

2022-23 admitted batch

DEPARTMENT OF ECONOMICS
SRI Y N COLLEGE (AUTONOMOUS)
Narsapur-534275, AP, India

UG – Life Skill and Skill Development Course Syllabus (2020-21) (w.e.f. 2020-2021 A.Y.)

UG- SKILL DEVELOPMENT COURSE

Semester: II-(Group A)

SURVEY & REPORTING

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

- ❖ Understand the basics of survey and reporting needs and methods
- ❖ Comprehend designing of a questionnaire
- ❖ Conduct a simple and valid survey and Collect data
- ❖ Organize and interpret data and Prepare and submit report

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.

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.

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.



APPROVED


CHAIRMAN
BOARD OF STUDIES
DEPARTMENT OF ECONOMICS
SRI Y.N. COLLEGE (AUTONOMOUS)
(NAAC ACCREDITED 'A' GRADE COLLEGE)
NARSAPUR - 534 275

1. V. G. m. h
2. M. j. m
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