

A.S.D. GOVERNMENT DEGREE COLLEGE (Women),
(Autonomous), KAKINADA
DEPARTMENT OF ECONOMICS



DEPARTMENT OF ECONOMICS
CERTIFICATE COURSE
ON

“Survey and Reporting”

Course Code – CC23SR/Eco

ACADEMIC YEAR- 2023-24

[From 11.03.2024 to 29.04.2024]

No. of Participants: 26

Time: 9 am – 10 am

No. of Hours: 40

A.S.D. GOVERNMENT DEGREE COLLEGE (Women),
(Autonomous), KAKINADA

DEPARTMENT OF ECONOMICS

PERMISSION LETTER

Date: 01-12-2023

From

G. Pavani Devi,
Lecturer in- charge,
Dept. of Economics

To

The Principal,
A.S.D GDC (W), (A), KAKINADA


Respected Madam,

Sub: - A.S. D GDC(W), (A), Kakinada- Department of Economics commencement of a Certificate course in "Survey and Reporting" on **11.03.2024 to 29.04.2024** (40 Hrs/ Days) for the academic year 2023-2024 Permission requested- regarding.

With reference to the subjected cited, I bring to your kind notice that the Department of economics is offering a certificate course in "Survey and Reporting" for the academic year 2023-2024. In this connection, I request you to accord permission for commencing the course from **11.03.2024**.

Thanking you Madam,

Yours faithfully,


(Head of the department)
Dept of Economics

Enclosure: Circular showing the details.

A.S.D. GOVERNMENT DEGREE COLLEGE (Women),
(Autonomous), KAKINADA
DEPARTMENT OF ECONOMICS



CIRCULAR

DEPARTMENT OF ECONOMICS

Offers

Certificate course

in

“Survey and Reporting”

Objectives:

The course aims to provide an outline of

1. Understand the basics of survey.
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.

Course Code :
CC23SR/Eco

Course duration:
40 hrs/
days(Commenced
on 11.03.2024)

Eligibility: I Year UG
students

Students
intake: 40

Interested students may enrol their names on or before. 19- 12-2023.


PRINCIPAL
A.S.D. GOVT. DEGREE COLLEGE (W)
AUTONOMOUS
KAKINADA

Signature of the Principal

A.S.D. GOVERNMENT DEGREE COLLEGE (Women), (Autonomous),
KAKINADA

DEPARTMENT OF ECONOMICS

“Survey and Reporting”

Certificate Course Summary


1. Name of the course: Survey and Reporting
2. Course Code CC23SR/Eco
3. Name of the Course Coordinator: G. Pavani Devi,/Dr K.Yamuna
Lecturer in Economics
4. Number of students participated: 26
5. Number of students completed the course: 24
6. Number of hours taken: 40 Hours
7. Date of the course (From – To): **11.03.2024 to 29.04.2024** (40 Hrs/ Days)
8. No. of certificates issued: 24



Course Co-ordinator




IQAC Co-Ordinator



PRINCIPAL
A.S.D.GOV.T.DEGREE COLLEGE (W)
AUTONOMOUS
KAKINADA

Principal

A.S.D. GOVERNMENT DEGREE COLLEGE (Women), (Autonomous), KAKINADA
DEPARTMENT OF ECONOMICS
Certificate course in SURVEY AND REPORTING
Registered Students

| (2023-24) | | | | |
|--|---------|--------------------------|-----------|------------------|
| List of Students Enrolled for Certificate Course | | | | |
| S.No | Regd.No | Name of the Student | Programme | Signature |
| 1 | 2351001 | KAMUJU SIVA POOJITHA | Economics | K. Siva Poojitha |
| 2 | 2351002 | NAKKA MOUNIKA | Economics | N. Mounika |
| 3 | 2351003 | GEDELA VIJAYA LAKSHMI | Economics | G. M. Lakshmi |
| 4 | 2351004 | KADALI KAVITHA | Economics | K. Kavitha |
| 5 | 2351005 | AMBATI MADHAVI | Economics | A. Madhavi |
| 6 | 2351006 | BARRE NOOKA RATNAM | Economics | B. Nooka Ratnam |
| 7 | 2351007 | BODDU DEVI | Economics | B. Devi |
| 8 | 2351008 | BODDU HUVANESWARI | Economics | B. Bhuvaneshwari |
| 9 | 2351009 | BONDADA SHAKEENA | Economics | B. Shakeena |
| 10 | 2351010 | DONDAPATI KUMARI | Economics | D. Kumari |
| 11 | 2351011 | GUDAPUVALASA KARUNA SREE | Economics | G. Karuna sree |
| 12 | 2351012 | GUTALA SIVA SWATHI | Economics | G. Siva swathi |
| 13 | 2351013 | KANDRAKOTA ANUSHA | Economics | K. Anusha |
| 14 | 2351014 | KARRI MOHANA DURGA | Economics | K. Mohana Durga |
| 15 | 2351015 | KUSUMA SPURTHI | Economics | K. Spurthi |
| 16 | 2351016 | NARSI AKHILA | Economics | N. Akhila |
| 17 | 2351017 | PALLETI SRILATHA | Economics | P. Srilatha |
| 18 | 2351018 | PANTHADI SUREKHA | Economics | P. Surekha |
| 19 | 2351019 | PUVVALA SONY | Economics | P. Sony |
| 20 | 2351020 | PUVVALAPALLI AMRUTHA | Economics | P. Amrutha |
| 21 | 2351021 | RAJALA PREMYA | Economics | R. Premya |
| 22 | 2351022 | REJU SNEHA LATHA | Economics | R. Sneha Latha |
| 23 | 2351023 | SANDADI JYOTHI | Economics | S. Jyothi |
| 24 | 2351024 | SOYAM SHIRISHA | Economics | S. Shirisha |
| 25 | 2351026 | VOLETI DIVYA | Economics | V. Divya |
| 26 | 2351027 | YELIPE SANIYA MEERZA | Economics | Y. Saniya meerza |


 (Head of the Department)
 Dept of Economics


 PRINCIPAL
 A.S.D. GOVT. DEGREE COLLEGE (W)
 AUTONOMOUS
 KAKINADA

**ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS),
KAKINADA**

Autonomous and NAAC Re-Accredited With "B"
Grade in Cycle -III Affiliated to Adikavi Nannaya University, Rajahmundry

Department of Economics

Application form

(Skill development certificate course on Survey and Reporting)

1. Name of the Candidate (in BLOCK letters) : R. Premya
2. Class Study : IInd BA [ECO]
3. Reg. No. : 2351021
4. Grade of Economics in Previous exams : 6.55 SGPA

Undertaking

I have gone through syllabus carefully and understand

1. To maintain 75% attendance is a pre-requisite for obtaining certificate course.
2. To maintain at least 50% marks in final test
3. To follow discipline of ASDGDC(W) (A), Kakinada.

K. Yashu
Signature of course coordinator

R. Premya
Signature of Candidate

**ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) ,
KAKINADA**
(Accredited by NAAC with “B” in Cycle 3)
(Affiliated to Adikavi Nannayya University)
Department of Economics
Certificate Course

SURVEY & REPORTING

| Programme | Semester | Hours Allotted |
|------------------|-----------------|-----------------------|
| BA | I | 40 |

LEARNING OUTCOMES:

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

- Understand the basics of survey.
- Comprehend designing of a questionnaire.
- Conduct a simple and valid survey and Collect data.
- Organize and interpret data and prepare and submit report.

Unit-1: Survey: Meaning and Scope

- Survey: Meaning, Definition and Need of the Survey
- Survey: Types and Methods
- Essential Steps in Survey; Advantages and Disadvantages of Survey; Online Survey
- Sample: Meaning; Characteristics of a good Sample; Sampling Methods

Unit-2: Questionnaire

- Questionnaire : Types and Parts of Questionnaire
- Qualities of good Questionnaire
- Precautions in Preparing Questionnaire; Piloting and Administering
- Questionnaire: Collection of data, Dealing with People; Maintaining objectivity/neutrality.

Unit-3: Data Presentation and Report Writing

- Methods of Organizing data; Forms of data presentation; Tables and Figures
- Simple Ways of showing Results: Tables, Graphs and Diagrams
- Basic Statistical Methods of Analysis of data; Percentages - Mean, Mode and Median, Correlation
- Report Writing: Forms of Reporting; Parts of a Report; Characteristics of a Good Report

Recommended Co-curricular Activities:

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 survey
6. Assignments, Group discussion, Quiz etc.

A.S.D. GOVERNMENT DEGREE COLLEGE (Women),
(Autonomous), KAKINADA
DEPARTMENT OF ECONOMICS



CERTIFICATE COURSE ON
“Survey and Reporting”
TO UNDERGRADUATE STUDENTS
Curriculum of the course

| S.No. | Module Title | Days | Teaching Hours |
|-------|--------------------------------------|------|----------------|
| 1 | Survey: Meaning and Scope | 10 | 10 Hours |
| 2 | Questionnaire | 15 | 15 Hours |
| 3 | Data Presentation and Report Writing | 15 | 15 Hours |
| | | 40 | 40 hours |

**ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS),
KAKINADA
(Affiliated to Adikavi Nannayya University)
I B.A. Honours in Economics -Under CBCS
Certificate Course
SURVEY & REPORTING
Course Code – CC23SR/Eco**

Time: 2 Hrs

Max.Marks: 40 M

SECTION –A

Answer any 10 questions. Each question carries 2 marks

2 x10 = 20Marks

1. What is Online survey?
2. State the Advantages of survey method.
3. Define a Sample.
4. Explain the Types of survey.
5. What are the Parts of a Questionnaire?
6. What do you mean by Piloting of a Questionnaire?
7. Give an example for a Close ended question.
8. Build any two Dichotomous Questions
9. What is Primary data?
10. Define Mode and Write the formula for Mode.
11. What is a Pie Chart?
12. Give an example for Negative Correlation with explanation

SECTION– B

Answer any 4 of the following questions. Each question carries 5 marks 4x5=20 Marks

13. Explain essential steps in conducting a Survey.
14. What are different sampling methods ?
15. Explain the characteristics of Good Questionnaire.
16. What are different types of Questionnaires ?
17. Choose the simple ways to present data
18. Inspect the Characteristics of a Good Report.

A.S.D. GOVERNMENT DEGREE COLLEGE (Women), (Autonomous), KAKINADA
DEPARTMENT OF
ECONOMICS
Certificate course in SURVEY AND REPORTING
Registered Students

| (2023-24) | | | | |
|--|---------|--------------------------|-----------|-------------------------------|
| List of Students Enrolled for Certificate Course | | | | |
| S.No | Regd.No | Name of the Student | Programme | Grade obtained by the student |
| 1 | 2351001 | KAMUJU SIVA POOJITHA | Economics | A |
| 2 | 2351002 | NAKKA MOUNIKA | Economics | O |
| 3 | 2351003 | GEDELA VIJAYA LAKSHMI | Economics | A |
| 4 | 2351004 | KADALI KAVITHA | Economics | O |
| 5 | 2351005 | AMBATI MADHAVI | Economics | A |
| 6 | 2351006 | BARRE NOOKA RATNAM | Economics | A |
| 7 | 2351007 | BODDU DEVI | Economics | A+ |
| 8 | 2351008 | BODDU HUVANESWARI | Economics | A |
| 9 | 2351009 | BONDADA SHAKEENA | Economics | A |
| 10 | 2351010 | DONDAPATI KUMARI | Economics | A |
| 11 | 2351011 | GUDAPUVALASA KARUNA SREE | Economics | A |
| 12 | 2351012 | GUTALA SIVA SWATHI | Economics | B |
| 13 | 2351013 | KANDRAKOTA ANUSHA | Economics | B+ |
| 14 | 2351014 | KARRI MOHANA DURGA | Economics | A |
| 15 | 2351015 | KUSUMA SPURTHI | Economics | B |
| 16 | 2351016 | NARSI AKHILA | Economics | B+ |
| 17 | 2351017 | PALLETI SRILATHA | Economics | A |
| 18 | 2351019 | PUVVALA SONY | Economics | A |
| 19 | 2351020 | PUVVALAPALLI AMRUTHA | Economics | A |
| 20 | 2351021 | RAJALA PREMYA | Economics | B |
| 21 | 2351022 | REVI SNEHA LATHA | Economics | B+ |
| 22 | 2351023 | SANDADI JYOTHI | Economics | B |
| 23 | 2351024 | SOYAM SHIRISHA | Economics | A |
| 24 | 2351027 | YELIPE SANIYA MEERZA | Economics | A |

Name Of The Office.....

Attendance

| S. No. | NAME | Designation | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------|-------------------|-------------|---|---|---|---|---|---|---|---|---|----|
| 1 | K. Siva Pujitha | 2351001 | P | P | P | P | P | P | P | P | P | 9 |
| 2 | N. Mounika | 2351002 | P | P | P | P | P | P | P | P | P | 10 |
| 3 | G. vijaya Lakshmi | 2351003 | P | P | P | P | P | P | P | P | P | 10 |
| 4 | K. Kavitha | 2351004 | P | P | P | P | P | P | P | P | P | 10 |
| 5 | A. madhavi | 2351005 | P | P | a | P | P | P | P | P | P | 9 |
| 6 | B. Nooka Ratnam | 2351006 | P | P | P | P | P | P | P | P | P | 10 |
| 7 | B. Devi | 2351007 | P | P | P | P | P | P | P | P | P | 10 |
| 8 | B. Bhuvaneshwari | 2351008 | P | P | P | P | P | P | P | P | P | 10 |
| 9 | B. Shakeena | 2351009 | P | P | P | P | P | P | P | P | P | 10 |
| 10 | D. Kumari | 2351010 | P | P | P | P | P | P | P | P | P | 10 |
| 11 | G. Karuna Sree | 2351011 | P | P | P | P | P | P | P | P | P | 10 |
| 12 | G. Siva Swathi | 2351012 | P | P | P | P | P | P | P | P | P | 10 |
| 13 | K. Anusha | 2351013 | P | P | P | P | P | P | P | P | P | 10 |
| 14 | K. mohana Durga | 2351014 | P | P | P | P | P | P | P | P | P | 10 |
| 15 | K. Sreethi | 2351015 | P | P | P | P | P | P | P | P | P | 10 |
| 16 | N. Akhila | 2351016 | P | P | P | P | P | P | P | P | P | 10 |
| 17 | P. Sri Lalatha | 2351017 | P | P | P | P | P | P | P | P | a | 9 |
| 18 | P. Surekha | 2351018 | a | a | a | a | a | a | a | a | a | 0 |
| 19 | P. Sony | 2351019 | P | P | P | P | P | P | P | P | P | 10 |
| 20 | P. Amalatha | 2351020 | P | P | P | P | P | P | P | P | P | 10 |
| 21 | R. Premya | 2351021 | P | P | P | P | P | P | P | P | P | 9 |
| 22 | R. Sneha Latha | 2351022 | P | P | P | P | P | P | P | P | P | 10 |
| 23 | S. Jyothi | 2351023 | P | P | P | P | P | P | P | P | P | 10 |
| 24 | S. Shrushta | 2351024 | P | P | P | P | P | P | P | P | P | 10 |
| 25 | Voteli Divya | 2351026 | a | a | a | a | a | a | a | a | a | 0 |
| 26 | Y. Sanjya Meerza | 2351027 | P | P | P | P | P | P | P | P | P | 10 |

Handwritten marks at the bottom of the table, possibly indicating totals or corrections.

Certificate course - 2023-24, Survey and Reporting

Month: _____
Year: _____

Name Of The Office: Department of Economics Attendance

Register

| S. No. | NAME | Designation | Attendance | | | | | | | | | | Remarks | | |
|--------|------------------------------------|-------------|------------|---|---|---|---|---|---|---|---|----|---------|---|------------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | |
| 1 | K. Siva Pujitha | 2351001 | P | P | P | P | P | P | P | P | P | P | P | P | 28+10 = 38 |
| 2 | N. Mounika | 2351002 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 3 | G. Vijaya Lakshmi | 2351003 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 4 | K. Kavitha | 2351004 | P | P | P | P | P | P | P | P | P | P | P | P | 30+9 = 39 |
| 5 | A. Madhavi | 2351005 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 6 | B. Nooka Ratnam | 2351006 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 7 | B. Devi | 2351007 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 8 | B. Bhuvanavazari | 2351008 | P | P | P | P | P | P | P | P | P | P | P | P | 28+10 = 38 |
| 9 | B. Shakeena | 2351009 | P | P | P | P | P | P | P | P | P | P | P | P | 28+10 = 38 |
| 10 | D. Kumari | 2351010 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 11 | G. Karuna Sree | 2351011 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 12 | G. Siva Swathi | 2351012 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 13 | K. Anusha | 2351013 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 14 | K. Mohana Durga | 2351014 | P | P | P | P | P | P | P | P | P | P | P | P | 29+10 = 39 |
| 15 | K. Sparthi | 2351015 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 16 | N. Akhila | 2351016 | P | P | P | P | P | P | P | P | P | P | P | P | 30+9 = 39 |
| 17 | P. Srilatha | 2351017 | P | P | P | P | P | P | P | P | P | P | P | P | 05+0 = 5 |
| 18 | P. Surekha | 2351018 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 19 | P. Sony | 2351019 | P | P | P | P | P | P | P | P | P | P | P | P | 26+10 = 36 |
| 20 | P. Amrutha | 2351020 | P | P | P | P | P | P | P | P | P | P | P | P | 30+9 = 39 |
| 21 | R. Premya | 2351021 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 22 | R. Sneha Latha | 2351022 | P | P | P | P | P | P | P | P | P | P | P | P | 28+10 = 38 |
| 23 | S. Jyothi | 2351023 | P | P | P | P | P | P | P | P | P | P | P | P | 28+10 = 38 |
| 24 | S. Shrivisha | 2351024 | P | P | P | P | P | P | P | P | P | P | P | P | 03+0 = 3 |
| 25 | Voleti Divya | 2351025 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 26 | Y. Saniya Meerza | 2351026 | P | P | P | P | P | P | P | P | P | P | P | P | 30+10 = 40 |
| 27 | | | | | | | | | | | | | | | |
| 28 | ABSTRACT | | P | P | P | P | P | P | P | P | P | P | P | P | |
| | No of students Registered | 26 | | | | | | | | | | | | | |
| | Students with 75% above Attendance | 24 | | | | | | | | | | | | | |
| | No of students attended for exam | 24 | | | | | | | | | | | | | |
| | No of students who qualified | 02 | | | | | | | | | | | | | |
| | No of Certificate issued | 24 | | | | | | | | | | | | | |

G. Jay
Head of the Dept
Economics

V. Ananta Lakshmi
PRINCIPAL
A.S.D. Govt. Degree College for W.
KAKINADA-533 002, E.G.C.



A.S.D Govt. Degree College for Women(A), Kakinada



Department of Economics

Certificate Course

SURVEY AND REPORTING

This is to certify that Ms. N.Mounika of IBA(Eco) has successfully completed a **40**

- Days/hrs Certificate course in "**SURVEY AND REPORTING**" organized by the Department of

Economics, A.S.D Govt. Degree College for Women (Autonomous), Kakinada from **11.03.2024** to

29.04.2024 (40 Days) Date of the exam **05.07.2024** with "O" Grade

In-charge
Department of
Economics

K. Lavanya
Academic Coordinator

M. Subbu
IQAC Coordinator

V. N. D.
Principal