GUIDELINES, RULES & REGULATIONS FOR AUROVILLE LEARNING ACTIVITIES (ALAs)

Study Group of the Auroville Council
30th March 2017
# Table of Contents

1. PREAMBLE .................................................................................................................. 2
2. NEED FOR GUIDELINES ............................................................................................ 2
3. A NOTE ON THE GUIDELINES ................................................................................. 3
4. ABOUT THE GROUP .................................................................................................... 4
5. REGISTRATION OF AUROVILLE LEARNING ACTIVITIES (ALAs) ......................... 5
6. VISA MATTERS ........................................................................................................... 5
7. FINANCIAL GUIDELINES ......................................................................................... 5
8. SERVICE TAX REGULATIONS .................................................................................. 6
9. AUROVILLE CONTRIBUTIONS .................................................................................. 6
10. OPERATIONS & LOGISTICS .................................................................................... 7
11. IMPLEMENTATION .................................................................................................... 10
12. TOOLS, TEMPLATES, RESOURCES ....................................................................... 12

ANNEX 1: TERMINOLOGY & DEFINITIONS .................................................................. 29
ANNEX 2: FAMC GUIDELINES ON THE USE OF THE NAME “AUROVILLE” .......... 30
1. PREamble

Auroville aims for a new and unique approach to both formal and non-formal forms of learning and education. The uniqueness of education in this environment consists of a field of learning, in which the entire range of life’s activities forms an integral and integrated whole of learning, personal growth and collective development.

In the Mother’s words, “a new education requires new forms”. In such a system, the term ‘higher education’ falls short of the broader aims of learning and development; there is also no distinction between rural development and urban education, but only a networked system of learning modes and channels, which aims to impact our physical environment and change society.

Auroville aims at making lifelong learning and unending education readily accessible at every level in order to meet the wide-ranging needs of its diverse population of Auroville residents, newcomers, students of all levels, researchers, volunteers, and visitors. For all learners in Auroville, whether long or short-stay, the intent is transformative learning, which will add value to their lives and future development.

As such, lifelong learning and unending education in Auroville is directly connected to the integral manifestation of Auroville as a township and natural habitat with inherently unique purposes combined in an intentional evolutionary synergy different from other places in the world.

The ultimate purpose and value of learning and education in Auroville is to embrace and serve Auroville’s vision and manifestation at the scale, complexity and diversity of a township in order to become a viable evolutionary incubator of a new world.

2. NEED FOR GUIDELINES

The principles of unending education and constant progress are cornerstones of Auroville. The richness and many forms in which this unfolds produce a unique, precious field of potential learning, and personal and collective growth – a ‘Learning Society’. Auroville operates as a microcosm within the larger macrocosm of India. It is this context that has afforded us the space and protection for this experiment and it is to this context that each of us is accountable.

Towards this aim, this document hopes to assist organizers, facilitators and stewards of venues to operate appropriately within the context of Indian regulations and further the development of Auroville, by encompassing the following objectives:

• Promote the growth of the non-formal learning sector in Auroville
• Promote and encourage communication, sharing and collaboration
• Encourage practices in tune with the ideals of Auroville
• Abide by the laws of the Government of India

It is important to recognize the impact this sector has and can have on the Auroville economy, and to support the further development of the ALA sector with common guidelines and compliance structures.

This includes improved coordination and collaboration between venues, organizers and facilitators. Further, coordination between ALAs and other sectors of Auroville (e.g. such as the Hospitality and Wellness sector, the International Zone and Volunteer sector, the Economic and Retail sector and the formal education sector SAIIE) can lead to mutually beneficial, integral growth and innovation.

By expanding the year-round availability of quality ALA programs (e.g. classes, workshops, seminars, courses, consultations, internships, skills and vocational training
projects, etc.) for visitors, interns, volunteers, Newcomers and Aurovilians, annual participation, income generation and in-kind contributions are increased in all sectors.

Further, better coordination within the sector will enable the community to identify common development needs and to seek out matching internal/external partnerships to support such needs.

3. A NOTE ON THE GUIDELINES

These guidelines attempt to be inclusive in nature, reflecting the unique and essential spirit of Auroville and the core of lifelong learning and unending education taking place here.

These guidelines address a diverse set of Auroville Learning Activities (ALAs) that operates outside the established formal system of education. They are applicable to teachers, learners, venues and organizers of workshops in Auroville, broadly classified under the following categories:

a) Those who have joined Auroville, or have committed to joining Auroville; presently, this includes statuses such as Aurovilians, Newcomers and Pre-Newcomers.

b) Those who are undecided about joining Auroville, and may or may not start the Entry Process; this includes Prospective Newcomers, Spouses of Aurovilians, Friends of Auroville, registered long-term Volunteers, workers in Auroville Units and Services, etc.

c) Those who are passing through and are clear that they will not join Auroville; this includes day visitors, guests, short-term volunteers and interns.

The guidelines apply to learning activities conducted in India by an Aurovilian or a Unit/Activity/Service registered under the Auroville Foundation. All stakeholders are expected to take full responsibility for their operations and for the implementation of these guidelines.

Formal, Informal and Non-formal learning activities

The guidelines distinguish among three types of learning activities:

- **Formal education** refers to learning provided by an institution recognised by the state, is structured and leads to certification. For e.g. schools providing formal learning environment.

- **Informal education** refers to learning that comes from daily life activities. This is not structured, and does have any certification. For e.g. learning from fixing one’s own bike, learning from reading books and magazines, and mass media, etc.

- **Non-formal education** refers to learning activities that are semi structured with/without certification.

Adapted from: http://infed.org/mobi/informal-non-formal-and-formal-education-a-brief-overview-of-some-different-approaches/

The guidelines presented in the following pages have been written primarily for the non-formal education sector in Auroville. This includes classes, conferences, courses, orientations, presentations, programs, retreats, seminars, trainings, and workshops. Topics range from art, music, dance, culture, sport, health, yoga, meditation, martial art,
massage, coaching, sustainability, architecture, building & construction, communication, facilitation, conflict resolution, farming, Auroville, IT programming, to name a few.

The duration of the learning activity ranges from hours, weekdays, weekends, week longs, monthly, quarterly or even year-long programs, and occur once, twice or several times.

**Stakeholders**

The guidelines have been developed using a participatory process, with an attempt to include a large number of stakeholders. This includes and is not limited to the following:

- **Organizers** of learning activities, for e.g. Joy Living Learning, Auroville Consulting, Auroville Earth Institute, Auroville Campus Initiative, Aspiration Newcomer Program, Tango Festival, Inside India, etc.

- **Facilitators** of learning activities, for e.g. Amir, Ananda, Ashesh, Damien, Dariya, Kaeridwyn, Patricia, Sam, Shanti, Surya, Vani, Veronique, Yuval, etc.

- **Venues** that host learning activities, for e.g. Savitri Bhavan, Butterfly Barn, Pavilion of Tibetan Culture, Sharnga guest house, Pitanga, Joy community, Hall of Light, Vérité, Quiet, etc.

- **Logistics providers** that work closely with learning activities e.g. Auroville Security, Visitor Center, stewards of notice boards, News and Notes, etc.

- **Working Groups** in Auroville e.g. Fund and Asset Management Committee (FAMC), Auroville Council (AVC), Working Committee (WC), Auroville Board of Commerce (ABC), Budget Coordination Committee (BCC), SAVI, etc.

These categories are not watertight. In some cases, the roles have been seen to change. Venues could organize workshops (e.g. Theatre workshop by CRIPA); an organizer could also facilitate in a workshop (e.g. Auroville Consulting as an organizer and facilitator for a workshop on Renewable Energy). In such cases, the stakeholder wears multiple hats and plays more than one role in the learning activity.

**4. ABOUT THE GROUP**

The Auroville Council has formed a study group, which includes unit holders and providers from various learning activities in Auroville, to study the present condition of non-formal educational activities and to formulate a set of guidelines, which are in tune with the spirit, vision, and essential principles of Auroville.

This includes an explicit request to look into current visa and service tax regulations, financial contributions and general guidelines. The group has attempted to draft these guidelines by engaging and taking feedback from stakeholders in learning activities, as well as by consulting experts on legal and economic related matters.

This initiative has arisen from a need for a deeper awareness, communication, representation, and quality assessment of existing and future learning initiatives. This will help strengthening relationships between individual initiatives and to harness our collective aspiration for unending education in Auroville.
5. REGISTRATION OF AUROVILLE LEARNING ACTIVITIES (ALAs)

Any learning activity, which is offered in Auroville for a fee or contribution, needs to be executed by a registered Unit or Activity under the Auroville Foundation.

Registration must be completed before the ALA can book a venue, promote the program, or make/receive payments.

Activities that are presently not under any Unit or Trust, may register under LEAD, the new ALA Umbrella Unit. For more details, units and activity providers can contact the following:

- Auroville Board of Commerce (ABC) for initial queries (abcoffice@auroville.org.in)
- Dhanya and Dominique, the executives of LEAD (avdhanya@auroville.org.in, dom@auroville.org.in)

New ALAs are expected to follow the naming guidelines of the Funds and Assets Management Committee (FAMC) provided in Annex 2. The registration process for new activities generally takes 1-2 months. Activity providers are encouraged to plan accordingly.

6. VISA MATTERS

Presently, the following points are some of the information surrounding visa matters pertaining to Auroville Learning Activities.

1. Foreign Nationals are welcome to teach learning activities in Auroville, but only with an appropriate Visa and through a registered Auroville unit. This may include remuneration through the Auroville unit concerned.
2. Individual Aurovilians & Newcomers can teach/facilitate learning activities. Income and expenses involved for teaching/facilitating can only be received and paid through a registered Auroville unit/activity.
3. Tourist visa holders are not allowed to teach learning activities in Auroville (nor offer therapies, consultations etc.) even if no remuneration is involved.
4. Tourist visa holders are welcome to visit/stay in Auroville but are not allowed to promote their group’s travel/activities in Auroville nor recruit participants during their stay.
5. Tourist visa holders are welcome to avail themselves of learning programs, services and tours in Auroville, provided they are offered through a registered Auroville unit.

7. FINANCIAL GUIDELINES

1. ALAs are encouraged to provide their courses, workshops and programs at cost, at a discount, free of charge or on contribution basis to Aurovilians and Newcomers.
2. ALAs may receive Income through donations, contributions, by charging a fee for participation, or for use of venue space (in the case of venue providers).
3. A numbered voucher book (or receipt book) must be maintained by ALA activities, and all cash transactions need to be accounted for, in the balance sheet of the registered Unit.
4. Cash receipts from ALA participants should be kept to the minimum. Long-time and established/registered units are allowed to accept cash payments. For other
ALAs, limits will be determined by the ALA Coordination Group from time to time. All cash transactions must comply with rules and regulations of the Government of India.

8. SERVICE TAX REGULATIONS

1. Any Auroville Learning Activity (ALA), which is offered for a fee or contribution, needs to be executed by a Unit or Activity registered under the Auroville Foundation.

2. Organizers and facilitators that offer learning activities in Auroville, for a fee or contribution, are liable to pay Service Tax, regardless under which Trust the Unit or Activity is registered.

3. Auroville Venues that rent their premises to a non-Auroville organisation or individual for conducting learning activities need to pay Service Tax on the rent they charge. If an Auroville Venue hosts a learning activity by an individual Aurovilian, who has not registered his/her activity, then the Venue will collect the fees for the learning activity, pay Service Tax and transfer a maintenance component to the Aurovilian.

4. Service Tax is not applicable between units of Auroville.

5. Learning activities that appear in the Service Tax Negative List are exempted from collecting and remitting Service Tax. However, Service Tax Returns need to declare this in a clear and transparent manner. Units and activity providers can enquire with their Chartered Accountant for further details.

6. Formal education that provides certificates i.e. courses run by colleges affiliated to universities, or schools affiliated to exam boards, as well as approved vocational training are exempted from Service Tax. All non-formal education is taxable.

7. Donations received towards learning activities by a registered Unit or Activity is exempt from Service Tax, provided the donation is not linked to any services rendered. It is suggested that all donations are routed through the Auroville Unity Fund.

8. The above regulation is subject to change according to the prevailing laws from time to time. Units and activity providers are encouraged to check with their Chartered Accountant for implementation of Service Tax regulations.

9. AUROVILLE CONTRIBUTIONS

1. The contribution model for ALAs is based on what participants pay for the learning activity itself, apart from what is paid for organizing the activity such as venue, accommodation, taxi, food, and so on.

2. Units need to maintain cost centers in their Accounts, and check how much comes from participants for the learning activity, and how much comes for other services such as venue rental, taxi, food, etc.

3. As per the FAMC, ALAs must contribute 5.50% of turnover, net of taxes on a monthly basis, or 33% of annual surplus, whichever is higher, to City Services. This will be considered as part of the 33% unspecified contribution while calculating the end of year contribution.
4. City Services will transfer 0.50% of the 5.50% on a monthly basis to a ALA Sector Development Fund, managed by the ALACG. This percentage may be reviewed and amended by the ALACG from time to time.

5. Donations received towards learning activities by a registered Unit or Activity are exempt from Auroville contribution, provided the donation is not linked to any services rendered. It is suggested that all donations are routed through the Auroville Unity Fund.

6. ALAs are to make the monthly Central Fund Contribution to City Services on behalf of individuals working for the ALA.

7. Other contribution models will be explored by the ALACG and presented to the Community for consideration.

10. OPERATIONS & LOGISTICS

1. Content
Organizers and facilitators of learning activities are encouraged to

a) Take India's cultural context into consideration while designing the activity.

b) Present different paths and teachings for a shared understanding and practice point of view. ALAs, however, are not meant for recruitment or promotion of spiritual organizations and teachers.

c) Relate the specific topics of the ALA to the ideals and vision of Auroville. Some of the cornerstones of Auroville's Charter relate to the process of discovery from within and without, unending education, unity in diversity, and integral development/yoga.

d) Use content, material, structures created by others with courtesy, appreciation, mutual respect and full recognition of the work and effort that has gone into their making, without violating existing copyright or patent rights.

2. Quality & Self-Assessment Processes
Organizers of learning activities are encouraged to

a) Evaluate the expertise, knowledge and integrity of the facilitator and his/her competencies prior to the event/activity.

b) Implement a Code of Conduct, of which an example is provided in Annex 3 as a reference for others to emulate.

c) Share an outline of the learning activity with participants prior to the start of the ALA in order to manage expectations of participants. For more extensive learning activities, prerequisites (if any), learning objectives, pedagogic modalities, course content that will be covered, expected outcomes, evaluation methods (if applicable) and so on can be shared at the outset of the activity.

d) Take feedback and conduct a course evaluation in order to improve the quality and utility of ALA. This can be done at the beginning and end of any learning activity, through a simple feedback form. For more extensive learning activities, the format can be extended to include: evaluation of the
learning content and process in relation to what was promoted, level of satisfaction, utility for life and work application, and so on.

3. **Logistics**

Organizers of learning activities are requested to

a) Work towards better coordination in the use and development of human resources, quality standards, fee structures and contribution policies.

b) Collaborate with other Auroville units and activities in the design, organization and marketing of their programs.

c) Ensure the health and safety of participants and facilitators, and take due precautions where appropriate.

d) Keep track of participants’ registration, feedback and other useful details for further ALA improvement.

e) Park large buses at the Visitors Centre and make arrangements with smaller vehicles for transport within Auroville.

f) Not to use the picture of the Matrimandir for commercial purposes.

g) Utilize contacts developed by others with great care and with the best interest of all parties in mind.

4. **Venues**

Stewards of venues are advised to

a) Check and ensure that ALA’s are registered units/activities. If the ALA is not registered, then the Venue can host the ALA under its banner, collect all participant fees and reimburse the facilitator through established Auroville channels.

b) Implement a code of conduct for facilitators and participants and inform the relevant working groups when outside groups book the venue.

c) Give priority to registered Auroville units and activities over non-Aurovilian units.

5. **Notice Boards**

Stewards of notice boards are requested to

a) Review information on their notice boards on a regular basis and remove old material to prevent notice boards from becoming overcrowded.

b) Keep notice board well organized. It might be helpful to divide the information in sections, so visitors can easily find the information they require.

c) Clearly communicate the rules of the notice board (who can put up what posters and flyers, content, size and duration) on the notice board itself.

d) Prepare monthly or bi monthly posters announcing workshops, events, classes, etc. instead of individual posters, in order to optimize on space available on the notice board.
e) Mention the name and contact details of the person responsible for managing the notice board on the notice board itself.

6. **Publications (Online & Offline)**

Editors of online and offline publications (such as Auronet, News and Notes, etc.) are requested to

a) Review information that is published, and ensure that all learning activities are offered by Units registered under the Auroville Foundation.

b) Keep the listing well organized. It might be helpful to divide the information in sections, so that readers can easily find the information they require.

c) Clearly communicate the rules for publishing (who can publish, how far ahead, how much content can be published, etc.) in the publication itself.

d) Prepare monthly or bi-monthly summary announcing workshops, events, classes, etc. instead of individual listings, in order to optimize the space available.

e) Mention the name and contact details of the editor for the convenience of readers.

11. **Guidelines for Websites**

Stewards of websites of ALAs are encouraged to:

1. **Respect the work of other units in Auroville**
   
   There is a wide range of units providing web services for learning activities in Auroville. Ensure that your website does not claim to be the only website for any learning activity in Auroville. Also provide cross-links to other relevant websites of Auroville, including auroville.org, aurovilleguesthouses.org, sharedtransport.auroville.org, auroville.com, etc.

2. **Follow the guidelines of other working groups**
   
   For example, the MM Team has requested that photographs of the Matrimandir should not be used for commercial purposes.

3. **Provide registration and contact details**
   
   ALA activities are registered under a wide range of units, activities and trusts. Provide full registration details of the ALA on the website in order to differentiate from non-Aurovilian ALAs.

4. **Cater to participant needs**
   
   Incorporate a participant registration form, an online payment gateway, and a feedback form in the overall design of the website. Give a clear address, so that the location is found on Google Maps. Also provide complete contact details (phone number, email id, Whatsapp, Skype and Facebook) on the website.

5. **Keep the design simple**
   
   Cramming too much into each page creates confusion. Visitors get frustrated when they have to scan through rows of links and images to find what they are looking for.
6. **Avoid plagiarism**
   Make sure all pages have unique, original content, and give due credit to the work and content of others.

7. **Navigation should be intuitive**
   Pages should be organized with a top-down design so that visitors can easily browse through the different sections on your website.

8. **Maintain consistency for all pages**
   Visitors should not feel like they are visiting a new website each time they open a new page. Consistency among pages should be maintained.

9. **Choose colours wisely**
   Colour selection can make or break the publication. Use a consistent palette of colours that don't clash with each other, and ensure that there is a strong contrast between the text and the background.

10. **Make your website mobile responsive**
    People will access the website using a wide variety of devices – from smartphones to desktop computers. It is important that the website displays correctly on different screen sizes. The website programmer can assist in this.

11. **Check your website for errors**
    Webmasters should regularly check the websites for typos, broken links, and images that do not load correctly.

Adapted from: http://sharpened.com/web_design_rules

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**12. IMPLEMENTATION**

It is envisioned that an ALA Coordination Group (ALACG) will oversee the implementation of the ALA guidelines and help coordinate and develop the ALA sector and platform in Auroville, in line with the ideals of Auroville.

As ALA activities will continue under different Trusts and umbrellas, the ALA Coordination Group will be a collaborative model that is inclusive and participatory from bottom up, rather than top down controlling or monopolizing.

The ALACG will meet on a regular basis as decided by the members, twice a month, with a chair and secretary. Notes will be taken and distributed for verification and follow-up actions.

**1. ALACG Responsibilities**

Responsibilities of the ALA Coordination group (ALACG) are seen as follows:

- Develop a vision for the ALA Sector (vision, purpose, goals, values and strategies)
- Understand the ground realities and diverse ways of functioning of ALA stakeholders
- Encourage and facilitate the implementation of the ALA guidelines
- Develop and manage relevant tools and resources for the benefit of the ALA sector
The Coordination Group will address the following points:

VISION & DEVELOPMENT
• Develop a vision for the Sector
• Build synergy between the ALA sector and other sectors and groups of Auroville
• Present and promote the different providers in the ALA sector

ECONOMY
• Manage the sector development fund
• Define cash transactions for ALA activities
• Research different models of contribution to Auroville
• Implement Financial Guidelines

ADMINISTRATION
• Approve new applications for ALA activities & maintain a list of registered ALAs
• Make a FAQ document for the benefit of the ALA sector
• Implement Registration, Visa, Operations & Logistics related guidelines

IT
• Consolidate feedback of ALAs in one place
• Manage the ALA mailing list
• Establish a payment gateway for the benefit of learning activities
• Implement Website-related guidelines

2. ALACG Membership
It is proposed that the ALACG will be comprised of a maximum of 9 Aurovilians/Newcomers, with 7 members directly connected to the ALA sector. Membership will change with 3 members being replaced each calendar year. 2-3 members from the Study Group will continue in the ALACG to ensure continuity. The group will ensure that there is no conflict of interest between the ALA sector and the members of the Coordination Group. The members will demonstrate the following traits:
• Capacity to develop strategies for the ALA sector
• Accountability, responsibility, and an organizational understanding
• Commitment to attend meetings and take follow-up actions

Decisions will be taken by consensus or consent. Otherwise, decisions will be taken by 2/3rd majority of the members, provided a minimum of 5 members is present. If an agreement cannot be reached, then the larger stakeholder group will be consulted.

3. Changes to the Guidelines
These guidelines will be taken to the implementation phase for a trial period of 1 year. Any changes to the guidelines can be initiated by the ALACG after taking sufficient feedback from the ALA stakeholders.
13. **TOOLS, TEMPLATES, RESOURCES**

The following tools, templates and resources are provided to enable the learning activity in the design, planning and execution stages:

- An example budget for planning the ALA
- An accident disclaimer form to be signed by participants
- A sample intake form
- An example code of conduct that facilitator need to abide by
- An example feedback form concerning the logistics of the ALA
- A course evaluation form for participants

These resources are contextual and cannot be applied in an as-is fashion to other learning activities in Auroville. They are provided solely as a best practice that other ALAs can build from.

**An Example Budget, Auroville Consulting**

<table>
<thead>
<tr>
<th>Income from Workshop</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 guests @ Rs. 2500</td>
<td>Rs. 10,000</td>
</tr>
<tr>
<td>3 volunteers @ Rs. 1250 each</td>
<td>Rs. 3,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Rs. 13,750</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tentative Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing charges for fliers</td>
<td>Rs. 300</td>
</tr>
<tr>
<td>Printing charges for handbook</td>
<td>Rs. 400</td>
</tr>
<tr>
<td>Facebook marketing expenses</td>
<td>Rs. 600</td>
</tr>
<tr>
<td>Welcome dinner for participants</td>
<td>Rs. 1,200</td>
</tr>
<tr>
<td>Lunch and tea during Retreat (8 persons)</td>
<td>Rs. 2,000</td>
</tr>
<tr>
<td>Bank commission on online payment</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>Venue charges for 1 day</td>
<td>Rs. 2,000</td>
</tr>
<tr>
<td>Facilitator for ALA</td>
<td>Rs. 2,500</td>
</tr>
<tr>
<td>Accounting charges</td>
<td>Rs. 200</td>
</tr>
<tr>
<td>Service tax, 15% of Income</td>
<td>Rs. 2062</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Rs. 11,462</strong></td>
</tr>
</tbody>
</table>

| Contribution to Central Fund (5% of ALA) | Rs. 125 |
| Contribution to ALA Sector Development Fund (0.5% of ALA) | Rs. 12.50 |
Disclaimer Forms, Quiet Healing Center

Text used in course newsletters:

No Liability Disclaimer
We welcome you to our center and wish to offer our best services for your optimal learning experience. At the same time, we ask you to take full responsibility for yourself and inform the teacher of any relevant medical condition before or during the course.

We reserve the right to exclude any student during a course, who has behaved in an inappropriate or unethical manner towards other students, or in a disruptive way towards the group. In these extreme circumstances, the student will be required to leave immediately and will not receive any refund nor have any claim against the teacher or Quiet Healing Center.

We cannot be held responsible for any injury, theft or damage to personal property of course participants. You are advised to have your own insurance arrangements.

Neither can we be held responsible for any course disruption or cancellation due to factors outside our control, such as bad weather conditions, local area electricity failures, contagious illness, digestive ailments, etc.

Text used in therapy passes

Disclaimer

Client First Name: ________________________________

Surname: ________________________________

We welcome you to our center and wish to offer our best services for your optimal health and well-being. At the same time, we ask you to take full responsibility for yourself and inform the therapist of any relevant medical condition before or during your session.

In case, exceptionally, any serious problem would arise during the treatment, we will offer you all assistance available to us, but the Quiet Healing Center and its staff cannot be held legally responsible.

I have read and accept the disclaimer.

Date: ________________________________

Client Signature: ________________________________
Intake form to be signed by participants in water courses

STATEMENT TO BE READ AND AGREED TO BY PARTICIPANTS BEFORE BEGINNING AN AQUATIC BODYWORK COURSE

I understand that a course of any form of aquatic bodywork can be powerful and have profound effects. I am aware that when the body arrives at a level of deep relaxation and its usual tensions and holding patterns are released, there can occasionally be reactions that cause momentary discomfort. I also understand that being held as close as required while being floated can bring up intimacy issues. I understand that receiving any kind of bodywork from a fellow student always involves a slight risk. I willingly accept that risk and hold no one else responsible for anything that happens to me in this course. I understand that there have been no medical claims made for this course. Taking full responsibility for myself, I will give feedback the moment anything feels uncomfortable.

Respecting everyone, I am committed to confidentiality and will not discuss any personal information which may be shared during the course. I also commit to be present on time from the beginning till the end of the course.

I have read and agree to the above statement and I am listing below any conditions that might be affected by attending this course:

- Physical health conditions from being in warm water (for ex. heart problems, blood pressure etc.):
- Motoric conditions from stretching and movement (for ex. back or hip injury etc.):
- Psychological conditions from intense & intimate bodywork like being held (for ex. tendency to depression, borderline personality etc.):
- Susceptibility to motion sickness:
- I take at present the following medication:

Previous experiences of aquatic bodywork:

Expectations or concerns:

How did you get to know about this course?
Please ☐ all matching boxes.

☐ Word of mouth
☐ Posters/Flyers
☐ Quiet's website
☐ Auronet
☐ Facebook
☐ Newsletter
☐ News & Notes

Please write in capitals:

- Family Name
- First Name
- HOME Address
- ZIP Code
- Place
- Country
- Email
- Phone HOME
- Phone India
- Nationality
- Course place
Release of liability and terms of participation

While attending a Watsu India course, I agree to release of all liabilities and hold harmless all teachers and developers of aquatic bodywork for any injury or discomfort resulting from practicing these techniques and exercises. I acknowledge that participation is optional and, while attending this course, I agree to take full responsibility for my own health, actions and their results.

All hand-outs and didactic material presented during the course are proprietary, copyrighted material for use within the Watsu India Training Institute only.

None of this material may be published, reproduced or distributed in any way, including online, without prior written permission from Watsu India.

By signing below I agree to the Statement, Release of Liability and Terms of Participation.

Date: _______________________

Signed: _____________________
Training course – trainee registration form – 2017

- Please fill this form individually and only if you want to attend the course that you mentioned.
- After receiving your filled application form we will send you details for DD making.
- Confirmation of your registration will be sent by Email, after receiving this form duly filled and the advance payment.
- Balance will be paid by cash or DD the first day of the course.

**Please use Capital Letters but not CAPS LOCK**

<table>
<thead>
<tr>
<th>TRAINING TO BE ATTENDED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic: Arches, Vaults and Domes (AVD)</td>
<td>Dates, week 1:</td>
</tr>
<tr>
<td></td>
<td>Dates, week 2:</td>
</tr>
<tr>
<td></td>
<td>Dates, week 3:</td>
</tr>
<tr>
<td>FULL NAME (Given name &amp; family name)</td>
<td></td>
</tr>
<tr>
<td>NATIONALITY</td>
<td></td>
</tr>
<tr>
<td>GENDER AND AGE</td>
<td>Male, years old</td>
</tr>
<tr>
<td>POSTAL ADDRESS (Permanent resident address)</td>
<td>No. and Street</td>
</tr>
<tr>
<td></td>
<td>City, Pin code</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Country</td>
</tr>
<tr>
<td>TELEPHONE No. (Mention the country and area codes)</td>
<td></td>
</tr>
<tr>
<td>CELL PHONE No.</td>
<td></td>
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<tr>
<td>FAX No.</td>
<td></td>
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<tr>
<td>EMAIL Id</td>
<td></td>
</tr>
<tr>
<td>SKILL (Profession or qualification)</td>
<td></td>
</tr>
<tr>
<td>Can you bring a laptop?</td>
<td></td>
</tr>
<tr>
<td>CSEB/Ferrocement – laptop is not needed</td>
<td>No</td>
</tr>
<tr>
<td>AVD – laptop is desirable, but not compulsory</td>
<td></td>
</tr>
<tr>
<td>Designing with CSEB – laptop is compulsory</td>
<td></td>
</tr>
<tr>
<td>REGISTRATION CATEGORY (Regular / Student)</td>
<td>Regular</td>
</tr>
</tbody>
</table>

**Notes:**
- The course fees for one week only are Rs. 13,500. Discount fees for students are Rs. 7,000. Please provide proof of scholarliness if paying the reduced student fees.
- Boarding and lodging is included in the fees. It is in simple dormitories, within the Auroville Earth Institute premises.
- To reach our place, see [webpage](http://www.earth-auroville.com) and scroll down the page to see the maps.
- Concerning the course content, please visit [website](http://www.earth-auroville.com) and choose desirable course from the sidebar.
- Training outcome with photos: Please visit our [webpage](http://www.earth-auroville.com).
RELEASE FROM LIABILITY WAIVER FOR SHORT TERM TRAINEES

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING

I desire to follow a course conducted at the Auroville Earth Institute (AVEI).
I understand that the activities will include building various samples of building technologies at AVEI offices.
I hereby freely agree to follow the basic rules mentioned hereafter.
I hereby freely, voluntarily, and without constraint, execute this Release from Liability Waiver in favour of the Auroville Earth Institute, their employees and agents under the following terms:

1. RULES AT AVEI
   - Premises of the Auroville Earth Institute are a smoking free zone. No cigarettes anywhere on AVEI premises.
   - Consumption of alcohol or drugs of any kind is strictly prohibited anywhere at AVEI.
   - Save energy and water: Use water sparingly; Close taps well; Switch off all lights at night
   - Switch off fans while leaving the dormitories.
   - Do not waste food and clean your dishes after using them.
   - No noise anywhere on AVEI premises after 9 PM.

2. RELEASE AND WAIVER
   The trainee does hereby release and forever discharge AVEI from any liability, claims, and demands of whatever kind or nature which may arise from:
   - The trainee activities within AVEI
   - Misconduct on AVEI premises, in Auroville or Pondicherry
   - Driving on Auroville roads, ECR and Pondicherry

   The trainee understands that this release discharges AVEI from any liability or claim that the trainee or his parents may have against AVEI with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the trainee's activities during their time in Auroville.

Date:

Trainee full name:

Trainee email address:

Trainee cell No.:

Trainee signature:
## Evaluation of the 2-Day Training "Nonviolent Communication"

**Scale: 1- strongly disagree; 2 – disagree; 3 – neutral; 4 – agree; 5 – strongly agree**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>For a deeper understanding and learning, please give specific details here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The topics covered were the topics that I had expected when signing up for this training.</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>2. The training offered me sufficient opportunities to stretch myself for learning.</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>3. I received clear tips for communication that help me in my daily work.</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>4. The practised principles/intentions of Nonviolent Communication are clear to me.</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>5. I learned new ways of understanding myself in this training.</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td>6. I learned new ways of expressing myself in this training.</td>
<td>32</td>
<td>33</td>
<td>34</td>
<td>35</td>
<td>36</td>
<td>37</td>
</tr>
<tr>
<td>7. I learned new ways of understanding others in this training.</td>
<td>38</td>
<td>39</td>
<td>40</td>
<td>41</td>
<td>42</td>
<td>43</td>
</tr>
<tr>
<td>8. I learned new ways of responding to others in this training.</td>
<td>44</td>
<td>45</td>
<td>46</td>
<td>47</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>9. I was satisfied with the way the trainer responded to questions/comments.</td>
<td>49</td>
<td>50</td>
<td>51</td>
<td>52</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>10. The time allocated to interactive group work was suitable for me.</td>
<td>54</td>
<td>55</td>
<td>56</td>
<td>57</td>
<td>58</td>
<td></td>
</tr>
<tr>
<td>11. Which sessions/elements of the training did you find most useful? Why?</td>
<td>59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. What new skills have you learnt from the training that you will be able to put into practice?</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. What aspects of the training, if any, would you change in the future? Why?</td>
<td>61</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Would you recommend this training to a colleague? Please tick and comment.</td>
<td>Yes</td>
<td>No</td>
<td>62</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Any open questions that you have?</td>
<td>63</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Any requests or other comments?</td>
<td>64</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Pudhu Vazhvu Project – Sustainable Social Enterprises Programme

Key Faculty Feedback

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Programme Name</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Programme Date</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Target Group</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you happy at the end of this programme? (tick the appropriate response)</th>
<th>Very</th>
<th>Yes</th>
<th>O.k.</th>
<th>Not much</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Was the participation from the target group for whom the programme was designed? (mention %age)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the participants stick to the time schedule (tick the appropriate response)</th>
<th>Yes</th>
<th>Mostly</th>
<th>Not Always</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Did you get good cooperation from the participants</th>
<th>Yes</th>
<th>Mostly</th>
<th>Not Always</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was there any issues related to the programme arrangement that you wish to record?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was there any issue related to the logistic arrangement (food, accommodation, travel) that you wish to record?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>What aspect of the programme was most impactful?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Which aspect of the programme didn’t go well with the participants?</th>
<th></th>
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</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What could be done better next time to improve the impact of the programme?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Is there any immediate follow-up potential with the participants?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>If Yes, What is the kind of follow-up that needs to be done?</td>
<td></td>
</tr>
<tr>
<td>Is there any specific participant who is exceptionally good who may be tracked for further follow-up? Please name if such a person is there and also provide the nature of follow-up with them? (Please use space for more than one person as well)</td>
<td></td>
</tr>
<tr>
<td>What kind of assistance is required for such a follow-up from the field / government agencies?</td>
<td></td>
</tr>
<tr>
<td>Is there any follow-up work that will require you to visit the field / participant location? If so, when? For What purpose?</td>
<td></td>
</tr>
</tbody>
</table>

Date:
Signature:
“AUROVILLE BUDOKAN” – GUIDELINES

1. Park 2 and 4 wheelers vehicles at the parking only including cycles.
2. No smoking in/around the Budokan (= House of Martial Arts) premises, nor in Dehashakti.
3. Leave your footwear outside and wash your feet before coming on the wooden floor and the mats.
4. Please respect your partners having proper clean clothes and body, nails cut short and clean as well; long hair will be tied.
5. Keep the bathrooms clean; do not waste water.
6. Please pay your contribution in time 😊
7. Please turn lights and fans off before leaving the Dojo. (check the position of switches in case of power cut)
8. The Budokan users are the one maintaining cleanliness and harmony in the place.
Thank you for participating to its maintenance and beauty -you may bring flowers! 😊

« BUDOKAN D’AUROVILLE » - REGLES DE CONDUITE

2. On ne fume pas dans/autour du Budokan (Maison des Arts Martiaux) ni à Dehashakti.
3. Laissez vos chaussures à l’extérieur et lavez vos pieds avant de rentrer dans le Dojo et monter sur le tapis.
4. Veuillez respecter vos partenaires en ayant le corps et des habits propres, les ongles coupés courts et également propres ; les cheveux longs attachés.
5. Laissez les toilettes et douches propres ; ne gaspillez pas l’eau.
6. Veuillez régler vos contributions dans les temps 😊
7. Veuillez éteindre lumières et ventilateurs avant de quitter le Dojo. (Vérifiez les interrupteurs en cas de coupure de courant)
Merci de votre participation pour le garder propre et beau –on peut apporter des fleurs 😊
Conditions for participation by ACI

The SWADHARMA programme in Auroville responds to the need for an education for our times. It offers young seekers – age 18 to 28 – the opportunity to embark on a semester-long, transformative learning adventure, with the goal of self-discovery. We therefore require mature, fully engaged participants who are committed to self-directed learning, healthy living, participatory decision making, and community building. In order for us to successfully embark on this transformative adventure together, we ask that you carefully review and agree to the following mandatory conditions of participation for being a student on our programme. You will be asked to sign this document upon admission to the programme.

Health and Safety Policy: I understand and agree to abide by a set of non-negotiable agreements that are in place to ensure student and programme health and well being, including:

- Abiding by site and community laws and regulations
- Fully disclosing all physical, emotional and cognitive issues, conditions, or disorders that could potentially impact my, or another student's participation on the programme during the interview process
- Not using drugs that are illegal (including medications without a doctor's prescription)
- Not consuming any alcohol
- Not compromising my own or another participant's physical and/or emotional safety
- Not dressing and/or behaving in a manner that is offensive to local cultural norms
- If under extenuating circumstances, when signed off programme, agreeing to continue to uphold and follow all conditions of participation articulated above and below.

Expulsion Policy: I understand that upon the decision of the programme Directors, my participation in the programme can be terminated if I break any of the above health and safety policies. I further agree that if asked to leave the programme, I will be responsible for all expenses incurred in returning to my point of origin. In the event of such expulsion, I further agree that no refund of programme fees will be given.

Personal Wellness and Health: I understand that SWADHARMA is not a therapeutic programme, and that I take 100% responsibility for my physical and emotional health and well-being during the programme. I state that I am free of medical conditions that would endanger the life, health or well-being of others.

Non-programme Costs: The programme fee covers tuition, room & board (except dinner), and routine programme related travel and admission expenses. I understand that I will be billed for any damage or loss that I cause to property or for any non-programme costs incurred on my behalf. I am responsible for any incidentals not covered in this cost.

Course Participation and Refund Policy: I agree to fully participate in all portions of the programme. All deposits are non-refundable. I understand that if I withdraw from the programme, I am not entitled to a refund. Exceptions may be considered by the SWADHARMA Executive Directors.

Course Participation Certificate: I understand that Auroville is not an accredited institute for higher learning and therefore does not grant degrees or render credits. Upon completion of the course, a 'certificate of participation' along with a personal/individualized evaluation and feedback statement will be provided.

Release and Indemnification: I recognize that off-campus studies involve risks and conditions different from those encountered on a campus. I hereby release and hold harmless the SWADHARMA team its organisers, faculty and Auroville as a whole from any and all claims and causes of action resulting from my participation in the programme. This waiver and release shall bind me and legal guardians.

I have read and accepted the Conditions of Participation as stated above.

Name: ________________________________ Signature: ________________________________

Date: ________________________________
An Example Code Of Conduct, Verite

The purpose of this code of commitments is to articulate the shared values and principles that guide Vérité project in what it offers, via programs and treatment sessions, to the Auroville community and its guests.

Ethical standards and responsibilities are described as commitments which our teachers and practitioners want to fulfill, and be accountable to (Part I). As no set of guidelines can fully anticipate the variety of situations a teacher or practitioner may face, the aim of this document is to address intentionality and consciousness in the practitioner-client or teacher-student relationship. We also acknowledge that many practitioners additionally ascribe to other codes of ethics (or similar documents) from prior professional trainings and/or academic institutions.

We believe that Vérité’s campus and Auroville at large are special settings for personal growth, development and health and healing work. As teachers and practitioners, we perceive ourselves as having to hold multiple levels of awareness and care in our work, not only to ourselves and our clients, but also to the principles of Auroville, the customs of the local culture, the civil law of the Indian government, and to the Integral Yoga as articulated by Mother and Sri Aurobindo.

The Support Process (Part II) sets forth a protocol for addressing any concerns that may arise in relation to Vérité’s teachers and practitioners.

As Auroville evolves closer to its ideals, we imagine that this kind of document will become obsolete. In the meantime, we recognize the current developmental need for a clear statement that can help to establish an atmosphere of trust and security between Vérité’s teachers/practitioners and students/clients.

*Note re: vocabulary:* For simplicity and consistency, the word “practitioner” is used to describe all those offering healthcare, healing sessions, therapies, or self-development work (inclusive of doctors, massage therapists, mental health therapists, workshop presenters, yoga teachers, energy healers, teachers, etc.) This includes guest teachers or practitioners and those still in training. The word “participant” is used to describe anyone receiving or participating in such a class or session.

**Part 1: Code of Commitments**

**Our mutual purpose as practitioners:**

- To enhance the well being of the participant
- To augment the capacity for participants, as well as practitioners, to meet their own needs and to develop themselves as conscious participants in their own evolution

**Our shared values:**

- **Service**- Practitioners elevate service to others above their own self-interest; pro bono service is expected to some extent, and no Aurovillian or Newcomer will be turned away because of inability to contribute financially
- **Dignity and inherent worth of each individual**- Practitioners treat each participant and fellow practitioner with care and respect (mindful of cultural, ethnic, gender differences) and promote participants’ self-determination
- **Integrity**- Practitioners work from a basis of trust, honesty, high ethical standards, transparency and professional competence
- **Collaboration**- Practitioners strive to enhance cooperation, recognizing their work as contributions to a collective Yoga
- **Commitment to unending education and research**- Practitioners seek to expand and deepen their knowledge, skills and capacities
- **Unity in diversity**- Practitioners aim to work through and transcend differences in the spirit of the Auroville charter
Commitments:

To self:

• Practitioners are aware of their need for their own self-care and recognize that this is key to serving their participants
• Practitioners seek support for their own self-care or for work-related challenges when needed
• Practitioners commit to continuing education and self-development
• Practitioners can terminate sessions with a participant if the practitioner feels physically threatened or endangered
• If personal problems interfere with professional responsibilities, practitioners seek help to adjust workload, take a leave of absence or terminate practice

To clients:

• Practitioners are sensitive to real and ascribed differences in the practitioner-participant roles (aware of the inherent vulnerability of those in the participant role and the often unconscious projections of power on those in the practitioner role)
• Practitioners assume full responsibility for setting and maintaining clear, appropriate and culturally sensitive boundaries with participants
• Practitioners take all necessary steps to protect participants, avoiding all sexual innuendo (verbal or energetic) and sexual contact
• Practitioners avoid dual/multiple relationships (e.g. a participant who is also an employee, and/or a friend) where there is a risk of exploitation or potential harm to the participant (if unavoidable, as is often the case in Auroville, practitioners take steps to protect their participants’ privacy)
• Practitioners assume full responsibility for setting and maintaining clear and appropriate boundaries regarding energetic or physical contact with participants
• Practitioners support participants in avoiding or resolving dependency upon the practitioner
• Practitioners accurately represent their education and training
• Practitioners accurately represent the purpose, limits and scope of the treatment or modality
• Practitioners use “informed consent” for all procedures, including touching intimate body parts and sharing information about a participant
• Practitioners support the self-determination and autonomy of the participant and his/her right to refuse, modify or terminate sessions at once, regardless of prior consent given
• Practitioners respect the rights of participants to hold values, attitudes and beliefs that are different than the practitioner’s
• Practitioners support each participant’s self-empowerment in learning to make choices and understand the consequences of those choices
• Practitioners do not provide medical diagnosis or prescriptions unless properly trained and credentialed; nor do they promise cures
• Practitioners safeguard the confidentiality of all participant information unless disclosure is authorized by written consent of participant, required by law, or if there is indication that the participant poses a clear and imminent danger to self or others
• Practitioners disclose no (or minimum possible) identifying information of the participant for case consultation purposes

• Practitioners provide participants access to their own records

• Practitioners terminate services responsibly, taking reasonable steps to avoid abandoning participants who are still in need of services (e.g. give participant advance notice whenever possible; seek transfer to other practitioner when necessary)

To colleagues:

• Practitioners treat each other with respect and avoid unwarranted negative criticism

• Practitioners cooperate and collaborate when it serves best interest of participant

• Practitioners respect the confidentiality of their colleagues

• Practitioners seek advice and counsel of colleagues when in best interest of participant

• Practitioners keep informed of colleagues’ areas of expertise and competence

• Practitioners offer support to colleagues who are exhibiting impairment or incompetence in their work by consulting with colleague and assisting them in taking remedial action (in case of substance abuse, mental health difficulties, psychosocial distress, etc.)

• Practitioners support and assist colleagues who are unjustly charged with unethical conduct

• Practitioners take adequate measures to discourage, prevent, expose and correct unethical conduct of colleagues (in conference with appropriate working groups)

• Practitioners honestly acknowledge work and contributions made by colleagues

To larger collective:

• Practitioners inform appropriate working groups if a participant poses a danger to self or others

• Practitioners cooperate and collaborate when it serves best interests of Auroville

• Practitioners agree to participate in Vérité’s support process if they have a grievance related to their work in Vérité, or in case of concern or complaint about their work

• Practitioners promote general welfare of Auroville and its bioregion via development of its people, the community and the environment

Part II: Support Process

The Vérité core team and programming team agree that any and all concerns or complaints will be handled with an attitude of care and support for both the participant and the practitioner, and with the highest aspiration for fairness. Vérité’s commitment is to the protection of the participant and Auroville, with appropriate support for the practitioner as a primary concern. We seek to maximize the potential for learning, growth, healing and transformation through conscious and careful processing of these issues.

• Complaints must be made in writing, including all relevant data (dates of sessions, nature of complaint, etc.) and submitted to the Vérité programming group within one month of the incident.

• Vérité staff will meet separately with and maintain the confidentiality of both the participant and the practitioner; joint meetings will be scheduled when deemed appropriate and acceptable to both parties. All parties have the option to ask a support person of their choice to attend these meetings.
• Teachers and/or other practitioners of the particular modality shall be consulted whenever possible.

• After careful review, Vérité staff will make recommendations to the practitioner and communicate those recommendations to the participant.

• Under certain circumstances, practitioners may be asked to suspend or stop practice, and/or to seek professional guidance and support. In cases where legal violations are deemed to have occurred, or the participant is threatening legal action, panel will refer to appropriate working groups in AV.

• In cases where the participant is deemed to have an invalid complaint, Vérité staff will inform the participant and the appropriate working groups in AV, if necessary.

• Vérité staff will make every effort to come to full consensus on their recommendations. When this is not possible, an extra support person will be brought in to assist. If, after this, consensus is still not achievable, the majority viewpoint will prevail.

Practitioner Statement
I have read, understood and agree to the terms of the Vérité Code of Commitments.

NAME
DATE
An Example Feedback Form, Auroville Retreat

1. Name
2. Email Id
3. Name of the Retreat
4. How did you hear about this Retreat?
   - Website / Internet
   - Email Newsletter
   - Facilitator
   - Family / Friends
   - Flyer / Poster on Noticeboards
   - Newspaper
   - Facebook
   - Other (please specify)

5. As a whole, did the retreat meet your expectations?
   - Exceeded expectations
   - Met expectations
   - Could have been better
   - Fell far below expectations

6. How easy was the registration process for the retreat?
   - Extremely easy
   - Easy
   - Could have been easier
   - Not at all easy
   - Not applicable

7. How helpful were the team members with any enquiries you may have had prior to the retreat?
   - Extremely easy
   - Easy
   - Could have been easier
   - Not at all easy
   - Not applicable

8. Did the logistical arrangements (food, transport, accommodation, scheduling) meet your expectations?
   - Exceeded expectations
   - Met expectations
   - Could have been better
   - Fell far below expectations

9. Please rate each of the following, as “Excellent”, “Good”, “OK”, “Poor” or “Not applicable”:
   - Venue
   - Food
   - Accommodation
   - Transport
   - Scheduling

10. Were you able to connect with the facilitator(s) and immerse yourself in the retreat? Please share briefly your personal experience in this regard.

11. Please share a testimonial that we can use on our website

12. What other areas would you be interested in exploring in future retreats?

13. Other comments
Course Evaluation Form, Quiet Healing Center

**Course name**
**End date**
**Your name** (optional)

In filling out this form, we ask you to be as honest and direct as possible. As you rely on us to learn the art of aquatic bodywork, we rely on your feedback to learn the art of teaching. It is in this spirit that we ask you to fill out this form. Feel free to use the back of this paper for additional comments.

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<th>General:</th>
<th>excellent</th>
<th>very good</th>
<th>good</th>
<th>medium</th>
<th>sufficient</th>
<th>insufficient</th>
<th>no comment</th>
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1. In what way did this course meet (or not) your expectations?

2. What did you find the most and/or least valuable for your personal and professional growth?

3. In what sense did the way the material was presented suit (or not) your learning style?

4. How do you feel after this course?

5. Your assessment of the instructor:
   - Knowledge          |           |           |      |        |            |              |            |
   - Efficiency         |           |           |      |        |            |              |            |
   - Support            |           |           |      |        |            |              |            |
   Further comments:

6. Your assessment of the assistant:
   - Knowledge          |           |           |      |        |            |              |            |
   - Efficiency         |           |           |      |        |            |              |            |
   - Support            |           |           |      |        |            |              |            |
   Further comments:

7. If we were to do this course again, what would you like to have differently?
ANNEX 1: TERMINOLOGY & DEFINITIONS

These guidelines apply to a wide range of learning activities as given below.

1. **Volunteer Opportunity**: A supervised learning opportunity within Auroville offered by a registered Auroville entity (e.g. unit, project, school/institute, etc.) offered for trained or untrained individuals willing to involve in practical specific activities. Learning objectives are broadly defined and are flexible. Duration: 6 to 12 months for foreign volunteers; 2 weeks or longer for Indian volunteers registered with SAVI.

2. **Internship Placement**: Internships are usually offered for individuals who wish to gain a deeper knowledge and practical experience in their field of study/training. Such internships have a more structured learning format compared to volunteer positions and further have defined learning objectives. Interns are supervised and will have some form of evaluation during and at completion of their term. For their admission, they may require an inter-institution agreement, some form of certification and/or supervision from an external/internal expert-professor. For questions or assistance, individuals may contact SAVI, as visa requirement may be similar for foreign volunteers or may require student visas. Duration: one to twelve months.

3. **Research opportunity**: A research opportunity/project has a clear, predefined goal (e.g. a specific research topic) with question(s) to be answered, statement(s) to prove, and/or hypotheses to test. Those offering a research opportunity should have a clear idea about the scope of work, time and facilities required to complete the task. Note that students from colleges/universities may require inter-institutional agreements that may in turn require a research plan/proposal, involve external experts, assessment procedures or other criteria.

4. **Class**: Classes are one-time or recurring group sessions, usually experience or practice oriented, providing direct benefits from active participation in the class. Duration: typically one to two hours.

5. **Seminar**: Seminars provide an opportunity to explore topics through discussion. They typically involve lectures/presentations as tools for content delivery. Practical hands-on learning experiences play a minor role and are usually confined to the classroom environment. Duration: typically one or two days.

6. **Workshop**: A workshop is an introductory or in-depth learning session focusing on a particular topic/theme of interest. Involvement of the attendees by way of hands-on activities, reflective and problem-based exercises play a significant role. Modes of content delivery can vary greatly throughout a workshop. Duration: typically one day to two weeks.

7. **Course**: A course is a comprehensive approach to a subject matter in a particular area of study. It usually consists of multiple modules (self-contained units of study/training). Typically, a course has many different modes of knowledge delivery with a balanced blend of hands-on and theory based learning. Assessment procedures will be applied. Duration: typically two weeks to two months.

8. **Training**: Trainings are professional skills development courses that allow a person to take up a certified practice in a given field of work. Certification to practice will be offered after mastering the theory and practice of the training course, usually requiring a set of hands-on demonstrations of proficiency in the required skills as well as other proficiencies such as sufficient understanding of theory, sufficient communication skills and understanding of required ethical conduct, etc.
ANNEX 2: FAMC GUIDELINES ON THE USE OF THE NAME “AUROVILLE”

1. The use of the name of “Auroville” in front is not acceptable unless it is a unique activity supposed to represent Auroville officially, for example:
   Auroville Electrical Service = Yes
   AV Transport Service = No

2. On the other hand if the name of “Auroville” is added at the end this is different, for example:
   XYZ Activity - Auroville = Yes

A registered Auroville activity/unit/project could use “Auroville” in the name and publicity material but could not imply that it was THE official or only entity representing Auroville for that activity; e.g. Yatra Nova at one point had “Auroville’s travel service” on their sign board, implying that they were the only one, which was not the case, so they were asked to change it to "An Auroville Travel Service", which was done.

For external entities Auroville can actively encourage/enforce that they do not use Auroville’s name in any way except in the address if they were within the immediate geographical area. Using Auro as a prefix is impossible to argue against, partly because there is no legal standing.

This approach is backed up by the fact that the name 'Auroville' is protected under the Names and Emblems Act, under which it's registered.

At this time it is acknowledged that units/activities in the past may have managed to be created with names that we would now object to, but that reversing this may be difficult from certain administrative points. Therefore the idea is to implement these guidelines from now on, rather than to make them retroactive.

_Funds and Assets Management Committee_
8 June 2016

More details on this topic can be obtained from the Name and Symbol of Auroville Protection Group, nasa@auroville.org.in