



VIKRAMA SIMHAPURI UNIVERSITY::NELLORE

Common Framework of CBCS for Colleges in Andhra Pradesh

(A.P. State of Council of Higher Education)

SYLLABUS OF

**SURVEY AND REPORTING
SEMESTER-II**

AS PART OF

SKILL DEVELOPMENT COURSES

UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-2021

PROGRAMME: FOUR-YEAR UG PROGRAMME

B.A, B.Com, B.Sc, B.C.A and B.B.A Programmes

w.e.f 2020-21

SEMESTER - II
SKILL DEVELOPMENT COURSES

ARTS STREAM

SYLLABUS OF

SURVEY & REPORTING

Total Hours : 30 (2h/w)

Credits : 02

Max Marks: 50.

Learning Outcomes:

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

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

Syllabus:

Unit I : 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. 8 hrs

Unit II 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. 9 hrs

Unit III 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. 10 hrs

Recommended Co-curricular Activities (03 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.

References:

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
3. Wayne W Daniel, Questionnaire Design, 1979
4. Websites on Survey and Reporting.

** NOTE : Preferred teaching Department is Economics/History*

MODEL QUESTION PAPER FORMAT

Max. Marks: 50

Time: 2hrs (120 Minutes)

SECTION A (Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks
(At least 1 question should be given from each Unit)

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SECTION B (Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks
(At least 1 question should be given from each Unit)

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