OVRB 01

Exam Code: OV

Orientation Visit Report Booklet

SEMESTER - I

BACHELOR OF SOCIAL WORK

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

SUBMITTED BY

Name: ……

Enrolment Number: ……

Course: ……

Semester: ……

Study Centre and Code: ……

Date: ……

Signature of Supervisor Seal of Study Centre

GUIDELINES:

a. The learners would prepare an orientation report/ journal in the given format based on visits to Five Voluntary agency/NGO or governmental organizations/ Welfare Organizations.

b. There has to be minimum of five days visit, maximum one organization in a day.

c. The questions in this booklet has to be answered based on information collected through such visit to five organizations of above mentioned criteria.

d. The main objective of Orientation Visit is to acquaint the learner with the organizational functioning of such kind of professional institutions as mentioned above.

e. The learners need to meet up with their field-work supervisors after every organization orientation visit for Individual conference (IC) with the filled up journal answering each question about organizations one by one.

f. The journal/ report booklet will be finally evaluated jointly by field-work supervisor and KKHSOU faculty after the completion of OV.

g. The journal/ report booklet would be submitted One month prior to BSW 1st Semester Examination to the Field Work Supervisor

h. The report should be hand written.

Fill in the following:

ORGANIZATION 1

i. Name of the Organization:

ii. Address of the Organization:

iii. Date and Time of Visit:

iv. Purpose of the Visit/ Objectives:

v. Type of Organization: Non- Governmental/ Governmental/ Private- Public Partnership (PPP):

vi. Name and Designation of person interacted with in the Organization:

vii. Vision and Mission of the organization:

viii. Other Aims and Objectives/ Key Goals:

ix. Founder of the Organization:

x. Month and Year of Establishment of the Organization:

xi. Beneficiaries/ Target Group of the organization:

xii. Organizational Structure (Use a Flow Chart Diagram):

xiii. Funding of the Organization:

xiv. Needs of the organization identified during the visit:

xv. Other problems/ issues faced by the organization in its functioning:

xvi. Skills applied by the Social Work Trainee in the orientation visit:

xvii. Role of a Social Worker in the organization and the activities :

xviii. Your Observation and Learning/ Evaluation:

Signature of the Learner

Signature of Supervisor with Seal

Place and Date:

ORGANIZATION 2

i. Name of the Organization:

ii. Address of the Organization:

iii. Date and Time of Visit:

iv. Purpose of the Visit/ Objectives:

v. Type of Organization: Non- Governmental/ Governmental/ Private- Public Partnership (PPP):

vi. Name and Designation of person interacted with in the Organization:

vii. Vision and Mission of the organization:

viii. Other Aims and Objectives/ Key Goals:

ix. Founder of the Organization:

x. Month and Year of Establishment of the Organization:

xi. Beneficiaries/ Target Group of the organization:

xii. Organizational Structure (Use a Flow Chart Diagram):

xiii. Funding of the Organization:

xiv. Needs of the organization identified during the visit:

xv. Other problems/ issues faced by the organization in its functioning:

xvi. Skills applied by the Social Work Trainee in the orientation visit:

xvii. Role of a Social Worker in the organization and the activities :

xviii. Your Observation and Learning/ Evaluation:

Signature of the Learner

Signature of Supervisor with Seal

Place and Date:

ORGANIZATION 3

i. Name of the Organization:

ii. Address of the Organization:

iii. Date and Time of Visit:

iv. Purpose of the Visit/ Objectives:

v. Type of Organization: Non- Governmental/ Governmental/ Private- Public Partnership (PPP):

vi. Name and Designation of person interacted with in the Organization:

vii. Vision and Mission of the organization:

viii. Other Aims and Objectives/ Key Goals:

ix. Founder of the Organization:

x. Month and Year of Establishment of the Organization:

xi. Beneficiaries/ Target Group of the organization:

xii. Organizational Structure (Use a Flow Chart Diagram):

xiii. Funding of the Organization:

xiv. Needs of the organization identified during the visit:

xv. Other problems/ issues faced by the organization in its functioning:

xvi. Skills applied by the Social Work Trainee in the orientation visit:

xvii. Role of a Social Worker in the organization and the activities :

xviii. Your Observation and Learning/ Evaluation:

Signature of the Learner

Signature of Supervisor with Seal

Place and Date:

ORGANIZATION 4

i. Name of the Organization:

ii. Address of the Organization:

iii. Date and Time of Visit:

iv. Purpose of the Visit/ Objectives:

v. Type of Organization: Non- Governmental/ Governmental/ Private- Public Partnership (PPP):

vi. Name and Designation of person interacted with in the Organization:

vii. Vision and Mission of the organization:

viii. Other Aims and Objectives/ Key Goals:

ix. Founder of the Organization:

x. Month and Year of Establishment of the Organization:

xi. Beneficiaries/ Target Group of the organization:

xii. Organizational Structure (Use a Flow Chart Diagram):

xiii. Funding of the Organization:

xiv. Needs of the organization identified during the visit:

xv. Other problems/ issues faced by the organization in its functioning:

xvi. Skills applied by the Social Work Trainee in the orientation visit:

xvii. Role of a Social Worker in the organization and the activities :

xviii. Your Observation and Learning/ Evaluation:

Signature of the Learner

Signature of Supervisor with Seal

Place and Date:

ORGANIZATION 5

i. Name of the Organization:

ii. Address of the Organization:

iii. Date and Time of Visit:

iv. Purpose of the Visit/ Objectives:

v. Type of Organization: Non- Governmental/ Governmental/ Private- Public Partnership (PPP):

vi. Name and Designation of person interacted with in the Organization:

vii. Vision and Mission of the organization:

viii. Other Aims and Objectives/ Key Goals:

ix. Founder of the Organization:

x. Month and Year of Establishment of the Organization:

xi. Beneficiaries/ Target Group of the organization:

xii. Organizational Structure (Use a Flow Chart Diagram):

xiii. Funding of the Organization:

xiv. Needs of the organization identified during the visit:

xv. Other problems/ issues faced by the organization in its functioning:

xvi. Skills applied by the Social Work Trainee in the orientation visit:

xvii. Role of a Social Worker in the organization and the activities :

xviii. Your Observation and Learning/ Evaluation:

Signature of the Learner

Signature of Supervisor with Seal

Place and Date: