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SEC-201

FIELD STUDIES (SOCIO-ECONOMIC SURVEY)

(SKILL ENHANCEMENT COURSE)

UNIT I:

Methods of field work: types of data, techniques of primary data collection, significance of field work in geographical studies.

UNIT II:

Conduct a socio-economic survey of the area chosen by visiting and collecting data and information by personal observation and perception.

Unit III:

Designing the field study report- aims and objectives, methodology, interpretation and writing the report.

UNIT IV:

Base on the observation and result of the socio-economic survey, preparation of a field survey report on the topic assigned. The report needs to be supplemented with Maps, diagrams, photograph, and sketches etc.

UNIT V:

Students are to prepared field study report of minimum of 30 pages typed (A4 size) excluding figures, tables, photographs, maps, references, and appendices on the topic assign to them. The concerned department must assign supervisor to guide the students in the field as well as to complete the field report writing.

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UNIT – 1

ONE MARK

Q1. What is field work?

Answer: Field work is a method of collecting information directly from a particular area or place through observation, surveys and other practical activities.

Q2. What is primary data?

Answer: Primary data refers to original information collected directly by a researcher from the field for a specific study.

Q3. What is secondary data?

Answer: Secondary data refers to information that has already been collected and published by other researchers, organisations or institutions.

Q4. What are the two main types of data?

Answer: The two main types of data are primary data and secondary data.

Q5. What is qualitative data?

Answer: Qualitative data refers to non-numerical information that describes the qualities, opinions, behaviour and experiences of people.

Q6. What is quantitative data?

Answer: Quantitative data refers to numerical information that can be measured, counted and analysed statistically.

Q7. What is a questionnaire?

Answer: A questionnaire is a set of written questions prepared by a researcher to collect information from respondents.

Q8. What is an interview?

Answer: An interview is a method of collecting information by asking questions directly to individuals.

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Q9. What is observation in field work?

Answer: Observation is a technique of collecting data by carefully watching and recording activities, events and conditions in a particular area.

Q10. What is a schedule in data collection?

Answer: A schedule is a prepared list of questions that an investigator asks respondents and records their answers.

Q11. What is sampling?

Answer: Sampling is the process of selecting a small group of people or units from a larger population for a study.

Q12. What is a socio-economic survey?

Answer: A socio-economic survey is a systematic study of the social and economic conditions of people in a particular area.

Q13. What is meant by field observation?

Answer: Field observation means directly examining geographical features, human activities and environmental conditions in their actual locations.

Q14. Mention one importance of field work in geography.

Answer: Field work helps geographers understand real geographical conditions by collecting information directly from the study area.

Q15. Why is primary data important in geographical studies?

Answer: Primary data is important because it provides original and first-hand information about geographical, social and economic conditions.

TWO MARK:

Q1. What is field work? Mention its main purpose.

Answer: Field work is a practical method of collecting information directly from a particular geographical area through observation, interviews and surveys. Its main purpose is to understand the actual geographical, social and economic conditions of an area.

Q2. Distinguish between primary data and secondary data.

Answer: Primary data is original information collected directly by a researcher through surveys, interviews and observation. Secondary data is information that has already been collected by other individuals or organisations and is available in books, reports, newspapers and government records.

Q3. What are the main types of data used in geographical studies?

Answer: Data used in geographical studies can be classified into primary and secondary data. It can also be classified as qualitative and quantitative data. These types of data help researchers understand geographical conditions from different perspectives.

Q4. What is qualitative data? Give two examples.

Answer: Qualitative data refers to non-numerical information that describes the qualities, opinions, experiences and characteristics of people or places. Examples include people's occupation, educational background, lifestyle and opinions about local development.

Q5. What is quantitative data? Give two examples.

Answer: Quantitative data refers to information expressed in numerical form, which can be counted, measured and analysed statistically. Examples include population size, household income, literacy rate and the number of employed people in an area.

Q6. What is a questionnaire? Mention its importance.

Answer: A questionnaire is a prepared set of written questions used to collect information from respondents. It is important because it helps researchers collect information systematically and makes it easier to compare and analyse the answers of different respondents.

Q7. What is an interview method of data collection?

Answer: The interview method involves collecting information by asking questions directly to individuals. The researcher communicates with respondents face-to-face or through other communication methods to understand their opinions, experiences and socio-economic conditions.

Q8. What is the observation method in field work?

Answer: Observation is a method of collecting primary data by directly watching and examining people, activities and geographical features in a particular area. It helps researchers understand actual field conditions and record information based on direct experience.

Q9. What is the difference between a questionnaire and a schedule?

Answer: A questionnaire is generally completed by the respondents themselves by answering written questions. A schedule is a list of prepared questions asked by an investigator, who records the respondents' answers. Both methods are used for collecting primary data.

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Q10. What is sampling? Why is it used in field surveys?

Answer: Sampling is the process of selecting a small number of individuals or households from a larger population for a study. It is used to save time, reduce expenses and collect information when studying the entire population is difficult.

Q11. What is a socio-economic survey?

Answer: A socio-economic survey is a systematic study of the social and economic conditions of people living in a particular area. It collects information about income, occupation, education, housing, health, living standards and other related aspects.

Q12. Mention any four techniques of primary data collection.

Answer: Four important techniques of primary data collection are observation, interviews, questionnaires and schedules. These

techniques help researchers collect first-hand information directly from individuals, households and geographical areas.

Q13. Why is field work important in geographical studies?

Answer: Field work is important because it provides first-hand knowledge about geographical features, human activities and environmental conditions. It also helps students connect theoretical knowledge with real-life situations and understand geographical problems more clearly.

Q14. What are the main advantages of primary data collection?

Answer: Primary data provides original and first-hand information according to the objectives of a particular study. It allows researchers to collect relevant and up-to-date information and maintain better control over the data collection process.

Q15. Mention any four precautions to be taken during field work.

Answer: During field work, researchers should prepare a proper plan, collect information honestly, ask clear and relevant questions and respect the privacy of respondents. They should also record information carefully to avoid errors and maintain the accuracy of the survey.

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BROAD ANSWER:

Q1. Explain the different types of data used in geographical studies. Discuss the differences between primary and secondary data.

Answer:

Introduction

Data is an important part of geographical studies. Geography deals with the study of the Earth, people, places, natural resources and human activities. To understand these subjects properly, geographers need different types of information. This information is known as

data. Data helps researchers study geographical conditions, identify problems and understand the relationship between people and their environment.

In geographical research, data is mainly classified into primary data and secondary data. It can also be classified into qualitative and quantitative data.

1. Primary Data

Primary data refers to original information collected directly by a researcher from the field for a particular study. It is collected for the first time according to the objectives of the research.

Some common methods of collecting primary data are:

- Observation: Collecting information by directly observing people, places and geographical conditions.
- Interview: Asking questions directly to individuals to collect information.
- Questionnaire: Using a prepared list of questions to collect information from respondents.
- Schedule: Asking questions and recording the answers with the help of an investigator.
- Field Survey: Visiting a particular area to collect information about its physical, social and economic conditions.

For example, if a researcher visits a village in Cachar district to collect information about household income, education, occupation and housing conditions, the collected information is primary data.

2. Secondary Data

Secondary data refers to information that has already been collected, organised or published by other researchers, government departments or organisations. Researchers use this information for further study and analysis.

The main sources of secondary data include:

- Census reports.
- Government publications.
- Books and journals.
- Research papers and reports.
- Newspapers and magazines.
- Official websites and statistical records.
- Reports published by different institutions.

For example, a researcher studying population growth in Assam may use information from the Census of India and other government reports.

3. Qualitative Data

Qualitative data refers to non-numerical information that describes the qualities, characteristics, opinions and experiences of people or places. It helps researchers understand social conditions and human behaviour.

Examples include occupation, lifestyle, educational experiences, opinions and cultural practices.

4. Quantitative Data

Quantitative data refers to numerical information that can be counted, measured and analysed statistically. It is useful for understanding geographical patterns and making comparisons.

Examples include population size, household income, literacy rate, agricultural production and employment figures.

Differences Between Primary and Secondary Data

Primary Data	Secondary Data
It is collected for the first time.	It has already been collected.

It is collected directly from the field.	It is collected from existing sources.
It is generally related to the specific research objectives.	It may have been collected for another purpose.
It requires more time and effort.	It is generally easier and quicker to obtain.
Examples include interviews and surveys.	Examples include census reports and books.

Q2. Explain the different techniques of primary data collection used in geographical field work.

Answer:

Introduction

Primary data collection is an important part of geographical field work. It refers to the process of collecting original information directly from people, households or a particular geographical area. Researchers use different techniques to collect information about population, occupation, income, education, housing, agriculture and other geographical conditions.

The selection of a suitable technique depends on the purpose of the study, the size of the population and the availability of time and resources. The major techniques of primary data collection are discussed below.

1. Observation Method

Observation is one of the simplest techniques of primary data collection. In this method, the researcher directly observes people, places, activities and environmental conditions and records the information.

For example, a researcher visiting a village can observe the condition of roads, houses, agricultural fields, schools and drinking water facilities.

Observation may be of two types:

- Participant Observation: The researcher becomes a part of the group or community being studied.
- Non-participant Observation: The researcher observes the activities without directly participating in them.

2. Interview Method

An interview is a technique in which the researcher asks questions directly to individuals to collect information. It helps researchers understand people's opinions, experiences, problems and living conditions.

For example, a researcher may interview farmers to understand their agricultural practices, income sources and problems related to irrigation.

Interviews can be structured, unstructured or semi-structured, depending on how the questions are prepared and asked.

3. Questionnaire Method

A questionnaire is a prepared list of written questions used to collect information from respondents. The questions are generally related to the objectives of the research.

For example, a questionnaire may include questions about family size, educational qualifications, monthly income, occupation and housing facilities.

This method is useful when information needs to be collected from a large number of people. It also makes it easier to compare and analyse the responses.

4. Schedule Method

A schedule is a list of questions prepared by the researcher or investigator. In this method, the investigator asks questions directly to respondents and records their answers in the schedule.

This method is particularly useful when respondents are unable to read or write properly. It is also helpful in collecting detailed information from rural households.

5. Field Survey Method

A field survey involves visiting a particular geographical area to collect information about its physical, social and economic conditions.

For example, students may visit a nearby village to study population distribution, agricultural activities, transport facilities, markets and housing conditions.

Field surveys help researchers understand actual conditions rather than depending only on theoretical information.

6. Measurement Method

Measurement is another important technique used in geographical field work. Researchers use different instruments to measure geographical features and environmental conditions.

For example, measuring distance, land area, temperature, rainfall and elevation. Instruments such as measuring tapes, GPS devices, thermometers and rain gauges may be used depending on the purpose of the study.

Importance of These Techniques

These techniques help researchers collect accurate and useful information directly from the field. They also help in understanding local problems, identifying geographical differences and studying the relationship between human activities and the environment.

Q3. Discuss the significance of field work in geographical studies.

Answer:

Introduction

Field work is an important part of geographical studies. It refers to the practical process of collecting information directly from a particular geographical area through observation, surveys, interviews and measurements. Geography is not limited to classroom teaching and textbooks. It also involves the direct study of the Earth's surface, natural resources, human activities and environmental conditions.

Field work helps students and researchers understand the actual geographical conditions of an area. It connects theoretical knowledge with practical experience and makes geographical studies more meaningful.

1. Provides First-hand Information

One of the main advantages of field work is that it provides original and first-hand information. Researchers can directly visit a particular area and collect information about its physical, social and economic conditions.

For example, visiting a village helps students collect information about population, occupation, agriculture and housing facilities.

2. Connects Theory with Practical Knowledge

Field work helps students understand the topics they study in classrooms. Concepts such as population distribution, settlement patterns, land use and economic activities become easier to understand when students observe them directly.

For example, students can understand rural settlement patterns by visiting different villages.

3. Develops Observation Skills

Field work improves the observation skills of students. They learn how to carefully examine geographical features, human activities and environmental conditions.

It also teaches them to identify differences between places and understand the reasons behind those differences.

4. Helps in Understanding Socio-Economic Conditions

Field work is very useful in studying the social and economic conditions of people. Through household surveys and interviews, researchers can collect information about income, education, occupation, health, housing and living standards.

For example, a socio-economic survey in a village can help identify problems related to unemployment, poverty, education and basic facilities.

5. Develops Research Skills

Field work teaches students how to conduct research in a systematic manner. They learn how to prepare questionnaires, conduct interviews, collect information, organise data and analyse findings.

These skills are useful for higher studies and future research activities.

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6. Helps Identify Local Problems

Field work helps researchers identify actual problems faced by people in a particular area. These may include poor road connectivity, water shortages, unemployment, soil erosion, floods and inadequate educational facilities.

The information collected can help in understanding these problems and suggesting suitable solutions.

7. Develops Practical and Technical Skills

Students learn to use different tools and techniques during field work. These may include maps, GPS devices, measuring tapes, cameras and survey forms.

Such practical knowledge improves their technical abilities and makes geographical learning more effective.

8. Promotes Environmental Awareness

Field work allows students to observe environmental problems such as deforestation, water pollution, soil erosion, waste disposal and loss of biodiversity.

It develops awareness about environmental protection and the need for sustainable development.

9. Develops Communication and Teamwork Skills

During field surveys, students interact with local people, conduct interviews and work in groups. This improves their communication, cooperation, confidence and problem-solving abilities.

10. Helps in Planning and Development

Information collected through geographical field work can be useful for local and regional planning. It helps authorities understand the needs of people and identify areas requiring development.

For example, survey information can help in planning better roads, schools, healthcare centres and drinking water facilities.

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Q4. Explain the methods of field work and describe the steps involved in conducting a socio-economic survey.

Answer:

Introduction

Field work is a practical method of studying geographical conditions by collecting information directly from a particular area. It is an important part of geographical research because it helps researchers understand the relationship between people, society, economy and the environment.

A socio-economic survey is a type of field study that examines the social and economic conditions of people living in a particular area. It collects information about population, income, occupation, education, housing, health and other living conditions.

Conducting a proper field study requires careful planning and the use of suitable data collection methods.

Methods of Field Work

The following methods are commonly used in geographical field studies:

1. Direct Observation Method

In this method, the researcher visits the study area and directly observes geographical features, human activities and environmental conditions. It helps in collecting information about roads, houses, agricultural activities, markets and other local facilities.

2. Interview Method

In this method, the researcher asks questions directly to individuals and collects information about their opinions, experiences and socio-economic conditions. It is useful for understanding the problems and needs of local people.

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3. Questionnaire Method

A questionnaire is a set of prepared questions used to collect information from respondents. It may include questions about family size, education, occupation, monthly income and housing facilities.

4. Schedule Method

In this method, the investigator asks questions to respondents and records their answers in a prepared schedule. It is especially useful when respondents cannot complete written questionnaires themselves.

5. Field Survey Method

In this method, the researcher visits a particular area and systematically collects information about its physical, social and economic conditions. It provides direct knowledge about the selected study area.

Steps Involved in Conducting a Socio-Economic Survey

A socio-economic survey should be conducted in a systematic manner. The main steps are explained below.

1. Selection of the Study Area

The first step is to select a particular area for the survey. It may be a village, town, ward or neighbourhood. The area should be selected according to the objectives of the study.

2. Preparation of Objectives

The researcher should clearly identify the purpose of the survey. For example, the objective may be to study the income, occupation, educational level and housing conditions of households in a village.

3. Preparation of Questionnaire

A suitable questionnaire or schedule should be prepared before visiting the study area. Questions should be simple, clear and related to the objectives of the research.

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4. Selection of Respondents

The researcher should decide whom to collect information from. If the population is large, a suitable sampling method can be used to select a representative group of households or individuals.

5. Collection of Primary Data

The researcher visits the selected area and collects information through interviews, questionnaires, direct observation and other suitable techniques. Information should be collected honestly and carefully.

6. Classification and Organisation of Data

After collecting information, the data should be organised into different categories. For example, household information can be classified according to income, occupation, education, family size and housing conditions.

7. Analysis and Interpretation

The collected information should be analysed to understand the socio-economic conditions of the study area. Tables, percentages, charts and diagrams can be used to present the findings clearly.

8. Preparation of the Final Report

The final step is to prepare a report based on the survey findings. The report should include the introduction, objectives, study area, methodology, major findings and conclusion.

Precautions During Field Work

Researchers should follow some important precautions during a field survey:

- Questions should be clear and easy to understand.
- Respondents should be treated politely and respectfully.
- Personal information should be kept confidential.
- Information should be recorded accurately.
- The researcher should avoid influencing the answers of respondents.

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UNIT – 2

ONE MARK:

Q1. What is a socio-economic survey?

Answer: A socio-economic survey is a systematic study of the social and economic conditions of people living in a particular area.

Q2. What is the main objective of a socio-economic survey?

Answer: The main objective of a socio-economic survey is to understand the living conditions, income, occupation, education and social facilities of people.

Q3. What is a study area?

Answer: A study area is a particular geographical location selected by a researcher for conducting a survey or geographical investigation.

Q4. What is personal observation?

Answer: Personal observation is the process of collecting information by directly watching and examining people, places and activities in the study area.

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Q5. What is field perception?

Answer: Field perception refers to the understanding and interpretation of geographical and social conditions based on direct field experience and observation.

Q6. What is a household survey?

Answer: A household survey is a method of collecting information about the social and economic conditions of families living in a particular area.

Q7. What is a respondent?

Answer: A respondent is a person who provides information or answers questions during a survey.

Q8. What is meant by household income?

Answer: Household income refers to the total income earned by all members of a family from different sources during a particular period.

Q9. What is occupational structure?

Answer: Occupational structure refers to the distribution of people among different types of occupations, such as agriculture, business, industry and services.

Q10. What is meant by literacy rate?

Answer: Literacy rate refers to the percentage of literate people in a particular population according to a specified age group and statistical definition.

Q11. What is a field survey report?

Answer: A field survey report is a written document that presents the objectives, methods, collected data, findings and conclusions of a field survey.

Q12. What is meant by housing conditions in a socio-economic survey?

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Answer: Housing conditions refer to the quality, type, size and basic facilities available in the houses of a particular area.

Q13. What is the importance of personal observation in a socio-economic survey?

Answer: Personal observation helps researchers understand the actual living conditions, local facilities and economic activities of people directly.

Q14. Why is data recording important during a field survey?

Answer: Data recording is important because it helps preserve collected information accurately for future analysis and preparation of the survey report.

Q15. What is data interpretation?

Answer: Data interpretation is the process of examining and explaining collected information to understand the findings and draw meaningful conclusions.

TWO MARK:

Q1. What is a socio-economic survey? Mention its main objectives.

Answer: A socio-economic survey is a systematic study of the social and economic conditions of people living in a particular area. Its main objectives are to collect information about income, occupation, education, housing, health and living standards of the people.

Q2. What is a study area? Why is its selection important?

Answer: A study area is a particular geographical location selected for conducting a field survey. Its selection is important because it determines the geographical and social conditions to be studied and helps the researcher collect relevant information according to the objectives of the survey.

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Q3. What is personal observation in a socio-economic survey?

Answer: Personal observation is a technique of collecting information by directly visiting and examining a particular area. The researcher observes houses, roads, markets, educational institutions, occupations and other local conditions to understand the actual situation.

Q4. What is field perception? Mention its importance.

Answer: Field perception refers to the understanding of geographical and socio-economic conditions through direct field experience and observation. It helps researchers develop a better understanding of local problems, people's lifestyles and the relationship between human activities and the environment.

Q5. What is a household survey? What information does it provide?

Answer: A household survey is a method of collecting information about individual families living in a particular area. It provides

information about family size, income, occupation, education, housing facilities, health conditions and other aspects of household life.

Q6. What is a respondent? What is the role of a respondent in a survey?

Answer: A respondent is a person who provides information by answering questions during a survey. Respondents play an important role because they provide information about their family, occupation, income, education and living conditions.

Q7. What is household income? Why is it studied in a socio-economic survey?

Answer: Household income refers to the total income earned by all members of a family from different sources during a particular period. It is studied to understand the economic condition, purchasing capacity and standard of living of a household.

Q8. What is occupational structure? Why is it important?

Answer: Occupational structure refers to the distribution of people among different types of occupations, such as agriculture, business, industry and services. It is important because it helps researchers understand the employment pattern and economic activities of a particular area.

Q9. What is literacy rate? How does it help in a socio-economic survey?

Answer: Literacy rate refers to the percentage of literate people in a particular population according to a specified age group and statistical definition. It helps researchers understand the educational condition of an area and identify the need for better educational facilities.

Q10. What are housing conditions? Mention any two factors used to study them.

Answer: Housing conditions refer to the quality and availability of houses and basic facilities in a particular area. Two important factors

used to study housing conditions are the type of house construction and the availability of facilities such as drinking water and sanitation.

Q11. Why is personal interaction important during a field survey?

Answer: Personal interaction helps researchers communicate directly with local people and understand their experiences, opinions and problems. It also helps collect detailed information that may not be available through direct observation alone.

Q12. What is the importance of data recording during a socio-economic survey?

Answer: Data recording helps researchers maintain a proper record of the information collected during field visits. It reduces the chances of forgetting important details and makes the classification, analysis and interpretation of data easier.

Q13. What is data interpretation? Why is it necessary?

Answer: Data interpretation is the process of examining and explaining collected information to understand its meaning. It is necessary because it helps researchers identify patterns, compare socio-economic conditions and draw meaningful conclusions from the survey.

Q14. What are the main contents of a field survey report?

Answer: A field survey report generally includes the introduction, objectives, location of the study area, methodology, data collection, observations, findings and conclusion. It presents the complete information about the survey in a systematic manner.

Q15. Mention four precautions that should be followed while conducting a socio-economic survey.

Answer: The following precautions should be followed during a socio-economic survey:

1. Questions should be simple and clear.
2. Information should be collected honestly and accurately.

3. Respondents' privacy should be respected.
4. Collected data should be recorded carefully without errors.

BROAD ANSWER:

Q1. Explain the meaning, objectives and importance of conducting a socio-economic survey in a selected geographical area.

Answer:

Introduction

A socio-economic survey is a systematic study of the social and economic conditions of people living in a particular geographical area. It involves visiting the selected area, meeting local people, observing their living conditions and collecting information about their income, occupation, education, housing, health and other basic facilities.

In geography, a socio-economic survey is important because it helps researchers understand the relationship between people, society, economy and the environment. It also provides practical knowledge about the actual conditions of a particular area.

Objectives of a Socio-Economic Survey

The main objectives of conducting a socio-economic survey are explained below.

1. To Study the Living Conditions of People

One of the main objectives is to understand the standard of living of people. The survey collects information about housing, food, clothing, drinking water, sanitation and other basic facilities.

2. To Understand the Economic Condition

A socio-economic survey helps researchers understand the financial condition of households. Information about monthly income, savings, expenditure and sources of income is collected during the survey.

3. To Study Occupational Structure

The survey helps identify the major occupations of people in an area. These may include agriculture, business, government service, private employment, daily wage work and other activities.

4. To Examine Educational Conditions

Information about literacy, educational qualifications, school enrolment and educational facilities is collected to understand the educational development of the study area.

5. To Study Health and Medical Facilities

The survey helps identify the availability of hospitals, health centres, doctors, medicines, sanitation and other healthcare facilities.

6. To Identify Local Problems

It helps identify problems such as unemployment, poverty, poor roads, water shortages, inadequate educational facilities and lack of proper healthcare services.

7. To Suggest Measures for Development

The information collected through the survey can help researchers suggest suitable measures for improving the living conditions of people.

Importance of a Socio-Economic Survey

A socio-economic survey has great importance in geographical studies for several reasons.

- Provides First-hand Information: It provides original information directly from the selected area instead of depending only on existing reports.

- Helps in Regional Planning: Survey findings can help identify areas that require better roads, schools, hospitals and other facilities.
- Creates Social Awareness: It helps students understand the problems and needs of different communities.
- Develops Research Skills: Students learn how to collect, organise, classify and analyse information.
- Supports Local Development: Survey results can provide useful information for understanding local development needs.
- Connects Theory with Practice: It allows students to understand geographical concepts through real-life experiences.

For example, a socio-economic survey conducted in a village in Cachar district may reveal information about agricultural activities, household income, educational facilities, road connectivity and drinking water availability.

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Q2. Describe the procedure and steps involved in conducting a socio-economic survey of a selected area.

Answer:

Introduction

A socio-economic survey is conducted to collect information about the social and economic conditions of people living in a particular area. It involves direct field visits, personal observation, interviews and the collection of information from households.

To obtain accurate and meaningful results, a socio-economic survey should be conducted in a systematic manner. The researcher must follow different steps, starting from the selection of the study area to the preparation of the final report.

Steps Involved in Conducting a Socio-Economic Survey

1. Selection of the Study Area

The first step is to select a suitable geographical area for the survey. The selected area may be a village, town, ward or neighbourhood. The area should be selected according to the purpose and objectives of the study.

For example, a student may select a village near Silchar to study the living conditions and economic activities of rural households.

2. Preparation of Objectives

After selecting the study area, the researcher should clearly identify the objectives of the survey. The objectives may include studying household income, occupation, education, housing conditions, healthcare facilities and other social and economic aspects.

3. Preparation of Questionnaire or Schedule

The next step is to prepare a questionnaire or schedule containing relevant questions. Questions should be simple, clear and related to the objectives of the survey.

The questionnaire may include questions about:

- Name and size of the household.
- Number of family members.
- Educational qualifications.
- Main occupation.
- Monthly household income.
- Type of house.
- Drinking water and sanitation facilities.
- Healthcare facilities.

4. Selection of Respondents

The researcher should identify the people or households from whom information will be collected. If the study area has a large population,

a suitable sample may be selected. The selected respondents should represent different sections of the population as far as possible.

5. Collection of Primary Data

This is one of the most important steps in a field survey. The researcher visits the selected area and collects information directly from respondents.

Primary data can be collected through personal interviews, questionnaires, schedules and direct observation. The researcher should communicate politely and record the information carefully.

6. Personal Observation of the Study Area

Apart from collecting information from respondents, the researcher should personally observe the surroundings. Roads, houses, markets, schools, hospitals, agricultural fields, drainage systems and other facilities should be examined.

Personal observation helps verify the information collected from local people.

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7. Classification and Organisation of Data

After completing the field visit, the collected information should be arranged systematically. Data can be classified into different categories, such as education, occupation, income, housing and health facilities.

8. Analysis and Interpretation of Data

The organised data should be analysed to understand the social and economic conditions of the study area. Tables, percentages, charts and diagrams can be used to present the information clearly.

9. Preparation of the Final Report

The final step is to prepare a complete field survey report. It should include the introduction, objectives, location of the study area, methodology, observations, collected data, major findings and conclusion.

Precautions During the Survey

The researcher should ask questions politely, avoid misleading respondents, maintain confidentiality and record information accurately. Personal opinions should not influence the collected data.

Q3. Discuss the importance of personal observation and field perception in conducting a socio-economic survey.

Answer:

Introduction

Personal observation and field perception are important parts of geographical field studies. They help researchers understand the actual conditions of a selected area through direct experience. In a socio-economic survey, collecting information from local people is important, but observing the surroundings personally is equally necessary.

Personal observation means directly watching and examining people, places and activities, while field perception refers to understanding and interpreting the conditions of an area through direct field experience.

Both methods help students develop practical knowledge and understand the relationship between human activities and the geographical environment.

1. Understanding Actual Living Conditions

Personal observation helps researchers understand how people live in a particular area. By visiting households, researchers can observe the type of houses, cleanliness, available facilities and general living conditions.

For example, during a village survey, students may observe whether houses are made of permanent or temporary materials and whether proper sanitation facilities are available.

2. Understanding Economic Activities

Field observation helps researchers identify the major economic activities of an area. They can observe agricultural practices, shops, markets, small industries, transportation services and other sources of employment.

This information helps in understanding the occupational structure of the local population.

3. Studying Infrastructure and Basic Facilities

Researchers can personally examine the availability and condition of roads, schools, hospitals, electricity, drinking water and drainage facilities.

Such observations help identify the development level of the study area and the facilities that require improvement.

4. Identifying Environmental Problems

Personal observation helps identify environmental problems that may affect people's lives. These include water pollution, poor waste disposal, soil erosion, deforestation, flooding and drainage problems.

For example, in flood-prone areas of Assam, students can observe the effects of floods on houses, roads, agriculture and people's livelihoods.

5. Verifying Information Collected from Respondents

Sometimes respondents may provide incomplete or incorrect information unintentionally. Personal observation helps researchers compare the information provided by people with the actual conditions of the area.

For example, a household may report that it has access to drinking water, but field observation may reveal that the source is far from the house.

6. Understanding Local People's Problems

Field perception allows researchers to understand the difficulties faced by local communities. Through direct interaction and observation, they can learn about unemployment, poverty, lack of educational facilities, healthcare problems and transport difficulties.

It also helps researchers understand how people respond to these problems.

7. Developing Practical Knowledge

Personal observation improves the practical knowledge of geography students. They learn how to examine geographical features, collect information and understand different situations in the field.

It also develops confidence and improves their ability to conduct independent research.

8. Improving Analytical and Research Skills

Field perception encourages students to think critically about the information they collect. They learn to compare different households, identify geographical differences and understand the possible reasons behind socio-economic conditions.

9. Connecting Classroom Knowledge with Reality

Geographical concepts such as settlement patterns, population distribution, land use and economic activities become easier to understand when students observe them directly in the field.

Q4. Explain the different socio-economic indicators used to study the conditions of households in a selected area.

Answer:

Introduction

A socio-economic survey helps researchers understand the social and economic conditions of people living in a particular geographical

area. For this purpose, researchers collect information about different aspects of household life.

The factors used to understand and measure the social and economic conditions of people are known as socio-economic indicators. These indicators help researchers examine the standard of living, economic activities, educational development and availability of basic facilities in an area.

The major socio-economic indicators are discussed below.

1. Household Size and Family Structure

Household size refers to the total number of people living together in a household. Family structure helps researchers understand whether a family is nuclear or joint.

This information is useful for studying population distribution, family responsibilities and household needs.

2. Income and Economic Condition

Household income is an important indicator of economic status. It includes income earned by family members through agriculture, business, government services, private employment and daily wage work.

Information about income helps researchers understand the financial condition and purchasing capacity of households.

3. Occupational Structure

Occupational structure refers to the distribution of people among different types of occupations. It includes agriculture, fishing, business, industry, teaching, government employment and other services.

It helps researchers understand the major sources of livelihood and employment patterns in the study area.

4. Educational Status

Educational status refers to the level of education achieved by individuals in a household or community. Researchers collect information about literacy, school enrolment, educational qualifications and access to educational institutions.

This indicator helps identify educational development and areas where better educational facilities are required.

5. Housing Conditions

Housing conditions indicate the quality and availability of residential facilities. During a survey, researchers collect information about the type of houses, building materials, number of rooms and ownership status.

Houses may be classified as:

- Kutcha House: A house mainly constructed using temporary or locally available materials.
- Semi-Pucca House: A house constructed using a combination of temporary and permanent materials.
- Pucca House: A house constructed mainly with permanent materials such as bricks, cement and concrete.

Housing conditions help understand the living standards of people.

6. Health and Medical Facilities

Health is another important socio-economic indicator. Researchers collect information about the availability of hospitals, health centres, doctors, medicines, sanitation and healthcare services.

This information helps identify healthcare problems and the need for better medical facilities.

7. Drinking Water and Sanitation

Access to safe drinking water and proper sanitation is essential for a healthy life. Researchers examine the sources of drinking water, availability of toilets, drainage systems and waste disposal facilities.

These indicators help understand the public health and environmental conditions of the area.

8. Electricity and Transport Facilities

Electricity and transport facilities play an important role in the development of an area. Researchers examine the availability of electricity, road connectivity, public transport and communication facilities.

Better infrastructure improves education, employment opportunities, business activities and the overall quality of life.

9. Land Ownership and Agricultural Activities

In rural areas, land ownership and agricultural activities are important indicators of economic conditions. Researchers collect information about landholding size, types of crops, irrigation facilities, agricultural equipment and sources of agricultural income.

This helps understand the importance of agriculture in the local economy.

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10. Standard of Living

The standard of living refers to the general quality of life enjoyed by individuals and households. It can be understood through income, housing, education, health, food, transport and other basic facilities.

UNIT – 3

ONE MARK:

Q1. What is a field study report?

Answer: A field study report is a written document that presents the objectives, methods, collected data, findings and conclusions of a field investigation.

Q2. What is the main purpose of a field study report?

Answer: The main purpose of a field study report is to present the information and findings of a field investigation in a systematic manner.

Q3. What is an aim of a field study?

Answer: An aim is the main purpose or overall goal that a researcher wants to achieve through a field study.

Q4. What are objectives in field research?

Answer: Objectives are specific targets that explain what a researcher wants to investigate or achieve during a field study.

Q5. What is methodology in a field study?

Answer: Methodology refers to the methods and procedures used by a researcher to collect and analyse information during a field study.

Q6. What is primary data in a field study?

Answer: Primary data is original information collected directly from the study area through interviews, observation and surveys.

Q7. What is secondary data?

Answer: Secondary data is information already collected and published by other individuals, organisations or institutions.

Q8. What is data interpretation?

Answer: Data interpretation is the process of examining and explaining collected information to understand its meaning and findings.

Q9. What is data analysis?

Answer: Data analysis is the process of organising, examining and studying collected data to identify patterns and relationships.

Q10. What is a conclusion in a field study report?

Answer: A conclusion is the final section of a report that summarises the major findings and outcomes of the field study.

Q11. What is a questionnaire?

Answer: A questionnaire is a prepared set of questions used by a researcher to collect information from respondents.

Q12. What is a bibliography?

Answer: A bibliography is a list of books, reports, journals, websites and other sources referred to during the preparation of a report.

Q13. What is the importance of tables in a field study report?

Answer: Tables help present collected data in an organised and systematic form, making information easier to understand and compare.

Q14. What is the importance of maps in a field study report?

Answer: Maps help show the location, geographical features and spatial distribution of different characteristics of the study area.

Q15. Mention any two essential parts of a field study report.

Answer: Two essential parts of a field study report are the introduction and methodology.

TWO MARK:

Q1. What is a field study report? Mention its importance.

Answer: A field study report is a written document that presents the objectives, methods, collected data, findings and conclusions of a field investigation. It is important because it provides a systematic record of the research and helps readers understand the results of the study.

Q2. What is the difference between aims and objectives of a field study?

Answer: An aim refers to the overall purpose or main goal of a field study. Objectives are specific targets that explain the particular tasks a researcher wants to achieve. For example, the aim may be to study a village's socio-economic condition, while the objectives may include studying income, occupation and education.

Q3. Why are aims and objectives important in field study report writing?

Answer: Aims and objectives provide clear direction to a field study. They help researchers decide what information to collect, which methods to use and what aspects of the study area should be examined. They also keep the research focused and systematic.

Q4. What is methodology in a field study report?

Answer: Methodology refers to the methods and procedures used by a researcher to collect, organise and analyse information. It may include interviews, questionnaires, personal observation, household surveys and the use of secondary sources.

Q5. Mention four important methods of data collection used in field studies.

Answer: Four important methods of data collection are personal observation, interviews, questionnaires and schedules. These methods help researchers collect relevant information directly from the selected study area.

Q6. Differentiate between primary data and secondary data in a field study.

Answer: Primary data is original information collected directly by the researcher through field visits, interviews and observation. Secondary data is information already collected by other individuals or organisations and obtained from sources such as books, census reports and government publications.

Q7. What is data analysis? Mention its importance in report writing.

Answer: Data analysis is the process of organising and examining collected information to identify patterns and relationships. It is important because it helps researchers understand the collected information and prepare meaningful findings for the report.

Q8. What is data interpretation? How does it help in a field study?

Answer: Data interpretation is the process of explaining the meaning of analysed information. It helps researchers understand the results, identify important trends and draw conclusions about the geographical and socio-economic conditions of the study area.

Q9. What is the importance of tables in a field study report?

Answer: Tables help present collected information in an organised and systematic form. They make it easier to compare different types of data, such as household income, family size, occupation and educational levels.

Q10. Why are maps and diagrams used in a field study report?

Answer: Maps and diagrams help present geographical information in a clear and visual form. Maps show the location and distribution of geographical features, while diagrams make numerical information and comparisons easier to understand.

Q11. What are the main contents of a field study report?

Answer: A field study report generally includes the title, introduction, aims and objectives, study area, methodology, data analysis, interpretation, findings, conclusion and bibliography. These sections present the complete research systematically.

Q12. What is the importance of the introduction in a field study report?

Answer: The introduction provides basic information about the research topic and selected study area. It explains the background and purpose of the study and helps readers understand what the report is about.

Q13. What is a bibliography? Why is it included in a field study report?

Answer: A bibliography is a list of books, journals, reports, websites and other sources used during the preparation of a report. It is included to acknowledge the sources of information and help readers find the original references.

Q14. What is the importance of findings in a field study report?

Answer: Findings present the main results obtained from the collected and analysed data. They help researchers explain the actual conditions of the study area and identify important socio-economic problems and characteristics.

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Q15. Mention four qualities of a good field study report.

Answer: A good field study report should have the following qualities:

1. It should be clear and easy to understand.
2. It should contain accurate and relevant information.
3. It should follow a proper and systematic structure.
4. It should present findings objectively without personal bias.

BROAD ANSWER:

Q1. Explain the meaning, aims and objectives of a field study report. Discuss its importance in geographical studies.

Answer:

Introduction

A field study report is a systematic written document that presents the information collected during a field investigation. In geography, field studies are conducted to understand the physical, social, economic and environmental conditions of a particular area. After completing the field visit and collecting information, the researcher prepares a report to explain the purpose, methods, observations and findings of the study. A well-prepared field study report provides a clear picture of the selected geographical area.

Meaning of Field Study Report

A field study report is a written presentation of the entire field investigation. It includes information about the selected study area, aims and objectives, methods of data collection, personal observations, data analysis, interpretation and final conclusions. It helps researchers present their field experiences and collected information in an organised manner. For example, a student conducting a socio-economic survey of a village may prepare a report on household income, occupation, education, housing conditions and available facilities.

Aims of a Field Study Report

The main aim of a field study report is to explain the actual geographical conditions of a selected area through first-hand information and practical observation. It also aims to connect theoretical knowledge with real-life situations. Through field studies, students can understand how geographical factors influence human activities and how social and economic conditions differ from one place to another. Another important aim is to identify the major problems of the study area and provide a proper record of the research findings.

Objectives of a Field Study Report

The important objectives of preparing a field study report are discussed below.

1. To Collect First-hand Information: One of the main objectives is to collect original information directly from the selected area through interviews, questionnaires, surveys and personal observation.

2. To Study Socio-Economic Conditions: The report aims to understand the income, occupation, education, health, housing and living standards of the local population.

3. To Understand Geographical Conditions: It helps examine the geographical features, settlement patterns, land use, transport facilities and environmental conditions of the study area.

4. To Develop Research Skills: Field report preparation helps students learn how to collect, classify, organise and analyse geographical information.

5. To Identify Local Problems: It helps identify problems such as unemployment, poverty, poor road connectivity, water shortages and inadequate healthcare facilities.

6. To Suggest Development Measures: Based on the collected information, researchers can suggest suitable measures for improving local facilities and living conditions.

Importance in Geographical Studies

Field study reports have great importance in geography because they provide practical knowledge beyond classroom learning. They help students understand geographical concepts through direct experience. They also improve observation, communication, analytical and report-writing skills. Moreover, field study reports provide useful information for understanding local problems and regional development requirements.

For example, a survey conducted in a village in the Barak Valley may provide information about agricultural activities, household income, educational facilities, road connectivity and drinking water availability.

Q2. Explain the different steps involved in designing and preparing a geographical field study report.

Answer:

Introduction

Designing a field study report is an important part of geographical research. A field study report presents the information collected during a field visit in a systematic and meaningful manner. It explains what the researcher wants to study, how the information is collected, what observations are made and what conclusions are drawn from the study. A properly designed report helps readers understand the entire research process.

Steps Involved in Designing a Field Study Report

1. Selection of the Study Topic

The first step is to select a suitable topic for the field study. The topic should be related to geographical conditions and should be possible to investigate through direct field visits. For example, a student may select the topic of socio-economic conditions of households in a particular village.

2. Selection and Description of the Study Area

After selecting the topic, the researcher chooses a suitable geographical area for investigation. The study area may be a village, town, ward or neighbourhood. The researcher should describe its location, geographical surroundings, population and other relevant characteristics. A location map may also be included to show the selected area.

3. Preparation of Aims and Objectives

The researcher should clearly mention the main aim and specific objectives of the study. The aim explains the overall purpose, whereas the objectives describe the particular aspects to be investigated. For example, the objectives may include studying household income, occupation, educational status and housing conditions.

4. Preparation of Research Methodology

Methodology explains the methods and procedures used to conduct the field study. It includes the techniques of data collection, selection of respondents, sampling methods and sources of information. Interviews, questionnaires, household surveys and personal observations are commonly used in geographical field studies.

5. Collection of Data and Information

This is one of the most important steps in report preparation. The researcher visits the selected area and collects information from local people. Primary data may be collected through interviews, questionnaires and direct observation. Secondary information may be obtained from census reports, government publications, books and other reliable sources.

6. Classification and Organisation of Data

After collecting the information, the researcher should arrange it into different categories. For example, household information may be classified according to family size, income, occupation, education and housing conditions. Proper classification makes the data easier to understand and analyse.

7. Data Analysis and Interpretation

The collected information should be examined carefully to identify important patterns and differences. Tables, percentages, charts, graphs and diagrams can be used to present the data. Interpretation explains what the collected information reveals about the study area.

8. Presentation of Findings

The major findings of the research should be presented clearly. This section explains the important results obtained from the field investigation. For example, the researcher may identify the major occupations, educational conditions and availability of basic facilities in the selected area.

9. Conclusion and Suggestions

The conclusion summarises the major findings of the study. The researcher may also provide suitable suggestions for improving the socio-economic conditions of the study area based on the collected evidence.

10. Bibliography and References

The final step is to mention the sources used during report preparation. These may include books, journals, government reports, census publications and reliable websites.

Importance of Proper Report Design

A properly designed report makes geographical information clear, organised and understandable. It also helps maintain accuracy, avoid confusion and communicate research findings effectively. A systematic structure allows readers to understand the objectives, methodology and results without difficulty.

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Q3. What is data interpretation? Explain the different methods of analysing and interpreting data in a geographical field study report.

Answer:

Introduction

Data interpretation is an important stage in geographical research. During a field study, researchers collect a large amount of information through interviews, questionnaires, household surveys and personal observation. However, collected information alone cannot explain the actual conditions of an area. It must be organised, analysed and interpreted properly to understand its meaning. Data interpretation helps researchers draw meaningful conclusions from the collected information.

Meaning of Data Analysis and Interpretation

Data analysis refers to the process of organising, examining and studying collected information to identify patterns, differences and relationships. Data interpretation means explaining the meaning of the analysed information and understanding what the results indicate about the study area.

For example, if a researcher collects monthly income information from 50 households, data analysis helps classify the households into different income groups, while interpretation explains the overall economic condition of those households.

Methods of Data Analysis and Interpretation

1. Classification of Data

The first step is to classify the collected information into different groups. In a socio-economic survey, information may be divided into categories such as income, occupation, education, family size, housing and healthcare facilities. Classification makes large amounts of information easier to understand.

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2. Tabulation Method

Tabulation means presenting information in the form of tables. Tables arrange data in rows and columns and make comparison easier. For example, a table may show the number of households engaged in agriculture, business, government service and daily wage work.

3. Percentage Method

The percentage method is used to understand the proportion of different categories within a total group. It is useful for comparing socio-economic conditions.

The formula is:

$$\text{Percentage}=\frac{\text{Number of cases}}{\text{Total cases}}\times100$$

For example, if 30 out of 50 surveyed households have access to safe drinking water, the percentage is 60%.

4. Graphical Presentation

Graphs help present numerical information visually. Bar graphs, line graphs and pie charts are commonly used in geographical reports. They make it easier to understand differences, trends and patterns in the collected data.

5. Use of Maps

Maps are important tools in geographical data presentation. They help show the location and spatial distribution of geographical features. For example, a location map can show the position of the study village, while a thematic map may show the distribution of different land-use categories.

6. Comparative Analysis

Comparative analysis involves comparing different groups, places or conditions. For example, researchers may compare the educational levels of different households or examine the income differences between agricultural and non-agricultural families.

7. Interpretation of Personal Observations

Personal observations are also important in data interpretation. Researchers may compare information collected through interviews with the actual conditions observed in the field. This helps develop a more complete understanding of the study area.

Importance of Data Interpretation

Data interpretation helps researchers understand the major characteristics and problems of the selected area. It helps identify differences in income, occupation, education, housing and other socio-economic conditions. It also helps identify development needs and prepare suitable suggestions based on the findings.

For example, a field survey in a village may reveal that most households depend on agriculture, while educational and healthcare facilities are limited. Such findings can help explain the major development challenges of that area.

Q4. Describe the structure and essential components of a good geographical field study report. Explain the principles of effective report writing.

Answer:

Introduction

A field study report is a formal written document that presents the complete details of a geographical investigation. It includes the objectives, description of the study area, research methodology, collected information, data analysis, findings and conclusions. A good field study report should be clear, accurate, systematic and easy to understand. Proper report writing is necessary to communicate the results of geographical research effectively.

Essential Components of a Field Study Report

A geographical field study report generally contains the following components.

1. Title of the Report

The title should clearly indicate the subject and area of the investigation. It should be short, meaningful and related to the objectives of the study. For example, "A Socio-Economic Survey of a Selected Village in Cachar District, Assam."

2. Introduction

The introduction provides general information about the research topic. It explains the background of the study and gives readers an understanding of the subject being investigated.

3. Aims and Objectives

This section explains the main purpose and specific targets of the field study. It describes what the researcher wants to investigate and understand through the field visit.

4. Description of the Study Area

This section provides information about the selected geographical area. It may include the location, geographical boundaries, population, climate, settlement pattern, transport facilities and other important characteristics. A location map can also be included.

5. Research Methodology

Methodology explains the techniques and procedures used to conduct the research. It includes the methods of data collection, selection of respondents, sampling techniques and sources of information. Interviews, questionnaires, household surveys and personal observations are commonly used.

6. Data Collection and Presentation

This section describes the information collected during the field investigation. Primary and secondary data may be presented through tables, photographs, charts, maps and diagrams. Proper presentation makes the information easier to understand.

7. Data Analysis and Interpretation

In this section, the collected information is examined and explained. Researchers use percentages, comparisons, tables, graphs and other suitable methods to understand the socio-economic and geographical conditions of the study area.

8. Major Findings

The findings section presents the important results of the field investigation. It highlights the major characteristics, differences and problems identified during the study.

9. Conclusion and Suggestions

The conclusion summarises the overall results of the research. The researcher may also provide suitable suggestions for addressing the problems identified during the field study.

10. Bibliography and References

This section contains a list of books, journals, government reports, census publications and websites used during the preparation of the report. It helps acknowledge the original sources of information.

Principles of Effective Report Writing

A good field study report should follow certain important principles. First, the language should be simple, clear and understandable. Second, all information should be accurate and based on actual observations or reliable sources. Third, the report should follow a proper sequence with suitable headings and subheadings. Fourth, tables, maps, graphs and diagrams should be used wherever necessary to present information clearly.

The researcher should avoid unnecessary information, personal bias and unsupported statements. Proper grammar, correct spelling and suitable references should also be maintained. The privacy of respondents must be respected while presenting personal information.

Importance of a Well-Written Report

A properly written field study report helps preserve the information collected during the field investigation. It allows teachers, students, researchers and other readers to understand the findings of the study. It also provides useful information for future research and geographical planning.

UNIT – 4

ONE MARK:

Q1. What is a field survey report?

Answer: A field survey report is a written document that presents the observations, collected data, findings and conclusions of a field investigation.

Q2. On what basis is a field survey report prepared?

Answer: A field survey report is prepared on the basis of personal observations, collected data and results of the socio-economic survey.

Q3. What is the main purpose of preparing a field survey report?

Answer: The main purpose is to present the results and findings of a field study in a systematic and understandable manner.

Q4. What is a field observation?

Answer: Field observation is the process of directly examining geographical features, human activities and local conditions in a selected area.

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Q5. What is a field survey result?

Answer: A field survey result refers to the findings obtained after collecting and analysing information from the selected study area.

Q6. What is a thematic map?

Answer: A thematic map is a map that represents a particular geographical feature or theme, such as population distribution, land use or occupation.

Q7. What is a sketch in a field survey report?

Answer: A sketch is a simple freehand drawing used to represent geographical features or important observations of a study area.

Q8. Why are photographs included in a field survey report?

Answer: Photographs are included to provide visual evidence of the actual conditions and activities observed during the field survey.

Q9. What is a diagram?

Answer: A diagram is a visual representation of information used to explain data, patterns and relationships clearly.

Q10. What is a pie chart?

Answer: A pie chart is a circular diagram divided into sectors to represent different parts of a whole.

Q11. What is a bar diagram?

Answer: A bar diagram is a graphical representation of data using rectangular bars of different lengths or heights.

Q12. What is the importance of maps in a field survey report?

Answer: Maps help show the geographical location, distribution and spatial characteristics of the selected study area.

Q13. What is a caption in a field survey report?

Answer: A caption is a short description written below or beside a photograph, map or diagram to explain its content.

Q14. What is the importance of photographs and sketches in geographical studies?

Answer: Photographs and sketches help present actual field conditions visually and make geographical information easier to understand.

Q15. What should be included in the conclusion of a field survey report?

Answer: The conclusion should include a summary of the major observations, important findings and overall results of the field survey.

TWO MARK:

Q1. What is a field survey report?

Answer: A field survey report is a written document prepared on the basis of information collected during fieldwork. It presents the observations, survey results, findings and conclusions about a selected geographical area or topic.

Q2. What is the main purpose of preparing a field survey report?

Answer: The main purpose of a field survey report is to present the information collected during fieldwork in a clear and organised manner. It helps to understand the socio-economic conditions and geographical characteristics of the selected area.

Q3. What are the main sources of information for preparing a field survey report?

Answer: The main sources of information are primary and secondary data. Primary data are collected through observation, interviews and questionnaires, while secondary data are obtained from books, reports, census publications and government records.

Q4. What is field observation?

Answer: Field observation is the process of directly studying the physical and human features of an area during fieldwork. It helps students understand actual conditions related to housing, roads, occupations, agriculture and other socio-economic activities.

Q5. What is meant by the findings of a field survey?

Answer: Findings are the important results obtained after collecting and analysing field data. They highlight the major conditions, problems and characteristics of the selected study area.

Q6. Why are maps important in a field survey report?

Answer: Maps are important because they show the location, boundaries and geographical distribution of different features of the

study area. They make the report more informative and easier to understand.

Q7. What is a thematic map?

Answer: A thematic map is a map that represents a particular geographical theme or subject, such as population distribution, literacy, land use or occupational structure. It helps to understand the spatial pattern of a specific feature.

Q8. What is the importance of diagrams in a field survey report?

Answer: Diagrams present survey information in a simple and visual form. They help readers understand numerical data, compare different categories and identify important patterns easily.

Q9. What is a bar diagram?

Answer: A bar diagram is a graphical method of presenting data through rectangular bars of equal width. The length or height of each bar represents the value of a particular category, such as the number of employed and unemployed people.

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Q10. What is a pie chart?

Answer: A pie chart is a circular diagram divided into different sectors to represent the proportion of different categories in a total. It is useful for showing the percentage distribution of household income, occupations or land ownership.

Q11. Why are photographs included in a field survey report?

Answer: Photographs provide visual evidence of the actual conditions observed during fieldwork. They help readers understand the housing conditions, roads, markets, agricultural activities and other features of the study area.

Q12. What is a field sketch?

Answer: A field sketch is a simple drawing prepared during fieldwork to represent important features of a particular place. It may show the

arrangement of houses, roads, rivers, markets or other geographical features.

Q13. What is the difference between a map and a sketch?

Answer: A map represents an area using a scale, direction and conventional symbols, whereas a sketch is a simple freehand drawing of an area or feature. A sketch may not follow an exact scale or accurate measurements.

Q14. What is the importance of a conclusion in a field survey report?

Answer: The conclusion summarises the major findings of the survey and presents the overall understanding of the study area. It may also mention the important problems identified and suggest possible improvements.

Q15. What precautions should be taken while preparing a field survey report?

Answer: A field survey report should be based on accurate and genuine information collected during fieldwork. The language should be clear, data should be properly organised, and maps, diagrams, photographs and sketches should be relevant and correctly labelled.

BROAD ANSWER:

Q1. Explain the meaning, objectives and importance of preparing a field survey report.

Answer:

A field survey report is a systematic written document prepared on the basis of information collected through fieldwork. It presents the observations, data, analysis and findings of a particular geographical study. In a socio-economic survey, students visit a selected area, collect information from households and observe the living conditions, occupations, education, housing, income and other characteristics of the people. After collecting and analysing the

information, they prepare a report to present the results in an organised manner.

The main objective of preparing a field survey report is to explain the actual conditions of the selected study area. It helps students understand the relationship between people and their geographical environment. Through field surveys, students can identify the socio-economic characteristics of an area, such as population structure, occupational distribution, educational conditions, housing facilities, healthcare services and sources of livelihood.

Another important objective is to develop practical knowledge among students. Classroom learning provides theoretical knowledge, but fieldwork allows students to observe real-life situations. By preparing a report, students learn how to collect information, organise data, analyse results and present their findings scientifically. It also improves their observation, communication and writing skills.

Field survey reports are important in geographical studies because they provide first-hand information about a particular area. For example, a survey conducted in a village of Cachar district may provide information about agricultural activities, household income, educational facilities, road connectivity and drinking water availability. Such information helps students understand the actual socio-economic conditions of rural communities.

A field survey report also helps identify the major problems of an area. These problems may include unemployment, poverty, poor road conditions, inadequate healthcare facilities, lack of proper sanitation and limited educational opportunities. After identifying these problems, students can suggest suitable measures for improvement.

The report also provides a permanent record of the field study. It can be used for future reference, comparison and further geographical research. Maps, diagrams, photographs and sketches make the report more informative and help readers understand the findings easily.

In addition, preparing a field survey report develops analytical and presentation skills. Students learn to classify information, prepare tables, calculate percentages and represent data through graphs and maps. These skills are useful for higher studies and practical research.

Conclusion: A field survey report is an important part of geographical fieldwork. It connects theoretical knowledge with practical experience and provides a clear understanding of the geographical and socio-economic conditions of a selected area.

Q2. Describe the steps involved in preparing a field survey report based on the observations and results of a socio-economic survey.

Answer:

The preparation of a field survey report is an important stage of geographical fieldwork. It involves collecting, organising, analysing and presenting information obtained during a socio-economic survey. A good report should be systematic, accurate and based on actual field observations and survey results.

The first step is the selection of the study area and topic. Students must select a particular village, town, ward or locality for the survey. The topic may be related to household income, occupation, education, housing conditions, agricultural activities or general socio-economic conditions.

The second step is to determine the aims and objectives of the survey. The objectives explain what the students want to study and understand. For example, the objective may be to examine the occupational structure, educational status and living conditions of households in a selected village.

The third step is data collection. Students visit the selected area and collect primary information through personal observation, interviews and questionnaires. Information may include household size, age, occupation, income, education, housing facilities, drinking water, sanitation and electricity. Secondary information may also be

collected from census reports, government publications and other relevant sources.

The fourth step is the organisation and classification of data. After completing the survey, the collected information should be arranged systematically. Similar information should be grouped into different categories. For example, occupations may be classified into agriculture, business, government service, private service and daily wage labour.

The fifth step is tabulation and analysis of data. The collected information should be presented in tables, and percentages may be calculated to understand the distribution of different categories. Graphs and diagrams can also be prepared to make comparisons easier.

The sixth step is preparation of maps and visual materials. A location map should be included to show the position of the study area. The report may also contain thematic maps, bar diagrams, pie charts, photographs and field sketches. These materials help explain the geographical features and survey findings clearly.

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The seventh step is interpretation of results. Students should explain what the collected data indicate. For example, if most surveyed households depend on agriculture, the report should explain the importance of agriculture in the local economy. Similarly, if some households lack proper sanitation facilities, this should be discussed as an important finding.

The eighth step is writing the report and drawing conclusions. The report should contain an introduction, objectives, study area, methodology, data analysis, findings, conclusion and suggestions. The conclusion should summarise the major results of the survey.

Finally, students should review and arrange the report. They must check the accuracy of information, spelling, tables, maps, diagrams and captions. All photographs and figures should be properly labelled.

Conclusion: Preparing a field survey report requires a systematic process, beginning with the selection of the study area and ending with the presentation of findings and conclusions. A well-organised report reflects the actual observations and results of the socio-economic survey.

Q3. Explain the importance of maps, diagrams, photographs and sketches in a field survey report.

Answer:

Maps, diagrams, photographs and sketches are important components of a geographical field survey report. They present information visually and make the report more understandable, attractive and informative. A field survey report based only on written descriptions may not explain all the geographical features clearly. Therefore, visual materials are used to support the observations and findings of the survey.

Maps are essential for showing the location and geographical characteristics of the study area. A location map helps readers identify the position of the surveyed village, town or locality. Maps may also show roads, rivers, settlements, agricultural land and other important features. Thematic maps can be prepared to represent specific information such as population distribution, land use, literacy rate and occupational structure. A map should contain a suitable title, scale, direction and legend wherever necessary.

Diagrams are used to present numerical information in a simple and systematic form. They help readers compare different categories of data easily. A bar diagram can show the number of people engaged in different occupations, while a pie chart can represent the percentage distribution of household income or land ownership. Diagrams make statistical information easier to understand and interpret.

Photographs provide visual evidence of the actual conditions observed during fieldwork. They may show houses, roads, markets,

schools, healthcare centres, agricultural activities, water sources and sanitation facilities. Photographs help readers understand the physical and socio-economic conditions of the study area. Each photograph should have a suitable caption explaining what it represents. Students should take photographs only when appropriate and respect the privacy and consent of individuals.

Sketches are simple drawings prepared during fieldwork to represent important features of a particular place. They may show the arrangement of houses, road networks, riverbanks, markets, settlement patterns or agricultural fields. Sketches are useful when exact maps or photographs are not available. They help students record important details through direct observation.

These visual materials also improve the quality of geographical analysis. For example, a location map can show where the survey was conducted, a bar diagram can present the occupational distribution of households, photographs can show housing conditions, and sketches can illustrate the settlement pattern. Together, they provide a more complete picture of the study area.

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Maps, diagrams, photographs and sketches also make the report more organised and scientifically meaningful. They reduce lengthy descriptions and help readers understand the main findings quickly. However, all visual materials must be relevant to the topic and based on actual field observations or collected data. Incorrect maps, misleading diagrams or unrelated photographs should not be included.

Conclusion: Maps, diagrams, photographs and sketches are essential tools for presenting geographical information. They support written explanations, improve the clarity of the report and help communicate the actual findings of a socio-economic survey effectively.

Q4. How are the observations and results of a socio-economic survey presented and interpreted in a field survey report?

Answer:

The observations and results of a socio-economic survey are presented in a field survey report through systematic descriptions, tables, maps, diagrams, photographs and sketches. The main purpose is to explain the actual socio-economic conditions of the selected area on the basis of information collected during fieldwork.

The first stage is the presentation of field observations. During the survey, students observe the physical and human characteristics of the study area. These may include settlement patterns, housing conditions, road connectivity, agricultural activities, markets, educational institutions, healthcare facilities and other public services. Such observations should be recorded carefully in a field notebook.

The second stage is the presentation of household information. The data collected through interviews and questionnaires should be organised under suitable headings. Important socio-economic indicators include household size, age structure, educational status, occupation, monthly income, housing conditions, drinking water, sanitation, electricity and land ownership. This information provides a general understanding of the living conditions of the people.

The third stage is tabulation of data. The collected information should be arranged in tables to make it easy to read and compare. For example, a table may show the number of households engaged in agriculture, business, government service, private employment and daily wage labour. Proper headings and units should be provided in each table.

The fourth stage is statistical presentation. Percentages and averages may be calculated to understand the collected information more clearly. For example, the percentage of literate people can be calculated using the following formula:

$$\text{Literacy Percentage} = \frac{\text{Number of Literate Persons}}{\text{Total Population}} \times 100$$

Similarly, the percentage of households having electricity, safe drinking water or toilet facilities can be calculated.

The fifth stage is graphical and cartographic presentation. Bar diagrams, pie charts and thematic maps can be used to represent survey results. Photographs and sketches may also be included to show actual field conditions. For example, a pie chart may represent the occupational distribution of surveyed households, while photographs may show the condition of local roads and houses.

The sixth stage is interpretation of the results. Interpretation means explaining the meaning and significance of the collected data. Students should not simply present tables and diagrams; they must explain what the information reveals about the study area. For example, if a large proportion of households depend on agriculture, it indicates that agriculture is an important source of livelihood. If many households lack proper sanitation facilities, it may indicate a need for improved sanitation services.

The seventh stage is identification of major problems and suggestions. Based on the observations and survey results, students may identify problems such as unemployment, poor road connectivity, inadequate healthcare, lack of clean drinking water and limited educational facilities. Suitable suggestions can then be provided for improving local conditions.

Finally, the report should include a summary and conclusion. The conclusion should highlight the major findings and explain the overall socio-economic condition of the selected area. All statements should be supported by the collected information rather than personal assumptions.

Conclusion: Proper presentation and interpretation of survey results are essential for preparing a meaningful field survey report. Tables, maps, diagrams, photographs and sketches help communicate the findings clearly and provide a scientific understanding of the selected study area.

UNIT – 5

ONE MARK:

Q1. What is the minimum length of the field study report prescribed in Unit V?

Answer: The minimum length of the field study report is 30 typed pages.

Q2. What paper size should be used for preparing the field study report?

Answer: The field study report should be prepared on A4-size paper.

Q3. Should the field study report be typed or handwritten?

Answer: The field study report must be typed.

Q4. Are figures included in the minimum 30-page requirement?

Answer: No, figures are excluded from the minimum 30-page requirement.

Q5. Are tables included in the minimum 30-page requirement?

Answer: No, tables are excluded from the minimum 30-page requirement.

Q6. Are photographs included in the minimum 30-page requirement?

Answer: No, photographs are excluded from the minimum 30-page requirement.

Q7. Are maps included in the minimum 30-page requirement?

Answer: No, maps are excluded from the minimum 30-page requirement.

Q8. Are references included in the minimum 30-page requirement?

Answer: No, references are excluded from the minimum 30-page requirement.

Q9. Are appendices included in the minimum 30-page requirement?

Answer: No, appendices are excluded from the minimum 30-page requirement.

Q10. Who assigns the topic for the field study report?

Answer: The concerned department assigns the topic to the students.

Q11. Who appoints the supervisor for the field study report?

Answer: The concerned department appoints a supervisor to guide the students.

Q12. What is the role of a supervisor in fieldwork?

Answer: A supervisor guides students during fieldwork and helps them collect relevant information and data.

Q13. How does a supervisor help in report writing?

Answer: A supervisor guides students in organising information, analysing data and completing the field study report.

Q14. What are the two main responsibilities of a supervisor?

Answer: The two main responsibilities are guiding students during fieldwork and helping them complete the field report writing.

Q15. What is the main purpose of preparing a field study report?

Answer: The main purpose is to present the findings and observations of fieldwork in a systematic written form.

TWO MARK:

Q1. What is the minimum page requirement for a field study report under Unit V?

Answer: According to Unit V, students must prepare a field study report of a minimum of 30 typed pages. The pages should be in A4 size, excluding figures, tables, photographs, maps, references and appendices.

Q2. What is the prescribed paper size for preparing a field study report?

Answer: The prescribed paper size for the field study report is A4. Students must prepare and type their reports using this paper size to maintain a standard format.

Q3. Why must the field study report be typed?

Answer: A typed report provides a clear, neat and systematic presentation of the field study. It also makes the report easier to read, organise, review and preserve for future reference.

Q4. Which items are excluded from the minimum 30-page requirement?

Answer: Figures, tables, photographs, maps, references and appendices are excluded from the minimum 30-page requirement. Therefore, students must complete at least 30 pages of the main typed report, excluding these materials.

Q5. Who assigns the topic for the field study report?

Answer: The concerned department assigns the field study topic to the students. The assigned topic determines the subject, scope and direction of the fieldwork and report preparation.

Q6. Who is responsible for appointing a supervisor for students?

Answer: The concerned department is responsible for assigning a supervisor to guide the students. The supervisor provides academic and practical guidance throughout the field study and report preparation.

Q7. What is the role of a supervisor during fieldwork?

Answer: The supervisor guides students during field visits and helps them understand the proper methods of collecting information. The supervisor also provides suggestions regarding observation, interviews and data collection.

Q8. How does a supervisor help students in completing their field study reports?

Answer: A supervisor helps students organise collected information, analyse data and prepare the report systematically. The supervisor also guides them in improving the structure, presentation and accuracy of the report.

Q9. Why is supervision important in field study?

Answer: Supervision is important because it ensures that students follow proper fieldwork methods and prepare their reports correctly. It also helps students overcome difficulties during data collection, analysis and report writing.

Q10. What is the importance of references in a field study report?

Answer: References provide information about the books, reports, articles and other sources used during the study. They help acknowledge original sources and improve the academic reliability of the report.

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Q11. What is an appendix in a field study report?

Answer: An appendix contains additional materials related to the field study, such as questionnaires, survey schedules, supplementary tables and other supporting documents. It provides extra information without interrupting the main discussion.

Q12. Why are photographs and maps included in a field study report?

Answer: Photographs provide visual evidence of the actual conditions observed during fieldwork, while maps show the location and geographical features of the study area. Both make the report more informative and understandable.

Q13. What is the importance of tables and figures in a field study report?

Answer: Tables and figures help present collected data in an organised and understandable form. They make it easier to compare information, identify patterns and explain the findings of the survey.

Q14. Why should a field study report follow a systematic structure?

Answer: A systematic structure helps present the objectives, methodology, collected data, analysis and findings in a logical order. It makes the report clear, organised and easy for readers and supervisors to evaluate.

Q15. What are the main responsibilities of students while preparing a field study report?

Answer: Students are responsible for collecting accurate information, conducting field observations and preparing a minimum 30-page typed report on A4-size paper. They must follow the supervisor's guidance and present their findings systematically.

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BROAD ANSWER:

Q1. Explain the requirements and guidelines for preparing a field study report under Unit V.

Answer:

A field study report is a systematic written document prepared by students on the basis of information and observations collected during fieldwork. It is an important part of geographical studies because it helps students connect theoretical knowledge with practical experience. According to Unit V of the syllabus, students are required to prepare a field study report of a minimum of 30 typed pages, excluding figures, tables, photographs, maps, references and appendices.

The first important requirement is the minimum page length. Every student must prepare a report containing at least 30 pages of typed main content. The prescribed minimum length ensures that students explain their selected topic in sufficient detail. The report should not

be unnecessarily lengthy, but it must cover all the important aspects of the assigned topic.

The second requirement is the paper size and format. The report must be prepared on A4-size paper. A4 paper provides a standard format for academic documents and makes the report convenient to read, arrange and preserve. The report must be typed rather than handwritten so that the information is presented clearly and systematically.

The third requirement concerns the exclusion of supporting materials. Figures, tables, photographs, maps, references and appendices are not included in the minimum 30-page requirement. These materials should be added separately to support the main discussion. For example, a student studying the socio-economic conditions of a village may include a location map, household survey tables, photographs of local facilities and diagrams showing occupational distribution.

The fourth requirement is the selection of an assigned topic. The concerned department assigns the topic to the students. The report must be prepared according to the assigned subject and should focus on the objectives and geographical characteristics of the selected study area.

Another important guideline is the collection and presentation of accurate information. Students should collect information through field visits, personal observation, interviews and questionnaires. The information should be properly organised and analysed before being included in the report. Students must avoid presenting false or unsupported information.

The report should also follow a logical structure. It may contain a title page, introduction, objectives, description of the study area, methodology, data analysis, findings, conclusion, references and appendices. Tables, maps and photographs should have suitable titles or captions.

Finally, students should carefully review the report before submission. They should check the accuracy of data, spelling, presentation and proper arrangement of supporting materials.

Conclusion: The field study report must follow the prescribed requirements of a minimum of 30 typed A4 pages, excluding supporting materials. Proper organisation, accurate information and clear presentation are essential for preparing a good geographical field study report.

Q2. Discuss the role and responsibilities of a supervisor in preparing a field study report.

Answer:

A supervisor plays an important role in the successful completion of a geographical field study report. According to Unit V, the concerned department must assign a supervisor to guide students during fieldwork as well as during the preparation of the written report. The supervisor provides academic and practical guidance and helps students complete their work systematically.

The first responsibility of a supervisor is to guide students in understanding the assigned topic. Students may face difficulties in understanding the scope and objectives of their field study. The supervisor explains the subject, suggests important areas of investigation and helps students identify the main aspects that should be covered in the report.

The second responsibility is to guide students during field visits. Fieldwork involves visiting the selected area and collecting first-hand information. The supervisor helps students understand how to observe geographical features, interact with local people and collect relevant information. Guidance is also provided on the proper use of questionnaires, interviews and survey schedules.

The third responsibility is to ensure proper data collection. A field study report depends on the quality of information collected by students. The supervisor advises students about the type of data required, suitable methods of collection and ways of maintaining accuracy. This helps students avoid incomplete, irrelevant or incorrect information.

Another important responsibility is to guide students in data organisation and analysis. After completing fieldwork, students need to classify and arrange the collected information. The supervisor helps them prepare tables, calculate percentages, draw diagrams and interpret the survey results. This guidance makes the report more meaningful and scientifically organised.

The fifth responsibility is to assist students in report writing. The supervisor guides students in preparing different sections of the report, such as the introduction, objectives, study area, methodology, data analysis, findings and conclusion. The supervisor may also suggest improvements in language, organisation and presentation.

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The supervisor also checks whether the report follows the prescribed syllabus requirements. According to Unit V, the report must contain a minimum of 30 typed pages on A4-size paper, excluding figures, tables, photographs, maps, references and appendices. The supervisor can guide students in maintaining these requirements.

Another important role is to review and improve the quality of the report. The supervisor examines the students' work and identifies mistakes or missing information. Suggestions are provided to improve the accuracy, clarity and academic quality of the final report.

In addition, the supervisor encourages students to complete their work within the given time and maintain proper academic discipline. Students are expected to follow the guidance provided and take responsibility for their own fieldwork and report writing.

Conclusion: A supervisor acts as an academic guide throughout the field study process. Proper supervision helps students collect reliable

information, analyse data correctly and prepare a systematic and meaningful geographical report.

Q3. Describe the structure and major components of a field study report.

Answer:

A field study report is a systematic presentation of the information collected and analysed during geographical fieldwork. A good report should follow a proper structure so that readers can understand the objectives, methods, observations and findings of the study. Under Unit V, students must prepare a minimum of 30 typed pages on A4-size paper, excluding figures, tables, photographs, maps, references and appendices.

The first component is the title page. It contains the title of the field study, name of the student, department, course, institution, academic session and name of the supervisor. The title should clearly indicate the subject of the study.

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The second component is the certificate and acknowledgement, if required by the department. The certificate may confirm that the report has been prepared by the student under the guidance of the assigned supervisor. The acknowledgement expresses gratitude to the supervisor, department and individuals who helped during the fieldwork.

The third component is the table of contents. It provides a list of chapters, headings and subheadings along with their page numbers. It helps readers locate different sections of the report easily.

The fourth component is the introduction. This section explains the background of the study, the importance of the selected topic and the reasons for conducting the survey. It provides a general understanding of the subject.

The fifth component is the aims and objectives. This section clearly explains what the student intends to investigate. For example, a study on the socio-economic conditions of a village may aim to examine household income, occupational structure, educational status and housing conditions.

The sixth component is the description of the study area. It provides information about the geographical location, boundaries, physical features, population and other characteristics of the selected area. A location map may be included to show the position of the study area.

The seventh component is the methodology. This section explains how the information was collected. It may include field visits, personal observation, interviews, questionnaires, household surveys and the use of secondary sources.

The eighth component is the data presentation and analysis. The collected information is classified and presented through tables, percentages, bar diagrams, pie charts and maps. Photographs and sketches may also be included to support the findings.

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The ninth component is the findings and discussion. This section explains the major results of the survey. Students discuss important socio-economic conditions and identify the problems observed in the study area.

The tenth component is the conclusion and suggestions. The conclusion summarises the major findings, while suggestions may indicate possible measures for improving the conditions of the study area.

Finally, the report contains references and appendices. References list the sources used during the study, while appendices may include questionnaires, survey schedules and supplementary documents. These supporting materials are excluded from the minimum 30-page requirement.

Conclusion: A well-structured field study report presents information in a logical and organised manner. Each component has a specific

purpose and contributes to the overall quality and academic value of the report.

Q4. Explain the importance of fieldwork, proper guidance and systematic report writing in completing a geographical field study.

Answer:

Fieldwork, proper supervision and systematic report writing are three important elements in completing a geographical field study. They help students collect reliable information, understand the geographical conditions of an area and present their findings in a scientific manner. Unit V requires students to prepare a minimum of 30 typed pages on A4-size paper, excluding figures, tables, photographs, maps, references and appendices.

Importance of fieldwork: Fieldwork provides students with an opportunity to study geographical conditions directly. Through field visits, students can observe physical and human features such as settlements, roads, rivers, agricultural activities, markets, schools and healthcare facilities. It helps them understand the relationship between people and their environment.

Fieldwork also provides first-hand information that may not be available in textbooks or published reports. For example, a socio-economic survey conducted in a village of Cachar district can provide information about household income, occupations, educational facilities, housing conditions, drinking water and sanitation. Such information helps students understand the actual living conditions of local people.

Importance of proper guidance: A supervisor is necessary for guiding students during fieldwork and report writing. The concerned department assigns a supervisor who helps students understand the assigned topic and its objectives. The supervisor guides students in

selecting appropriate methods of data collection, conducting interviews, preparing questionnaires and recording observations.

Proper guidance also helps students organise and analyse the collected information. The supervisor provides suggestions for preparing tables, diagrams, maps and other supporting materials. This reduces mistakes and improves the academic quality of the report.

Importance of systematic report writing: After completing fieldwork, students must organise their collected information into a written report. Systematic report writing helps present the findings in a clear and logical manner. It allows students to explain the study area, objectives, methodology, observations, data analysis and conclusions.

A properly written report also creates a permanent record of the field study. It can be used for future reference, comparison and further research. The use of tables, maps, photographs, figures and sketches makes the report more informative and easier to understand.

Development of practical skills: The complete process of field study develops several important skills among students. These include observation, communication, data collection, statistical analysis, map preparation, interpretation and academic writing. Such skills are useful for higher education, research and professional activities.

Identification of local problems: Field studies help students identify problems affecting local communities. These may include unemployment, poverty, poor transportation, inadequate healthcare, lack of drinking water and limited educational opportunities. Based on the survey findings, students can suggest possible measures for improvement.

Students must also follow the prescribed requirements while preparing the final report. The main report must contain at least 30 typed pages on A4-size paper, while figures, tables, photographs, maps, references and appendices are excluded from this page count.

Conclusion: Fieldwork provides practical knowledge, supervision ensures proper academic guidance, and systematic report writing

presents the findings effectively. Together, these three elements help students complete a meaningful and scientifically organised geographical field study.

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