

Guideline for Field Work/ Survey Report

INTRODUCTION

1.1. Each student shall have to undergo a field work/ Survey Assignment while 3rdSemester.

1.2. In the Third semester examination student were to do “field work/ Survey Assignment”; compulsorily based on social problems as mentioned in clause 1.4 below. Group of 2 students is allowed in this. The topic should be decided with consultation and guidance of internal teacher of the Institute having enough knowledge of survey. The field work should be necessarily Research oriented, Innovative and Problem solving.

1.3. The departments / institute shall submit the detailed list of candidate with field work/ Survey Assignment Title, name of the internal guide on or before 31st October of the second year.

1.4. The themes for field work should be related (Not Restricted) to Social issues such as - Education, Sanitation, Health, Village/Cottage Industry, Watershed Management, Problems Of Slum Area, Tribal Upliftment Rehabilitation, Superstitious (Andhashraddha), NGO, Study of Government Welfare Schemes, and as per necessity of the yearly social situation in that area, etc.

1.5. The student has to write a report based on the actual Field work, get it certified by the concerned

Guide/teacher (With Minimum 2 years of teaching Experience) that the field work/ Survey Assignment has been satisfactorily completed and submit one typed copy of the same to the Head / Director of the institute.

1.6. Field work/ Survey Assignment shall be strictly based on primary data. The Sample Size shall be minimum 100.

1.7. Student is expected to formulate at least one hypothesis and use SPSS/PASW or similar software for data analysis and Hypothesis Testing.

1.8. field work/ Survey Assignment details should be displayed on institutes websites

1.9. field work/ Survey Assignment external viva shall be conducted at the end of Semester III

1.10. Viva Voce for one student shall be of minimum 12-15 minutes. The Student has to prepare PowerPoint presentation based on field work/ Survey Assignment to be presented at the time of Viva voce.

1.11. The field work/ Survey Assignment will carry maximum 100 marks, of which internal teacher shall award marks out of maximum 40 marks on the basis of work done by the student. Remaining marks shall be awarded out of maximum 60 marks by examining the student through compulsory PowerPoint presentations followed by Viva-voce, by the panel of the examiners comprises one internal & one External examiner to be appointed by the University. Maximum 30 projects per day will be evaluated by per panel.

1.12. No students will be permitted to appear for Viva-voce and Semester III examinations, unless and until (s) he submits the field work/ Survey Assignment before the stipulated time.

FORMAT OF REPORT FOR THE SUBMISSION:

(Note: this is only suggestive but not exhaustive)

- i. Title Page 1(Annex B)
- ii. College Certificate (Annex A)
- iii. Guide Certificate (Annex C)
- iv. Acknowledgment
- v. Declaration
- vi. Table of Content
- vii. Table Index
- viii. Graph Index
- ix. Chart Index

(Page Numbers till the index pages should be in Roman)

1. Introduction (Page Nos. from here onwards should be in natural numbers)

Brief Introduction

Aims to select this topic

2. Research Methodology

Objectives of Study

Scope of Study

Limitations of Study

Research Approach/Design, Hypothesis.

Sampling Design (if applicable)

Data Collection (Sources of data)

3. Data Analysis & Interpretation

4. Key Findings

5. Recommendations & Suggestions

6. Conclusion

7. Bibliography / References

-Books- e.g. C R Kothari, 2004, Research Methodology, New Age Publications

-Web- (Full URL)

Appendix/Annexure

Font – Times New Roman Size – 12 Main Heading – 14(Block) Sub Heading – 12

Margin – Left – 1.5” Right, Bottom & Top - 1” Line Spacing – 1.5

BEST LUCK