**PnP logo copy.tif**

**Rural Immersion, part of Induction Programme for the new recruits**

The rural immersion / village stay programme is designed for the new incumbents as part of the induction process.

This note is a supplement to the induction plan mentioned in the HR Manual about the rural immersion programme. The objective of the programme is to outline the principles, approaches, methods and applications to explore and assess villages and their significance, strengths, areas of improvement and potentials. Rural Immersion helps the new incumbents to view the village life, understand with an open mind, admire the rustic charm and natural surroundings, observe local people’s indigenous ways on dealing with the situations, learn age-old ways of life, and analyze livelihood options that define their intelligence and skills.

**Process:**

When a new recruit joins, he/she is taken through the orientation as indicated in the HR Policy. This is planned in a phase wise including training in office and field. Field learning would include village immersion visit, exposure visit to best practice sites, attachment to colleagues from own state or other adjacent states from duty station preferably within a radius of 300 kms from the duty station. This process is carried out to test the recruit’s adaptability to village situations. The process needs to be completed before the end of the probation period.

The following are some guidelines to the followed during an immersion programme:

* The incumbent on village immersion stay should submit certain deliverables viz., tour diaries, a note on the visit, learnings and any scope for a implementing a innovative programme etc.
* Since this is a training programme, travel is allowed only by public transport (train/bus) and costs to be kept at minimum. Where there is no public transport, hiring of taxi or auto or use of private transport is permissible.
* The stay is for a duration of 15 days which includes the travel days. No break is allowed during field immersion and it is a continuous process. Saturdays and Sundays are not considered as holidays during the 15 days plan.
* Need to stay with a village family identified prior to the village immersion either by the local Project Coordinator or by the organisation.
* An amount of Rs. 300 per day may be given to the family towards arranging food and accommodation. Apart from this an allowance of Rs. 200 will be paid for staying outside the duty station (may not be seen a per diems). This can be availed on completion of 15 days of village immersion.
* Should avoid any kind of conflict, argument or use any kind of derogatory remarks against any one during the stay.
* Should try to be humble and modest during the stay.
* As the stay is organised by the organisation, the incumbent should be dressed appropriately. Should be well groomed, keep hair neat and nails clean. Make sure that your clothes are not wrinkled, dirty or torn, which are inappropriate. Should not be seen in flashy or revealing dress or exhibit clothing that has terms, images, or words that may appear offensive.
* Maintain confidentiality regarding the salary drawn, recruitment, about the organisation finances, in depth details of the programmes being implemented by the organisation etc.,
* Should be gender sensitive.
* Do not get involved into personal relationships.
* Do not visit relatives to draw comfort.
* Do not visit restaurants or flashy places to impress your host

Some important points to keep in mind:

1. During the entire period of 15 days, you stay only with the host family.
2. Be respectful of the cultural and social norms of the host family.
3. Your purpose of being there is to learn and observe, not teach.
4. Participate in the activities of the host family.
5. Keep the HR Manager informed of your movements.
6. Maintain a daily diary of your activities, thoughts, and observations
7. Minimise the usage of Whatsapp, mobile, Internet etc
8. You will be required to share your impressions of the village immersion with your team. An example of presentation is available at <https://www.slideshare.net/PranavMali1/jeevika-village-immersion-programme>

At the end of the stay the incumbent shall submit a report of their stay and make suitable observations.

The organisation also will seek feedback from the host family about their experience of relating with the incumbent.