

Internship / Volunteers Program of People's Watch

Handbook for Interns / Volunteers

People's Watch

**No.6, Vallabai Road, Chockikulam
Madurai – 625 002, Tamil Nadu, India.**

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Website: www.pwtm.org

We at People's Watch warmly welcome you and thank you for placing yourself as an intern/volunteer in our organization.

You are considered as part and parcel of PW during your stay with us.

This handbook is intended to facilitate a cordial, mutually beneficial and effective relationship for the period you are going to spend with us.

We hope that you find the information in the handbook useful and helpful.

We hope this partnership will be a productive one for all of us.

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1. People's Watch & its Units – An Introduction

Envisioned by a group of passionate human rights activists to make a mark in the area of human rights, People's Watch - Tamil Nadu was born on the 10th of December 1995. Its objective was to promote and protect human rights by holding the state accountable.

In the beginning, PW focused on monitoring of human rights violations in Tamilnadu based on Interns a team of activists performing the role of monitors. Subsequently, with the legal expertise available within the group, PW extended as a logical step to intervene legally though the courts of law, and various human rights institutions. Sensing the need for protecting and rehabilitating some of the poorest of the poor and socio-politically marginalised victims of human rights violations and their families, PW had set-up rehabilitation centers at Madurai and Mettur. This made us an unique and highly specialized organization adopting a holistic approach towards protection of human rights focusing on monitoring of violations, legal intervention and rehabilitation of victims.

To make our work more broad and community based, PW piloted human rights education programmes for the students in schools and colleges under the Institute of Human Rights Education (IHRE) in Tamilnadu and in other states of India, including the north-eastern states and Citizen for Human Rights Movement (CHRM) in Tamilnadu with the objective of institutionalizing monitoring of human rights violation rooted in the local communities. It also undertakes various projects and initiatives on socio-political-economic issues with a human rights perspective. PW acquired with its experience of more than a decade, expertise in advocacy and lobbying at the state, national and international levels and has also evolved into a capacity building organization on human rights.

All its activities with a strong national presence, now, are focused on building of a human rights culture in the country and making the state accountable for protection of human rights and render justice to victims of violations.

2. The Internship Programme

1. Objectives / Purpose

- To encourage the youngsters across the globe and across India to be exposed to a culture of Human Rights and its scope
- To be instrumental in contributing and promoting personal and organizational growth.

2. Methodology / Source of interns

- Interns / Volunteers apply to People's Watch through the website / contacts / universities / organization.
- Applications through online are welcomed.

3. What People's Watch will do for interns in terms of capacity building and exposure

- People's Watch allows interns to participate in trainings and capacity building exercises if it is officially scheduled during their period of internship.
- Exposure to the different units within the organization according to the intern's interest.
- Exposure is arranged with other NGOs if the intern requests.
- Interns participate in field visits without causing harm to the foreign interns or without raising unnecessary questions about People's Watch.

4. Expected Results and Outcomes

- Interns are expected to be ambassadors of Human Rights.
- They are expected to take forward the Human Rights spirit.
- To be able to intimate us about Human Rights violations.
- To be able to leave behind foot print and heart prints.

3. Contact Persons

| | |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chief Functionary Executive Director | Mr. Henri Tiphagne Phone: +91 (452) 2539 520 Mobile: +91 98430 25859, +91 98940 25859 Fax: +91 (452) 2531 874 E-mail: henri@pwtn.org |
| Director – Programmes | Mr. Saji Thomas Mobile: +91 99943 68545 E-mail: saji@pwtn.org |
| Director - Finance & Administration | Ms. Veena Shankar Mobile: +91 99943 68570, E-mail: veena@pwtn.org |
| Co-ordinator – Internship Programme | Ms. Cynthia Tiphagne (Secretary to the ED) Mobile: +91 99943 00666 E-mail: cynthia@pwtn.org |
| Public Relations Officer | Mr. Prabakar Mobile: +91 99943 68501 E-mail: prabakar@pwtn.org |
| Campus Manager | Mr. Keith Vardon Mobile: +91 99943 68575 |
| Reception | Phone: 91-452-2531874 & 2539520 Fax: 91-452- 2531874 |

4. Basic Requirements

Requirements for Interns from Abroad

Under the Indian Foreigners Act owners of properties where people of foreign origin live are required under law to provide the police details of the passport of all foreigners occupying these premises on a long term basis. Hence when you register with the office on your first day you are kindly required to provide us a photo copy of the first two pages of your passport.

Registration with the police

If you are staying longer than 6 months in India, you must register with the police. Please do ask Ms. Cynthia for details. Use the form in the **annexure I**.

5. General Guidelines at office

The interns are expected to adhere to the following during the term of their stay at PW:

Office Timing:

Working hours of PW Office is from 10.00 a.m. to 6.00 p.m. But interns might have to come earlier or leave later in case of need or if he/she has deadline assignments that are pending. They are encouraged to use the office space as long as possible, both before and after formal office hours to equip themselves in doing human rights related work.

Attendance:

- Signing of the attendance register at the desk is mandatory for all Interns.
- The 'movement register' kept at the Reception to the office has to be filled by the Interns, when they are moving out of the city providing contact details to make sure of their security.

Holidays & Weekly Off-Days:

- Sundays will be the weekly off days and Saturday will be a half-working day. Announced holidays of the organization will apply to the interns too.
- Interns of foreign origin are eligible to week ends off in order to ensure that they are also able to travel around.
- In case of Indian interns who want to take off on Saturday for special reasons , you are asked to get the formal permission of the Interns Co-ordinator.
- All interns staying with the organization for a period of more than 6 months will be entitled to their 15 days summer holidays as all other permanent staff.
- For those interns who happen to serve in the organization during the year ending holidays in December you will also be entitled to take 15 days off

since the office will be formally closed. Interns can however also take special days off for special reasons in consultation with the Internship Co-ordinator.

Computer and Internet Facilities:

- The interns are provided with individual workspace/desk and computers with 24 hours internet service in the office. They are free to send and receive e-mails.
- However, they are strongly advised to use the computer, internet and e-mail facilities for personal use as far as possible after office hours.
- The interns are also expected not to misuse these facilities at any cost.

Finance:

- All Interns are bound by the rules and procedures listed in the finance manual of the organization if you use the formal finances of the organization. Kindly do refer to the 'finance manual' of the organization that is available in the web site of the organization.

Office work:

- Every meeting / function of the organisation should be attended on time by all Interns without fail. You may however seek special permission for absence from the Internship Co-ordinator on submitting your valid reasons
- Interns are expected to be friendly with all staff in the organisation and learn about every unit and its functioning. This may be during the lunch time and also after office hours through special visits and meetings that you may fix with them.

Social aspects:

- Interns are also free to visit the families of staff members and participate in outing organized during week ends by them to build meaningful relationship and to understand the social and community ethos.

Refreshments:

- Interns will be provided with a working lunch and tea two times a day on all working days.

Telephone-Sim card charges:

- On the request of Intern he/she can be provided a Sim card and the interns should pay their own bills.

Reporting to units in charge:

- Every intern will have a mentor and it will relate to the work and their tasks.

For example:

| | |
|------------------------|-------------------------|
| Research | Mr. Henri Tiphagne |
| Human Rights Education | Dr. Thirunavukarasu |
| Monitoring | Mr. G. Ganesan |
| Intervention | Mr. Henri Tiphagne |
| Rehabilitation | Mr. Pradeep Solomon Raj |

Diary Maintenance / Reporting format:

- Interns are expected to report of their work done to their mentor and to the Coordinator, Internship on the format expected.

Travel to office:

- For interns who are staying in our guest house, a bicycle will be provided to travel from the guest house to the office.
- A chain is also given along with the cycle. Whenever the cycle is not in use or when it is parked either at the guest house, office or anywhere else, it should be chained and locked.
- The Intern is responsible for the cycle and hence if it is lost or damaged, it has to be replaced or paid for.
- All other official work related travel expenses will be borne by People's Watch as per eligibility and will be considered as on duty.

Dress code at office

Interns are expected to adhere to formal clothes and to avoid wearing shorts etc

6. General Guidelines at Guest House

General Etiquette

- This is a 'home away from home', so please co-operate to make your stay a memorable one. See **annexure II** for the map of the places around guest house.
- This guest house is also used to house some of our field staff who are called for official meetings of the organization.
- Interns are expected to adhere to modest dress code in public space of the guest house (like drawing room, kitchen, open terrace etc), so as not to cause any un-comfortableness to other guests in the guest house or neighbours who may be from different cultures.

Facilities Provided:

- ◆ The interns are provided with individual cots / bunker beds, mattresses, pillows, bed sheets, etc. Enough common bathrooms and toilets are also available.
- ◆ The rooms and beds are to be kept neat and clean at all times.
- ◆ The windows of the house have Mesh doors to protect the interns from mosquitoes. In case of need, the Interns are advised to buy their own mosquito liquidators for use in their room.
- ◆ While using the furniture kept inside the guest house in the terrace, they need to be returned back inside and to lock the door to keep the mosquitoes out.
- ◆ Please do also avoid any form of 'partying' on the terrace of the guest house.

Water

- ◆ The house has 24 hours water connection and a separate borewell and a pumping motor. The interns are also provided with potable drinking water in the house. If you don't like the drinking water that is provided, you are advised to buy your own mineral water cans for your personal use.
- ◆ The interns are advised to use the water judiciously, avoid wasting water unnecessarily and close the taps after use. Often, we face the problem of residents not closing the taps after use, resulting in wastage of water.

Television

- ◆ The house is provided with a television with cable connection through which you can access all the important TV channels ranging from BBC,

CNN, Star network, all sports channels as well as movie channels to local channels

- ◆ The official in-charge of the house upkeep is Mr. K. Vardon, the Campus Manager at PW. His mobile number is 9994368575. For any complaints or clarifications regarding the guest house, all interns are requested to first approach Mr. K. Vardon,. Mr. K.Vardon will also have the right to visit and inspect the guest house including your individual rooms for ensuring the upkeep of the house, excepting if you wish him not to do so and look after the room's upkeep yourselves.

Upkeep of the staying place:

- Please leave the kitchen clean after you have cooked a meal, by washing the vessels that you have used.
- Please use the refrigerator – judiciously. Keep your food in plastic containers. Do not place fresh fruits, onions, potatoes beat-root into the refrigerator.
- Please wash the tumblers after you drink tea and keep it back in its place.
- A housemaid who stays in the guest house regularly cleans the house. However you are kindly requested to ensure that you keep the house as clean as possible on your own volition.

Timings:

- In case if any Intern wants to return late to the Guest House (after 11 PM) or if they want to leave the house early (before 5 AM), it should be intimated in advance to the In-charge of the Guest House. This is not to meant in any manner to control the Interns but only to facilitate smooth opening and closing of the main gate of the guest house.
- Also, Interns are requested to avoid, as far as possible, regularly coming late in the night to the guest house.

- In case if any Intern wants to go out of Madurai on personal visit, the same may be informed to the Coordinator of the Internship Programme (Ms. Cynthia Tiphagne) and in her absence, the Director-Finance and Administration (Ms. Veena Shankar). It is preferred if Interns leave information about the place of visit which we hope that will be understood as there are special reasons for such care and safety while on the move.

Visitors:

- Strangers are not to be entertained by Interns in the guest house. However they are most welcome to bring their friends to the guest house provided that they remain at the common hall and do not enter the private rooms.
- The interns should inform, in advance, through the Internship Coordinator Ms. Cynthia Tiphagne, if they want to entertain any of their guests in the house
- **Charges for staying** : In case if the guests of the Interns need to be accommodated in the guest house for a very short period, it should be duly informed to the Internship Coordinator and permission should be obtained after paying the prescribed charges to the Office.

7. Respecting Local Social and Cultural Practices:

We wish to remind all interns from other states as well from other countries about how the local cultural practices should be respected during your stay at PW. We encourage you therefore to also try as far as possible to learn during your stay at PW how to wear Indian dress. For Eg for women to learn how to wear the saree and for men to learn how to wear the dhoti. Kindly do approach Ms. Cynthia for any assistance in this regard. Drinking and smoking in public is illegal. Hence you are kindly requested to respect the same meticulously. There are 'manners' in which things are carried out in this part of the country. This may also vary as you travel from place to place. It is important learn these practices and ensure that they are all respected. The interns have to understand that Madurai city is different from the countries that you are coming from where some practices may seem normal and it may not be so here in Madurai. It is in this context that interns are kindly requested to as far as possible participate in as many local family, social and religious celebrations and festivals.

8. Policy on issues of Sexual Harassment at the work place

A section of the Policy has been quoted below. We advise everyone to read and be aware of the following situations that constitute sexual harassment.

Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted.

Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile, or offensive work environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Indecent exposure;
- Threatening, directly or indirectly, to retaliate against an employee if the employee refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, an employee an employment-related opportunity if the employee refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive physical contact or touching another employee in a way that is unwelcome;
- Promising, directly or indirectly, an employee a reward if the employee complies with a sexually oriented request;
- Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances.

Sexual harassment is prohibited whether the targeted individual accepts or rejects the advances or other offensive behaviour. Sexual harassment can be physical or psychological in nature. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on

organization premises and whether or not the incidents occur during working hours.

An Intern who believes s/he has been sexually harassed by a co-worker, supervisor or employee of the host NGO should promptly report the facts of the incident to the appropriate authority within the host organization (as per that organization's sexual harassment policies). The host organization authority, will investigate the incident. If the accuracy of the sexual harassment charge is verified, and continued harassment is possible, appropriate action shall be taken. No Intern or host NGO employee will be subject to any form of retaliation for making a good faith report of conduct that they believe violates the aforementioned policies.

9. Termination

Exit Formalities

| | | | |
|-----------|--------------------------------------------|------------|-----------|
| 1. | Paid registration fee of 25 Dollars | Yes | No |
| 2. | Paid lodging fee at 2 Dollars a day | Yes | No |
| 3. | Settled sim card or phone bills | Yes | No |
| 4. | Handed over the bi-cycle | Yes | No |
| 5. | Handed over of the guest house key | Yes | No |
| 6. | Submitted reports | Yes | No |
| 7. | Submitted Feedback sheet | Yes | No |

Certification of completion, evaluation:

- Evaluation will be made and the interns are expected to give their valuable feedback when they leave the organization.
- A certificate on completion / letter of reference will be provided to the intern after the successful completion of internship with People's Watch.

10. About Madurai

Hospital / Medical facilities:

Madurai city has very good and world class hospitals with all the facilities and medical specialists. There are quality hospitals near the office and the interns' house. Some of the hospitals with whom we have very close relationship are:

1. Meenakshi Mission Hospital and Research Centre

Trichy Road

Madurai.

2. Andrews Hospital (near the office)

Near Kattupillayar Kovil,

BB Kulam

Madurai – 625 002

3. Saravana Hospital

Maruthupandiyar Nagar 4th Street,

Narimedu

Madurai – 625 002

In case, any of the interns need medical assistance, they are advised to contact the Internship Coordinator or in her absence the Director (Finance & Administration) or their house in-charge whose addresses and contact numbers are given in the previous pages. They will in turn, help you to go to the right hospital and make all the necessary arrangements.

Shopping Area:

Food Shopping:

- Reliance Supermarket: Has food (a bit expensive) packaged and fresh, clothes, household items like toilet paper and soap. There is a big one on

Old Natham Road on the way to the Guest House from the office and a small one about 5 minutes by cycle on Javaharpuram Road (turn right at the police stand / traffic light).

- **Bharti Supermarket:** On the corner of Way to Visalakshipuram Road. Less expensive than Reliance
- **Juice and Fruit Shop:** Before you get to the police stand at the big intersection to the small Reliance market.
- **Corner Store:** Has vegetables, yogurt ("curd"), and household supplies. To the right of the guest house and across the street.
- **Fruit Store:** Next to the corner store. Also makes juice and has ice cream.

Restaurants:

- **King's "Chinese":** Not really Chinese but has great parrothas, cauliflower Manchurian, paneer 65, meat dishes, and more. Keep walking, 2 minutes past the fruit store.
- **Boneless Chicken:** same side as Guest House just past Javaharpuram Road. Apparently great chicken.
- **Temple City Restaurant:** Good Veg. restaurant. Opposite the big Reliance.
- **Hospital Cafeteria:** Has good inexpensive "meals" at lunch (all you can eat rice and thali). Also has the best coffee near the office which you can get to go, just say "parcel"
- **Chapatti Palace:** Many yummy stuffed vegetarian chapattis. KK Nagar Road. Rp 50-70 by Auto.
- **Café Coffee Day:** Best place to go if you need some western ambiance hang out time. Has excellent coffee, chocolate cake, passable pizza and more. AC, nice sofas, music. (there is a good cloth shop across the street towards home. Left side of 80 Feet Road Anna Nagar, a few blocks past the Apollo Hospital. An auto should cost Rp 50-70.
- **Chopsticks:** Good selection of veg and non-veg Chinese food. A bit of a dark atmosphere. 144 Arch Road, near KK Nagar and Lake View Road

- **Taj Garden Retreat:** Fanciest restaurant in town (also a hotel). High up on a hill, white tablecloths, peacocks roaming, great view, buffet Saturday nights. Best pizza in town and other western dishes. Has wine! Takes 30-45 minutes by auto and costs Rp 150-200 each way. It's a good idea to have the auto wait for you as it is hard to get one coming back.
- **Roof Top Restaurants:** Near the train station there are a few hotels with roof top restaurants where you can have a beer and watch the sun set over the Meenakshi Temple. Park Plaza seems to have the best food; best to stick to Indian choices. 25 minutes by auto, Rs 60- 90.

Cycle repair

- **Air for tires** – One block to the left when leaving the Guest House, next to fish store.
- **Repairs** – Very close to the small Reliance

Yoga

- Dr. Yoga Meenakshi – yoga therapist and naturopath extraordinaire. Yoga class on her roof around 6 a.m. She creates a special program tailored to your needs 5 minute cycle ride. Ask Ms. Cynthia to set up initial appointment.
- Classes at the Gandhi Museum

Beauty Parlour

- **Rachanas** – Beauty parlour No A 7 Vasantha Malligai 1st Floor, Above Bata Showroom, 80 Feet Road, K K Nagar, Madurai – 625020 Phone Number +(91)-(452)-2587965,+(91)-9344100891, 9994021518, 9843057978
- **Vinitas** – 04522587692. Reasonable facials, waxing and pedicures. Good massage in a nice spa, Rp 1000. K.K. Nagar area, 438 9th Street. 50-70 Rp. By auto.

Books

- Mr. MJ Prabaker in the media room has a list of English books you cant borrow from his library.
- Dheepam Library: Lending library for a small fee. 5 minute cycle from the office. Ask Cynthia for details

Post Office

- Main post office for sending letters, postcards, and parcels (very expensive) home. Before Goripalayam, near telephone exchange. You have to go around building to the break in the fence. For packages go to the left side entrance, they will ask you to open your box and go through everything, and then charge you to seal your package.

Cloth Shops

Pothys: Three floors of saris, salwar suit material, ready made, ect. Always so many people; a great place to see the shopping scene. 159 West Masi Street, near Meenakshi temple

Places to visit:

Madurai

- **Meenakshi Temple:** Takes 25 minutes by auto Rp 60- 90. You could spend hours exploring and watching what goes on there. Make sure to get blessed by the temple elephant. Opposite the temple is the tailor market full of things to buy and worth seeing.
- **Tirumalai Nayak Palace:** Very beautiful. Has a sound and light show some evenings. 20 minute walk from the Meenakshi Temple.

Outskirts:

- **Thirupparankundram:** Situated 8 km from Madurai there is an old Hindu temple cut out of a rock at the bottom of the hill and a mosque at the top of the hill. Nice climb.

Weekend trips:

- **Kodaikanal:** 4 hours by government bus. A beautiful hill station established by the Americans in the 1800's. A great place to escape from the heat of Madurai and spend time in forests. Make sure to go for a trek

with the very knowledgeable, fun and trustworthy Vijay Kumar <http://www.nature-trails.net/trails.html> He can also be a good source of info if you want somewhere to stay out of Kodai town.

- **Periyar Wildlife Sanctuary:** 4 hours by government bus. Great wildlife preserve that you can trek in with a guide. Huge manmade lake – go on the dawn boatride to see wildlife. Nice little town with good food and shopping. Stay at the Coffee Inn.
- **Pondicherry:** If you want a break from Madurai, visit this formerly French seaside colony. Great coffee, bakeries, restaurants and shopping in a beautiful heritage town. Make sure you stay in the heritage town. Visit Auroville for great western food, shopping and a spiritual experience.
- **Kanyakumari:** Kanyakumari, the “Land’s end of India” is an important tourist centre in India. This place is about 147 miles from Madurai. It is famous as a holiday resort and health centre and also as pilgrim centre because of its temple dedicated to the Virgin Goddess Bhagawathi. Kanyakumari is at the junction where three seas, Bay of Bengal, Indian Ocean and Arabian Sea meet.

Annexure I

REGISTRATION OF FOREIGNER RULE 1930

Part I. II. III. IV Triplicate of Registration Report

| | | |
|------------|---------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. | Serial Number | RC No / FRB - MD/2009 |
| 2. | Name in Full (Block Capitals, Surname First) | |
| 3. | Sex | |
| 4. | Date and Place of Birth | |
| 5. | Present Nationality | |
| 6. | Previous Nationality | |
| 7. | Manner & Date of Acquiring Present Nationality | |
| 8. | Occupation or Profession and Purpose of | |
| 9. | Visiting Indian | |
| 10. | If a member of any Country's Naval Military or Air Force or its Reserve, State the Country | |
| 11. | No. Date & Officer of Issue of Passport | |
| 12. | ViNumber & Type. Place and Date of Issue and Expiry Date. | |
| 13. | Address or Intended Address in India | |
| 14. | Place of Departure to India | |
| 15. | Date and Place of Arrival in India | |
| 16. | Name of vessel/flight taken to India | |
| 17. | Address of last residence before coming to India | |

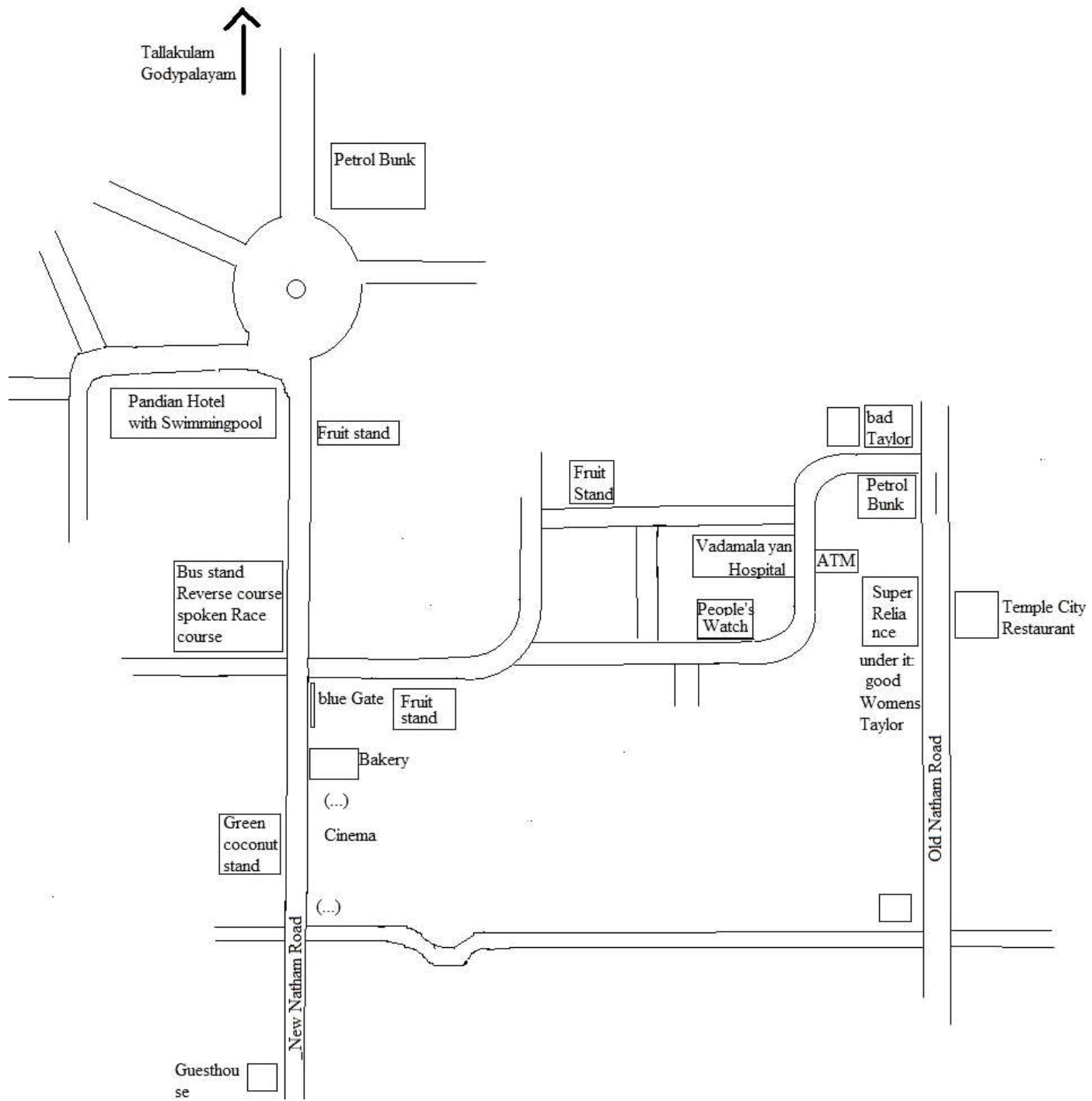
| | | |
|------------|--------------------------------------------------------------------------------------|--|
| 18. | Accompanying the Applicant, Name and Nationality of Husband/Wife and Children | |
| 19. | Signature of Applicant | |
| 20. | Date of Expiry of Registration | |

Photo

**For Registration Officer and
Superintendent of Police**

Madurai District, Madurai

Annexure II
 Map – Places around guest house
 Chokkikulam and around:



Narayanapuram:

