



UG- SKILL DEVELOPMENT COURSE

SURVEY & REPORTING

(w.e.f. 2020-2021 A.Y.)

Semester	Course Code (SD)	Group 'A'	Course Title	Hrs/Sem	Hrs/wk	Credits	Sem End Exam (2 Hrs)
II	Skill Development Course		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/neutrality.

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-
(Group A)
SURVEY
&
REPORTING

Time: 2Hrs.

Max

Marks: 50

SECTION-A

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

4 x 5 =

1. Online surveys - æ ï ï'g.
2. Piloting Questionnaire - `ea ãoy äaaga .
3. Forms of Reporting - o*6ª ø* oy e6aec.
4. Survey Advantages and Disadvantages - ïó'g ä 1/8 aec eª6aec.
5. Group Discussion - eeoð C ş.
6. Types of survey - ïó'g saec.
7. Analysis of Data - &' a æ a' a.
8. Sample report - aao ãe 9b'ø*f.

SECTION – B

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

3 x

9. A) Define Survey and explain its characteristics ?

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OR

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

ïó'g äð 9 æ ao*o9 ä o*aª >eª oa9 6a ð cb5ð >c `eyo&?



10. A) Explain the characteristics of Good Questionnaire?

ద్దొంగ అంకెలు పెట్టే ప్రశ్నావళి?

OR

B) Questionnaire plays a dominant role in the process of

Research. Explain it?" అధ్యయనంలో ప్రధాన పాత్ర పోషించే ప్రశ్నావళి

పాత్ర పోషించే ప్రశ్నావళి?

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

అధ్యయనంలో ప్రాథమిక మరియు ద్వితీయ డేటా యొక్క ప్రాధాన్యత

అధ్యయనంలో ప్రాథమిక మరియు ద్వితీయ డేటా యొక్క ప్రాధాన్యత

OR

B) Explain the detailed procedure of writing research report?

అధ్యయనం పత్రం రాసే విధానం