

## 5. Guidelines for affiliation as Volunteers

### 1. Preamble

Sálim Ali Centre for Ornithology and Natural History (SACON) regularly receives request from candidates both within and outside country to be engaged as a 'Volunteer' in any of the ongoing research projects or centre's activities. These requests are aimed at gaining practical experience in the chosen field by the candidates. The increasing number of such requests appears to be the result of limited number of positions offered under the 'Internship Programme', while there is increasing number of people interested in wildlife research and conservation. This document outlines the rules and regulations to engage interested candidates as volunteers in SACON.

### 2. Volunteer

A volunteer refers to a qualified person(s) who offers voluntary assistance to any research, academic and training activities of the Centre in lieu of exposure and experience in such activities, and who, thereof, does not entitle to any position, either temporary or permanent in the Centre. The services offered will not attract any monetary compensation.

### 3. Status

The 'volunteer' opportunity is purely for gaining personal exposure and experience in any of the ongoing research projects or division activities and does not qualify to be treated as a formal academic programme like M.Sc. dissertation or Internship or any other forms of traineeship.

### 4. Eligibility

Candidates who have completed or pursuing graduate / post graduate degrees and other equivalent or higher studies in recognized colleges, universities and institutions of higher learning can opt to be a volunteer. Educational qualifications may be relaxed in exceptional cases at the discretion of Director SACON.

### 5. Duration

Minimum one month, extendable up to six months.

### 6. Application & Selection Procedures

Interested candidates shall apply in the prescribed format (Appendix - 1) through the concerned SACON faculty members for necessary approval from Research Coordinator and Director, SACON. The selected candidates will be informed by the concerned faculty regarding the terms & conditions and duration of affiliation.

### 7. Access to Facility

The candidates engaged as volunteer shall not be provided access to any of the Centre's facilities, except the library for consultation. In special cases, the candidate shall be provided limited access to other facilities such as Laboratory and Computer Cell duly approved by the Research Coordinator, as may be deemed necessary or

justified by the concerned supervisor. In such cases, the candidate will be charged Rs. 2000/- as Access Fee.

**8. Accommodation**

No hostel accommodation will be provided to the volunteers in the Centre's campus.

**9. Equipment**

The volunteers shall not be issued any laboratory/field equipment by the Centre.

**10. Medical and Insurance Facilities**

SACON will not be responsible for any casualty/mishap including any type of accidents and resultant death or injury to body or any type of loss of property etc., to the candidate while involved in the volunteer activities or during tour/transit. The Centre will not entertain any medical claim or will not extend any medical facility to the volunteers and it is advised that such candidates obtain their personal insurances (life, accident and medical) to cover any exigencies.

**11. Facilitation**

Candidates engaged for any specified research projects / division activities shall be guided by the faculty members concerned and any facilitation in the field and in the laboratory will be taken care by the faculty members with due information to the Research Coordinator, SACON.

**12. Foreign Candidates**

The candidate along with the application should submit a letter of request and recommendation from the Dean / Head of the Department / Registrar / Principal stating the purpose and the duration of Volunteer affiliation at SACON.

Foreign candidates will have to arrange on their own for obtaining appropriate research / academic visa travel and stay while in India. Wherever necessary, SACON will act as facilitator only. Once the Centre has conveyed its approval to the candidate for the proposed admission, the candidate can travel to SACON, Coimbatore, Tamil Nadu on his/her cost. For affiliation, approval of the Research Coordinator will be required. The candidate needs to submit copies of his/her travel documents along with the form for affiliation as volunteer in the prescribed format given in Appendix-1. She/he will have to liaison with Local Intelligence Unit (LIU) as per the rules of the Government of India. In all other respect, the rules and regulations as stipulated in the case of Indian Nationals will also be applicable to visiting foreign nationals.

**13. Conduct**

The conduct of the candidates in the campus as well as in field must always be orderly and dignified. Candidates must abide by the rules and regulations of the Centre and concerned field organizations at all times.

**14. Saving and Repeal**

The Director, SACON reserves the rights to modify, alter, delete, amend or add any of the rules and regulations contained herein. The Director, SACON may terminate the volunteer affiliation of a candidate at any time, if he/she is found defaulter in any rules/regulations of the Centre.

**15. Data Policy**

The data generated during the volunteer program will be the property of SACON. The volunteer will have to seek permission of the concerned supervising faculty before publishing any scientific/popular articles, and give due credits to all concerned.



**Salim Ali Centre for Ornithology and Natural History**  
**Form for affiliation as Volunteer**

**PART I: Personal History Form**

Surname (Family name):					<i>Affix a recent stamp size photograph</i>
First Name:					
Date of Birth:		Age: (In years)			
Nationality:		Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Passport No.:		Place of Issue:			
Passport Date of Issue:		Passport Date:	Expiry		
Home Address:					
Home Telephone No.:					
Fax No:					
E-mail Address:					
Mobile phone No:					
Name and Address of the College, University, organisation in which currently studying / working (if applicable)					

**Educational Qualification**

Examination Passed	Year	University	Subject	Percentage of marks obtained
Higher Secondary				
Bachelor's Degree				
Master's Degree				
Ph.D Degree				

Employment held so far (up to date)

Name of the Employer	Position held	Period	Emoluments per month

### PART II: Statement of interest

	Please provide a statement of interest in about 500 words (use separate sheet) indicating the proposed work to be done during the internship period. The applicants are requested to see the Institute's faculty profile and their area of interest, and list of ongoing research projects on the website <www.sacon.in>
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### PART III: Undertaking

Undertaking	(a)	<i>All information furnished by me is complete and correct</i>		
	(b)	<i>SACON will not be held responsible for any mishap, damage, loss, injury to me in the campus or during the course of field work.</i>		
	(c)	<i>I understand that the Director, SACON has right to cancel my volunteership in case my behavior and conduct are not found satisfactory</i>		
Date of application	Date		Candidate Signature	

### PART IV: Acceptance

Period of Affiliation	<b>From</b>		<b>To</b>	
Recommendation of the supervisor	<b>Date</b>		<b>Signature</b>	
Approval of the Director	<b>Date</b>		<b>Signature</b>	

### PART V: Details of Access fee (if any)

Fee Details	Amount	Bank Draft/Cash Receipt Details
Access Fee	Rs. 2000/- for Indian Nationals (or) US \$ 30 for Foreign Nationals	

### Part VI: Duration of affiliation

From:	To:
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**PART VII:**

**DECLARATION**

I ..... of ..... years of age and resident  
of..... am volunteering my services to  
Salim Ali Centre for Ornithology and Natural History, Coimbatore with full knowledge of the risks  
involved in working in remote forested areas of India.

I hereby certify that I shall not hold the Salim Ali Centre for Ornithology and Natural History,  
Coimbatore responsible in any way for any mishap that may occur to me during my tenure as a  
volunteer in this project. I also understand that the Centre is under no obligation to cover any  
expenses in terms of medical expenses and of the indemnity that may arise out of unexpected  
mishap.

Place.....

Date:

(Signature of the Applicant)

Name.....