will recognize the internship. Failure to inform us about these details may result in serious trouble for you with your institution, and we claim no responsibility in this case.

We ask for a minimum commitment of 8 weeks to your chosen team.

Internship/Volunteering Contribution:
Rs.9000/- per month

Including accommodation, breakfast, lunch and 2 times tea at the bamboo centre; basic Wi-Fi, basic laundry, tools & materials, technicians & faculties times, volunteer trainings, site visits and other projects, other amenities in the campus.

- **Accommodation at Bamboo Centre:**

The Bamboo Centre provides basic on-site bamboo cottages and dormitory with shared bathroom for intern/volunteer accommodation. Some of the cottages available are on twin sharing basis. (We will enclose pictures for our on-site accommodation cottages)

- **Food at Bamboo Centre:**

- Tea (twice a day at 10am and 3pm) – Monday through Saturday
- Included Basic Breakfast & Lunch – Monday through Saturday
- Not included: Dinner. There are many more restaurants and kitchens available in Auroville. A basic community kitchen area is available to do your own basic cooking as well

In above both options, **we request full advance payment for the total tenure which you confirm with us.** This amount is non- refundable

Please Note: The above contribution is fixed for everyone and your stay must be with us only not outside.

Savi Registration:

Every intern/volunteer is required to register with Savi - the Auroville Volunteer Support Group. This includes a basic Auroville contribution **of Rs. 900/- per month.** (This is separate from the monthly contribution at bamboo centre)

Read on below link for more details:

<http://auroville-learning.net/about-us/principles-and-conditions/>

Payment Details:

Payment by cheque or Demand Draft should be sent by registered mail to Bamboo Centre in the name of **Bamboo Centre Auroville.**

Or by funds transfer as follows:

Account Name: BAMBOO CENTRE AUROVILLE
Account No : 37305096352

Branch Name: Auroville international Township Branch
A/C with: State Bank of India
IFSC Code: SBIN0003160

Address: Kulpalayam
Auroville – 605 111
INDIA

Please email us a copy of the online transfer and/or the deposit slip as proof of payment transfer and include the name of the account holder, city that you are transferring the funds from and the date of transfer.

We hereby offer you an appointment as _____ for development of the project: BAMBOO VOLUNTEER COMMUNITY. This position is offered purely on the basis that you will volunteer or intern for a period of _____, subject to your acceptance of the following terms and conditions:

1. You will work on _____ team at the **Bamboo Volunteer/Intern Community**
2. Your appointment will be effective from _____ until _____.
3. We expect full commitment to your team and to projects within your team. We cannot give any certificate or experience letter if you leave BAMBOO VOLUNTEER COMMUNITY before commitment is complete.
4. In case of internship we require a recommendation letter from your university or college.
5. We expect all volunteers/interns to provide ID proof & intention letter
6. We expect you to work according to **Daily Schedule (below)** a minimum of 5 days per week from 6.00am to 4.30pm. Working days for Bamboo Centre staff are Mon-Sat.
7. **Daily schedule (Monday through Saturday):**
 - 6.00am – 8.00am - planting, mulching, and watering bamboo, trees, vegetables & herbs in the **Bamboo Forest & Intercrop Farming, (Team Bamboo land)(future plan)**
 - 7.30am – 8.30am – Breakfast & Refreshment
 - 8.30am -Gathering (**Check In**)
 - 10.00am – 12.30pm – Morning shift
 - 12.30pm - 1.30pm – Break for lunch(**All Teams**)
 - ~~1.30pm – 4.30pm Afternoon shift~~
 - Additional volunteers/interns shifts:(Monday through Sunday)
 - Every **Saturday** Centre Clean up 1 Hour(common area, kitchen, etc.)
 - **Note:** On **Saturday** if any Workshop or Event happens, you need to work on that day.

Weekly schedule:

- Every **Monday** at 11.00am – plan to do in the current week.
- Every **Monday, Wednesday & Friday**- For Internship Students -**Studio work**
-For Volunteers- **Hands On work**
- Every **Tuesday, Thursday & Saturday**- For Internship Students- **Hands On work**
-For Volunteers-**Studio work** (if required)
- Every **Saturday** at 3.30pm– Submit the report of week's work done.
- Every **Saturday** should clean up your huts and campus.
- **SEVA** in the Kindergarden **weekly once (future plan)**.

8. We kindly ask you to inform ABC immediately if you become ill and if it is longer than 3 days, or you are have serious symptoms of any kind, we strongly suggest you see a healthcare provider of your choice (doctor, homeopath or healing practitioner). **In case of a snake bite, please seek medical care at Jipmer Hospital (Pondicherry) immediately.** ABC staff will assist you in this during work-hours, otherwise please ask our maintenance manager. We kindly ask you to bring a paper from your healthcare provider stating estimated recovery time, so we can reassign your duties to a co-worker in cases where we have to meet a schedule.
9. **(Interns only)** As an intern you are eligible for the same holiday-scheme as Auroville hired workers. This is a pre-defined schedule of 12 holidays per year (i.e. Indian holidays such as Pongal, Independence Day, Diwali, etc.) and another 12 holidays per year (1 per month) of your own selection. You will get all pre-defined holidays which fall into the time of your internship and 1 selectable holiday per month, which you may take individually or collectively, however we kindly ask you to not fake collective holidays within the first two months of your internship. If you work extra hours, these hours can be collected to extend your holidays. If you work fewer hours, you will need to make up these hours at a later stage, or use selectable holidays to cover these hours.
10. We have an established working culture at ABC. This may seem informal and non-binding to outsiders. However we do get our work done and we expect you to do the same. Please ask us directly if you are uncertain whether or not a specific task or responsibility was assigned to you and/or until when we expect progress.
11. If you are working with helpers or trainees under your supervision, you are responsible for their well-being and the outcome of this project. We expect you to organize work **according to reasonable safety standards**, to be resourceful and timely. Please ask for assistance as soon as you feel things are not working properly, out as intended, **especially concerning safety** or if you may not meet a schedule.
12. We try to minimize hierarchy, but some situations require direct communication. If given direct direction by any management or technical supervisors (in the workshops), we expect you to follow these, especially concerning safety. This may not always correlate to your own personal views and we understand and respect that. In such cases we ask you to contact us directly to seek clarity. **In cases where safety is an issue, please seek clarity before proceeding.** In cases where we have to meet a schedule, we ask you to proceed to our plan and seek clarity. Please also understand that some rules may change as we are also learning and try constantly to optimize operations.

13. **Intellectual Property (IP) Regulations:** ABC may use all your work done during your period as volunteer/intern at ABC for any purpose, including commercial and promotional activities. ABC may alter your work to its needs. You may take some work pieces with prior permission if it is of importance to your institution (college/university, etc.). You may opt to release your work under a Creative Commons (CC-BY) license, which credits your work, but allows commercial use and alteration and derivatives, or an open-source type license. In this case we will publish digital files of your work on our website.
14. On completion of your time as an intern/volunteer we request that you leave editable files of plans, texts and/or drawings on one of our computers/digital media and advise accordingly. If there is only handwritten information, this should be turned over to one of our staff members.
15. All sensitive information you receive from ABC has to be deleted securely at completion of your internship/volunteer time from any of your personal digital media. Hand-drawings that contain such information should be handed over to one of our staff members.

If you accept our offer of appointment and agree to the above terms and conditions of appointment kindly sign the office copy of this letter.

RULES TO BE FOLLOWED:

- Everyday morning should attend the team building circle at **8:30 AM**(Check In)
- Should have your breakfast before **8:30 am**, and after the circle should start their respective work.
- If lunch is required need to sign up for lunch before **9:000 am**.
- During working hours (**8:30 am to 5:00 pm**) have to be either in Office or in Workshop should not hangout in their rooms.
- The keys of their rooms should be submitted in office before **9:00 am** and collect it at **5:00 pm** in between if necessary can take it.
- Whenever going out of the centre need to inform us and should sign in In&out sheet .
- Your absence should be mentioned in the morning before 8:30 am.
- If any long absence which is planned need to be informed one week before in the Monday meeting
- For long absence should provide medical certificate.
- Friends or Relatives whomever visiting the centre should inform in prior.

- Every **Saturday** must submit the report of the week.
- At end of your internship period need to submit all your works and also have to give a presentation.
- **If certificate is required need to inform the management one week before.**
- If required to go college for any reasons responsible person from college need to inform management on behalf of college.
- **Any curriculam based viva or jury should inform the management before one week.**
- **One week before your internship ends following things need to be done:**
 - Submitting the files and works.
 - Need to get an appointment and fix date & time for your presentation.
 - Need to write us experience letter (Blog).
- There will be three Warning given based on their performances & presence, if it gets to extreme we will send right away without any consideration.

Note: Also the money will not be refunded

Place:

Executive Signature:

Date:

Intern Signature:

