

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**    Survey: Meaning and Definition –Identifying need for survey - Identifying  
08Hrs    Sample –Characteristics of Sample - Types of Survey – Survey Methods –  
Advantages and Disadvantages of Survey – Essential Steps in Survey – Online  
Survey.
- Unit II**    Preparing Questionnaire: Types and Parts of Questionnaire – Qualities of good  
09Hrs    Questionnaire – Precautions inPreparing Questionnaire  
Administering/Piloting Questionnaire –Collection of data -Dealing with People –  
Maintaining objectivity/neutrality.
- Unit III**    Methods of Organizing data – Forms of data presentation - Tables and Figures –  
10Hrs    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 (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:**

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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.

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**MODEL QUESTION PAPER FORMAT**

Max. Marks: 50

Time: 1 1/2hrs (90 Minutes)

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

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

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