

Activity 3
Orientation Visits

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During the first year, you are expected to visit five agencies/projects to have exposure to social welfare programmes. You may write the report of each visit by using the proforma given below.

Proforma for Report on Orientation Visit
(Use the space as per requirement under each item)

Name of the institution

Address

Mission statement/Motto (if any)

Institutional objectives

Chief Executive Officer/ Executive Officer

Board members

Type of work

Number and nature of beneficiaries

Geographical area of work

Whether the agency is registered or not

Organizational structure

Number of staff members and Nature of Staff

Level	Number	Qualification	Position Held
Professionals			
Support staff			
Volunteers			
Total			

History of the organization

Sources of funding

Infrastructure facilities

Problems faced by the agency and proposed remediate

Future plans (if any)

Recognition and awards

Affiliations

Any other information

- Learning process:
- i) What have you learned from today's visit?
(any new knowledge, exposure, experience etc)
 - ii) Your experience of going with a group as a team member for learning
 - iii) **Your** observations, about the **agency**, staff and today's activity.

Orientation Visit 1

