



Broad Guidelines for Foreign Students / Trainees for an Observership / Rotation / Volunteership / Field Experience / Internship or Elective Research Study / Special Project /Dissertation at SEWA Rural, Jhagadia (January 2021)



### **A. Before Arrival:**

1. Please complete the attached application form and submit via email to SEWA Rural (<pankaj8892@yahoo.co.in> with attention to Dr. Pankaj Shah with a copy to Dr.Shrey Desai <sdesai1977@yahoo.com>) at the earliest. Based on the information received and supplementary updates, final decision about your placement / posting at SEWA Rural will be taken jointly by our team and will be conveyed to you.
2. The details of various activities and programmes about SEWA Rural can be obtained from our website [www.sewarural.org](http://www.sewarural.org). You can also browse through the brochure, last annual report and other literature of SEWA Rural on its website. Brief outline on SEWA Rural is also enclosed herewith.
3. Students having completed graduation or at least in the final year of undergraduate studies from any field relevant to health and development including fields of medicine and public health are welcome. Interactions with SEWA Rural staff and observing and learning from different activities at the grass root level will be more meaningful & rewarding at this stage.
4. Students have the option to choose either Observership / Rotation / Volunteership / Field Experience / Internship or to conduct Formal - Elective Research Study / undertake Specific Project / Dissertation towards their placement at SEWA Rural. The details need to be worked out and finalized well in advance. The duration and subject or topic selection has to be mutually beneficial and feasible.
5. It is preferable / desirable for the students to have working knowledge of either Gujarati or Hindi. This will enable the student to get the most out of his/her experience & work at SEWA Rural. Being rural, poor and underserved region, sometimes it may be difficult to find the services of professional interpreters in our area even on payment basis.
6. Prior information about mode of travel and exact schedule of the student's arrival to Jhagadia will better help to organise the logistics and facilities at SEWA Rural.
7. SEWA Rural will be able to accommodate maximum two students at a time.

### **B. Directions for Reaching SEWA Rural, Jhagadia**

8. In order to reach Jhagadia, it is first necessary to get to Bharuch or Ankleshwar, which are the nearest cities [22 kms. away]. Both Bharuch and Ankleshwar can be reached by road on national highway no. 8 or by western railways which offer direct train connections from Mumbai & Ahmedabad. Apart from regular State Transport bus, auto-rickshaw / Taxi for Jhagadia are also available from these stations costing about 5 to 10 US \$.
9. Students will be responsible for the transportation charges such as pick-up or drop-off at the nearest airports (about 50 US \$ for Vadodara or 75 US \$ for Ahmedabad).

### **C. On Arrival at SEWA Rural, Jhagadia:**

10. Studio type room or apartments on twin sharing basis with modest furnishing will be provided for accommodation at SEWA Rural's main campus in Jhagadia.
11. A mentor from SEWA Rural will guide and support you for your project work, assignments, day to day scheduling and other logistics.
12. As per the state's statutory requirements, it is mandatory for foreign students to report to local police station at the earliest. Information regarding valid passport, visa, purpose and proposed duration of stay in Jhagadia need to be submitted.

#### **D. Weather, Local Conditions and Facility for Food:**

13. The student should be prepared to put up with some inconvenience inherent to rural India. Dust is a common feature everywhere. Students should have torch light as electricity supply is irregular.
14. The winter season is generally more comfortable. Temperature reaches to 45 degree Celsius in summer. We do not have air conditioners in apartments for trainees. Mud staining is common during monsoon season.
15. Vegetarian food is served on subsidized payment in buffet style in the canteen (called community kitchen) situated in the campus itself. All persons using the canteen facility are required to wash their own plates. Day to day items like bread, butter, jam, chips, fruits etc are readily available in local market which is very close by and at a walking distance from the campus. Basic facility for cooking is provided in the studio / apartments if one wish to cook their own food.
16. It is advisable to keep sundry and personal items like mosquito repellent, water bottle, locks, toilet papers, flash light, candles, a pocket Gujarati / English dictionary, bed sheets, pillow covers & towel. These items are easily available in local market as well. If you will be working in the hospital, you will need stethoscope, a penlight and an apron. Mosquito net will be provided.
17. Foreign exchange facility is not available in Jhagadia. Nearest facility is in Bharuch which is 22 km. from Jhagadia. It would be preferable if you can exchange money before your arrival to Jhagadia.
18. Student should keep the valuables including money and passport safely. SEWA Rural will not be responsible for any unfortunate event of loss of such valuables.

#### **E. Working Conditions at SEWA Rural:**

19. It is necessary that the student abides by the institutional norms, rules and regulations & be in tune with the ethos & culture of the organisation i.e. high moral standard, respectful behavior with staff & patients, decent dress code as per local culture and no use of alcohol or illegal drugs etc.
20. We have a six working days in a week at SEWA Rural and Sunday is the only weekly holiday.
21. We will be able to provide Wi-Fi connectivity in your laptop but the coverage is available in administrative wing (open from 8 am to 8 pm only) and one should expect varying degree of interruption at times.
22. Please inform your mentor if you need any leaves or plans to be out of Jhagadia and other contact details.
23. Please follow universal precautions to protect yourself especially against malaria, heat-stroke, and foodborne disease. Please visit website of the Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)) for further details.
24. SR will not be responsible for any physical or mental injury/ illnesses that you might suffer during your stay. Students will be responsible for any health-care charges, if need arises.

#### **F. On Completion of Placement:**

25. For mutual benefit, the student is encouraged to present and submit a brief report of his work, observations, feedback and suggestions before leaving SR. This would also help us in better organising for succeeding students. Any documents, reports or articles written or published based on the work at SEWA Rural are expected to have joint collaboration / proper acknowledgement and it is desirable that the draft version is shared before publication. Same is expected if any material is placed on You Tube or Facebook or blog or tweeter or alike.
26. Students should complete all the formalities including paying up their bills / charges preferably in Indian Rupees before their departure from Jhagadia.

#### **G. Additional Guidelines Applicable to Those who want to Conduct or Pursue Special Training / Elective Research Study / Undertake Special Project / Dissertation**

27. All the items as described in the part A to G of General Guidelines are applicable except item no. 26.
28. We would like to clarify herewith that SEWA-Rural is formally a service organization and not an academic or research organization. Hence research study is generally accommodated primarily to serve and fulfill student's interest and requirements.

29. 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 SR, 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.
30. About of 12 weeks of stay appears necessary to ensure that purpose of research study gets satisfactorily fulfilled which requires interviews and collection of data from the field samples. However if only an informal research is planned based on existing secondary data analysis, about 8 weeks of stay may be sufficient.
31. It is advisable to write to SR about six months in advance so that project can be better planned and clearance from ethical review board can be obtained timely. Student should ensure ethical clearance from his school while SEWA Rural will facilitate in obtaining clearance from its inhouse ethical committee. Protocols need to be finalized and submitted at least one month in advance for facilitating timely ethical clearance at local level as and when required.
32. It is once again emphasized that it will be preferable / desirable for the students to have working knowledge of either Gujarati or Hindi. This will enable the student to get the most out of his/her experience & work at SEWA Rural. Being rural, poor and underserved region, some times it may be difficult to find the services of professional interpreters in our area even on payment basis.
33. Local supervisor / mentor will be assigned at SR based on the topic selected. SEWA-Rural will facilitate field work 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.
34. A laptop is very much desirable for documenting, analyzing, reporting and presentation of the project work.
35. It is very much desired that data entry, primary analysis and report writing is completed and presented before departure. Any documents, reports or articles written or published based on the work at SEWA Rural are expected to have shared responsibility, prior consent and have joint collaboration / proper acknowledgement as per mutual agreement.

#### **H. Overall Fee Structure:**

36. Studio type room or apartments on twin sharing basis with modest furnishing will be provided for accommodation at SEWA Rural's main campus in Jhagadia. US \$ 50 per week per trainee will cover the cost of room and furnishing, electricity and basic housekeeping.
37. Weekly costs for use of canteen facility with vegetarian food would be around 15 US \$ which would cover the costs for breakfast, lunch and dinner.
38. An elective fee of US \$ 50 per week is charged towards Observership / Rotation / Volunteership / Field Experience / Internship and it would cover the cost of local transportation to field, contribution of time by faculty / resource persons, support of field & project staff and use of institutional facilities like computer and internet, library and basic study / reference material.

OR

39. An elective fee of US \$ 100 per week would cover the cost of conducting research study and would include local transportation for fieldwork, contribution of time by faculty / resource persons, support of field & project staff and use of institutional facilities like computer and internet, library and basic study / reference material.

#### **I. Please contact undersigned for any further details:**

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Director, Community Health	Research Coordinator
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