

# **Deep Griha Society**

Pune, India

## **VOLUNTEER HANDBOOK**

### Part 1: Work and Accommodation

## Introduction

Welcome to the Deep Griha Society.

Our volunteer programme has been running since 1981. We have put together a Volunteer Handbook to help you to try and make the most of your time in Pune. Firstly it is important to read through the Volunteer Agreement Policy which provides details about your work as a volunteer and the support that you will receive from Deep Griha Society as well as the rules that apply during your work placement. **If you have not yet signed a copy of this agreement please contact the volunteer coordinator.**

The Volunteer Handbook provides information about the volunteer accommodation and looks at general life in Pune (pronounced Poona in Hindi and Poonè in Marathi). There are also some tips that you may find helpful for when you travel, such as how to book train tickets, etc. We have not tackled advice on visas (though we take this opportunity to suggest that you apply for a tourist visa NOT a volunteer visa), vaccinations/medication, etc. This is advice that you should seek from experts while in your home country.

**We ask that, if possible, volunteers bring their own laptops and pen drives with them, as the resources available can sometimes be limited. We have a wireless network in place and your equipment will be safe at the office and the Cultural Centre.**

We appreciate that India can be very daunting, especially to the first-time visitor. If you have any particular problems please speak to the volunteer coordinator or a member of staff for advice. We recommend that you try to be open-minded and not to worry about what might happen. Remember that many volunteers have been where you are and most have had a fantastic experience!

# Deep Griha Management

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## The Deep Griha Project

### Background information

Details of the project and the work we do can be found in our brochure and/or on our website at [www.deepgriha.org](http://www.deepgriha.org) Please take the time to have a look at these before you arrive.

### What will I be doing?

For more detailed information about the specific roles that you can undertake as a volunteer at Deep Griha please follow this link to the [website](#) to the volunteer profiles which provide specific job descriptions and competencies required for that role. Please identify which areas you would most like to be involved in and contact us in advance so that we can discuss the projects with you before you arrive. In order to apply for a position please complete the online application form and attach a copy of your CV.

### What are my working hours?

All the projects in the slums run Mon – Sat. City of Child runs seven days a week! We do not expect volunteers to work the same number of hours/days as paid staff though. Generally volunteers working at the projects in the slums attend five days a week (Mon – Fri). A mini-bus leaves Tatyá Tope between 9.00am – 9.15am and a bus will take you back between 5.00pm - 5.30pm. If you are not ready to leave with the bus in the morning or wish to go back to the Cultural Centre early you will have to travel by rickshaw (about 50 Rupees each way).

**If you are unable to attend work for any reason then please contact your team leader.**

Volunteers based at City of Child have the option of returning to the Cultural Centre for one weekend every two weeks. Whilst at City of Child all your meals will be prepared by staff there. Some volunteers find the food is very basic so you may wish to take some extra treats/snacks with you. Your working day whilst at City of Child very much depends upon the demands of the children.

### Where will I be based?

In terms of your work, as explained above, where you spend your days will depend on which projects you are involved with.

### What to wear whilst at the project

**It is very important to dress appropriately for work. For this reason whilst you are working in any of the slum areas and/or at City of Child we ask female volunteers to wear Punjabi Suits (salwar kameez) or long loose fitting tops with trousers. We ask male volunteers to not go top/shirt less and recommend long trousers, not shorts.**

### When is the best time to visit?

Please contact us in advance to make arrangements, however you may find the following weather information useful in deciding when to come:

- November to February are the coolest months (25°C – 30°C during the day and 10°C – 18°C at night)
- March to April is getting hotter (30°C – 35°C during the day)
- May is the hottest month (can be 40°C plus during the day)
- June to September is the monsoon (very hot (up to 40°C) and very wet)
- October the rains stop and it begins to get cooler (30°C during the day)

## **Volunteer Accommodation - The Cultural Centre**

Deep Griha Society can provide accommodation for volunteers at the Cultural Centre, however it is important to contact us at least two weeks in advance to request and confirm availability of a room. The Cultural Centre is a large house located about 15 minutes from the centre of Pune.

There is a curfew of 11.30pm at the Cultural Centre. If you would like to travel at weekends please obtain written permission from the volunteer coordinator or Dr. Neela Onawale. If you are travelling for longer than 10 days and you pack up your belongings and leave your room free to use then you will not have to pay for accommodation while you are away, however please confirm when you are coming back that there will be space available for you on your return.

### Address and phone number

Deep Griha Cultural Centre  
A-8 K, Tatya Tope Housing Society  
Wanowrie  
Pune 411040  
Maharashtra INDIA  
00 91 202 6875673 (from outside India)

### Location

The Cultural Centre is situated within Tatya Tope Housing Society, Wanowrie. You will quickly become familiar with the area. When travelling by rickshaw ask to be taken to Fatima Nagar, Wanowrie or Big Bazaar which will bring you onto the main road running along the front of Tatya Tope.

Please follow this link for a map of Pune, the Cultural Centre is marked by a blue pin:  
<http://maps.google.co.uk/maps/ms?f=q&hl=en&geocode=&ie=UTF8&msa=0&msid=108000989435092691523.000454b88bea8e3403f21&ll=18.503907,73.902798&spn=0.018598,0.027637&z=15>

### Facilities

On the ground floor there is the kitchen and dining room, a general sitting/waiting area and a utility room with a washing machine and iron, which are for general use. Please use your own washing powder. Also in the utility room is the water filter/cooler from which you can help yourself to safe drinking water.

On the first floor is a common sitting room with cable TV and a DVD player.

There are bedrooms on both floors and a room will be allocated to you upon arrival. Rooms are generally shared and are furnished with single beds, a table/desk with chairs and a wardrobe for clothes and personal belongings. Rooms have either an en-suite bathroom or a bathroom located just outside the room. Each bathroom has a western toilet, hand basin and shower (with hot running water). All bed linen, mosquito nets and towels are provided.

For “outdoor” living there is garden area behind the kitchen on the ground floor, the lounge and first floor bedrooms have balconies and you can also go up on the flat roof.

The communal areas are cleaned daily (except Sunday). Your room will be cleaned once a week on Saturday when you will also be given fresh towels and bed linen. If you are not going to be in please leave the door unlocked. Please strip your beds and put your dirty sheets and used towels outside your room to be washed.

### The staff

The Cultural Centre is staffed 24 hours a day. The house manager works at the house during the day from about 9am until 6pm. She takes care of the general running of the house including the room allocations. If you have any questions or problems concerning the accommodation it is best to contact her first.

There are three other ladies who work at the house during the day who take care of the cooking and cleaning.

Overnight there is always at least one member of staff present as well as the security guard who sits outside the Cultural Centre from about 6.00pm until 6.00am.

### Food and drink

Deep Griha will provide three meals a day for each volunteer. However, if you prefer we have no objections to you eating out (this will be at your own cost). A blackboard in the kitchen will list your name. Please update the board daily as necessary, putting a tick or cross next to your name to indicate which meals you will be eating at the Centre. This will avoid food going to waste. With prior arrangement it is also possible to use the kitchen to cook your own meals.

#### Breakfast (from 8am)

Hot water and chai will be provided. Bread will be available to make yourself toast with butter and jam on the table. Hard-boiled eggs are also available so please let the cook know if you do not want eggs to save them going to waste.

We are only able to provide a basic breakfast as set out above. If you would like coffee or breakfast cereal you will need to buy this for yourself. There is a supermarket within walking distance of the Centre.

#### Lunch (1pm– 2pm)

During the week lunch will be available at the project where you are based and will usually consist of boiled rice, dal, sabzi and chapatti. If you wish to make your own arrangements for lunch, let staff at the project know in the morning to avoid food going to waste.

At the weekends lunch will be provided as normal at the Cultural Centre.

Dinner (from 6pm)

The cook will prepare fresh food each day which will normally consist of rice, dal/other pulse dish (e.g. chickpeas), sabzi and chapattis. The meal will be ready for around 6pm but if you wish to eat later you can - please bear in mind however that the food will go cold the later you leave it!

**After each meal at the Cultural Centre please wash up after yourself. If you are based at the Family Welfare Centre, Tadiwala Road, please return all plates to the cook on the ground floor.**

Water

There is a water filter in the utility room that provides clean safe drinking water. Filtered water is taken to City of Child each week for volunteers. There is no filter at any of the projects so please take bottled water with you in the morning. If you prefer you can buy treated or mineral water in bottles.

We do not advise you to drink the tap water. Volunteers do however tend to brush their teeth with tap water and any salad/fruit served with meals is washed in tap water.

What is the cost?

Volunteers coming to us independently are asked to make a contribution of 350 Rupees per person per day. (Please note that the prices are subject to change so please check before you arrive) Your contributions will cover the cost of your accommodation and food. Payment is collected weekly by the house manager at the Cultural Centre. If you prefer you can pay for a longer duration however it is not possible to give refunds for any reason. You will be given a receipt for your payment. If you would like to make a bank transfer then please email [deepgriha.eft@gmail.com](mailto:deepgriha.eft@gmail.com) to obtain the relevant details. Please inform house in-charge that this will be your method of payment and show her your payment receipt.

**Please Remember**

**All international volunteers living at the Cultural Centre are registered with Foreigner's Registration Office at Police Commissioner's head office in Pune in accordance with government guidelines. Deep Griha Society is therefore responsible for you during this time. As the volunteer agreement states, we expect all volunteers to understand that they are representatives of Deep Griha Society and should therefore abide by the code of conduct that has been signed. Local residents will recognise you as a Deep Griha volunteer so please use your common sense to avoid attracting undue attention.**

**You are responsible for the safety of your belonging whilst at the Centre. Always ensure that your valuables are locked away safely. Lock your room when you are out. Bolt the door to your room and balcony at night.**

## **Useful Contact Details**

### Sri Mayasandra (Volunteer Coordinator)

dgsvolunteercoordinator@gmail.com  
0091 904 904 6462

### The Onawale's Residence

(0091 20) 26811603

### Deep Griha's Family Welfare Centre, Tadiwala Road, Pune 411 001

Tel (0091 20) 26124382      Fax (0091 20) 26125773

### Emergency Services

Police 100  
Fire 101  
Ambulance 101

### Hospitals

Ruby Hall 26123391

### Consulates

The website <http://www.linguaden.com/linksgi.html> should list the contact details of your country's embassy, high commission or consulate in India. Below is a list of known embassies in Maharashtra.

#### **British Deputy High Commission**

Maker Chambers IV  
Second Floor  
222 Jamnalal Bajaj Road  
Nariman Point  
Mumbai 400021

Office hours: 08:00 - 16:00 (Mon – Thurs), 08:00 – 13:00 (Fri)  
Phone: +91 (022) 56502222  
Fax: +91 (022) 66502324  
Emergency Duty Officer: +91 98200 00343

#### **Consulate General of the United States**

Lincoln House  
78 Bhulabhai Desai Road  
Mumbai 400 026

Office hours: 09:00 - 12:30 (Mon – Fri)  
Phone: +91 (022) 2363-3611  
Fax: +91 (022) 2363-0350

**Consulate General of Canada**

1st Floor Stadium House  
Above Kaysons Sarees  
Churchgate  
Mumbai - 400 020

Office hours: 08:00 - 12:00 and 13:00 - 16:00 (Mon – Fri)  
Phone: +91 (022) 32548551, (022) 32548553

**Consulate General of France**

Hoechst House  
7th Floor  
Nariman Point (next to N.C.P.A.)  
Mumbai 400 021

Office hours: 09:00 – 13:00 and 13:00 – 17:00 (Mon – Thurs)  
Phone: +91 (022) 66 69 40 00  
Fax: +91 (022) 66 69 40 66

**Consulate General of China**

9th Floor  
Hoechst House  
193 Backbay Reclamation  
Nariman Point  
Mumbai 400021

Phone: +91 (022) 56324303/4/5/6

**Consulate General of Australia**

36 Maker Chambers VI  
220 Nariman Point  
Mumbai - 400 021

Phone: +91 (022) 6669 2000  
Fax: +91 (022) 6669 2005