

Basic UPAY Guidelines

The organization follows a set of Policy for smooth operations. Each volunteer must follow these Guidelines. The detailed Policies are available with the Zonal Director and on the Website for free access.

OPERATIONAL GUIDELINES:

1. Volunteer should be punctual in class.
2. Volunteer should be modestly dressed and behave in a disciplined manner.
3. Volunteer should maintain healthy student-teacher relationship. Student-teacher distance should be maintained.
4. Use of mobile phone should be avoided during the class.
5. Volunteers must send off the students safely after the class and must ensure that the premises are evacuated immediately after the class.
6. Volunteer should interact with parents and visit student's home periodically.
7. Clicking Selfie with the students should be avoided at center.
8. Class should start at exact class timing. It should start with prayer and exercise and end with the national anthem. The monthly Calendar should be followed strictly.
9. Volunteer is expected to prepare the topic he/she wants to teach prior to class & should try to link topic with surroundings or in a play way manner for better understanding and longer impact.
10. Training on teaching methodologies will be provided periodically. In case the volunteer requires immediate guidance, he/she may contact the Zonal Team.
11. Volunteers are the mentors to the student. They must counsel the children periodically; impart good moral values, etiquettes and habits.
12. Volunteer should confirm their monthly availability to center heads before starting of month and should abide by his/her schedule. In case of Non-availability for any particular day, prior notice is compulsory.
13. All the subjects should be equally focused.
14. Volunteers are free to conduct any activity at center. However, they should discuss it with center head beforehand. The same should be discussed, before or after the conduct, with other volunteers during the monthly meeting.

FINANCE GUIDELINES:

1. For every material purchase, a written prior approval from the center head must be taken. If the demand is urgent, a verbal consultation is expected.
2. For every purchase, a claim form has to be filled supported by the utilization details.
3. If procurement is preplanned, volunteer can draw the amount from the Finance Secretary by filling an Advance form. Budgetary amount should be known before filling the Advance form.
4. Volunteers/Members can withdraw monthly or quarterly imprest /advance for cash purchase and other services as per UPAY DOP
5. Original invoice should be taken for every expenditure.
6. After each claim/advance, utilization form should be filled and reconciliation should be done.
7. If a Member/volunteer request for conveyance allowance, it shall be paid as per UPAY HR policy. Approval of conveyance allowance shall be granted by Zonal Director and it shall be claimed at the end of the month. Member/volunteer shall fill online/offline form and submit it to Zonal Director for availing the conveyance allowances.
8. Volunteers must pay the Volunteer registration fee within one month of joining the center.
9. The Claim, Advance, Requisition and Utilization forms are available on the website.

HR GUIDELINES:

1. Volunteer must wear UPAY ID card in and around any UPAY premises.
2. Volunteers must attend monthly meetings without fail. Failing to attend 3 consecutive meeting without any prior intimation will result in cancellation of UPAY membership.
3. Volunteers are expected to work in the interest of the organization. Any kind of malpractices will not be tolerated and will result in expulsion and cancellation of membership.
4. All the volunteers are eligible for the monthly Change-maker Appreciation award for the outstanding contribution.
5. Volunteers can have login credentials to the Website from the Secretary (Administration) to access Policies, Notices, Formats, etc.

6. Volunteer must refrain from imparting or discussing any topic including but not limited to religion, caste, creed, race, political opinion and such.
7. Volunteers have to sign a legal undertaking at the time of Registration mentioning their responsibility as a volunteer towards the organization and that he/she will abide by the UPAY policies and Law governing Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Indian Penal Code (IPC), The Code of Criminal Procedure (CrPC) The Prevention of Corruption Act-1988, Protection of Women from Domestic Violence Act 2005, The Immoral Traffic (Prevention) Act-1956. The Narcotic Drugs and Psychotropic Substances Act-1985.
8. The volunteers must understand their responsibility towards individual conduct in and around UPAY premises. Immediate and proper actions would be taken against the individuals in case of Violation of the Policies.
9. UPAY reiterates its commitment to providing its volunteer a workplace free from harassment/ discrimination and where every volunteer is treated with dignity and respect and does not tolerates any such occurrence.
10. The volunteers, members, interns, fellows must not indulge in any inappropriate activity, violate policies, abuse, perform illegal actions, or produce a negative image at any time; which may be addressed seriously and appropriate disciplinary action may be taken in accordance to UPAY DAC and Prevention of Sexual Harassment Policy.
11. All the volunteers/ members/ fellows/ interns/ supporters are entitled to register feedback periodically. The feedback should be transparent, equitable, valid, and reliable.
12. Any person who feels it necessary to address his/her grievance before the higher authorities may do so by submitting a grievance to the immediate supervisor or through Email or Call directly to the Director (PR) at directorpr.upay@gmail.com or +917030735531.
13. The individual providing the feedback or grievance has the right to anonymity and the organization respects and protects such right of its associates.