

**C- 14: FIELD WORK**  
**(PRACTICAL)**

Time: 1 Hour

Full Marks: 50

**A. Preparation of a Field Report:****(30 Marks)**

Field Report is to be prepared for an area (C.D. blocks/ P.S/ mouza/ G.P./municipality/drainage basin) on the basis of any particular problem of the selected area of study. Questionnaire/schedule to be prepared for collection of primary data, data collected from the field are to be analysed /processed and represented by suitable methods. Report should contain adequate number of tables, diagrams and maps, photo, complying of anything associated with field report only. Field report is to be authenticated by the concerned supervisor(s) .Participation and preparation of field work is compulsory. The report must follow the basics structure of report writing.

**Guidelines for the preparation of the Field Report:**

- The Field Work is to be conducted after the completion of the 5<sup>th</sup> semester examination.
- Participation in the field work is compulsory.
- It may be carried out in a rural or in an urban area or in a drainage basin within the country.
- The Report must contain a certificate from the supervisor(s) that it is a bonafide work prepared by the candidate concerned.
- The Field Report should be of A4 size and hard bound.
- The Report should not exceed 100 pages containing maps and diagrams and must be typed by computer.
- A single page may contain several diagrams/graphs/maps as required for proper presentation of the findings.
- Separate sheets for photographs can be used.
- Tables may be incorporated within the writing portions as per relevance and requirement.
- The Report should be computer written (i.e writing portion only); using MSWord, Times New Roman as the Font type with font size: 12 and doubly spaced singly printed.
- Field Itinerary, Tabulation sheet, all calculations in tabular form and References should be presented in the appendices.
  - Report must follow the basic structure of Research Report Writing

**B) Field Viva-Voce:****(10Marks)****C) Continuous Evaluation Internal (6) and Attendance (4)****(10 Marks)**