

17 PSW – BATCH – SHIFT - 2
NATIONAL SOCIAL WORK PERSPECTIVE - 2018
NEW DELHI



FACULTY INCHARGE

PROF.EDWARD SUDHAKAR

PROF.HANNAH SANGEETHA

DEPARTMENT OF SOCIAL WORK
LOYOLA COLLEGE (AUTONOMOUS)
CHENNAI- 600034

NATIONAL SOCIAL WORK PERSPECTIVE – 2018

INTRODUCTION

Students from department of social work shift 2 from Loyola College undertook a study tour to New Delhi for ten days. They were exposed to various educational institutions, industries, national and international organizations. The students also had an opportunity to visit few tourist spots around Delhi and Agra. Through this study tour they gained a lot of experience in various aspects. The students were also exposed to new environment and acquired some knowledge about cultural aspects and also vast exposure to the discipline of social work. Hence the study tour was a successful one which enabled the students to gain full pledged knowledge about their own field and specialization.

OBJECTIVES OF STUDY TOUR

- To visit various reputed organizations related to their field of specialization and understand and functioning of such successful organizations.
- To build in competencies related to planning, implementation and execution of tasks related to the organizing group travel and accommodation and visits etc.
- To impart training in social work education through purposeful recreation, sightseeing and discussion in different places and atmosphere.
- To provide an opportunity to the students to experience group dynamics and understand the importance of social relationships.
- To be aware of various socio-cultural patterns, value system and social practice in different parts of the world.

PRE STUDY TOUR PREPARATIONS

SELECTION OF TOUR CONVENORS

The faculty in-charge of study tour **Prof. Edward Sudhakar** and **Prof.Hannah Sangeetha** guided us in the selection of **Mr.Venkatadharan** and **Ms.Krithiga Priya** as our study tour convenors. And also helped to divide students under various committees. Roles and responsibilities were specified to different committees.

PLANNING DETAILS

31/8/18	Meeting regarding selection of study tour convenors and basic Planning for arrangements.
3/9/18	Meeting regarding selecting the committees and its members. Delegation of responsibilities to the committees.
11/9/18	Finalising the place of visit as New Delhi and discussions regarding choosing various Organisations to visit.
15/9/18	Presenting finalised list of organisations and works completed by the respective committees.
24/9/18	Discussion regarding places available to visit in leisure time such as Jaipur city, Agra and presented the confirmed list of organisations.
15/11/18	Final presentation of completed responsibilities by the committee leaders.
20/11/18	Final meeting regarding the requirements for the study tour and to check the arrangements made.

COMMITTEES AND THEIR MEMBERS

PROGRAMME	DOCUMENTATION	TRAVEL	ACCOMODATION
1.ABRAHAM MATHEW LEADER	1.NIVETHA S LEADER	1.ANIE SYLVIA RUTH - LEADER	1.FR.JEYARAJ LEADER
2.KIRTHIGA PRIYA	2.NINISHA ASST. LEADER	2.BENO PHILOMEN ASST LEADER	2. REMYA ANNIE VERGESE –ASST LEADER
3.VENKATADHARAN	3.NIVEDHA L	3.RAGULAN BENJAMIN	3.FEBILA
4.HEMA	4.JAIBHIM RATHNA	4.PRASANNA CHANDRU	4. FR. VALAN
5.MADHURA BASHINI	5.MERIN THOMAS	5.AMUL CYRIL	5.ALLAN
6.FR.THOMAS SEBASTIAN	6.VERSHELA	6.CHOUDHRY	6.ABINAYA
7.INIYAN	7.MICHELLE	7.FR.SAMI KANNU	7.ABISHEK REX
8.SHALEEN		8.SASHA	
9.ARUNIKA		9.RATHNA	
10.NAHLI			
11.SAHANA			
12.CESILY DEVAKIRUBAI			

FINANCE	SPECIALIZATION LEADERS	FIRST- AID
1.KOUSHIK SRIRAM LEADER	1.FR.SAMI KANNU (MEDICAL&PSYCHIATRY)	1. ANNIE SYLVIA RUTH - LEADER
2.SANDHYA ASST. LEADER	2.VERSHELLA (HUMAN RESOURCE MNAGEMENT)	2. ANTONY SWETHA RANI – ASST LEADER
3.DOROTHY	3.SASHA (COMMUNITY DEVELOPMENT)	3.RAGULAN BENJAMIN
4.FELICIA		4.NAHLI
5.SIVA		

DELEGATED RESPONSIBILITIES TO THE RESPECTIVE COMMITTEES

PROGRAMME COMMITTEE:

- Framed programme schedule with proper time allocations for the study tour.
- The committee Chose place for common visits and got prior permission from the organisations to visit.
- Worked along with convenors and faculty in-charge for the visits.

TRAVEL COMMITTEE:

- Provided suitable mode of transportation for every visits.
- Provided different options for travel.
- Provided budget to the finance committee.
- Booked bulk tickets for travel.
- Arranged private vehicle for Agra visit.

FOOD AND ACCOMODATION:

- Searched for places with proper facilities to accomodation.
- Chose suitable place for accommodation with good facilities.
- Got permission from the place of accommodation.
- Arranged food for the class during travel.
- Provided budget to the finance committee.

FINANCE :

- Provided estimated amount for the study tour expenses.
- Collected the amount from the students.
- Releasing the required fund for all the expenses.
- Maintained proper accounts and presented to the class.
- Distributed the equal share of remaining fund to the class.

DOCUMENTATION:

- Recorded all the proceedings of the study tour including the meetings and its timing.
- Noted the timings and the activities of students.
- Recorded photographs and videos before and after the study tour.

- Prepared documents in any possible forms such as word document, video, audio etc.

SPECIALISATION INCHARGE:

- Presented finalised list of organisation for the visit.
- Prepared permission letters and send it to the respective organisation.
- Cascaded the end results to pupil about organisational feedback about their approval.

FIRST-AID:

- Collected proper details about medical conditions of the pupils.
- Bought basic medications and handled first-aid kit required during the tour.
- Committee consisted a nurse and she took care of students who fell sick during the tour.

LIST OF ORGANISATIONS CHOSEN TO VISIT

HUMAN RESOURCE MANAGEMENT.

S.NO	ORGANISATION NAME	ADDRESS	CONTACT DETAILS
1.	SOMANY TILES	KASSAR, BAHADURGARH, JHAJJAR, HARYANA,124507	C.N TIWARI 9467215431
2.	WHEELS INDIA	BAWAL , HARYANA	MUKESH KUMAR SAINI
3.	INTERNATIONAL LABOUR ORGANISATION	INDIA HABITAT CENTRE, CORE 4B, 3RD FLOOR, LODHI ROAD, NEW DELHI- 110003	KANAGARANI 9868974511
4.	ITC MAURYA	A LUXURY COLLECTION HOTEL, NEW DELHI	PRIYANKA SEHRAWAT 9769549539

COMMUNITY DEVELOPMENT

S.NO	ORGANISATION NAME	ADDRESS	CONTACT
1.	HUMAN RIGHTS LAW NETWORK		MS.OLIVIA 9205718044
2.	EFICOR – EVANGELICAL FELLOWSHIP OF INDIA COMMISSION ON RELIEF.		
3.	CHURCH’S AUXILIARY FOR SOCIAL ACTION (CASA)		
4.	The NAZ FOUNDATION(INDIA) TRUST.		
5.	COUNCIL FOR ADVANCEMENT OF PEOPLE’S ACTION AND RURAL TECHNOLOGY(CAPART)		
6.	CENTRE FOR ADVOCACY AND RESEARCH		MR.INDU PRAKASH 9911362925

MEDICAL AND PSYCHIATRY:

S.NO	ORGANISATION NAME	ADDRESS	CONTACT DETAILS
1.	ALL INDIA INSTITUTE OF MEDICAL SCIENCE	Ansari nagar East, New Delhi 110029	director@aiims.ac.in director.aiims@gmail.com 26588700
2.	VOLUNTARY HEALTH ASSOCIATION OF INDIA.	B-40, Qutab Institutional Area,south of IIT Delhi -110016	admin@vhai.org healthpromotion@vhai.org
3.	THE LEPROSY MISSION	3 rd floor, CNI Bhavan, 16 Pandit pant marg	01143533300

		area, Sansad marg area, New delhi, Delhi -110001.	

COMMON VISITS:

S.NO	ORGANISATION NAME	ADDRESS	CONTACT DETAILS
1.	UNITED HIGH COMMISSIONER FOR REFUGEES		MS.TEENA 8130677743
2.	PARLIAMENT OF INDIA		MRS.KANIMOZHI MP.
3.	WORLD HEALTH ORGANISATION-COUNTRY OFFICE.		
4.	FAMILY HEALTH INTERNATIONAL 360.		MR.SRINI 9820087035

PROGRAMME SCHEDULE FOR THE STUDY TOUR:

DATE	ACTIVITIES EXECUTED
28/11/18 29/11/18	Departed from Chennai central railway station and continued with train travel.
30/11/18	Reached New Delhi railway station by morning. Checked in the place of accommodation. Visited UNHCR (common visit). Visited India Gate.
01/12/18	Scheduled for Specialization visits. HRM –SOMANY TILES. CD – HRLN M&P - AIIMS
02/12/18	Visited Agra and Leather market
03/12/18	Scheduled for Specialization visits. HRM – WHEELS INDIA CD – EFICOR,CASA AND NAZ FOUNDATION INDIA M&P- THE LEPROSY MISSION
04/12/18	Visited RASHTRAPATHI BHAVAN- THE PRESIDENT HOUSE. PARLIAMENT OF INDIA WORLD HEALTH ORGANISATION-COUNTRY OFFICE
05/12/18	Scheduled for Specialization visits. HRM – ITC MAURYA, INTERNATIONAL LABOUR ORGANISATION. CD – CAPART AND CENTRE FOR ADVOCACY AND RESEARCH M&P- VOLUNTARY HEALTH ASSOCIATION OF INDIA
06/12/18	Orientation conducted in INDIAN SOCIAL INSTITUTE and left New Delhi.
07/12/18 08/12/18	Travelled and reached Chennai central railway station.

PLACE OF ACCOMMODATION

INDIAN SOCIAL INSTITUTE GUEST HOUSE

ABOUT:

Indian Social Institute was established 1951 in response to the challenges of nation-building and a new emerging social order in an independent India. The vision of the institute is to build a just, humane, secular and democratic Indian society wherein the poor and marginalized communities cherish equality, dignity, freedom, justice, peace and harmony.

Over last six decades the institute has committed itself in brining social transformation through socially relevant research, training and action, publication and advocacy works aimed at integral development of the marginalized communities, particularly the Dalits, Adivasis/tribals, women, minorities, unorganized and landless labourers in partnership with academicians, people's movements, human rights organizations and ecological movements nationally and internationally.

The Indian Social Institute was founded, more than a centre of research, as an ideology to contribute to the task of social transformation. At the time of founding of the institute, the then General of the Society of Jesus stated "the institute should be founded for the serious study of the Indian social situation in all its aspects". Adhering to this mandate the institute has been ever in search of new ways of engaging in social transformation according to the signs of the times.

The institute began its journey as 'Indian Institute of Social Order' in January 1951 in Pune in response to the challenges of nation-building and emerging new social order in the post-independent era. In 1958, the institute was registered in Pune as Indian Social Institute.

Realising the importance of being present in the national political capital, in 1961 the institute was shifted to New Delhi and a new entity was registered under Xavier Institute of Social Order. However, later in 1969 the institute was registered as 'Indian Social Institute'.

In the first decade, till 1960s, the focus was on spreading social doctrine of the Church; in the following decade the institute expanded its scope to accompany NGOs and focused on training, thus giving birth to Indian Social Institute, Bangalore. The third decade was marked with sensitivity to women issues and establishment of Mobile Orientation Team (MOT). In the 80s, the fourth decade, it made a definitive choice to align with people's movements and accompany them. As the government opened itself in 1989 to Thatcher-Reagan neo-liberal philosophy the institute responded to the challenges of liberalization, privatization and globalisation (LPG). In the same decade the institute adopted rights-based perspective as a cross-cutting subject permeating all the endeavours of the institute which continues till today. In the new millennium, expanding civil society space and advocacy works have assumed greater significance aimed at policy changes. The institute enjoys NGO special consultation status with the Economic and Social Council of the United Nations.

All through these years the institute has enjoyed great credibility among the academicians, activists, students, and marginalized communities through varied interventions like, action-based research, publications, capacity building programmes, and policy interventions through advocacy works. It has also provided space for like-minded persons and organisations to come together, reflect and respond with appropriate strategies. During this long journey many

persons have contributed to the nurturing of its growth and also have taken shelter under the shades of its wings. The management and staff of the institute earnestly hope that the institute will grow further in the years to come to spread its fragrance far and wide. The Institute strives to assist social activists in the praxis of action-reflection-action with people at the grassroots level, and support groups like intellectuals, journalists and policy-makers. The Institute has been making attempts to align itself as a supportive resource centre with individuals, organizations and people's movements especially of Dalit's, tribal's, women, the most backward castes and minorities.

Advocacy of descriptive policy research is carried out to learn about certain social problems and human rights issues. These studies seek to measure social problems with a view to heightening community awareness of them and providing proposals and other action to ameliorate the problem in question.

OUR EXPERIENCE :

The accommodation committee took in-charge in contacting the authority and got permission for the stay. Morning breakfast was provided to us at our accommodation. since we were travelling based on specialisations our lunch and dinner were left to our own convenience. The place was decided as the transportation facilities were easy from the place of our accommodation. The rooms provided to us were very comfortable and we all were provide with good facilities. On the last day of our stay they organised us an orientation session about the institution and their area of work. ISI mainly involved in supporting many research on social development so it would also be a good option for our students who decided to take research as their career. ISI have furnished library with good quality of research book, journals and magazines. They run their own publications to speak about the problem of socially marginalised. They also welcome students who can write articles and contribute to their publications. We all had a safe and comfort stay in ISI.

ADDRESS:

10, Institutional Area, Lodi Road
New Delhi, 110003
India

Tel : (011) 49534000
Fax : 0091 (11) 24690660 & 49534104
Email : edoffice@isidelhi.org.in.

CONTACT PERSON DETAILS:

ORGANISATIONS AND ITS PROFILES

SOMANY TILES

Kassar district,
Bahadurgarh,
Haryana – 124507

Introduction

Somany Ceramics Limited – A strong witness to generations

Somany, the entrepreneurial aspiration of Late Shri H L Somany was incepted in 1969. That time it was known as Somany Pilkington Ltd. A joint venture between Somany and a UK based company Pilkington Ltd. During the time when ceramic products were considered as luxury products, Late Shri H L Somany envisioned the magnitude of the growth and success that could have been achieved in the Indian Ceramic Market.

To sustain a dream of such a magnitude, it is always important to stay ahead of time. This truth was realised by Late Shri H L Somany.

Somany is headquartered in Noida (Uttar Pradesh) with eight modern manufacturing facilities (Kassar (Haryana), Kadi (Gujarat) and 6 joint ventures at Morbi, Gujarat) supported by contract manufacturing and has marketing offices across all major Indian Cities. The company's net worth stood at Rs 512.76 Crore in March 2017. The company's total turnover has reached Rs. 1913.87 Crore by March 2017.

HR Policies and Processes:

- Attendance Maintenance and salary cycle
- Employees located at factory premises
- Sales field employees
- Employment Policy
- Working hours and attendance policy
- Staff leave policy
- Medical and LTA reimbursement policy
- Training policy
- Freedom from harassment
- Service condition policy
- Laptop policy
- Car policy
- Employee exit policy
- Outfit policy

The visit commenced with the assistant HR manager orienting about the organisation. Later the students were taken for short visit to the factory where in detailed the production was

explained to the students. The visit prolonged for almost an hour and 15 minutes. Soon after which the students were told head towards the HRD Learning service area where the HR manager of the Somany Tiles Ltd welcomed the students and presented a PPT on the HR policies and processes followed at Somany Tiles Ltd.

WHEELS INDIA LIMITED

Industrial Model Twp,

Bawal,

Haryana- 123501

Introduction:

Wheels India Limited is a company promoted by the TVS Group, India's largest auto component manufacturer. Starting with a bus service in 1911, the TVS Group has grown to become one of India's largest business houses with businesses in two wheelers, vehicle dealerships & logistics and auto components which had a turnover of over USD 7 Billion (FY 2012-13).

Wheels India (established in 1962) is one of the largest steel wheel manufacturers in the world. The company had a turnover of USD 375 Million (FY 2012-13) coming from the segments of Cars/UVs, Commercial vehicles, Tractors, Single Piece wheels and Construction & Earth Mover wheels. The company also manufactures air suspension kits for trucks and buses. With over 15% of its turnover coming from exports, particularly from the Construction & Earth Mover equipment segment, it is truly a global player in the auto components industry.

Wheels India started production of wheels for commercial vehicles in 1962 at our plant in Padi, Chennai. The company started the production of car and tractor wheels in Padi in 1965. In 1972, the company made a foray into the construction equipment sector with Hindustan Motors (now CAT India). In 1982, the company opened its second facility in Rampur for tractor wheels. Wheels India entered the wire wheel business in 1988 and also entered the air suspension market under the brand "WILRIDE". In 1998, the company opened a facility in Pune to cater to this growing automotive hub. This facility manufactures wheels for cars, trucks and buses.

The 2000s represented a decade of growth for the company and 2000 marked its entry to the earth mover market with 35" and 49" wheels. In 2005 the company started manufacturing forged aluminium wheels to cater to the growing after market for truck and trailer manufacturers. 2007 marked the setup of 2 new facilities in Sriperumbudur for Big EM wheels and Bawal for car wheels. In 2009 the company setup a new facility in Pantnagar to cater to the growing truck and light commercial vehicle business.

Wheels India is a partner to various Global OEMs like Ford, Hyundai, Tata, Caterpillar, John Deere, Komatsu, Hyundai Heavy Industries, Case New Holland, Leyland, Tafe and Suzuki. The company has won various awards which stand as a testament to its “Quality First” policy, to name a few – CAT SQEP Silver Certification 2010, TPM Award & Certification, Toyota Supplier Award for Quality & Cost '09 and Regional Contribution Award from Toyota in 2013 Global Suppliers Convention.

The company believes that its future lies in partnering OEMs in their growth and providing service to match. Wheels India has Launched aftermarket brand “TVS WILGO” for catering aftermarket needs in 2012.

HUMAN RESOURCES MANAGEMENT POLICY

Core Belief

The Company strongly believes that human resources which manage the other resources have infinite potential, and therefore, their development is the key to organizational effectiveness. We commit ourselves to integrate human resources with Organizational growth and development for mutual benefit.

Policy

In pursuance of the above philosophy and in order to optimize utilization of human resources in the Company, the Company is committed to the following:

- To plan and induct appropriate manpower in terms of knowledge, skill and attitude.
- To provide opportunity for growth to employees, in terms of remuneration, career and skill development and for attracting and retaining talent.
- To value individual dignity and respect the time and efforts put in by employees.
- To support innovation and well reasoned risk taking by employees, aimed at growth and development of the Company and employees.
- Maintain a healthy and harmonious relationship with the Union, employees and their family, built on mutual trust, respect, value system and transparency in dealings with them.
- Promote “One Union in the Industry “, develop internal leadership for a strong internal union, through training and education.
- To practice equity and fairness in all its dealings with employees.
- Not to use child labour and forced labour in any form.
- To continuously enhance knowledge, skill of employees at all levels for the performance of their present and future tasks better, through education and training and towards building a high performance culture which is globally competitive.
- To create an organizational climate to have motivated workforce, enhance productivity and quality of life employees and their family.

Human Resources Management Policy:

Values and Ethos:

The Company subscribes to the following. All employees have to sign the code of conduct at the time of joining WIL. A copy of “Code of Conduct” is enclosed.

- To achieve and maintain a reasonable level of growth and profitability and to adequately reward the stake holders.
- To give our customers excellent value for their money through supply of quality products at competitive price, backed by good customer service.
- To provide opportunity to its employees for growth in terms of remuneration as well as skill endowment and a satisfying working environment.
- To be proactive in the activities of community around us.

Values:

Our values will form the basis of our attitudes and behavior.

- Individually within Wheels India, each of us need to show certain characteristics that will enable us to work together with the Company to achieve excellence. And this calls for striving to be the best. In this endeavor, we are attempting to capture the following four characteristics in everything we do.
- **Humility:** Everyone here is working towards having the humility to acknowledge and recognize what that there are things that we do not know. One of the Value Systems that we are continuing to inculcate is that without humility, there can be no true learning.
- **Curiosity:** With humility and an acknowledgement of our lack of knowledge is the need for curiosity to learn which results in exploring, investigating and eventually learning. Curiosity calls for us to search our areas for acquiring knowledge in our individual areas of work or expertise. To everyone at Wheels India, Learning and Acquisition of knowledge is the oxygen in our workplace.
- **Integrity:** Moral integrity is what makes one sleep well at night and allows us to stand as an example to our children. It is a question of truth. The most important integrity is the 'Integrity of Information' which is a **Perseverance:** Striving to be the best in our area of work requires one to internalise the deficiencies, with humility, and drive oneself to overcome them through intelligence and hard work. True knowledge is only possible if there is acceptance of failure. You can truly look at reaching levels of knowledge unexplored only if you break new ground. And to break that new ground, you need to challenge conventional thinking at times and through experiments attempt to find the road to excellence. Perseverance sometimes means that there is a time and place for every idea. Especially in our industry, it is about engineering, which by the origins of the word suggests an iterative process or trial and error.

- These fundamental values are seen everywhere, they are like the air we breathe, the beams of the sun, or the water we drink, one cannot exist without these. These are qualities that everyone at Wheels India tries to imbibe in the common vision to strive for excellence in our work. It is our approach to life.

All employees are expected to conform to the core values and code of conduct in dealing with customers, suppliers, employees, banks, share holders and other stake holders of the Company.

Code of conduct:

- Every employee must have pride of workmanship and is expected to contribute conscientiously to the corporate goals and give precedence to Company business and activities over all other considerations.
- Every employee shall, at all times, maintain absolute integrity and devotion to duty and conduct himself, herself in a manner conducive to the best interest of the Company. Avoid soliciting gifts, services, money or honorarium from customers, suppliers, contractors and other employees. Receiving gifts of material value for personal gains has to be avoided.
- Respect company standing orders, procedures and systems and adhere to them. Maintain discipline, good attendance and punctuality while on duty and in attending meetings & appointments within the Company or with any outsiders. Courtesy demands that if an employee is unable to attend a meeting / appointment or if he / she is delayed for such meetings / appointments for any valid reason, he / she inform the convener of the meeting in advance.
- Avoid use of Company resources / facilities such as PCs / internet facility, office telephone, vehicles by all employees (including temporary / contract) for personal use. They shall be responsible for maintaining them properly and returning them in a good condition on cessation of employment.
- Those who have not been provided with an official mobile phone should avoid using it in the factory.
- Not to link any personal work with official travel and avoid availing leave while on Company duty travel at outstations, unless it is for medical / emergency reasons and control expenditure, by setting a good example to others. Any extravagant and ostentatious expenditure will give a negative impression to others. Control the use of foreign exchange released and promptly surrender the unused foreign currency to the Company on return from overseas duty travel. Limit claims to the extent of actual expenses. Advances taken from the Company for duty travel or any other official purpose should be settled by rendering proper accounts to the Accounts department within 48 hours, failing which, the Management is at liberty to recover the entire advance money immediately by giving proper notice to the employee concerned.

- Use of alcohol, smoking and chewing of tobacco is strictly prohibited in the factory. Only those employees who are authorized by MD, are authorized to interact with Press / media on matters relating to Company. Approval of MD is required before disclosing matters relating to technology, processes, finance or any other Organizational matters to professional journals and releases, to ensure that such professional activities do not interfere with the Company interests.
- All employees shall at all times maintain utmost secrecy of all know – how and information relating to the Company’s products and business and all matters connected directly or indirectly thereto. They shall not give anyone orally or otherwise any information, which they acquire during the course of employment about our manufacturing process, technical know – how, security arrangements, administrative or organizational matters whether confidential, secret or otherwise either during the employment with us or up to a minimum of three years after leaving our Company.
- A copy of “Code of Conduct” is enclosed

Wheels India has adopted the Code of Conduct for Affirmative Action given by Confederation of Indian Industry, which is reproduced below:

- The Company affirms the recognition that its competitiveness is interlinked with the well being of all sections of the Indian society.
- The Company believes that equal opportunity in employment for all sections of society is a component of its growth and competitiveness. It further believes that inclusive growth is a component of growth and development of the country.
- The Company affirms the recognition that diversity to reflect socially disadvantaged sections of the society in the workplace has a positive impact on business.
- The Company will not practice nor support conscious discrimination in any form.
- The Company does not bias employment away from applicants belonging to disadvantaged sections of society if such applicants possess competitive skills and job credentials as made public.
- The Company’s selection of business partners is not based on any considerations other than normal business parameters. In case of equal business offers, the Company will select a business partner belonging to a socially disadvantaged section of society.
- The Company has / will have a written policy statement on Affirmative Action in the workplace.
- The Company has / will have an employment policy that is in the public domain. It may place such policies and employment opportunities on its website to encourage applications from socially disadvantaged sections of society.
- The Company has / will make all efforts for up-skilling and continual training of employees from socially disadvantaged sections of society in order to enhance their capabilities, and competitive skills.

- The Company has / will have a partnership programme with educational institutions/s to support and aid students from socially disadvantaged sections of society.
- The Company has / will have a senior executive accountable to the CEO to oversee and promote its Affirmative Action policies and programmes. The senior executive presents / will present a biannual report to the Board of the Company about such policies and programmes.
- The Company further has a policy to maintain record on Affirmative Action.
- The Company makes available its learning and experiences as a good corporate citizen in Affirmative Action to other companies desiring to incorporate such policies in their own business.

Wheels India Policy on HR and Equal Opportunity:

- The Company believes that human resources which manage the other resources have infinite potential and therefore, their development is the key to Organizational effectiveness. We firmly believe in integrating the HR with the business operations and to contribute significantly towards achieving the business objectives, growth and development of the Organization and employees
- Wheels India provides equal opportunity to its employees and all qualified applicants for employment, without regard to their religion, race, caste, colour, marital status, sex, age etc., and decisions are based solely on merit
- Employees in Wheels India are treated with dignity and respect in accordance with the company's policy to maintain a work environment free from discrimination and abusive behaviour, including gender based ones, in any form or manner whatsoever
- Minimum age for recruitment: Candidates should have completed 18 years of age as on the date of application
- Wheels India has adopted the Confederation of Indian Industry's (CII) Code of Conduct for Affirmative Action. Accordingly, we encourage candidates belonging to Scheduled Caste and Scheduled Tribe to apply and provide them equal opportunity either for employment and / or for institutional training as part of their educational curriculum
- We have, nearly for five decades, consistently maintained a peaceful and harmonious relationship with the trade union and the employees, based on mutual trust & confidence, respect and concern for human values. We nurture leadership with one strong internal trade union
- We adhere to statutes maintain rapport with Government / external Agencies and contribute to maintaining peaceful industrial relations.

The visit commenced with Mr. Santhosh Kumar Singh orienting about the Wheels India also introducing Mr. Samjid Singh the Plant Head to the students. Later on the students were told to separate themselves into two groups for the factory visit. Followed after which questions were raised to IR specialist regarding the policies and the process of recruitment.

ITC MAURYA

New Delhi

Introduction:

A Capital Address

In the verdurous enclave of Chanakyapuri, the stateliness of ITC Maurya aptly reflects the quiet dignity of its location. Situated in the diplomatic enclave of New Delhi, in close proximity to the corridors of power in the capital city, ITC Maurya has long been the favoured accommodation of Heads of State, royalty and business leaders from across the world.

Steeped in History

Inspired by the grand Mauryan dynasty, one of the world's largest and most powerful kingdoms at its zenith, this 5 star luxury hotel expresses the refined courtliness and majesty resembling this mighty empire. It also reflects the many intriguing facets of the Mauryas and their 'Golden Rule' - from the enigma of the Buddhist King Ashoka who was considered the most powerful and the gentlest rulers of all time, the invincibility of Chandragupta and his unfathomable cunning advisor, Chanakya, and the seemliness splendour of the dynasty. ITC Maurya is indeed a befitting tribute to the Mauryan dynasty!

Refined Artistry

Satiated with historical allusions that have sprung to life with the refreshing vitality of the contemporary interpretation by some of India's finest artists, ITC Maurya houses a priceless and exquisite collection of art by Krishen Khanna, M.F. Husain, Tyeb Mehta, Yusuf Arakkal, A R Ramachandran, Akbar Padamsee and others.

Culinary Excellence

A significant feature on the itineraries of gourmets across the world, ITC Maurya's restaurants promise a unique experience of authentic Indian and international cuisine. One of Delhi's most popular dining destination, the hotel houses the internationally acclaimed Bukhara for Indian North-West frontier cuisine, which has been consistently voted amongst the "Top 50 Restaurants in the World" and the 'Top 20 in Asia', Dum Pukht was also voted for royal Awadhi cuisine, recognized as one of the "World's Best Classic Restaurants" by Conde Nast Traveler Gold Standard.

Environmental Stewardship

ITC Maurya is built to the highest standards of sustainability and is certified as the world's first LEED EB* Platinum rated hotel by the US Green Building Council (Leadership in Energy and Environmental Design in the existing building category).

The students were given orientation on the hotel and the main core departments such as Finance, Sales and Marketing and finally HR. The head HR of the ITC Maurya, New Delhi is Mr. Anmol. The students were enlightened about how the finance and S&M department works for the betterment of the organisation. Due to time constraints the students had a very little amount of time to interact with the Head HR.

INTERNATIONAL LABOUR ORGANIZATION

INDIAN HABITAT CENTER

Lodhi Road,

New Delhi

How the ILO works

Tripartism and social dialogue

Underlying the ILO's work is the importance of cooperation between governments and employers' and workers' organizations in fostering social and economic progress.

The ILO aims to ensure that it serves the needs of working women and men by bringing together governments, employers and workers to set labour standards, develop policies and devise programmes. The very structure of the ILO, where workers and employers together have an equal voice with governments in its deliberations, shows social dialogue in action. It ensures that the views of the social partners are closely reflected in ILO labour standards, policies and programmes.

The ILO encourages this tripartism within its constituents - [employers](#), [workers](#) and [member States](#), by promoting a social dialogue between trade unions and employers in formulating, and where appropriate, implementing national policy on social, economic, and many other issues.

Main bodies

The ILO accomplishes its work through three main bodies which comprise governments', employers' and workers' representatives:

- the [International Labour Conference](#) sets the International labour standards and the broad policies of the ILO. It meets annually in Geneva. Often called an international parliament of labour, the Conference is also a forum for discussion of key social and labour questions.

- the [Governing body](#) is the executive council of the ILO. It meets three times a year in Geneva. It takes decisions on ILO policy and establishes the programme and the budget, which it then submits to the Conference for adoption.
- the International Labour [Office](#) is the permanent secretariat of the International Labour Organization. It is the focal point for International Labour Organization's overall activities, which it prepares under the scrutiny of the Governing Body and under the leadership of the [Director-General](#).

The work of the Governing Body and of the Office is aided by tripartite committees covering major industries. It is also supported by committees of experts on such matters as vocational training, management development, occupational safety and health, industrial relations, workers' education, and special problems of women and young workers.

- [Regional meetings](#) of the ILO member States are held periodically to examine matters of special interest to the regions concerned.

Standards supervisory system

International labour standards are backed by a supervisory system that is unique at the international level and that helps to ensure that countries implement the conventions they ratify. The ILO regularly examines the application of standards in member states and points out areas where they could be better applied. If there are any problems in the application of standards, the ILO seeks to assist countries through social dialogue and technical assistance.

The ILO has developed various means of supervising the application of Conventions and Recommendations in law and practice following their adoption by the International Labour Conference and their ratification by States. [There are two kinds of supervisory mechanism.](#)

Partnering for development

Since the early 1950s, the ILO has been providing technical cooperation to countries on all continents and at all stages of economic development. Projects are implemented through close cooperation between recipient countries, donors, and the ILO, which maintains a network of country offices worldwide.

[Development cooperation](#) builds bridges between the ILO's standard-setting role and women and men everywhere. It is essential to give people decent work opportunities and an important means of assisting our constituents – workers, employers and governments – in making the Decent Work Agenda a reality. Simply put, development cooperation supports the technical, organizational and institutional capacities of ILO constituents for them to put in place meaningful and coherent social policy and ensure sustainable development.

With over 50 years of experience in development cooperation on all continents and at all stages of development, the ILO today has over 600 programmes and projects in more than 100 countries – with the support of 120 development partners.

Programme and budget

The [Programme and Budget of the Organization](#) which sets out the strategic objectives and expected outcomes for the Organization's work is approved every two years by the International Labour Conference.

Overall Learnings:

- Somany ceramics, we learnt innovative HR practices i.e information bits, leave donation, learning credits, alumini connects and stay interviews.
- In wheels india we had a chance to meet the plant head Mr.Samjid Singh, he said "before doing anything look into the causes" , "think different".
- In ITC Maurya, Ms. Priyanka & HR (Mr.Anmol) they spoke about the hotel industries and how hotel industry is a good start for freshers in future.

Overall Area of improvement:

- Time constraint
- Travel was unplanned i.e travel committee was not that efficient.
- Miscommunication
- Schedule can be communicated beforehand.

HUMAN RIGHTS LAW NETWORK

Socio-Legal Information Center,
576, Masjid Road, Jungpura,
New Delhi - 110014

The Human Rights Law Network (HRLN) is a collective of lawyers and social activists in 26 states in India, dedicated to the use of the legal system to advance human rights, struggle against violations, and ensure access to justice for all.

HRLN views the legal system as a limited but crucial instrument for realising human rights. We believe that large scale struggles against human rights violations have to be waged by social and political movements, and that the legal system can play a significant supportive role in these struggles.

We participate in the struggle for rights of the marginalized through various activities including public interest litigation, advocacy, legal awareness programmes, investigations into violations and publishing 'know your rights' material

MAIN COURSE OF WORK

1. Provide pro bono legal services to marginalized people and make justice accessible to them.
2. Undertake public interest litigation (PIL) to advance the state of human rights in the country.
3. Engage in advocacy to fight oppression, structural or by any individual or an organised group.
4. Conduct legal awareness programmes to empower the civil society with knowledge about the judiciary.
5. Undertake investigation into environment and human rights violations through Indian/Independent Peoples Tribunals.
6. Provide people access to justice through Indian/Independent People's Tribunals (IPTs)
7. Investigate human rights violations across the country and create provisions to bring the perpetrators to justice.
8. Conduct Lectures, workshops and short courses are organised for personnel of various government departments, including the police.
9. Publish 'know your rights' materials for civilians to inform them about their rights.
10. Participate in grassroots and social development movements.

OUR EXPERIENCE:

This visit gave us a great learning experience on social activism. We had a chance of meeting Mr.Nirmal, a social worker in HRLN he shared us his work experience on saving bonded labourers from various places. Our students were also welcomed to do their internships and block placements in HRLN. Madam Olivia enriched us on the legal proceedings taken care at HRLN. That was a live session and we could learn so much about the life in social activism.

THE EVANGELICAL FELLOWSHIP OF INDIA COMMISSION ON RELIEF (EFICOR)

EFICOR is a National Christian Organisation engaged in Development, Disaster Response and Training.

It serves the poor, socially excluded and the marginalized in situations of poverty, injustice and disaster irrespective of caste, creed, religion or ethnicity. EFICOR also works towards influencing the churches in India to address issues of poverty and injustice. EFICOR is a registered Society under Karnataka Societies registration Act 1960 on April 30, 1980. It was started as the Relief and Development arm of Evangelical Fellowship of India (EFI) in 1967.

At EFICOR, Strategic Planning is an important exercise to provide strategic direction to the organization factoring in the context, the challenges and opportunities and making our response relevant to the prevailing issues of justice and poverty.

The process that gave us the current plan beginning in July 2014 and culminating in March 2015 was an experience of great learning. Of much significance were the revisiting and rewriting of the Vision and Mission statements of the organization and realigning the goals within the new framework.

Centre of Excellence is our flagship endeavour, which hopes to consolidate our several decades of experience in training and take it to greater heights where the courses we offer are certified by Universities. We have sharpened our focus on programmes and refined our responses with clear indicators. In a comprehensive approach to our Vision statement of “establishing a responsible and compassionate society”, we have consciously included in our plan efforts to reach out to the non-poor and to motivate them to live responsible and compassionate lives that will address issues of poverty, marginalization and the environment.

Our cross cutting themes include Conflict Resolution & Peace Building and Human Trafficking recognizing the immensity of these issues and the pressing need to respond. Increasing urbanization and its impact has given us impetus to give a special emphasis on urban poverty related programmes. We are also striving to raise funds from within the country.

As we stride into the future and carry out our plans for the years 2015 – 2020, we are deeply aware of the challenges and uncertainties that lie ahead. But our hope in achieving our plans is anchored in our faith. Faith in our God who has led us thus far and who will continue to lead us into the future in transforming communities and making a difference. Faith in our staff who untiringly and selflessly love and serve communities with commitment and passion. Faith in our supporting and implementing partners that they will continue to journey with us. Faith in our past experience and learning that it will help bring the impact in our programmes and faith in our systems and procedures that afford transparency and accountability to be good stewards of the resources entrusted us.

Our experience:

We had an interactive session with the executive director Mr.Kennedy Dhanbalan. He explained us all about the organisational history and their area of work. He gave us clarifications to the questions we asked them about there area of work. As it is religious based organisation they work more with churches and train them on how to approach and extend their support during disaster and relief period.

CHURCH'S AUXILIARY FOR SOCIAL ACTION

Rachna Building,4th floor,

2 Rajendra Place, Pusa Road,

New Delhi - 110 008, India

Primarily born to provide relief and rehabilitation to the refugees at the time of painful Indo-Pak partisan, CASA started to become a household name in areas which were struck by humanitarian crisis and different forms of disasters. The belief to 'see the picture through victims' eyes' gave CASA an upper-hand in immediately responding to people in grave situations.

In 1980s, CASA's **need-based approach** focussed on building awareness and capacity of the reference communities in distress besides continuing the role of a rehabilitator. CASA's Core Programmes or direct interventions focused on building and strengthening Community Based Organizations (CBOs).

From creating awareness on issues like livelihood to gender mainstreaming, CASA had been building capacities of local organisations that were owned and managed by the community itself.

Due to changing context, the approach of the organisation shifted to issue-based approach in 1990s. CASA realised the importance of addressing the root cause of problems.

It understood that it was extremely important to re-look the manifestations in order to address the existing structural poverty. Studies like the Participatory Strategic Planning (PSP) and other context assessments on a periodic basis are being undertaken in different states to identify the real issues responsible for poverty.

The thrust in the 90s was on linking efforts at the micro level (village level) with macro (national) level actions for a sustainable change.

But the dawn of a new millennium (at the end of year 2000) required the organisation to undergo a change. The role of CASA significantly changed to that of a facilitator. **Rights-based approach (RBA)** emerged as a key instrument for addressing the structural causes of poverty, inequality and injustice. The organisation focussed on mobilising and encouraging the communities to facilitate the process of change and motivated them towards social transformation.

CASA helped people to connect them to government welfare schemes as it was their right to avail the facilities. Networking, advocacy and collective action became an instrument to strengthen people's movements.

Today, CASA is involved in disaster response, management and people-centred empowerment oriented interventions across the country.

The Participatory Strategic Planning (PSP) and other process have resulted in identification of key thrust areas and articulation of the perspective plan for the current decade. This periodic assessment has enabled CASA to be contextual, relevant and led to integration of the needs and aspirations of its reference community in its organizational and programme functions.

OUR EXPERIENCE:

Due to our time constrain we could able to visit the field on that day. We had only orientation session. This was our shortest session of all our visits. But we gained a good knowledge

about the dynamics of the organisation. They changed their approaches to meet the solution. Formerly worked with need based approach and then changed to participatory approach.

THE NAZ FOUNDATION (INDIA) TRUST

A – 86 East of Kailash
New Delhi 110 065

The Naz Foundation (India) Trust, abbreviated as Naz India, is a New Delhi-based Non-Governmental Organization (NGO) working on HIV/AIDS and sexual health issues since 1994. Through the years, Naz India has evolved to implement a holistic approach for combating HIV, involving prevention as well as treatment. Our focus is on reaching out to marginalized populations infected or affected by HIV to help reduce stigma, improve health, and empower families. We also aim to sensitize the general population to the prevalence of HIV, and to highlight issues related to sexuality and sexual health. Naz India opened its arms to HIV-positive orphans to create a care home in 2001, after a child was abandoned at our doorstep. The Care Home was founded on the belief that all children have a fundamental right to a loving, fun-filled childhood with access to health, education, and a safe, stigma-free environment.

Today, we run a thriving residential care home with 31 children between the ages of five and 19 years. The children have come from across the country – from Delhi, Maharashtra, Manipur, Uttar Pradesh, Bihar, and other states. They have been referred to us by childcare institutions, orphanages, hospitals and other NGOs. Naz India has given these children a lifetime commitment and provides for their educational, nutritional, medical, and recreational as well as psychosocial needs.

The Naz India Care Home provides a holistic approach to the children's health and well-being. It provides a safe, caring and stimulating environment for them and helps give them the best possible start in life by providing love and support.

Our experience :

Its good to know that Naz was also working for rights of LGBTQ .They provide a physical , psycho-social support to the victims of HIV positive and also vicims of social isolation. We interacted with the kids of that home and witnessed their activities.Naz had a awesome office setup and it felt like being in home. They also provided us certain study materials to our department library.

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION AND RURAL TECHNOLOGY

CAPART is an autonomous society under the Ministry of **Rural Development**, established in 1986.

- to promote voluntary action towards implementation of projects for the enhancement of **rural** prosperity and to act as a catalyst for **development** of technologies appropriate for the **rural areas**.
- . People's Action for Development of India (PADI) and Council for Advancement of Rural Technology (CART) merged as CAPART.
- We visited shelter home of CAPART – initiative to urban homelessness.

CAPART has been working to secure safe shelters to the homeless people of Delhi where the homeless live with dignity. Round the year, it runs permanent shelters in buildings. During the winter, it also runs temporary shelters in buildings. Moreover, during the winter it runs temporary shelters in tents. These shelters are provided by government. It has shown the model of multiple uses of government buildings by running shelters in school, college buildings and community centres.

Currently, CAPART runs 26 shelters whose contain vacancy for over 3000 homeless people. Within the shelters, CAPART offers the homeless a place and a blanket to sleep, the use of electricity, fresh drinking water, the use of a bath room, water coolers during summer and a weekly doctor's clinic. Night outs are planned to reach out to homeless people in their different concentration areas in Delhi at night (on every Tuesday and Friday from 10 PM to 4 AM). It is done by a team of three trained employees which drives through the streets of Delhi by car, looking for homeless people. Night-outs help to address medical emergencies, intervene in cases of police atrocities, assist homeless people in seeking shelter and respond to immediate basic needs such as blankets and/or clothes in winter. According to the campaign, the team also invites the homeless to spend their nights in the shelters of CAPART, instead of the streets.

CENTR FOR ADVOCACY AND RESEARCH (CFAR)

he Centre for Advocacy and Research (CFAR), a non-profit organization, founded in January 1998, is committed to advancing the rights of a cross-section of marginal communities. The Mission Statement – Voice for the Voiceless – is translated holistically across the many endeavors. This includes setting up of community structures such as Single Windows across districts from over eight states to strengthen social inclusion across schemes and social development programmes such as health, social welfare and livelihood; and to do this on scale we capacitate community-based organizations to facilitate the process of social inclusion; also enable young people and children, women and transpersons who are victims and survivors of abuse and violence to shape the legal and societal response; and last but not the least strengthen access of urban poor to sanitation and related services.

As a public interest research and advocacy group, CFAR helps create spaces in the community, in the key institutions and in the media for a dialogue on issues related to social development. The overarching goal is to shape inclusive policies and programmes aimed at marginalized communities from a gender and development perspective. CFAR is registered as a Public Charitable Trust, with its Head Office in Delhi and project units in districts and cities in the states of Andhra Pradesh, Karnataka, Maharashtra, Odisha, West Bengal, Rajasthan and Uttar Pradesh.

Part of CFAR's work on fecal sludge management is helping households construct proper septic tanks and twin pits for their toilets, in cases where they do not have access to a sewerage network. We facilitate knowledge transfer to both household owners and masons and provide support at the time of construction

Water, sanitation and hygiene – an urban slum is perhaps best defined by the absence of these three most basic requirements of a settlement. An urban slum looks pretty much the same across any metropolitan city –open drains, broken streets overflowing with garbage, houses with no access to piped drinking water let alone toilets. A woeful testimony not only to the apathy of the State towards its poor but also the latter's indifference to its own situation. However, if despondency and resignation is the sad natural outcome of such conditions, these have also proven to be grounds where resolve and hope have shaped new beginnings.

Centre for Advocacy and Research has been working with urban poor across many cities since 2005. Its projects and programmes, though not too large in size have been ambitious, aiming at creating participatory structures for accountability, establishing grievance redress mechanisms, strengthening civil society mechanisms, enabling community advocates and partnering with urban local bodies in implementing key schemes. CFAR is currently working in 108 settlements across Delhi, Jaipur and Kolkata.

Initially, CFAR's intervention in these communities tried to address a wide range of concerns — from domestic violence to clogged community toilets. Creating gender resource centres and platforms such as the Mahila Pragati Manch in Delhi, organising health and awareness camps were all part of the effort. But by 2012 it re-aligned its efforts to focus on the priority areas– Water, Sanitation and Hygiene. The situation in these matters was dire. Hygiene consciousness among old and young was negligible. The slums hardly had any access to clean drinking water. Open defecation was common though community toilets were being built. No sooner were the CTCs built, they fell to disuse and became haunts for drug users and criminal elements. The woes in the slums were endless.

OUR EXPERIENCE:

We were taken to a settlement at Okhla phase 2. It was an on field experience to us. We interacted a lot with the women of that slum. Ms.Sasha was playing a role of interpreter. We could able to sense the unsafe condition of women in slums. Since there was street light facility they were often harassed by the passer by's of that slum. They could not able to complaint to the police as they were irresponsible in serving these people. Former orientation session with MR.INDU PRAKASH was also very interactive. Though we were late to the office they could accept our situation and offered us an informative session for the day.

AIIMS – ALL INDIA INSTITUTE OF MEDICAL SCIENCES

All-India Institute of Medical Sciences was established as an institution of national importance by an Act of Parliament with the objects to develop patterns of teaching in Undergraduate and Post-graduate Medical Education in all its branches so as to demonstrate a high standard of Medical Education in India; to bring together in one place educational facilities of the highest order for the training of personnel in all important branches of health activity; and to attain self-sufficiency in Post-graduate Medical Education.

The Institute has comprehensive facilities for teaching, research and patient-care. As provided in the Act, AIIMS conducts teaching programs in medical and para-medical courses both at undergraduate and postgraduate levels and awards its own degrees. Teaching and research are conducted in 42 disciplines. In the field of medical research AIIMS is the lead, having more than 600 research publications by its faculty and researchers in a year. AIIMS also runs a College of Nursing and trains students for B.Sc.(Hons.) Nursing post-certificate) degrees.

Twenty-five clinical departments including four super specialty centers manage practically all types of disease conditions with support from pre- and Para-clinical departments. However, burn cases, dog-bite cases and patients suffering from infectious diseases are not entertained in the AIIMS Hospital. AIIMS also manages a 60-bedded hospital in the Comprehensive Rural Health Centre at Ballabgarh in Haryana and provides health cover to about 2.5 lakh population through the Centre for Community Medicine.

Objectives of AIIMS

- To develop a pattern of teaching in undergraduate and postgraduate medical education in all its branches so as to demonstrate high standard of medical education to all medical colleges and other allied institutions in India.
- To bring together in one place educational facilities of the highest order for the training of the personnel in all important branches of the health activity.
- to attain self sufficiency in postgraduate in medical education.

Functions of AIIMS

- Undergraduate and postgraduate teaching in medical and related physical biological sciences.
- Nursing and dental education

- Innovations in education.
- Producing medical teachers for the country.
- Research in medical and related sciences.
- Health care : preventive, promotive and curative; primary, secondary & tertiary.
- Community based teaching and research.

OUR EXPERIENCE :

The specialization visit on 1st December was to AIIMS. The students were accompanied by Prof. Edward Sudhakar. The students reached the hospital by 10:20 am. We began with a campus visit. The students saw the various departments of the hospital such as the oncology, neurology, the administrative blocks etc.

Mrs Muthuselvi ,nurse working in AIIMS,elaborated on different departments , she then explained that there are social wokers in every department . This was followed by ward visit .

THE LEPROSY MISSION TRUST INDIA

TLMTI is the largest leprosy-focused non-governmental organisation in India and is headquartered in New Delhi, India. The organisation works with people affected by leprosy and other neglected tropical diseases (NTDs), people with disabilities, and marginalised communities, especially women. TLMTI has a diverse set of programmes – Healthcare, Sustainable Livelihood, Community Empowerment, Advocacy, and Research and Training. These programmes are implemented through 14 hospitals and two clinics, six vocational training centres, five residential care homes for elderly persons affected by leprosy, community empowerment projects, and a research laboratory, spread across 10 states of India

Leprosy is prevalent even today, with 214,783 new leprosy cases reported from 111 countries worldwide in 2016, as per the World Health Organization. India has 63% of the global caseload, followed by Brazil and Indonesia. Leprosy is completely curable now with multidrug therapy (MDT), a combination of three antibiotics.

OUR EXPERIENCE:

- The specialization visit for medical and psychiatric students on third December was to The leprosy mission .The students were accompanied by Prof.Hannah .The session started at 2:00 pm.The Director, counselor and other staffs were present during the

session. The session commenced by the Director Mr. Stephen Lavi he started with the history of leprosy mission. The Leprosy Mission is one of the oldest NGO which started in 1984 and was registered under societies act. The Leprosy Mission was founded in 1874 by Wellesley Cosby Bailey, in Ambala, India. At present there are 14 hospitals ,6 NGOS ,6 vocational training centers and 5 mercy homes .He also presented the statistics that 1,27,000 cases were reported in the year 2016-2017 of which 60 percentage cases were reported from India. The disease is called as a poor man's disease. They mainly affect populations living in poverty, without adequate sanitation and in close contact with infections. He pointed that there is unwillingness from the government towards the disease. It is a 45 bedded hospital and the majority of patients are from the states of UP, Bihar, Jammu and Kashmir, Andhra Pradesh and Tamil Nadu.He stated that vocational training is given to the patients to avoid the stigma attached to the disease and to address the people with the disease as people affected with leprosy. He mentioned about the research lab which does its research on leprosy and the various other services provided like the eye care, foot care, surgeries etc.The services provided are at free of cost.

- It was followed by the session by the counselor she explained on the clinical aspects of the disease. Leprosy is also called as Hansen's disease, it is caused by Mycobacterium leprae.The symptoms include patches with lack of sensation as it affects the peripheral nerves .Diagnosis is made through the smear test. The Leprosy has been classified as Paucibacillary or Multibacillary types of leprosy, based on the number of skin patches. The treatment for the disease varies from 6 months to 12 months .The most common type of treatment used is MDT (multi drug treatment). A holistic approach is used in the treatment of the disease; it includes a combination of drugs, physiotherapy and rehabilitation. Surgeries are also undertaken for the deformities occurred to the person, the surgery is known as the reconstruction surgery which enables the person to function as normal. The most effective self care recommended for the patients which is called SSO, which includes the soaking, scrubbing and oiling. The patients are also taught on self examination for ulcers and sores. She discussed on the vocational training courses these include diesel mechanic, computer courses, tailoring and fashion designing. She also noted on the role of social worker .Their responsibilities include follow-ups, health education and rehabilitation.
- The students were taken for hospital visit where the different departments were shown it includes the registration counter, laboratory, physiotherapy, research lab, MCR slipper counters and ward.

VOLUNTARY HEALTH ASSOCIATION OF INDIA (VHAI)

Voluntary Health Association of India (VHAI) is a non-profit, registered society formed in the year 1970. It is a federation of 27 State Voluntary Health Associations, linking together more than 4500 health and development institutions across the country.We are one of the largest health and development networks in the world. VHAI advocates people-centered policies for dynamic health planning and programme management in India. We initiate and support innovative health and development programmes at the grassroots with the active participation of the people.

The last specialization visit on 5th December was to voluntary health association of India. The Senior Program Officer Mr. Binoy Mathew elaborated about the organization. It is one of the oldest organizations. It started on 1970 with the objective of 'Making Health and Development a Reality for the People of India'. It is a federation of more than 27 health associations. VHAI works at state and central level. The organization carries out different programs at different areas. They work for issues such as TB, tobacco, reproductive health and child marriage. He stated that tobacco use has become a serious issue of public health hence it works for tobacco control at national level. Implementation of the program is done with the help of educational institutions and police. VHAI's Tobacco Control campaign is concerned with effective working with the governments, building smoke free environments and helping the people engaged in beedi rolling works.

He stated that they work along with the central government's program on The National Tobacco Control Programme (NTCP) and Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution Act, 2003" (COTPA). He also mentioned about the RTCFI, Resource Centre for Tobacco Free India which provides all necessary information regarding tobacco use. They also look into the legislative violations at central and district level. Various research works and documentaries are done on home based beedi workers of West Bengal and Gujarat. They work with the Ministry of Labourers.

Later he elaborated on the administrative structure of the organization. The organization is headed by the chief executive officer followed by the director, senior manager, manager, Senior Program Officer, Program Officer, Assistant Program Officer, project associate and the program associate.

COMMON VISITS

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

B-2/16, Vasant Vihar
New Delhi - 110057
India

In India, UNHCR conducts registration and RSD in a timely and efficient manner and protect the growing number of people of concern in Delhi through outreach services, including legal, social and educational support, in areas where they reside. UNHCR focuses on responding to people with specific needs through collaboration with community- based and local NGO

networks. Community development initiatives are designed to help refugees become more self-reliant.

While a large majority of those registered by UNHCR in India live in Delhi, an increasing number are settling outside the capital. The Government of India allows UNHCR mandate refugees to apply for long-term visas and work permits. Refugees and asylum-seekers have access to basic government services such as health care and education. In addition, they have access to the law-enforcement and justice systems. UNHCR and its partners work to facilitate this by providing information and interpretation services.

India grants asylum and provides direct assistance to some 200,000 refugees from neighbouring countries. As the country lacks a national legal framework for asylum, UNHCR conducts registration and refugee status determination (RSD), mostly for arrivals from Afghanistan and Myanmar but people from countries as diverse as Somalia and Iraq have also sought help from the Office. Some 31,000 refugees and asylum-seekers of diverse origins are protected and assisted by the Office in India.

The UNHCR carries out a Refugee Status Determination (RSD) procedure, which starts with registration as asylum seekers. Following the registration, UNHCR will then conduct interviews with each individual asylum seeker accompanied by a qualified interpreter. This process provides a reasoned decision on whether refugee status is granted or not, and gives the individual an opportunity to appeal a decision if the claim is rejected.

At the end of December 2014, there are 5,074 asylum seekers and 25,865 refugees cumulatively registered with UNHCR India.

OUR EXPERIENCES:

We were into two groups and taken to DON BOSCO HOUSE to the field. We were oriented about the proceedings of the house and the school. We witnessed how the students were trained. UNHCR also takes an initiative in providing scholarships to the refugee students for their higher education. As the refugees identity is confidential we were not allowed to take any photographs with the refugees. We also had a chance to meet their interpreters and had a conversation.

PARLIAMENT OF INDIA

The trainees had a precious opportunity that many to visit the parliament of India. It was an executive visit with security and serious orders. The visit inside the parliament included the

LOK SABHA (LOWER HOUSE)

Lok sabha is composed of representatives of the people chosen by direct election on the basis of the adult suffrage. The maximum strength of the house envisaged by the constitution is 552, which is made up by election of up to 530 members to represent the states, up to 20 members to represent the union territories and not more than two members of the Anglo-Indian community to be nominated by the Honourable president, if, in his/her opinion, that

community is not adequately represented in the house. The total elective member is distributed among the states in such a way that the ratio between the number of seats allotted to each state and the population of the state is, so far as practicable, the same for all states.

RAJYA SABHA (UPPER HOUSE)

The Rajya sabha (meaning the council of state) is the upper house of the parliament of India. Membership is limited to 250 members, 12 of whom are chosen by the president of India for their expertise in specific fields of art, literature, science and social service. These members are known as nominated members. The remainder of the body is elected by state and territorial legislature. Terms of office are for six years, with one third of the members facing re-election every two years.

The Rajya sabha meets in continuous session and, unlike the lower house of parliament, the Lok Sabha is not subjected to dissolution. The Rajya sabha shares legislative power with Lok Sabha, except in the area of money bill, where the Lok Sabha has overriding powers. In the case of conflict legislation, a joint sitting of two houses is held.

CENTRAL CHAMBER

It is a house from which the president addresses both the houses

LEARNING EXPERIENCES

It was a great opportunity to have a first-hand and live experience. It was important and meaningful to visit the place where most crucial decisions of the country were taken. We felt honoured to stand in the place where the constitution of India was drafted.

WORLD HEALTH ORGANISATION

**World Health Organization
Regional Office for South-East Asia**

Permanent address

World Health House
Indraprastha Estate
Mahatma Gandhi Marg
New Delhi 110 002, India

Our primary role is to direct and coordinate international health within the United Nations system.

Our main areas of work are health systems; health through the life-course; noncommunicable and communicable diseases; preparedness, surveillance and response; and corporate services.

We support countries as they coordinate the efforts of governments and partners – including bi- and multilaterals, funds and foundations, civil society organizations and the private sector.

Working together, we attain health objectives by supporting national health policies and strategies.

We are the directing and coordinating authority on international health within the United Nations' system.

We do this by:

- **providing leadership** on matters critical to health and engaging in partnerships where joint action is needed;
- shaping the **research agenda** and stimulating the generation, translation and dissemination of valuable knowledge;
- setting **norms and standards** and promoting and monitoring their implementation;
- articulating **ethical and evidence-based** policy options;
- providing **technical support**, catalysing change, and building sustainable institutional capacity; and
- **monitoring** the health situation and assessing health trends.

Leadership priorities

For each 6-year programme of work priority areas are identified where our leadership is most needed.

OUR EXPERIENCE:

We had an interactive session with the officials of the organisation. They gave us detailed explanation for all our queries. With prior preparation we were able to ask questions to the officials. It was one among the great opportunities to visit an UN organisation and learn about its dynamics. We were also given gifts for visiting them.

FAMILY HEALTH INTERNATIONAL 360

FHI 360 India Office

H-5 Green Park Extension Ground Floor

New Delhi 110 016

India

FHI 360 works to address the complex challenges of human development with a unique mix of multidisciplinary, integrated solutions. Our areas of practice include civil society, communication and social marketing, economic development, education, the environment, gender, health, nutrition, research, technology and youth.

We partner with governments, the private sector and civil society to bring about positive social change and to provide lifesaving health care, quality education and opportunities for meaningful economic participation. We do this by using research and evidence to design and deliver innovative programs that change behaviors, increase access to services and improve lives. Our work is grounded in research and science, strengthened by partnerships and focused on building the capacity of individuals, communities and countries to succeed. We seek the most efficient solutions that provide optimum results, every time.

A 360-degree approach to clinical research

- Offers technical, regulatory and cultural expertise with an established presence in Africa, Asia, Europe, Latin America and North America
- Supports every aspect of clinical trials from Phase I to Phase IV, and tailors services to meet clients' needs, including designing protocols, site assessments, planning, and implementing and managing trials
- Develops partnerships with leading public and private medical research organizations, including pharmaceutical and biotechnology companies, academic institutions, the U.S. National Institutes of Health (NIH), the U.S. Centers for Disease Control and Prevention (CDC) and the U.S. Agency for International Development (USAID)

Clinical trials conducted by Global Research Services

- Cancer
- Chikungunya, Ebola, Japanese encephalitis, malaria and Zika
- HIV, human papillomavirus and prevention of other sexually transmitted infections
- Influenza (H5N1 and H1N1), streptococcus pneumonia and tuberculosis (drug susceptible and drug resistant)
- Onchocerciasis and other neglected tropical diseases
- Pneumococcal pneumonia and dengue
- Rotavirus
- Sepsis

OUR EXPERIENCE:

It was an informative session being there at FHI360. We also learnt that they focus on inclusive development . fhi concentrates on capacity building, data analysis, global research services, quality assurance, social and behaviour change, social marketing and communication ,monitoring and evaluation.

**EXPLORING
NEW DELHI**

TAJ MAHAL

Dharmapuri,
Forest Colony,
Tajganj, Agra,
Uttar Pradesh 282001.

Any visitor to the monument may very well stand agape at this spectacle, the romanticism and sheer majesty of the structure unbelievably true. Its sensuous appeal was never more heightened as on a full moon night. The dome is what is highlighted, while the other aspects of the structure, though separated, each facet with its individuality intact, is nevertheless united in look, the balance is so perfect. The rows of cypress trees offset by the green carpet of grass complete the picture of idyllic proportions, resplendent in royal dignity.

The Taj Mahal, for which even the course of the river Yamuna is said to have been diverted, can best be described in the words of the Noble Laurette Gurudev Rabindranath Tagore,

The moods of the Taj vary from dawn to dusk. The Taj Mahal or the Crown of Palaces looks milky white in the soft light that characterizes early morning, while the afternoon sun makes it glisten bright and dazzling in the overhead sunlight, almost looking like a jewel against the opaque blue of the skyline and then comes a moonlit Taj breaking into the night sky, majestic and simply beautiful in a sense that cannot be put into words. It is at this time that it shines like a pearl.

That said, the Taj is at its most alluring in the relative quiet of early morning, shrouded in mists and bathed with a soft red glow. As its vast marble surfaces fall into shadow or reflect the sun, its colour changes, from soft grey and yellow to pearly cream and dazzling white; it's well worth visiting at different times. This play of light is an important decorative device, symbolically implying the presence of Allah, who is never represented in anthropomorphic form.

We all were astonished by seeing Taj mahal's architecture .The mausoleum sits on a plinth, decorated with delicate relief carvings (munabbat kari) of plant elements. This type of ornament, conforming to the principles of sensuous attention to detail and selective naturalism, is reserved for the lowest zone of the building, where it could be immediately appreciated by the viewer. Naturalistic ornament also appears above the plinth, in the spectacular flowering plants of the dados of the pishtaq halls.

Dome always plays a major role in Mughal architecture. The main finial was originally made of gold but was replaced by a copy made of gilded bronze in the early 19th century. This feature provides a clear example of integration of traditional Persian and Hindu decorative elements. The finial is topped by a moon, a typical Islamic motif whose horns point heavenward. Because of such placements on the main spire, it creates a trident shape, reminiscent of traditional Hindu symbols of Shiva.

The calligraphy on the Great Gate reads "O Soul, thou art at rest. Return to the Lord at peace with Him, and He at peace with you."

QUTUB MINAR

Mehrauli,

New Delhi,

Delhi 110030

Qutb Minar means pole or axis in Arabic, making it the tallest brick minaret in the world! Along with several other monuments on its periphery, the whole thing is called Qutb Complex. **Qutab Minar** is a soaring, 73 m-high tower of victory, built in 1193 by Qutab-ud-din Aibak immediately after the defeat of Delhi's last Hindu kingdom. Qutub Minar is a place which is best in all seasons all through the year. The premise is open from sunrise to sunset i.e. from **6:30 am to 6:30 pm** all week through. You can go anytime of the year. No one can, however, dispute that the tower is not only one of the finest monuments in India, but also in the world. **Qutab-ud-din Aibak**, the **first Muslim ruler** of Delhi, commenced the construction of the Qutab Minar in 1200 AD, but could only finish the basement. His **successor, Iltutmush**, added three more storeys, and in 1368, **Firoz Shah Tughlak** constructed the fifth and the last storey. The origins of Qutab Minar are shrouded in controversy.

Some believe it was erected as a tower of victory to signify the beginning of the Muslim rule in India. Others say it served as a minaret to the muezzins to call the faithful to prayer. Apart from the tower, the Qutub Minar complex comprises of the Quwwat-us-Islam Mosque (the first mosque to be built in India), a 7 metre high iron pillar, the tomb of Iltutmish, Ala'i-Darwaza and the Ala'i Minar. That's wondrous to know The Iron Pillar in the Qutb Minar Complex has been standing tall without rusting for over 2000 years!.

INDIA GATE

Rajpath,

India Gate,

New Delhi,

Delhi 110001

At the centre of New Delhi stands the 42 m high **India Gate**, an "**Arc-de-Triomphe**" like archway in the middle of a crossroad. Almost similar to its French counterpart, it commemorates the 70,000 Indian soldiers who lost their lives fighting for the British Army during the World War I. The memorial bears the names of more than 13,516 British and Indian soldiers killed in the Northwestern Frontier in the Afghan war of 1919.

The foundation stone of India Gate was laid by His Royal Highness, the Duke of Connaught in 1921 and it was designed by Edwin Lutyens. The monument was dedicated to the nation 10 years later by the then Viceroy, Lord Irwin. Another memorial, **Amar Jawan Jyoti** was added much later, after India got its independence. The eternal flame burns day and night under the arch to remind the nation of soldiers who laid down their lives in the **Indo-Pakistan War of December 1971**.

The entire arch stands on a low base of red Bharatpur stone and rises in stages to a huge moulding. The cornice is inscribed with the Imperial suns while both sides of the arch have INDIA, flanked by the dates MCMXIV (1914 left) and MCMXIX (1919 right). The shallow domed bowl at the top was intended to be filled with burning oil on anniversaries but this is rarely done.

During nightfall, India Gate is dramatically floodlit while the fountains nearby make a lovely display with coloured lights. India Gate stands at one end of Rajpath, and the area surrounding it is generally referred to as 'India Gate'.

Surrounding the imposing structure is a large expanse of lush green lawns, which is a popular picnic spot. One can see hoards of people moving about the brightly lit area and on the lawns.

If you've visited India Gate, you'd know that Indian guards are present at all hours to perform the solemn duty of guarding the Amar Jawan Jyoti. An average day at work for them involves standing motionless for almost the entire day. Which means that no matter what happens, they won't move a muscle. Sounds intense, right?when we asked one of the other soldier standing there he told us that's the tribute and respect we give to our soldiers who died for our country.

RASHTRAPATHI BHAVAN

Rashtrapati Bhawan,

President's Estate,

New Delhi,

Delhi 110004

Rashtrapati Bhavan, home to the President of the world's largest democracy, is emblematic of Indian democracy and its secular, plural and inclusive traditions. It was designed by Sir Edwin Lutyens and Herbert Baker and stands on a 330 acre estate. It took seventeen years to build this presidential palace which was completed in the year 1929. Almost seven hundred million bricks and three million cubic feet of stone were used in building this architectural marvel that has 2.5 kilometers of corridors and 190 acres of garden area. The main building covers an area of 5 acres and has 340 rooms spread over four floors. The famous Mughal Gardens of the Rashtrapati Bhavan cover an area of 15 acres and have 159 celebrated varieties of roses, 60 varieties of bougainvillea and many other varieties of flowers. The Estate also has a state-of-the-art Rashtrapati Bhavan Museum Complex (RBMC) comprising the Clock Tower, the Stables and the Garages showcasing past as well as current presidencies, the regal ceremonies, and the rich flora and fauna of Rashtrapati Bhavan, amongst other things. The RBMC was inaugurated by President Pranab Mukherjee on 25th July, 2016.

For the convenience of the general public, Delhi Tourism has extended the facility of Ho-Ho Buses to the Rashtrapati Bhavan. We cherished moments of capturing our beautiful group photos at Rashtrapathi bhavan.

SAROJINI NAGAR MARKET PLACE

Sarojini market was popularly known by the natives of Delhi as the Bargain bazar. Sarojini nagar market is one of the most popular markets of the Delhi and is situated in the south west of Delhi city. The prices of the items are not really soaring. But the individual has to brush up his/her skills of bargaining. So all you need is to pull your socks and gear up to explore for the latest branded clothing material in the market.

Sarojini market gives a wide display of accessories like earrings, bags, shoes and belts of great value and variety. This market deals with all the latest and trendiest costumes suiting the present culture at a much low price like a chiffon dress of full length or mini clothes suiting for a pub culture is also easily available in the market. Most of the shops in the Sarojini market are family owned for generations. They make very good business for they have studied the pulse of the people visiting this market and have passed on the technique to the next generations to sell their products.

Almost all the markets in the capital have roadside shops which has become one of the most essential parts of the set up. Sarojini nagar market always bumbles with crowd. Even the 2005 bomb blast in Sarojini nagar market has not pulled down the crowd coming to this market for shopping. Every nook and corner of the Sarojini market has to be explored for each and every shop has something interesting to buy. The market would be **closed on Mondays.**

CONNAUGHT PLACE

Connaught place is basically divided into an inner circle and an outer circle. In the inner circle and the radials to outer circle near Regal cinema you can find a while lot of vendors with open market where in cheap n daily usage clothing can be found. Outer circle and radials have mostly showrooms with big brand names.

Then there is a famous Janpath Market for clothing and accessories, which is exclusive open market for fashion stuff, at affordable prices, particularly popular among college students.

For more stuff at affordable rates and lots of variety including first copy to last copy of brands Palika Market can be visited, wherein stuff from electronic to clothing can be seen.

If a person is interested in some ethnic stuff nearby Janpath metro station a big market there with local shops selling quality ethnic stuff and accessories.

Both are available to your choice of items. Better choose the one in the streets, but ready to bargain. But if cost is not a factor for you go to branded ones. It has shops for pretty much all budgets and styles.

It has open flea market above Palika bazar and at Janpath rest all are normal shops and restaurants.

Then there is underground / basement shopping plaza known as Palika bazar.

So basically you can have anything you want from a under budget fake Ray Ban goggle to a brand new Audi.

BUDGET

S.NO	PARTICULARS	AMOUNT(RS)
1	TOTAL AMOUNT RECEIVED FROM THE STUDENTS 13000*41	5,33,000.00
2	COLLEGE FUND	20000.00
TOTAL		5,53,000.00

Expenses before leaving

- Cissy – 300 (travel for meeting kanimoli)
- Venkat 150 (document Xerox's)
- Train - 89000
- Return - 34000
- Room - 50000
- Room - 24/11/18 - 50,000
- Breakfast- 10,000 to ISI
- To Valan father for train breakfast - 4,000
- Venkat - 6,000 (momento)
- Anto -1,000(first aid committee)
- Cisy -200
-
- **TOTAL -2,44,650**

Day 1 (30/11/18)

- Metro from railway station -1,290
- Break fast - 1,460
- Auto - 1500
- Room -39,400
- Metro - 6,450
- Auto -500

- For auto - 610
- Auto - 800
- Auto - 1570
- Auto. - 1420
- Auto - 290
- **Total.** =55,290

Day 2 (1/12/18)

- Chandru. -5,000(CD),(travel expenses)
- Madhu -5,000(M&NP),(travel expenses)
- Auto - 500
- Metro - 3000
- For Agra travels - 2,000
- Auto. - 1550
- Medicen to Michale – 200
- Auto - 260
- **Total.** - 17,510

Day 3 (2/12/18)

- For Agra - 5,000
- Breakfast -2,870
- To Taj Mahal entry – 2000
- Iniyani - 300 (auto remembrance)
- For battery car - 410
- For battery car - 200
- Battery car. - 300
- For bus - 15,000
- To cleaner -400
- Bus driver - 500
- **Total.** - 26,980

Day 4(3/12/18)

- For travel CD - 4,000
- Breakfast-2400
- Auto -1800
- Auto -1450
- Bus -3520
- Auto - 1280
- Metro - 250
- Auto -470
- **Total.** - 15,170

Day 5(4/12/18)

- Auto - 1850
- Lunch - 1505(in parliament)
- Auto. - 480
- Auto - 1800
- Auto. - 1340
- Auto - 1600

• **Total- 8,575**

Day 6(5/12/18)

- M&P travel - 2000
- CD. - 2500
- Auto - 850
- Auto. - 880
- Auto. - 200

• **Total - 6,430**

Day 7(6/12/18)

- Auto to FSHI – 1,300
- Auto to ISI - 1280
- Auto - 280
- Reimbursement - 800
- Cab to Rw - 2,700 (300*9)
- **Total -6,360**

