



**MATS**  
UNIVERSITY

NAAC  
GRADE **A+**  
ACCREDITED UNIVERSITY

# MATS CENTRE FOR OPEN & DISTANCE EDUCATION

## Agency Visit

Master of Social Work (MSW)  
Semester - 1



**SELF LEARNING MATERIAL**



## Agency Visit

MATs University

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- NOTES -

AGENCY VISIT

## Social Work (M.S.W.)

**Student's Name:** =  
**Address:** =  
**Enrollment Number:** =  
**Study Center Name and Address:** =  
**Institution Name and Address (Fieldwork location):** =  
**Fieldwork Supervisor's Name:** =  
**Submission Date:** =

**Student's Signature**

**Supervisor Signature**

**Note:**

1. It is mandatory for the student to fill this form by hand.
2. The supervisor must have an M.A. in Social Work / M.S.W. qualification.
3. Print on both sides of the paper for usage.
4. The student must submit this form to their study center only.

### Module - 1

#### Introduction & Fieldwork Division

Unit - 1	Introduction
	Fieldwork Division

### Unit - 1

#### 1. Introduction

Social work is a dynamic and impactful profession that bridges the gap between theoretical knowledge and practical application. It is not just a discipline but a commitment to social justice, empowerment, and service to those in need. The Master of Social Work (M.S.W.) program is designed to equip students with essential skills, ethical values, and a deep understanding of the diverse challenges faced by individuals, families, and communities.

Fieldwork plays a crucial role in the education and training of social



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work students. It provides them with hands-on experience, allowing them to develop professional competencies, enhance problem-solving abilities, and cultivate empathy and critical thinking. Through fieldwork, students interact with different social settings, institutions, and marginalized groups, gaining firsthand exposure to the realities of social issues. This experiential learning process strengthens their capacity to work effectively in various social work domains, including mental health, child welfare, healthcare, rehabilitation, and community development.

In the postgraduate (M.S.W.) program, fieldwork is systematically structured to ensure that students are trained in multiple aspects of social work practice. The key areas of focus include:

- **Institution Visits** – Understanding the functioning of different social service institutions.
- **Rehabilitation** – Working with individuals and communities to aid recovery and reintegration.
- **Social Individual Service Work (Institution Service Work)** – Providing case-based interventions to address individual needs.
- **Group Work** – Facilitating group interventions for collective problem-solving and support in agency visit perspective.
- **Social Work Research** – Conducting studies to assess social problems and evaluate intervention strategies agency visit perspective..
- **Social Welfare Administration** – Managing social service organizations efficiently agency visit perspective..
- **Social Action** – Advocating for policy changes and social justice agency visit perspective..

The first-semester fieldwork is a critical phase in the M.S.W. program, requiring students to apply their theoretical knowledge in real-world settings. This phase emphasizes direct engagement with institutions, social service agencies, and communities, ensuring that students develop the necessary skills to work independently and address social challenges effectively.

By participating in structured fieldwork, students enhance their ability to assess social situations, design intervention strategies, and implement solutions that create meaningful change. This immersive experience not only strengthens their professional competence but also fosters a sense of social responsibility, ethical commitment, and resilience—qualities essential for a successful career in social work.

## Unit - 2

### 2. Fieldwork Division

S. No.	Work Component	Details	Total Work Days	Total Marks
2.	Institution/ Agency Visist	5 Agency Visit Reports (Each Agency Visist: 5 days)	25	100
<b>Total</b>	<b>Fieldwork Duration</b>	<b>Total Work Days</b>	<b>25 Days</b>	<b>100 Marks</b>

## Module - 2

### Guidelines, Instructions & Fieldwork Objectives

Unit - 2	Guidelines and Instructions
	Fieldwork Objectives

## Unit - 2

### 3. Guidelines and Instruction

Fieldwork is an essential part of social work education. It is crucial to understand and internalize certain fundamental principles. It is not merely a requirement of the curriculum but a transformative experience that bridges the gap between theoretical knowledge and real-world practice. To make the most of this experience, students should follow some important guidelines.

- 1) Preparation for Fieldwork:** Before starting fieldwork, students should prepare themselves well. Social work is not just about helping people—it requires knowledge, skills, and the right attitude. Understanding social problems and learning how to address them will help students work effectively in the field.
- 2) Selection of Fieldwork Supervisor:** A good supervisor provides guidance and support during fieldwork. Students should choose a supervisor who has a Master of Social Work (M.S.W.) degree or a similar qualification. A qualified supervisor can give useful advice, correct mistakes, and help students improve their work.
- 3) Institution Visits:** Institution visits form a core component of the field-



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work experience. Students are required to visit five institutions/Agency that provide to vulnerable populations and address critical social issues. These visits offer invaluable exposure, helping students develop practical skills, gain insights into societal challenges, and critically analyze the initiatives undertaken by both governmental and non-governmental organizations. By engaging with real-life social work settings, students can observe intervention strategies firsthand and reflect on their effectiveness.

**4) Selection of Institutions:** The selection of institutions for field visits should be made thoughtfully, ensuring that they align with the principles and objectives of social work. Institutions should actively engage in social service, providing direct support to marginalized communities. Some of the key institutions suitable for fieldwork include:

- Centers for individuals with intellectual or developmental disabilities
- Primary and secondary schools serving underprivileged communities
- Hospitals and healthcare centers providing medical and psychiatric care
- Anganwadi centers supporting maternal and child health
- Old age homes offering care for the elderly
- Shelters for women and survivors of domestic violence
- Women and child development centers focusing on empowerment programs
- Rural and urban social welfare organizations, both governmental and non-governmental

By engaging with these institutions, students gain a comprehensive understanding of the complexities involved in social service delivery. They also develop the ability to assess needs, identify challenges, and propose feasible solutions.

**5) Working with Discipline:** Discipline is the foundation of effective social work practice. While enthusiasm and passion drive the spirit of service, it is essential to maintain a balanced and professional approach. Students must be mindful of their actions and avoid any form of overzealous behavior that could inadvertently harm themselves or others.

Furthermore, understanding the realities of Institution functioning is crucial. Every organization operates within certain structural and resource limitations, and students must recognize these constraints while formulating their interventions. Adapting to the institution's working environment,

respecting its guidelines, and collaborating with staff members will facilitate a more productive and insightful learning experience.

### **Conclusion**

Fieldwork is not just an academic requirement but a transformative phase in a social worker's journey. It provides an opportunity to witness social realities, engage with vulnerable populations, and develop professional competencies. By adhering to these guidelines—preparing adequately, selecting the right supervisor and institutions, and working with discipline—students can maximize their learning and contribute meaningfully to the communities they serve.

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## **4. Fieldwork Objectives**

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Fieldwork in social work is a crucial learning experience that helps students bridge the gap between theoretical knowledge and practical application. It equips them with essential skills, builds confidence, and fosters a deeper understanding of social issues. The key objectives of fieldwork are as follows:

- 1) Building Mutual Trust:** Trust is the foundation of any meaningful relationship in social work. Without mutual trust, it becomes difficult for a social worker to connect with individuals, take risks, or implement effective solutions. Fieldwork provides opportunities to develop self-confidence in both the practitioner and the people they serve, ensuring a strong and trusting bond.
- 2) Developing Self-Reliance:** Self-reliance is an essential aspect of personal and professional growth. Through fieldwork, students learn to work independently, make informed decisions, and take responsibility for their actions. This not only empowers them but also enables them to empower others in the communities they serve.
- 3) Establishing Harmony in Society:** Human beings are social creatures, and their actions are influenced by the groups they belong to. Fieldwork helps students understand group dynamics and develop the ability to create harmony within different social settings. These experiences teach them how to balance individual needs with community expectations, fostering peaceful coexistence.
- 4) Understanding Institution Functioning:** Social work institutions play a crucial role in addressing societal issues. Fieldwork provides students with firsthand experience in how these institutions function, the challenges they face, and the impact they create. By engaging with



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- different organizations, students gain practical insights into Institution operations, policies, and intervention strategies.
- 5) **Strengthening Social Relationships:** Effective social work depends on the ability to build and sustain meaningful relationships. Fieldwork offers students the chance to interact with diverse individuals, communities, and organizations, helping them develop the interpersonal skills necessary for fostering positive social connections.
  - 6) **Gaining Practical Experience:** Theoretical knowledge alone is not sufficient for becoming a competent social worker. Fieldwork ensures that students actively participate in real-world situations, applying their learning to solve social issues. This hands-on experience enhances their problem-solving abilities and prepares them for future professional challenges.
  - 7) **Developing Skills for Managing Human Problems:** Social workers frequently deal with complex human issues such as poverty, addiction, abuse, and mental health concerns. Fieldwork equips students with essential skills for problem-solving, teamwork, conflict resolution, and relationship-building, enabling them to provide effective support to individuals and communities.
  - 8) **Establishing Professionalism in Social Work:** A professional approach is critical in social work practice. Through fieldwork, students learn to uphold ethical standards, follow professional guidelines, and take on the responsibilities of a social worker. This process helps them develop a sense of accountability and prepares them for a meaningful career in the field.

### Conclusion

Fieldwork serves as the backbone of social work education, allowing students to transform their theoretical knowledge into practical skills. By focusing on trust-building, self-reliance, social harmony, Institution understanding, and professional growth, fieldwork prepares students to become competent and compassionate social workers, ready to make a lasting impact on society.

### Detailed Description:

- 1) **Introduction:** The introduction should provide a brief overview of the purpose of the visit and general information about the institution. It should outline the objectives of the study and the expected learning outcomes.



- 2) **Institution Name and History:** This section should include the full name of the institution along with a historical background. It should mention when the institution was established, the circumstances leading to its foundation, and how it has evolved over time. The student should also note any major milestones or changes in the institution's journey.
- 3) **Registration Number and Date:** The report must include details of the institution's legal registration. Information such as the registration number, the law under which it was registered, and the date of registration should be documented.
- 4) **Objectives of the Institution:** Every institution operates with a specific mission. This section should highlight the core objectives for which the institution was established, its target beneficiaries, and the primary social issues it aims to address.
- 5) **Infrastructure of the Institution:** The term "infrastructure" refers to the basic physical setup of the institution. This section should describe the buildings, office spaces, transport facilities, communication systems, and other essential physical resources available at the institution.
- 6) **Staff at the Institution:** A detailed account of the staff working at the institution should be provided, including the number of employees, their roles, qualifications, and organizational hierarchy.
- 7) **Activities of the Institution:** This section should include an overview of the various activities carried out by the institution. It should cover events such as sports competitions, cultural programs, training sessions, awareness campaigns, and other social welfare initiatives.
- 8) **Nature of Work:** Here, the student should describe the specific type of work the institution is engaged in. This may include rehabilitation services, education, healthcare, skill development, or any other social service. The methods and approaches used to execute these activities should also be documented.
- 9) **Admission Process:** If the institution follows specific admission criteria for beneficiaries, those should be clearly mentioned. This includes eligibility criteria, application processes, and selection methods.
- 10) **Number and Nature of Beneficiaries:** A key aspect of the report is identifying the institution's beneficiaries. This section should specify the number of people the institution serves and provide demographic details such as age groups, gender distribution, and the nature of their social vulnerabilities.



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- 11) Formal and Vocational Education:** If the institution provides educational or vocational training services, details about these programs should be included. Information on the courses offered, duration, curriculum, and the impact of these programs on the beneficiaries should be documented.
- 12) Facilities Available at the Institution:** This section should outline the various services and amenities available for beneficiaries, including healthcare facilities, counseling services, recreational spaces, libraries, and other essential resources.
- 13) Geographical Area of Operation:** The student should describe the geographical area where the institution functions. This includes whether it operates at the local, regional, or national level and whether its services are confined to urban or rural areas.
- 14) Financial Sources of the Institution:** Funding plays a crucial role in the sustainability of any institution. This section should highlight the financial sources, such as government grants, private donations, corporate social responsibility (CSR) initiatives, international funding, or self-generated revenue.
- 15) Relationships with Other Institutions:** Many institutions collaborate with other organizations for enhanced service delivery. This section should detail any partnerships with governmental agencies, NGOs, community groups, or other welfare organizations.
- 16) Future Plans of the Institution:** Understanding an institution's vision for the future is essential. This section should discuss any planned expansions, new projects, or long-term goals aimed at improving the institution's impact.
- 17) Challenges Faced by the Institution:** Every organization encounters challenges in its operations. This section should identify internal and external obstacles, such as funding constraints, staffing shortages, policy limitations, or difficulties in reaching beneficiaries.
- 18) Achievements and Awards of the Institution:** If the institution has received any awards or recognitions for its work, these should be highlighted in this section. Acknowledgements from government bodies, social welfare organizations, or academic institutions can add credibility to the report.
- 19) Affiliations:** If the institution is affiliated with any professional councils, academic bodies, or networks, this section should include details about these associations and their significance.

- 20) Documentation of Observations:** To support the fieldwork findings, the student should include audio-visual evidence, such as photographs, video recordings, or official documents collected during the visit.
- 21) Any Other Information:** If there is any additional relevant information that has not been covered in the previous sections, it should be included here.
- 22) Conclusion:** The conclusion should provide a summary of the findings and observations. The student should offer an objective analysis of the institution's work, highlighting both strengths and areas for improvement.
- 23) Social Worker's Perspective:** This final section should reflect the student's professional viewpoint. It should analyze the institution's impact, suggest possible solutions to existing challenges, and discuss how social work interventions could further support the institution in achieving its goals.

A well-structured Institution fieldwork report provides valuable insights into the real-world functioning of social service organizations. By following this detailed framework, students can develop a comprehensive understanding of Institution processes, challenges, and contributions to social welfare.

## Module - 3

### Activity - Institution / Agency Visit

<b>Unit - 3</b>	Institution / Agency Visit - I
<b>Unit - 4</b>	Institution / Agency Visit - I Summary Report
<b>Unit - 5</b>	Institution / Agency Visit - II
<b>Unit - 6</b>	Institution / Agency Visit - II Summary Report
<b>Unit - 7</b>	Institution / Agency Visit - III
<b>Unit - 8</b>	Institution / Agency Visit - III Summary Report
<b>Unit - 9</b>	Institution / Agency Visit - IV
<b>Unit - 10</b>	Institution / Agency Visit - IV Summary Report
<b>Unit - 11</b>	Institution / Agency Visit - V
<b>Unit - 12</b>	Institution / Agency Visit - V Summary Report



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## Unit - 3

### Institution / Agency Visit - I

#### Important Components for Case Visit Report:

1. Introduction : \_\_\_\_\_
2. Agency Name / History : \_\_\_\_\_
3. Registration Number and Date : \_\_\_\_\_
4. Objectives of the Institution : \_\_\_\_\_
5. Infrastructure of the Institution : \_\_\_\_\_
6. Staff at the Institution : \_\_\_\_\_
7. Activities of the Institution : \_\_\_\_\_
8. Types of Work : \_\_\_\_\_
9. Admission Process : \_\_\_\_\_
10. Number and Nature of Beneficiaries : \_\_\_\_\_
11. Formal Education : \_\_\_\_\_
12. Vocational Training : \_\_\_\_\_
13. Geographical Area of Operation : \_\_\_\_\_
14. Available Facilities at the Institution : \_\_\_\_\_
15. Financial Sources of the Institution : \_\_\_\_\_



- NOTES -

**AGENCY VISIT**

16. Relationship with Other Organizations : \_\_\_\_\_
17. Future Plans of the Institution : \_\_\_\_\_
18. Challenges Faced by the Institution : \_\_\_\_\_
19. Achievements / Awards of the Institution : \_\_\_\_\_
20. Observations and Certification : \_\_\_\_\_
21. Any Other Information : \_\_\_\_\_
22. Conclusion : \_\_\_\_\_
23. Social Worker's Perspective : \_\_\_\_\_

**Activity 1 : Agency Visit -1**

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

**Visit Details**

Day & Date	Arrival Time	Departure Time

**Field Work Details**

Fieldwork No.	Institution Name & Location	Work Day
01		
Name of Social Worker:		Signature:

**1st Orientation Visit**

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- NOTES -

AGENCY VISIT

Signature





## Unit - 4

## Activity 2 : Institution Visit -1

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

## Visit Details

## Field Work Details

## 2nd Orientation Visit

18



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AGENCY VISIT

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### Activity 3 : Institution Visit -1

## AGENCY VISIT

Day & Date	Arrival Time	Departure Time

Fieldwork No.	Institution Name & Location	Work Day
03		
Name of Social Worker:		Signature:

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- NOTES -

AGENCY VISIT

### Activity 4 : Institution Visit -1

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

#### Visit Details

Day & Date	Arrival Time	Departure Time

#### Field Work Details

Fieldwork No.	Institution Name & Location	Work Day
04		
Name of Social Worker:		Signature:

#### 4th Orientation Visit

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**- NOTES -**

MSW I Semester

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- NOTES -

AGENCY VISIT

### Activity 5 : Institution Visit -1

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

#### Visit Details

Day & Date	Arrival Time	Departure Time

#### Field Work Details

Fieldwork No.	Institution Name & Location	Work Day
05		
Name of Social Worker:		Signature:

#### 5th Orientation Visit

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## Unit - 7

### Institution / Agency Visit - II

#### Important Components for Case Visit Report:

1. Introduction : \_\_\_\_\_
2. Agency Name / History : \_\_\_\_\_
3. Registration Number and Date : \_\_\_\_\_
4. Objectives of the Institution : \_\_\_\_\_
5. Infrastructure of the Institution : \_\_\_\_\_
6. Staff at the Institution : \_\_\_\_\_
7. Activities of the Institution : \_\_\_\_\_
8. Types of Work : \_\_\_\_\_
9. Admission Process : \_\_\_\_\_
10. Number and Nature of Beneficiaries : \_\_\_\_\_
11. Formal Education : \_\_\_\_\_
12. Vocational Training : \_\_\_\_\_
13. Geographical Area of Operation : \_\_\_\_\_
14. Available Facilities at the Institution : \_\_\_\_\_
15. Financial Sources of the Institution : \_\_\_\_\_



- NOTES -

**AGENCY VISIT**

16. Relationship with Other Organizations : \_\_\_\_\_
17. Future Plans of the Institution : \_\_\_\_\_
18. Challenges Faced by the Institution : \_\_\_\_\_
19. Achievements / Awards of the Institution : \_\_\_\_\_
20. Observations and Certification : \_\_\_\_\_
21. Any Other Information : \_\_\_\_\_
22. Conclusion : \_\_\_\_\_
23. Social Worker's Perspective : \_\_\_\_\_

**Activity 1 : Agency Visit -2**

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

**Visit Details**

Day & Date	Arrival Time	Departure Time

**Field Work Details**

Fieldwork No.	Institution Name & Location	Work Day
01		
Name of Social Worker:		Signature:

**1st Orientation Visit**

**- NOTES -**

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AGENCY VISIT

Signature





### Activity 2 : Institution Visit -2

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

## Visit Details

Day & Date	Arrival Time	Departure Time

## Field Work Details

Fieldwork No.	Institution Name & Location	Work Day
02		
Name of Social Worker:		Signature:

## 2nd Orientation Visit

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- NOTES -

AGENCY VISIT

### Activity 4 : Institution Visit -2

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

#### Visit Details

Day & Date	Arrival Time	Departure Time

#### Field Work Details

Fieldwork No.	Institution Name & Location	Work Day
04		
Name of Social Worker:		Signature:

#### 4th Orientation Visit

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MSW I Semester

## Unit - 9

### Institution / Agency Visit - III

#### Important Components for Case Visit Report:

1. Introduction : \_\_\_\_\_
2. Agency Name / History : \_\_\_\_\_
3. Registration Number and Date : \_\_\_\_\_
4. Objectives of the Institution : \_\_\_\_\_
5. Infrastructure of the Institution : \_\_\_\_\_
6. Staff at the Institution : \_\_\_\_\_
7. Activities of the Institution : \_\_\_\_\_
8. Types of Work : \_\_\_\_\_
9. Admission Process : \_\_\_\_\_
10. Number and Nature of Beneficiaries : \_\_\_\_\_
11. Formal Education : \_\_\_\_\_
12. Vocational Training : \_\_\_\_\_
13. Geographical Area of Operation : \_\_\_\_\_
14. Available Facilities at the Institution : \_\_\_\_\_
15. Financial Sources of the Institution : \_\_\_\_\_



- NOTES -

**AGENCY VISIT**

16. Relationship with Other Organizations : \_\_\_\_\_
17. Future Plans of the Institution : \_\_\_\_\_
18. Challenges Faced by the Institution : \_\_\_\_\_
19. Achievements / Awards of the Institution : \_\_\_\_\_
20. Observations and Certification : \_\_\_\_\_
21. Any Other Information : \_\_\_\_\_
22. Conclusion : \_\_\_\_\_
23. Social Worker's Perspective : \_\_\_\_\_

**Activity 1 : Agency Visit -3**

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

**Visit Details**

Day & Date	Arrival Time	Departure Time

**Field Work Details**

Fieldwork No.	Institution Name & Location	Work Day
01		
Name of Social Worker:		Signature:

**1st Orientation Visit**

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- NOTES -

AGENCY VISIT

Signature



- NOTES -

MSW I Semester

### Activity 2 : Institution Visit -3

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

#### Visit Details

Day & Date	Arrival Time	Departure Time

#### Field Work Details

Fieldwork No.	Institution Name & Location	Work Day
02		
Name of Social Worker:		Signature:

#### 2nd Orientation Visit

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- NOTES -

AGENCY VISIT



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Signature



**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

Day & Date	Arrival Time	Departure Time

Fieldwork No.	Institution Name & Location	Work Day
03		
Name of Social Worker:		Signature:

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MSW I Semester

Signature



## AGENCY VISIT

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- NOTES -

MSW I Semester

## Unit - 11

### Institution / Agency Visit - IV

#### Important Components for Case Visit Report:

1. Introduction : \_\_\_\_\_
2. Agency Name / History : \_\_\_\_\_
3. Registration Number and Date : \_\_\_\_\_
4. Objectives of the Institution : \_\_\_\_\_
5. Infrastructure of the Institution : \_\_\_\_\_
6. Staff at the Institution : \_\_\_\_\_
7. Activities of the Institution : \_\_\_\_\_
8. Types of Work : \_\_\_\_\_
9. Admission Process : \_\_\_\_\_
10. Number and Nature of Beneficiaries : \_\_\_\_\_
11. Formal Education : \_\_\_\_\_
12. Vocational Training : \_\_\_\_\_
13. Geographical Area of Operation : \_\_\_\_\_
14. Available Facilities at the Institution : \_\_\_\_\_
15. Financial Sources of the Institution : \_\_\_\_\_



- NOTES -

**AGENCY VISIT**

16. Relationship with Other Organizations : \_\_\_\_\_
17. Future Plans of the Institution : \_\_\_\_\_
18. Challenges Faced by the Institution : \_\_\_\_\_
19. Achievements / Awards of the Institution : \_\_\_\_\_
20. Observations and Certification : \_\_\_\_\_
21. Any Other Information : \_\_\_\_\_
22. Conclusion : \_\_\_\_\_
23. Social Worker's Perspective : \_\_\_\_\_

**Activity 1 : Agency Visit -4**

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

**Visit Details**

Day & Date	Arrival Time	Departure Time

**Field Work Details**

Fieldwork No.	Institution Name & Location	Work Day
01		
Name of Social Worker:		Signature:

**1st Orientation Visit**

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- NOTES -

AGENCY VISIT

Signature



- NOTES -

MSW I Semester

### Activity 2 : Institution Visit -4

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

#### Visit Details

Day & Date	Arrival Time	Departure Time

#### Field Work Details

Fieldwork No.	Institution Name & Location	Work Day
02		
Name of Social Worker:		Signature:

#### 2nd Orientation Visit

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Signature





- NOTES -

MSW I Semester

## Unit - 13

### Institution / Agency Visit - V

#### Important Components for Case Visit Report:

1. Introduction : \_\_\_\_\_
2. Agency Name / History : \_\_\_\_\_
3. Registration Number and Date : \_\_\_\_\_
4. Objectives of the Institution : \_\_\_\_\_
5. Infrastructure of the Institution : \_\_\_\_\_
6. Staff at the Institution : \_\_\_\_\_
7. Activities of the Institution : \_\_\_\_\_
8. Types of Work : \_\_\_\_\_
9. Admission Process : \_\_\_\_\_
10. Number and Nature of Beneficiaries : \_\_\_\_\_
11. Formal Education : \_\_\_\_\_
12. Vocational Training : \_\_\_\_\_
13. Geographical Area of Operation : \_\_\_\_\_
14. Available Facilities at the Institution : \_\_\_\_\_
15. Financial Sources of the Institution : \_\_\_\_\_



- NOTES -

AGENCY VISIT

16. Relationship with Other Organizations : \_\_\_\_\_
17. Future Plans of the Institution : \_\_\_\_\_
18. Challenges Faced by the Institution : \_\_\_\_\_
19. Achievements / Awards of the Institution : \_\_\_\_\_
20. Observations and Certification : \_\_\_\_\_
21. Any Other Information : \_\_\_\_\_
22. Conclusion : \_\_\_\_\_
23. Social Worker's Perspective : \_\_\_\_\_

**Activity 1 : Agency Visit -5**

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

**Visit Details**

Day & Date	Arrival Time	Departure Time

**Field Work Details**

Fieldwork No.	Institution Name & Location	Work Day
01		
Name of Social Worker:		Signature:

**1st Orientation Visit**



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- NOTES -

AGENCY VISIT



Signature

## Activity 2 : Institution Visit -5

**Note :** First, the social worker must visit the first selected agency out of the five designated institutions. The visit should be conducted according to the prescribed format. The necessary information should be gathered through two rounds of orientation visits.

## Visit Details

Day & Date	Arrival Time	Departure Time

## Field Work Details

Fieldwork No.	Institution Name & Location	Work Day
02		
Name of Social Worker:		Signature:

## 2nd Orientation Visit

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- NOTES -

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**- NOTES -**

MSW I Semester

## Unit - 15

## Self-Assessment / Future Direction

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