



FORMAT FOR WRITING FIELD WORK REPORT FOR MSW PART-I

Section A-General information

- ✚ Name of the Organization with address, contact details of person concerned and website if any
- ✚ Year of Establishment
- ✚ Registration, Awards
- ✚ Affiliation, Recognition, NGO Darpan ID if any
- ✚ Historical Background
- ✚ Mission and Vision
- ✚ Objective of the Organization
- ✚ Collaborating Agencies
- ✚ Source of Funding/Partnership
- ✚ Governing Body and Management Committee
- ✚ Staffing Pattern
- ✚ Beneficiaries

Section-B: About the Organization

- ❖ **Area of Operation and Geographical Areas** -The learner are expected to find out in details about the kind of activities that the Non-Government Organization (NGO) / Social Welfare Organization (SWO) / Government Organization (GO) is involved with. How the organization carrying out these activities, who are involved in the project/programme. Who are the beneficiaries of the project, the community members for whom the project is undertaken, whether they are also participating in the project or not.
- ❖ **Social Work Methods or Principles or Skills applied/adopted by the organization** - The learner must observe in what ways or how the methods (Primary/Secondary) of Social Work are applied by the NGO/SWO/GO. They must note that who are the stakeholders involved in the NGO/SWO/GO. Who are the target groups, what are philosophy of the NGO. Whether proper supervision, monitoring and evaluation is done. To what extend the community is actually benefited by the project. Whether the resources are properly utilized.
- ❖ **Observation of the learner about the NGO** -The Learner must analyze whether the NGO is working in accordance with the philosophy of social work. Whether the documentation/recording work is done properly. What kinds of programs/schemes /projects are taken up by the NGO/SWO/GO and how far is it meeting the needs of the community people. Analyze the degree of participation of the community members. If there is any kind of overlapping of activities. The learner must also see the administrative function of the organization- like planning, management, execution, budget, working strategies, etc.

Section-C: Learner' involvement in the organization

- ❖ The learner were involved in which projects. How did they carry out these activity? Who guided them? Whether they applied the social work methods or in what ways did they address the community. Lesson learnt as Learner of social work - Whether their communication skill improved, they are able to apply the principles of social works, they actually learnt about the ethics of social work etc. Difficulties faced by them if any and how they overcome from this.

The learner must attach 30 days daily report (Summary of day to day activities done) along with a compile report of works, activities, assignment, tasks done/performed by learner during placement. The learner must attach a copy of placement certificate with the report issued by the NGO/SWO/GO at the end of their placement.