SYLLABUS OF

SURVEY AND REPORTING

AS PART OF

SKILL DEVELOPMENT COURSES

UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-2021

PROGRAMME: THREE-YEAR UG 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 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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