

## **Standard Guidelines for Field Work Survey Report**

- In the second semester of MBA, a student will carry out a Field Survey Project during CCA Activity.
- It is based on Primary Data or Information.
- Questionnaire may or may not be compulsorily required. It is depending upon the study.
- Sample size should be 10-15.
- It is mandatory for student to visit the field/ area related to field survey topic.
- Maximum 2 to 3 visits are sufficient.
- Field survey report which carried out without visiting the field/ area related to field survey topic will be rejected.
- Field survey report carried out only on the basis of secondary data will be rejected.
- The following points keep in mind while writing a report of field survey.
  - It should be in proper format which is provided by R & D cell uploaded on website.
  - Paper size should be A4.
  - Font Type should be Times New Roman.
  - Font size should be for Text 12, for Headings 14 & Bold and for Subheadings 12 & Bold.
  - Page Margins should be 1” for Top, Bottom, and Left & Right.
  - Line Spacing should be single.
  - Submission of report should be in spring file only with soft copy in CD attached with file.