SYLLABUS OF

SURVEY AND REPORTING

AS PART OF

SKILL DEVELOPMENT COURSES
UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME
A.P. State Council of Higher Education
B.A., B. Com & B. Sc Programmes

Revised CBCS w.e.f. 2020-21

SKILL DEVELOPMENT COURSES

Arts Stream
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
08Hrs

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
10Hrs

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:

3. Wayne W Daniel, Questionnaire Design, 1979
4. Websites on Survey and Reporting.
# MODEL QUESTION PAPER FORMAT

Max. Marks: 50 
Time: 1 1/2hrs (90 Minutes)

## SECTION A  (Total: 4x5=20 Marks)

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

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