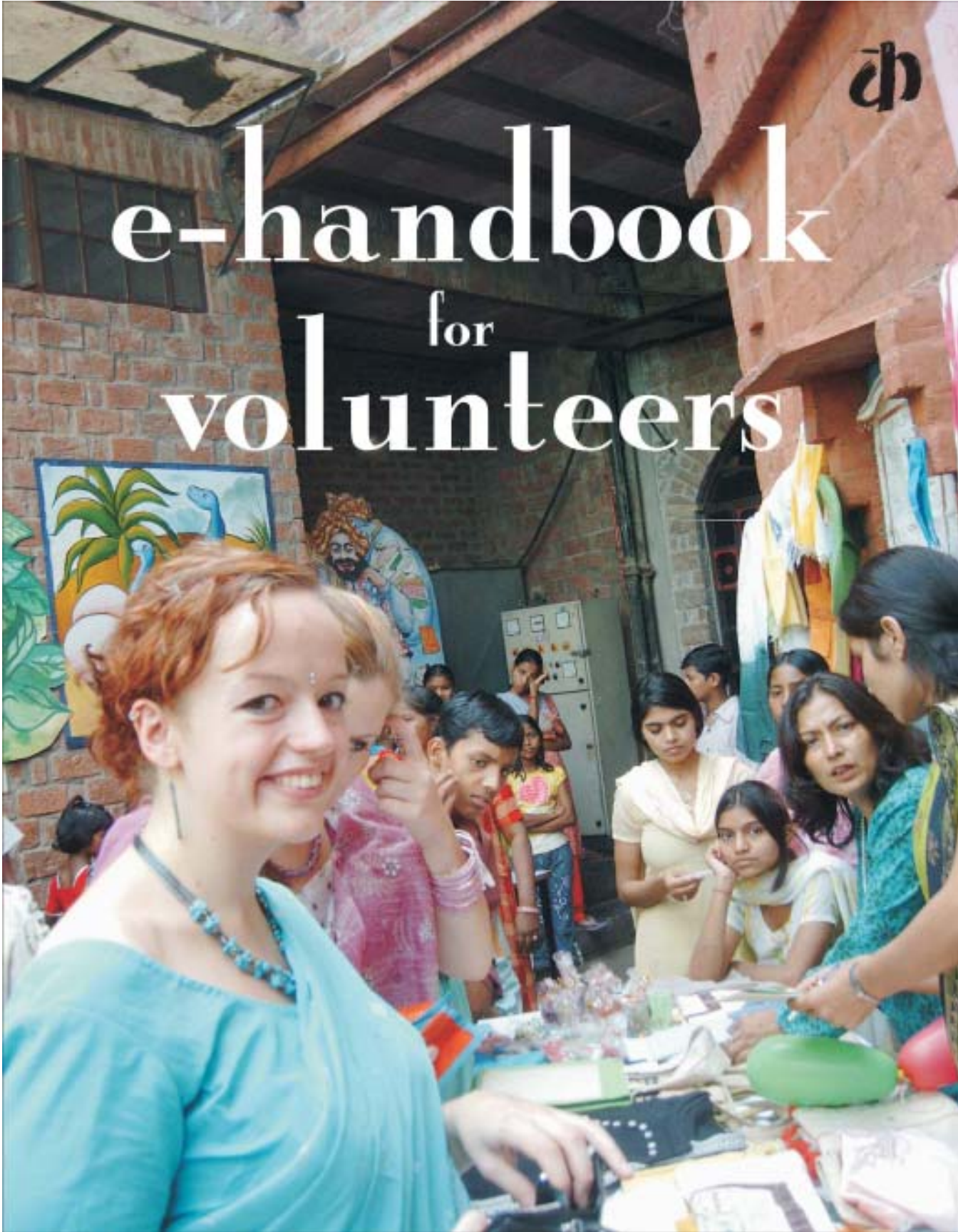




# e-handbook for volunteers



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A3 . Sarvodaya Enclave  
Sri Aurobindo Marg . New Delhi . 110 017  
Phone: 2652 4350, 2652 4511 Fax: 2651 4373  
kathamaya@katha.org . www.katha.org

## **Who We Are**

A “profit-for-all” nonprofit organization, Katha works in the broad areas of language, culture and translation, as well as poverty alleviation. Story and storytelling are the two powerful tools we use as publishers, teachers and agents of change.

Founded in 1988 by Geeta Dharmarajan, Katha is one of India’s leading publishing houses and NGOs. Our work includes storytelling, the publication of translations and children’s books, as well as literacy, education and community development.

One of the few publishing houses in India to focus on translation, Katha brings out quality translations in 21 Indian bhashas (languages). It not only publishes children’s books but also poetry, academic books, short stories, plays, novels and novellas.

With its focus on education, Katha runs a school for slum-children, as well as the Tamasha school-on-wheels for the street children of New Delhi. There are also Katha-Lisu Schools situated on the India-Myanmar border and in Arunachal Pradesh.

An organization committed to community development, Katha is strongly pro-poor. More than 1500 women are members of the Maa Mandal. Besides this, the Bapu Mandal, the Balika Mandal and the Shopkeepers Guild work closely for the economic resurgence of the community.

Katha’s major activities include the Katha Awards for Literary Excellence that are considered national recognitions; and the Katha Utsavs that bring literature into the public ken. These create open meeting places for writers and scholars, storytellers, folk and contemporary artists and community activists from India and abroad.

We work with 6000 Friends of Katha and a growing pool of community activists and literary enthusiasts. We are constantly working to achieve greater reach and impact amongst teachers and students, policy makers and the corporate sector.

## **Katha Books**

Since we began in September 1989, Katha Books have become synonymous with the best of Indian translation. Our purpose is to help build capacity in writers, translators and editors in the Indian languages.

From the beginning, we have sought to publish quality translations of good writings from the various Indian languages, in English, and when possible, through direct translations between the various Indian languages. Katha books have covered English translations from 21 languages. These include Asomiya, Bangla, Dogri, English, Gujarati, Hindi, Kannada, Konkani, Maithili, Malayalam, Marathi, Meiti, Oriya, Punjabi, Rajasthani, Sindhi, Tamil, Telugu, Urdu and literatures from the oral tradition languages.

Katha books for children have emerged from Kathakaar, the centre for children's literature. These books are intended to nourish a child's imagination with rich images, contemporary stories, folk legends, and facts that help them make sense of the world around them. Some of the best writers, illustrators and translators have worked on our children's books.

Our academic books programme covers gender and caste studies, biographies and essays. We have also published poetry in translation. Apart from this, Katha's work in education has led us to publish books especially for neo-literates. Kathavaachak is the label for these easy readers for those on the road to literacy.

## The Katha must read list:

Since we are a publishing house the best way to learn about Katha and the work we are doing is to read our books. Although all our books are really recommendable, here is short list of books one has to read to understand Katha fully.

### ADULTS:

- One of our "Katha Prize Stories" (1-13); called the KPS
- Listen Girl by Krishna Sobti
- Tamil New Poetry
- Dance by M. Mukundan
- Dark Afternoons by Bani Basu
- Seven Sixes are Forty Three by Kiran Nagarkar
- Tohellwithyou Mitro! By Krishna Sobti



## CHILDREN'S:

- Magic Raindrop
- One lonely Unicorn
- The Princess with the Longest Hair
- Surangini
- What Shape is an Elephant?
- The Famous Smile
- The Magic Raindrop

## ACADEMICS:

- Ismat: Her Life, Her Times
- Translating Partition

## Your Job as a Publishing Intern

The jobs you will be given as a publishing intern will vary according to what is happening at Katha during your time here. Tasks could range from evaluating manuscripts, to preparing letters for a book launch, fundraising, to running around Delhi on research errands. Its important that you

- Read lots of our books!
- Be given some form of research to do. This is likely to be done mostly on the web, but there are also libraries around Delhi which you may have to visit.
- Help find contacts for Katha and put them in the database.
- Help with national and international marketing, which involves finding (inexpensive) ways of promoting our books, whether it be ringing around universities in Delhi, or trying to sell foreign distributors our rights.
- Write synopses of our books for magazines, foreign publishers etc.
- Visit Kathashala- Katha's major community school in Delhi for some time every week, and go on Katha Tamasha- Katha's school on wheels that drives to the slums to educate children, so as to get a better understanding of our work.



- Read and evaluate manuscripts.
- Write or edit something for the website.
- Skim the papers and magazines for articles about or related to Katha.

Whatever you do, you will be provided with a broad scope of work that will help you to understand the daily ins-and-outs of working for a publishing house.

## Daily Routine

Working hours are from 9:30-5:30. You should sign in and out with the guard at the gate. Employees work on every second Saturday of the month but you are exempt from this. However, if there is something urgent, you will be expected to come in.

Chai (Hindi for tea) is served twice a day free of charge around 10:00 AM and around 3:00 PM from Amma who handles the kitchen. Over and above this, it costs Rs 5, and she will be more than happy to make it for you.

The Internet can be used for personal use, but please keep this to a minimum. Avoid pages like Facebook or pages of this kind. It is okay to check your mail, but don't use it too much for non-work-related stuff. Don't play games; after all you come here to work, not to play. The internet is incredibly intermittent. If there are any problems with your computer do not hesitate to go and ask the IT administrators Binoy and Shinoy for help.

At the moment not everyone in the office has their own Katha email ID. The volunteer email account has recently been set up with gmail.



ID: kathabooks@gmail.com

Password: newdelhi

Security Question: Where are you working?

Answer: Sarvodaya Enclave, ND 110017

Secondary Email: kathamaya@katha.org

It is advisable to make your own folder for your work and to save it in one of the folders in My Network Places, so that you can access your work on any computer.

Power cuts are not uncommon in the office. They're fixed almost immediately but do make sure that you save your work frequently, or that you have got auto save turned on.

A complimentary vegetarian lunch is provided by a group of women that Katha funds, as part of the self-help initiative. It is scheduled for 1:30 but often doesn't come until 1:45, so it's advisable to bring a snack if you're used to eating earlier. You can keep any of your

food in the fridge in the kitchen. Lunch ends at about 2 (depending on what time the food comes). The food can sometimes be quite runny, so it's a good idea to bring a spoon from home if you want to. The water available at lunch and down in the office has been filtered, but for your first two weeks it is advisable to bring in your own drink if you've just arrived in Delhi. You can easily go and buy a drink of something if you go out of the office and turn left. If you fancy eating meat or want a change, there are restaurants nearby. On the last day of every month the women provide something especially yummy J



## Members of Staff

Most of the people you will be in daily contact with are:

<b>Name of Staff</b>	<b>Deptt/Position</b>	<b>Email ID</b>
Amrita	Head of PR	amrita.talwar@gmail.com
Shireen	PR	shireen.katha@gmail.com
Suman	PR	suman.katha@gmail.com
Kalpana	Children's Editor	chbks@katha.org
Moyna	Adults' Fiction Editor	editors@katha
Samira	Assistant Editor	sun@katha.org
Sheena	Research	sheenajoseph84@gmail.com
Prakash	Production in-charge	dtp@katha.org
Vikram	Design and production	dtp@katha.org
Yashpal	Design and production	dtp@katha.org
Sridha	Editorial assistant	

Some of the phones require you to dial 9, then wait for a ringing tone, then dial the rest of the number. Some of them don't. Ask Sridha for help if you need it.

It is very convenient to run errands in this area. If you need to get money out, the nearest place is in the workers' compound on the opposite side of the main road. Go through the main gate and ask for the State Bank. If you need to top up your phone, turn left out of the office until you get to the (highly recommended) sweet shop, then take another left down a small alley of shops, and it's about two stalls down.

IIT market is in walking distance away, where there is a bank, a bakery, a coffee shop and various other shops. To walk there, take a right out of the office and walk along the main road, then turn left at the IIT flyover and take the subway to get to the right hand side of the road. It should cost Rs 20 maximum in an auto.



## The Katha Library

You are welcome to look at any of the Katha books when you want to. Ask Sridha for the key to unlock it. There is a small collection of foreign language children's books at the end of the library. In addition, there is a wide selection of fiction and non-fiction in the marketing department. You are welcome to borrow any of these books, but make sure that you sign them out with Sridha.



## The Website

The Katha website ([www.katha.org](http://www.katha.org)) provides a wealth of information about who we are and what we do. It is a good idea to have a look at it to familiarize yourself with our work. Customers (should in theory) be able to buy our books from our website, but we are currently experiencing technical difficulties.



## The Tamasha Schools on Wheels

The nicely painted vans outside the office are Katha's schools-on-wheels, a.k.a the 'Tamasha Roadshow!' Everyday teachers drive to the slums in New Delhi to get children onboard to teach them. The vans leave promptly at 9 am everyday. We advise volunteers to go on the vans at least once during

their time here. Talk to Amrita if you wish to do so.

## **Kathashala**

Kathashala is Katha's main community school situated in Govindpuri. It is a beautiful school with a vibrant atmosphere, providing quality education for children who would otherwise be forced to work. Children can join the school at the age of 0 years (in the crèche) and increasingly spend 14-17 years in school. Kathashala children spend a minimum of three years in the preschool. There are a maximum of 25 children to a teacher at any given point of time and each teacher knows their students by name, family and larger-community affiliations.

Katha has an excellent team of teachers, well-qualified, with their hearts in the right places. Most of them have been with Katha for the last ten years and more, and have been through intensive in-service training since they joined. Most teachers are involved in activities or classes and help in peer counselling, assessment and training.

As a volunteer you will be working in Kathashala for two days a week. Your contact person there is Parvinder Kaur.

Directions from the office: Ask an auto driver to take you to Govindpuri, Kalkaji Main Road. Keep traveling down the main road until you hit a junction with traffic lights, with a big pink temple on the right. Then turn left off the main road and at the big poster turn right into a side alley. The school is halfway up on the left. It should cost around Rs 50 to get from there from the office.



## BEFORE COMING TO DELHI:

### Vaccination:

Immunizations are very important! Make sure you get all required as it can be very dangerous not to have them.

Required are:

- Rabies
- Tetanus
- Hepatitis A and B
- Diphtheria
- Typhus
- Polio
- Maybe cholera
- Maybe amarillic typhus

In any case please check with the *World Health Organisation* in your country or town. Most probably you can get those vaccinations done there.



## Medicine:

In any case you need a health insurance. The medical care in case of emergency can be very expensive, so it is better to invest in a good health insurance.

It is in any case clever to bring some medicine from home. Although there are also chemists around here, the body might prefer things it already knows. In any case ask a chemist or a doctor.

It is advisable to bring this (but they are just suggestions):

- Painkiller
- Something against fever
- Against diarrhea
- Against costiveness
- Something to comfort the stomach (your stomach might take some time till it is used to the spicy food)
- Against nausea
- In case of bad diarrhea it is good to have some of the salts and vitamins, your are loosing, with you (ask a chemist, he will know)
- A First Aid kit is not necessary, but with it you will always be on the safe side
- Something to heal mosquito bites



## Mosquito Repellent:

- Bring some of the repellents with you, make sure it is effective, since it can be very dangerous without
- If your repellent doesn't work, try ODOMOS
- It is the Indian variation and helps for sure
- Certain plugs are also available for the night; called "Goodknight" (it is basically a plug with some liquid, ask the chemists)

## Diseases to watch out for:

### DENGUE:

- It is a seasonal disease (especially during and after the monsoon)
- It's transmitted by a fly similar to mosquitoes (day active)
- Only possibility is to have 24 hours mosquito repellent around you
- It can be very dangerous, so watch out!

### CHIKUNGUNYA:

- Is also transmitted by mosquitoes
- Very bad virus infection, but not deadly tough
- Incubation time is around 2-10 days
- Symptoms: fever, arthralgia, etc.
- If you have any symptoms go to a doctor for a checkup

### MALARIA:

- Infection through a night active fly
- Incubation time can be even some months after the bite of the fly
- Ask at you doctor for prophylaxes

### Visa:

- You require a **Volunteer Visa**
- You will get a letter from Katha saying : xx will be volunteering with us from time zz to yy.
- This letter is required to get a Visa like this.
- We will send you a copy of it per email and you have to carry it to the Indian embassy or consulate



- After you received your Visa (should probably take a day), please send us a copy it per email
- **IMPORTANT:** If your continuous stay is longer than 180 days, make sure you get yourself registered (see point Registration)

## **YOUR STAY IN DELHI:**

### **Registration:**

- A registration is not required if your continuous stay does not exceed 180 days
- If you are planning to stay longer, you have to let this done
- They allow you 14 days to get yourself registered
- If your registration is overdue it will cost you 1395 Rs!!!
- The Registration Office is in:

FRRO

East Block-VIII, Level-II,

Sector-1, R.K. Puram,

New Delhi-110066

- You need: Passport, a certificate, that you are volunteering with Katha (or any other organization), a proof of the place you are staying (if you are staying with a host family, get a letter signed from one of them and take a copy the phone bill or electricity bill in the same name), about 4 or 5 pictures and a lot of time
- The office is opening around 9:30 AM, but make sure you are there a little earlier to avoid long stays in a queue
- You will get a form to fill in and have to photocopy it, the machine for that is near by (get out of the office building then turn to your left, go out of the building area about 15 meter, till you reach garages. In one of them you can photocopy it).
- First you queue in the line of the reception, there you will get a number of a specific line of a specific counter (sorted by nations) and a number

- The number will be called up; it can take some time, so you can go out and enjoy yourself. Even if your number is called up during your absence, you will get your work done the moment you re-enter

### **Visa Extension:**

- Same office as FRRO
- East Block-VIII, Level-II,  
Sector-1, R.K. Puram,  
New Delhi-110066
- There you will get a white form to fill in
- The procedures are basically the same like the registration
- TOURIST VISAS ARE NOT EXTENDABLE!!!

### **Authorikshaws:**

- Autos are available all over Delhi
- The fare you have to pay is negotiated before entering the auto
- Insist on meter, if the “Autowallah” doesn’t take you by meter, try to bargain to a level in which you feel it is a good price
- Let Autos go, if you feel he is overcharging you or is misbehaving
- There is a helpline if anything goes wrong with the Auto : **42-400-400**
- Sometimes it helps just to pretend to call this number or to call the police
- Meter fare is for the first 1 km 10 Rs, every other 100 m after this is for 45 Paisa
- The night fare starts at 11 PM, and it is 25% of the sum of the meter; don’t get yourself fooled, when they tell you at 8 o’ clock it is night charge!





### **Don'ts in Delhi:**

As for your safety you have to keep certain things in mind:

- Never travel alone in the night after 10 PM
- If you have to try getting a cab or an Prepaid Auto/ Cab
- Never go with someone you don't know; especially as a girl in the dark
- Avoid dark and hardly lit places, avoid places which are known to be unsafe (e.g. Paharganj, etc.)
- Avoid carrying your original passport with you, carry a copy of your passport and visa (if registered also this) with you.
- Always keep your phone charged and with balance on it, you might need it in a dangerous situation!!!

### **Good places to stay:**

- In general is South Delhi a good place to stay

## “Eating Rules”:

- Try to eat only in “good” places, hygienic places
- Avoid salad, as you can't say with which water it was washed
- Drink only water of bottles, avoid water which comes free in a “cheap” restaurant
- As long as the food is cooked/ boiled is it harmless to eat

## Restaurants:

- Big Chill in Khan Market
- Flavors in Defence Colony
- Heart of Punjab in Basant Lok, Vasant Vihar
- More expensive, but very good restaurant is in the middle of the Deer Park in Safdarjung Enclave
- Café Turtle in Gk-II N Market
- Cheap and good: Nirulas, almost everywhere (Saket, Vasant Vihar)
- In case of homesickness: Modern Bazaar (Basant Lok, Vasant Vihar) sells a lot of imported stuff



## ABOUT KATHA

Katha, a nonprofit organization working with and in story and storytelling since 1988, is one of India's top publishing houses. Focusing on quality translations – our list includes more than 300 of India's best literary talents from twenty one languages – we showcase contemporary Indian fiction like no other publisher. Katha also introduces an array of writings from the many oral and written traditions of India to children, ages 0 - 17. Classy productions, child-friendly layouts and superb illustrations go in tandem with excellent writing. Katha IndicaR is a leading edge series that brings the best of India to children.

Katha's major activities include the Katha Awards for Literary Excellence that are considered national recognitions; and the Katha Festivals and utsavs that bring literature into the public ken. These create open meeting places for writers, translators, scholars, critics, storytellers, folk and contemporary artists and community activists from India and abroad.

Katha works with 5,000 Friends of Katha and a growing pool of writers, translators and literary enthusiasts. Our constant striving is for greater reach and impact amongst teachers and students, policy makers and the corporate sector.

In the areas of education, Katha, with five international recognitions to its credit including the NASDAQ STOCK MARKET EDUCATION AWARD for 2002, is internationally known for its endeavours to spread the joys of reading, knowing, and living amongst adults and children, the common reader and the neo-literate. Story pedagogyR is an innovative classroom practice in Katha schools that work with communities in Delhi and other parts of India – helping more than 8,000 children and 250,000 adults across 57 communities bring themselves positive change.

Our mission: Enhancing the joys of reading. Our belief: Stories help create friendships of a rare kind to culturelink people, faiths and creative impulses. Stories are the life-savers of future nations. Our credo: An uncommon education for a common good.R

