ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

II SEMESTER **SKILL DEVELOPMENT COURSE** Time:2Hrs/week

SR 2001(2)  **SURVEY & REPORTING** Marks:50

w.e.f: 2020-2021-‘20AH’ **SYLLABUS**

**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.

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| **UNIT- I:** | **SURVEY: 08Hrs**  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. |
| **UNIT – II: :** | **Preparing Questionnaire: 09Hrs**  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**  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. |
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