

SW 3819 - NATIONAL SOCIAL WORK PERSPECTIVE

LUDHIANA (Punjab) and NEW DELHI

23rd November 2016 to 4th December 2016



DEPARTMENT OF SOCIAL WORK (SHIFT-II)

LOYOLA COLLEGE (Autonomous)

CHENNAI -34

ABOUT:

The National Social work Perspective (an Educational Tour) for the students of Social Work Department is to give them a new exposure and experience about different national level agencies of their specialization which will facilitate their professional and educational development. It is also a part of curriculum through which the students earn a credit. The aim of the Educational Tour is to provide an opportunity to the students to identify and familiarize with reputed agencies / organizations of their topical interest across the country. It is a method of facilitating learning outside class situations through exposure to relevant agencies. This year, the students are exploring Ludhiana (Punjab) and New Delhi.

LUDHIANA

Ludhiana is one of the largest known city of Punjab with an estimated population of 1,693,653 as per the 2011 Census. Ludhiana gets its name from the Lodhi Dynasty, which is believed to have founded the city in 1480 during the reign of the Mughal emperor Akbar. The city stands on the south bank of Sutlej River. Ludhiana is Punjab's most populated and very rapidly growing metropolitan city. It was also an important

Centre for the struggle of freedom. It is a major industrial town and for production of hosiery, Ludhiana is also known as the Manchester of India. The world's largest bicycle manufacturer, Hero cycles, is also based here. The rich agricultural area around it supports a large grain market that holds world records in food production. However, Ludhiana's claim to fame is not its commercial enterprises alone. It is an important pilgrimage center as there are many historic Gurudwaras.

NEW DELHI

New Delhi, the capital of India, is the largest metropolis by area and the second largest metropolis by population in India. New Delhi was built by a British architect Edward Lutyens in 1912 as the new capital of the British Raj. Historically, the city has long since been the foremost in political importance with successive dynasties choosing it as their seat of power. Delhi was made the capital of Independent India in 1950 and it was declared a state in 1992. Multinational investors have built their centers in this fast developing region. Hence the students identified themselves interested in exploring these two cities

from where they can have certain significant, professional learning in fulfilling the following objectives.

General Objectives of the Educational Tour:

- To create a “WE FEELING” among the final year student community through group living and informal interactions and understand the importance of social relationships.
- To get exposed to diverse Socio-Economic and Cultural context, value system that exist in the Country and cultivate a sense of respect and ability to cope with different situations/people.
- To develop networking skills in relating with likeminded organizations in Social Work Profession within the Country
- To visit various reputed organization related to their field of Specialization and understand the functioning of such successful organizations.
- To cultivate professional competencies in participatory and democratic decision making with special reference to planning, implementation and monitoring and reviewing against the set objectives of the study tour.

TOUR PROCESS

The students are involved in the entire planning of the activity - beginning from the selection of the places for visit, from drafting the objectives of the study tour, the choice/selection of the places for visit, working out the budget, sharing the responsibilities such as getting prior permission, drafting the schedule for the entire visits & arranging for travel and accommodation. Two faculty members will guide and accompany the students in the whole process of planning and execution. Students are expected to strictly adhere to the rules and regulations laid down by the department during the study tour.

SKILLS TO BE ACQUIRED

Skills in Planning, Organizing, Execution, Group Living, Collateral Contacting, Rapport Building, Budgeting, Accounting, Time Management, Leadership etc.

OBJECTIVES FOR VISITS

General Objectives:

- To provide a unique opportunity for students to gain an insight into a working environment related to a subject area.
- To help students develop their communication and inter-personal skills in the context of work.

Community Development Specialization

- To acquire knowledge on the administrative structure of the organization and staffing pattern.
- To enable the students to understand the aim, objectives, mission and vision of the organization.
- To enable the students to understand the target group of the organization and the welfare activities carried out for the benefits of the community.
- To get an exposure in the fields of fund mobilization and utilization, source of funds etc.
- To acquire knowledge on the principles and skills applied by the organization in the field for better service delivery.

Human Resources Management Specialization

- To get oriented on the activities of the organization.
- Organizational culture and hierarchy.
- Manufacturing Process, if any.
- Human Resource policies.
- Industrial and Employment relation.
- Welfare measures of the organization toward the employee.
- Retention strategies

Medial and psychiatry Specialization

- To acquire knowledge of the administrative structure of the agency and the relationship with the patients/clients according to the agency.
- To acquire knowledge for effective social work practice in the field of Health/Mental Health.
- To enable the students to understand the psycho-social – cultural realities associated with patient care in the Hospital and community setting.

- To acquire knowledge with respect to the inter-disciplinary approach for persons with disease and disability.
- To acquire knowledge of skills in identifying mental disorders in health care and community setting.

DUTIES OF THE COMMITTEES

With the assistance of two faculties facilitating NSWEV process in terms of guidance and supervision to ensure the successful realization of the set objectives, the students formed into committees are expected to perform the roles mentioned below:

CHANNELS OF COMMUNICATION/CO-ORDINATION

- The elected Study Tour Leader (STL) and Assistant Leader will be the point of co-ordination for information sharing among the Committee Leaders (CL) and the Faculties.
- All the Leader and Assistant Leader of respective committees along with the faculties would constitute

the Executive Committee (EC) and the convener is the study tour leader/Assistant Leader.

- The EC would meet at-least once in a week and the EC meetings will be chaired by the Faculty in Charge (FIC).
- The Leader of study tour will update the executive committee the progress on a weekly basis with prior consultation and obtaining approval from the Faculty in Charge. This very same information will be shared with respective committee members by the Committee Leader.
- Executive committee meeting minutes also need to be recorded by the documentation committee leader and get approved in the next meeting.

PROGRAM COMMITTEE

- Identify relevant organizations for interaction/exposure well in advance as per the requirement (Common & specialization visits).Should maintain systematically all documentary evidence of all the communications confirming/accepting the visit with all the necessary

details including Profiles of the organization with the information of the responsible contact person, the place and time of meeting/visit, location of the agency, nearest landmark, etc. Create a database of the organizations available in the place of tour.

- The committee would be responsible of the respective visits during the tour and they Need to prepare a proper programme schedule with a balance of education and relaxation and one person should be made responsible for each visit /activity to make sure everyone gets an opportunity to contribute in their own unique ways.
- Convene daily review meetings during the tour having a moderator for each meeting

TRAVEL COMMITTEE

- Will comply with all the procedures to get official permission from the Department and College besides for getting Railway concessions and reservations to be done well in advance in the most convenient and economical manner.
- Maintain authentic database of Students for ticket booking purpose. Name list with department number,

date of birth and contact number, The College Id Card Xerox's duly signed by respective students on the sheet and the No Objection Certificate (NOC) signed by their Parents / Guardian / Hostel Warden.

- Make necessary arrangement for the local transportation at the places/agencies proposed for the visits.

FOOD AND ACCOMODATION COMMITTEE

- The committee members should identify an appropriate place of stay for boys and girls separately. Ensure that all the rules and regulations and contact address and telephone numbers are collected and made known to everyone for strict adherence in terms of cleanliness and safety.
- Should obtain as reasonable rates as possible in boarding and lodging by negotiating with the person in charge and settle the dues as early as possible and there should not be any form of duplication in terms of payments.

HEALTH COMMITTEE

- Committee should have minimal First Aid materials for Cuts, wounds, Burns, and medicines for common ailments during travel, by taking advice from a Physician.
- The committee members should gather the health status in terms of treatment going on /chronic illness if any of the students is suffering from and should take precaution to avoid anything that can worsen the situation.
- Provide appropriate food and care to the student who falls sick.
- Create a database of the local available physician, hospital and other emergency help-lines in the Tour location.
- Maintain data base of closest relative of the students to be contacted in case of emergency.

FINANCE COMMITTEE

- Committee should work-out the optimal budget for the tour keeping all the requirements in mind and make

allocations for various purposes on sound rational and justifications.

- FC Should collect the money from the students in installments as per the agreed deadline.
- Responsible for Book keeping and recording of all expenses incurred with support memos where ever possible and need to ensure the accounting and auditing of income and expenditure with source details.
- FC Will present the balance sheet as on the date of meeting and Final Accounts submission at the end of the tour.

DOCUMENTATION COMMITTEE

- DC Should prepare minutes of every meeting convened and present it in the next meeting for the approval.
- Help in drafting all communication required and assist every committee if approached.
- Responsible for Photography and Video (if required) for official department record.
- DC prepares the reports on the visits made to each organization in detail.

- The committee should prepare the final report of the tour and present it to the department after the commencement of the tour.
- The committee should maintain a file having a copy of all the official documents from the other committees for department record and future reference purposes.

Rules and Regulations for Tour:

- Students are expected to be On-time for Travel, Visits and Meetings etc.,
- Students are expected to be in Formal Dress Codes for the Visits as per the Field work requirements and Modest Dress Code as per College Norms.
- Use of Mobile Phones during the Visits and Evaluation Meetings is Strictly Prohibited.
- No Student should Smoke or Consume Alcohol during the Tour.
- No one is expected to Move Out of the group and any such movement should be made known to the Staff In-charge.
- Boys and Girls are expected to maintain a Respectable Relationship during the Tour.

- Good Conduct is a Must.
- Strict Discipline should be maintained.
- Students are responsible for their Individual Belongings.
- The decisions of the Staff In-charge with regard to the plans shall be the Final and the Students should strictly obey and abide by it.

PROGRAM SCHEDULE

DATE	TIME	ACTIVITY
23-11-2016	10:00 P.M.	Boarding Train (Tamil Nadu Express-12621)
24-11-2016	Full day	On travel to New Delhi
25-11-2016	7:00 A.M.	Reaching New Delhi
	11:05 A.M.	Departure from New Delhi to Ludhiana (Paschim Exp-12925)
	4:45 P.M.	Reaching Ludhiana
	5:30 P.M.	Settling and refreshing at Rasna Guest House

26-11-2016	8:30 A.M.	Visit to Chakar Village (Common Visit - 1)
	2:00 P.M	Visit to National Forum for Consumer Rights, Dugri (Common Visit - 2)
27-11-2016	7:00 A.M.	Travel to Amritsar
	10:00 A.M.	Exploring Amritsar
	5:45 P.M.	Travel back to Ludhiana
28-11-2016	8.00 A.M.	<p style="text-align: center;">SPECIALIZATION VISITS - 1</p> <ol style="list-style-type: none"> 1. Hero Cycles (HRM) 2. CMC Hospital (MNP) 3. Volunteers for Social Justice and Dalit Dasta Virudhi Andolan (CD)
29-11-2016	8.00 A.M.	<p style="text-align: center;">SPECIALIZATION VISITS - 2</p> <ol style="list-style-type: none"> 1. Radission Blu (HRM) 2. Rameshwar Welfare Trust (MNP) 3. En Onikar Charitable Trust (CD)
30-11-2016	8.00 A.M.	<p style="text-align: center;">SPECIALIZATION VISITS - 3</p> <ol style="list-style-type: none"> 1. Vardhamann Textiles (HRM) 2. Hope Society for Health and Homeopathy (MNP) 3. Swabhimaan NGO (CD)
	9:30 P.M.	Travelling to Ludhiana railway station

	11:00 P.M.	Departure from Ludhiana (Jammu All Express-12414)
1-12-2016	5:00 A.M.	Reaching New Delhi
	9:00 A.M.	Visit to Chetanalaya (Common Visit - 3)
	4:00 P.M.	Overall Evaluation
2-12-2016	9:00 A.M.	Exploring New Delhi
	10:30 P.M.	Departure from New Delhi (Tamil Nadu Exp-12622)
3-12-2016	Full Day	On travel to Chennai Central
4-12-2016	7:10 A.M.	Reaching Chennai Central

PLACE OF STAY:

SL. NO.	PLACE	HOTEL NAME & ADDRESS	CONTACT NO.
1	LUDHIANA	RASANA GUEST HOUSE 2798/1 jammu colony near preet (Bus Stand) Opp: Ishwar complex, Punjab, India 141002	8567847642
2	NEW DELHI	CHETANALAYA TRAINING CENTRE Building 9-10 Bhai Vir Singh Marg, Opposite to Columbus School, (Nearest Landmark: Gole Market/Bangla Sahib Gurudwarw), New Delhi, 110001	9811931041

TRAIN DETAILS:

Date	Travel	Train Name	Boarding Time	Reaching Date	Reaching Time
23 rd November, 2016	Chennai Central To Delhi	Tamil Nadu Express (12621)	10:00 P.M.	25 th November, 2016	7:30 A.M.
25 th November, 2016	Delhi To Ludhiana	Paschim Express (12925)	11:00 A.M.	25 th November, 2016	4:45 P.M.
30 th November, 2016	Ludhiana To Delhi	Jammu All Express (12414)	11:05 P.M	1 st December, 2016	3.55 A.M
2 th , December, 2016	Delhi To Chennai Central	Tamil Nadu Express (12622)	10:30 P.M.	4 th , December, 2016	7:10 A:M

Requirements for the members:

1. Daily use articles like soap, tooth brush, paste etc.
2. Warm cloths like Sweater, muffler, socks, shoes, slippers, gloves.
3. Bed sheet, Blanket, Umbrella, Torch.
4. Sufficient number of cloths.
5. College ID card and PAN card / Postal ID / Railway ID card.
6. Things of responsibility – e.g. Camera, laptop etc.
7. Vaseline, Prescribed medicines, if any
8. Required Stationary for use during common and specialization visit.

DO'S & DONT'S

DO'S

- Carry your ID cards with you always.
- Carry a note pad and pen with you while going for the visits and evaluation meeting.
- Wear formal and decent dress for all the visits.
- You are expected to be punctual.
- Maintain silence in the silence hour.
- Before 8 o' clock should be in the dining hall.

- Inform the faculty when you are going out.
- Bring your own medicines.
- You are responsible for your belongings in the train, room etc.
- Bring warm Clothes (gloves, sweaters, socks, cold cream, Vaseline).
- Maintain the college dignity and decorum.
- Be polite with each other.
- Keep your place of stay clean.
- Lock your room when you go out.
- Do remain in your respective room at night.
- Volunteer yourself actively in all the activities.
- You are requested to exhibit utmost Modest Behavior with your classmates throughout the tour.

DON'TS:

- ❖ Drinking and smoking are strictly prohibited.
- ❖ Do not wear Shorts or night pants in the common places like dining hall, meetings etc.
- ❖ Do not go alone without Prior Permission from the faculty.
- ❖ Do not tease the Girls / Boys in any language in the Train or at any Places.

- ❖ Do not use mobile phones during the field visits and evaluation meeting.
- ❖ Do not earn a bad name for the college.

EMERGENCY CONTACT NUMBERS:

In Chennai:

Dr. Gladston Xavier (HOD) - 9444053063

Prof. Vincent Vijayaraj (Co-ordinator) – 9444677793

FACULTY IN-CHARGES: (ON TOUR)

Prof. Vallary Patric – 94442 48265

Prof. Bala Muthu Murugan – 97508 73534

TOUR LEADERS:

Ms. Nancy Claire: 9791276247

Mr. Stephen Raj: 8056314233

STUDENTS NAME LIST:

DEPT .NO	Students name
15-PSW-51	C. REENA
15-PSW-52	LAWRENCE NELSON P
15-PSW-53	V HARIDHRRA
15-PSW-54	MARIA LEONI. S
15-PSW-55	FRANCIS XAVIER C
15-PSW-56	AMALA ALYS.J
15-PSW-58	ANISHA MARY SURIN
15-PSW-59	R SEEMA
15-PSW-60	JENNIFER LEONA FERNANDEZ
15-PSW-61	SIMONRAJ.S
15-PSW-63	S.VIMAL CLINTON
15-PSW-64	S.NIHAL AHAMED
15-PSW-66	PRINCE ADAIKALA RAJ
15-PSW-67	PU.EDIDH BROWNEL
15-PSW-68	MISHAL CHRYSOLITE
15-PSW-69	RESHMA VIVIENNE
15-PSW-70	R.MEERA
15-PSW-71	M.SAFIYA BANU
15-PSW-72	R. AGNES SCHOLASTICA
15-PSW-73	JESSY RESHMA J
15-PSW-74	KURALARASAN S
15-PSW-75	STEPHEN RAJ. G

15-PSW-76	A.R.POOJA PRIYADARSHINI
15-PSW-77	SOPHIAVANESSA. A
15-PSW-78	R.PRIYADHARSHINI
15-PSW-79	M.SUSILA
15-PSW-80	ALFRED JABA KUMAR
15-PSW-81	GEORGE AUGUSTIN.A
15-PSW-82	NISHANTH L
15-PSW-83	PS.SABARI PRIYA
15-PSW-84	ANURAG BILUNG
15-PSW-85	A.AMALA DEEPTHI
15-PSW-86	NANCY CLAIRRE A
15-PSW-87	NIRANJANA CHATER

