



UG- SKILL DEVELOPMENT COURSE
SURVEY & REPORTING
(w.e.f. 2020-2021 A.Y.)

Semester	Course Code (SD)	Group	Course Title	Hrs/Sem	Hrs/wk	Credits	Sem End Exam (2 Hrs)
II	Skill Development Course	‘A’	Survey & Reporting	30	2	2	50 Marks

Learning Outcomes:

After successful completion of this course, the student will be able to:

- Understand the basics of survey and reporting needs and methods
- Comprehend designing of a questionnaire
- Conduct a simple and valid survey and Collect data
- Organize and interpret data and Prepare and submit report.

Unit I: (08Hrs)

Survey: Meaning and Definition –Identifying need for survey - Identifying Sample –Characteristics of Sample - Types of Survey – Survey Methods – Advantages and Disadvantages of Survey – Essential Steps in Survey – Online Survey.

Unit II: (09Hrs)

Preparing Questionnaire: Types and Parts of Questionnaire – Qualities of good Questionnaire – Precautions in Preparing Questionnaire. Administering/Piloting Questionnaire –Collection of data - Dealing with People – Maintaining objectivity/neutralty.

Unit III: (10 Hrs): Methods of Organizing data – Forms of data presentation - Tables and Figures – Basic Statistical Methods of Analysis of data –Percentages - Mean, Mode and Median –Simple Ways of showing Results– Tables/Graphs/Diagrams

Report Writing: Forms of Reporting - Parts of a Report - Title page to Acknowledgements - Characteristics of a Good Report – Style of language to be used - Explaining Data in the Report – Writing fact-based Conclusions – making Recommendations – Annexing required material.

Recommended Co-curricular Activities (3 hrs):

1. Invited Lecture/Training by a Local Expert
2. Collection and study of questionnaires
3. Preparation of sample questionnaire and conduct a live sample survey
4. Preparation of a sample Report
5. Assisting a real time field survey and report writing
6. Assignments, Group discussion, Quiz etc.

Reference books:

1. Denscombe M., The Good Research Guide: For Small-Scale Social Research Projects, Open Uni. Press, 1998
2. Sudman S & Bradburn N.M., Asking Questions, 1973



MODEL QUESTION PAPER

SKILL DEVELOPMENT COURSE

Semester:
II-
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A)
SUR
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Time:2Hrs.

Max

Marks: 50

SECTION-A

Answer any **FOUR** questions. Each question carries 5 marks.
20Marks

$$4 \times 5 =$$

1. Online surveys - æ ɿ ɿ'g.
2. Piloting Questionnaire - ea ɿoy ɿaaga .
3. Forms of Reporting - ɿ*6a ɿ* oy e6aec.
4. Survey Advantages and Disadvantages - ɿ'g ɿ 1/8 aec ɿ6aec.
5. Group Discussion - eeoð C §.
6. Types of survey - ɿ'g saec.
7. Analysis of Data - &' a æ a' ɿa.
8. Sample report - aao ɿe 9b'0*.

SECTION – B

Answer **all** the questions. Each question carries 10 marks.
10=30Marks

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9. A) Define Survey and explain its characteristics ?

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OR

OR
A) Evaluate Survey methods and explain the importance of research area?

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10. A) Explain the characteristics of Good Questionnaire?

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OR

B) Questionnaire plays a dominant role in the process of Research. Explain it?"

11 A) Explain the importance of primary and secondary data in Research?

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OR

B) Explain the detailed procedure of writing research report?