

APPENDIX - 1 (A)SCHEDULE FOR DATA ABOUT THE AGENCY

1. Name of the Agency :
2. Address :
3. Parent organisation if any (Name and Address) :
4. Name of the founder (if applicable) :
5. Factors that lead to establishment :
6. Date of establishment :
7. Date of Registration :
8. Registration Number :
9. Sponsoring agency :
 - A. Central/State Government
 - B. Municipality/Local Body
 - C. Religions/Caste Organisation
 - D. Philanthropists
 - E. Any other voluntary body
10. Area of operation :
 - Local/State/National/International
11. Objectives :
- Organisational structure :
1. Nature of Agency : Independent/Branch/Affiliation with other organisation/Any other

Institutional set up

1. Property and Assets :
 - A. (i) Agency Building : Owned/Rented/Donated/Loaned/Other.
 - (ii) Number of Rooms :
2. Area occupied by establishment:
 - a. Administrative purpose
 - b. Area available for conducting activities.
 - c. Area for use of beneficiaries
 - d. Details of staff quarters
 - e. Other Remarks

Administrative Structure

1. Staff :

Sr.No.	Name only Head and SW Personnel	Designation	Education	Training
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1.

2.

3.

4.

5.

 TOTAL

2. Job chart of Social Work Personnel :

DesignationJob chart

a.

b.

c.

d.

e.

f.

g.

h.

i.

3. Staff Development measures at the agency : Yes/No

a. Training

b. Refresher course

c. Attending seminar/conference/workshop

d. Consultation with Experts

e. Lectures

f. Film show

g. Others

4. Does the agency has its own library for staff:

Finance

1. What are the resources of finance ?

Funding agency

Amount

2. Yearly Receipts

Yearly expenditure

3. Yearly expenditure on one client (if available)

Programmes:

1. What are the main programmes of the agency?
2. Describe the clients routine activities for the day.

Beneficiaries

Probe and describe in details with criteria fees,
number of participants etc.

1. Total number of beneficiaries :

	<u>Male</u>	<u>Female</u>	<u>Average Age</u>
a. Indoor clients/Inmates			
b. O.P.D./Day Scholars			
c. Participants of selected programmes.			
2. a. Admission/enrolment procedures			
b. Termination procedure			

APPENDIX 1(B)INTERVIEW SCHEDULE FOR INFORMATION ABOUT RESPONDENTS

SECTION - I : PERSONAL INFORMATION

1. Name :
2. Sex : Male/Female
3. Age : Under 25/25 to 34/34 to 44 & above
4. Religion : Caste _____/Community _____
5. Marital status : Married/Unmarried/Widowed/
Divorced/Separated.
6. Educational Qualifications: (mark that is latest)
Primary/Middle/High School
S.S.C/M.S./Inter/Graduation/Post-graduation
7. Present Address :
(a) Mailing :
(b) Residential :
8. Work Experience and duration (in the present agency)
Less than a year/1-3 years/4-6 years/more than 6 years.
9. Work experience and duration (in other agencies)
10. a. Grade of Salary :
b. Employments per month : Basic salary _____
D.A. _____ H.R. _____ City allowances _____
_____ Other allowances _____
Total :

SECTION - II : EDUCATION AND TRAINING

1. Institution for Technical Education :
2. Area of specialization :

3. Seminar/Conference/in addition to additional training during the period of his/her working in this field (suggest only those which are important in relation to the current job) :

<u>Programme & Place</u>	<u>Dates(from -to)</u>	<u>Remarks</u>
(a)		
(b)		
(c)		

SECTION - III : WORK EXPERIENCE

(A) Prior to coming to this agency, but in the same field

1. List all the (full time) jobs, in the present field he/she held prior to coming to this agency.

<u>Position</u>	<u>Agency</u>	<u>Length of employment in year & months</u>

2. Work experience prior to getting technical education if any (describe)

(B) Present agency :

1. How long has the respondent worked in this agency (years and months)