



Netaji Subhas Open University
SCHOOL OF SCIENCES
Department of Geography

MANUAL FOR
PREPARING FIELD REPORT/ FIELD ORIENTED
DISSERTATION REPORT

POST GRADUATE GEOGRAPHY (PGGR)

Heads	Sub-Heads	Page
Introduction	What is Field Report/Field Oriented Dissertation Report	2
	Types and Areas for Field Work	2
Structure	Structure of Field Report in Geography	3
Objectives	Objectives of Field Work and Field Report	4
General Guideline	General guideline for data collection in the field work	4
General Format	General format for field report preparation	6
Guidelines of Report Writing	General guideline for report writing	7
Submission of the Report	Submission of Field Report/Field Oriented Dissertation Report	12
Evaluation of the Report	Evaluation and marks distribution of the Filed Report	12
Compulsory Content	Certificate from the Supervisor in the field report	13
	Proper Format of Cover and Front Page	14
Learners/ Students Guidelines	Learners/ Students Guidelines during the Field Work Dos Don'ts Documents to be carried during field work	15
Case Study/ Example	A Field Report in Geography: Case Study / Example	17
Completion	Completion of the Report	19

MANUAL FOR PREPARING FIELD REPORT/ FIELD ORIENTED DISSERTATION REPORT

INTRODUCTION

The curriculum of **Post Graduate Geography (PGGR)** of Netaji Subhas Open University comprises of ten papers (Paper I to X), each carrying 100 marks. It is mandatory for an enrolled learner of this PGGR course to submit Field Report/Field Oriented Dissertation Report which is considered as a full course of 50 marks in partial fulfilment of the requirements for the award of degree of M.Sc. in Geography. The primitive purpose of field work is to nurture learners to be acquainted with scholarly research and writing, under the supervision of the esteemed faculty members/ guides in order to provide opportunity to apply their knowledge/skill acquired during their study in real life situation.

The following guidelines provide learners of PGGR, essential information that how to prepare a dissertation report in a format acceptable to the University. This manual includes tentative areas of work, writing style, presentation of report and required forms to submit report. Learners are advised to strictly follow these guidelines for the preparation of the dissertation report. Observation has formally been incorporated into geography through the field work. Fieldwork is nothing more than systematic observation by a geographer of his or her subject matter. Virtually anyone can do it because fieldwork is, at its most fundamental, just going out and looking at the land. All the training you need only to learn what to look for; knowing what to look for involves training in your respective area of specialization (Physical or Human).

What is Field Report/Field Oriented Dissertation Report:

The field work is an integral part of the syllabi of geography to understand the relationship of environment and human. Thus this field report/ field oriented dissertation is a part helps to identify significant problems, investigate them, analyse the findings, relate them to important concepts or issues and convey conclusion. Moreover, the entire field work and preparation of this report strengthen the teacher-students relationship. It is culminating and synthesizing activity based on prior study and it helps to prepare students for future independent investigations.

Types and Areas for Field Work:

The field report may be undertaken on any one of the following types and from the emerging areas of the discipline of geography:

- i) Physical Geography
- ii) Human Geography

Irrespective of this two broad discipline, the field work is mainly specialization based and thus two special papers provided by the university are Geomorphology and Urban geography. Geomorphology belongs to the physical geography, whereas urban geography belongs to human geography part.

STRUCTURE OF FIELD REPORT IN GEOGRAPHY:

Title/Cover Page

Front Page

Certificate

Acknowledgement

Preface

Table of Contents

List of Maps

List of Figures

List of Tables

List of Photographs

List of Abbreviations

Chapters

Chapter -I: Introductory Concepts

Introduction

Study Area

Problems of the Study area

Objective of the study

Scope of the study

Limitations of the study

Chapter -II: Literature Review

Chapter -III: Methodology

Data collection

Data Analysis

Chapter -IV: Major Observation (This chapter may be extended and divided into more chapters according to the need)

Chapter -V: Analysis and Major Findings (This chapter may be extended and divided into more chapters according to the need)

Chapter -VI: Conclusion and Recommendations

Bibliography

Appendices

Appendix- I: Questionnaire

Appendix- II: Primary Data

Appendix- III: Secondary Data

OBJECTIVES OF FIELD WORK AND FIELD REPORT

To inculcate in students the analytical approach towards their geographical environment through field study/work of a selected area is the main objective of field work. Fieldwork thus forms an important part of geographical learning. The post-graduate syllabi include fieldwork as an integral part of their assessment procedure. Fieldwork is important to geography because it contributes to our basic understanding of the Earth's surface. By the end of reading this, students/learners should be able to:

- * Understand the purposes of a field work
- * Plan a field visit
- * Understand the structure of reporting your findings
- * Collect information for your report
- * Organize your information
- * Use an appropriate style of writing
- * Present data effectively
- * Understand how to lay out your information in an appropriate way

GENERAL GUIDELINE FOR DATA COLLECTION IN THE FIELD WORK

Planning for Data Collection from the Fieldwork:

Many of the geography fieldwork rely upon primary data collection by means of Questionnaire Surveys. Following are some of the guidelines for the conduct, design and organization of these fieldworks:

- 1) **Nature:** The planning a fieldwork should be proper which do not over ambitious. Avoid the temptation of covering everything that seems interesting. Collect only that data which is relevant and will be used in the report.
- 2) **Target population:** Define the population that will be interviewed (respondents), e.g. adults, male, female, dependent or chief earner of household or any particular section of the sample population.
- 3) **Sampling:** Decide upon the method of sampling. The object of this exercise is to gain a representative group of the defined population. Three sampling techniques are commonly employed:
 - (a) **Random sampling:** This is the only method where every element of the population has an equal chance of selection. Alternatively if the data are in a list, e.g. voter's list, the random numbers can be used to select the respondents from the list.
 - (b) **Systematic sampling:** This is usually quicker than random sampling and is often equally suitable. If the data are in a list then the information should be taken regularly, every sixth item for example.
 - (c) **Stratified sampling:** This is appropriate where the data are divided into different sections or strata. For example, data about human population may be divided up into sex composition or in various age groups. Having identified the strata the sample may then be taken by random or systematic methods.
- 4) **Sample size:** For most field works it will be impossible to carry out a large survey, but generalizing about 5 or 10 percent respondents is very dangerous as answers are likely to be

typical and unrepresentative. Therefore, aim for about 20 to 30 percent as the sample, which should be enough to permit some statistical analysis.

- 5) *Questionnaire design*: There are many types of questionnaires. They can vary enormously in term of their purpose, their size and their appearance. To qualify as a research questionnaire, however, they should: a) be designed to collect information which can be used subsequently as data for analysis. b) Consist of a written list of questions. c) Gather information by asking people directly. The following matters need to be known in case of questionnaire design:
- A) *Appropriateness*: when it appropriate to use a questionnaire for research?
- i) When used with large number of respondents in many localities;
 - ii) When what is required tends to be straightforward information-relatively brief and uncontroversial;
 - iii) When social climate is open enough to allow full and honest answers;
- B) *Data*: What kinds of data are collected by questionnaires?
- i) Factual information does not require much in the way of judgment or personal attitudes on the part of respondents. It just requires respondents to reveal (accurately and honestly) information: their address, age, sex, marital status, number of children etc.
 - ii) Opinions, attitudes, views, beliefs, preferences etc. can also be investigated using questionnaires.
- C) *Planning the use of questionnaires*: The successful use questionnaire depends on devoting the right balance of effort to the planning stages, rather than rushing too early into distributing the questionnaire. If the questionnaire is to produce worthwhile results, the researcher needs to have a clear plan of action in mind and some reasonable idea of the Costs, Production, Organization, Schedule and Permission.
- D) *Essentials for questionnaire design*: The questionnaire should have some information about the purpose, return address and date, confidentiality, responses etc.
- E) *Types of questions*: There are a variety of ways in which questions can be put in a questionnaire. *Open and closed questions*: open questions are those that leave the respondent to decide the wording of the answer, the length of the answer and the kind of matters to be raised in the answer. The open questions tend to be short and the answers tend to be long. In closed questions, the answers are predetermined by a set of categories. Some time the option can be restricted to as few as two (e.g. Yes/No or Male/Female)
- F) *Conducting the interview*: Door to door interviews can seem intimidating, but they offer a very successful means of gaining primary data. At all the time the researcher should appear confident and well organized; slip-shod presentation will only result in a high number of refusals or careless answers.

GENERAL FORMAT FOR FIELD REPORT PREPARATION

- i) **Margins:** Every page of field report or filed oriented dissertation report must have one-inch margin on all sides, top, left and right.
- ii) **Fonts:** Use Times New Roman font in 12 size. Bold face may be used within the text for heading/ sub headings/ highlighted terms.
- iii) **Spacing:** 1.5 spacing should be used except those materials having predefined spacing such as footnotes, quotations, tables, name of the figures etc.
- iv) **Table of contents:** Table of contents should include the respective title of the chapter along with page number.
- v) **Abstract:** Abstract of the educational research work should be within 200-250 words which may include a brief statement of the problem, methods, procedure(s) used to study and a condensed summary of the finding(s).
- vi) **Figures and tables:** Figures should not be included to make a report look pretty, but rather to illustrate a point. As such, the figure must be referring in the text. Figures and tables can summarise a large amount of key information. Modified or composite figures and tables (from more than one source), indicate the author has synthesised the information and demonstrate higher level analysis. In this case, the points to be noted are:
 - Place the figure or table within the text, not at the end.
 - Always refer to the figure in the report, (e.g. see Figure 1)
 - Titles for tables are called “headings”, figure titles are “captions”.
 - Figures should be ordered (and numbered) according to first usage (Figure 1 should come first and be referred to first in the report).
 - Provide the source of the figure
 - Maps include: a legend, a scale, a north arrow and a border.
- vii) **Reference:** All reference should be prepared according to APA 4/6THed standard style (<http://www.apastyle.org>) format.

Style of reference:

- a) **Reference of Book and book chapter** include four elements: (1) Author/ Editor/Producer (2) Date (3) Title of the work and (4) Publication Information.
(Example: Author, A., & Author, B. (Year). *Title of the work*. Place name: Publisher.)
- b) **Electronic books** are available online, a retrieval statement or DOI (Digital Object Identifier) is required after (3) Title. Exclude (4) Publication Information.
(Example: Author, A., & Author, B. (Year). *Title of the work*. Retrieved from <http://...>
Author, A., & Author, B. (Year). *Title of the work*. <http://dx.doi.org/xx-xxxxxx>.)
- c) **Chapter in a book/e book:** Several times a book consists of more than one chapter written by different author(s). Students have to reference each chapter used.
(Example: Book: Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xx-xx). Place name: Publisher.

Reference of **Periodicals** should include the following elements: (1) Author Date (3) Title of article (4) Title of Periodical (5) Volume, Issue and Page numbers.)

d) Journal article available online:

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp
(Example: Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp.
<http://dx.doi.org/xxx-xxxx>)

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp. Retrieved from <http://...>)

e) Online documents / Webpage:

Author, A., & Author, B. (Year). *Title of the webpage*. Retrieved from website: <http://...>
(Example: Author, A., & Author, B. (Year, Month Day). Title of the webpage [Description]. Retrieved Year, Month Day from website: <http://...>)

viii) Physical Format: The length of the report may be of 15,000 – 20,000 words (excluding appendices and exhibits) with 1.5 space. However, 10% variation is permissible. Dissertation should be printed on A4 size papers and submitted in bound form.

ix) Language: The language of the report of the dissertation should be in English. However, permission may be given by the faculty concerned to write the report in Bengali for a specific topic.

GENERAL GUIDELINES OF REPORT WRITING

Report Writing:

“A report is a statement of the results of an investigation or of any matter on which definite information is required” (Oxford English Dictionary). Reports are a highly structured form of writing often following conventions that have been laid down to produce a common format. Structure and convention in written reports stress the process by which the information was gathered as much as the information itself.

Different Types of Reports:

There are different types of reports, depending upon the subject area, and as geography is a field based subject it includes reports of a field trip or fieldwork. Thus, this reports has a structure and careful planning, presenting the material in a logical manner using clear and concise language.

Stages in Report Writing:

The following section explores each stage in the development of the report, making recommendation for structure and technique. The following stages are involved in writing a report:

- Planning the field work
- Collecting the information
- Organizing and structuring the information
- Writing the first draft
- Checking and re-drafting.

Planning of Writing Report:

Proper planning will help to write a clear, concise and effective report, giving adequate time to each of the developmental stages prior to submission, like:

- Consider the report as a whole
- Break down the task of writing the report into various parts.
- How much time is available to write the report?
- How can this be divided up into the various planning stages?
- Set the deadlines for the various stages.

Collecting Information:

There are a number of questions that need to be clear at this stage:

- What is the information you need?
- Where do you find it?
- How much do you need?
- How shall you collect it?
- In what order will you arrange it?

Students/Learners may have much of the information; there may be other material, which is needed such as background information on other research studies or literature surveys. They may need to carry out some interviews or make a visit to the university library to collect all the information you need.

- Make a list of what information you need.
- Make an action plan stating how you are going to gather this.

Taking notes

Always check with the person commissioning the report (Field Supervisor) to find out precisely what the report should include and how it should be presented. The following common elements can be found in many different reports:

Report Writing

- Title page
- Acknowledgements
- Contents
- Abstract or summary
- Introduction
- Methodology
- Results or findings
- Discussion
- Conclusion and recommendations
- References
- Appendices

Title page:

This should include the title of the report (which should give a precise indication of the subject matter), the author's name, module/ course and the date (in completed year).

Acknowledgements:

Students/Learners should acknowledge any help that they have received in collecting the information for the report. This may be from the local people, government officials, librarians, technicians or computer staff etc., for example.

Contents:

Students/Learners should list all the main sections of the report in sequence with the page numbers they begin on. If there are charts, diagrams or tables included in your report, these should be listed separately under a title such as 'List of Illustrations' together with the page numbers on which they appear.

Abstract or summary:

This should be a short paragraph summarizing the main contents of the report. It should include a short statement of the main task, the methods used, conclusions reached and any recommendations to be made. The abstract or summary should be concise, informative and independent of the report.

Introduction:

This should give the context and scope of the report and should include your terms of reference. State the objectives clearly, define the limits of the report, outline the method of enquiry, give a brief general background to the subject of the report and indicate the proposed development.

Methodology:

In this section students/learners should state how they carried out the enquiry. What form did the enquiry take? Did they carry out interviews or questionnaires, how did they collect the data? What measurements did they make? How did they choose the subjects for the interviews? Present this information logically and concisely.

Results or findings:

Present the findings in as simple a way as possible. The more complicated the information looks, the more difficult it will be to interpret. There are a number of ways in which results can be presented. Here are a few:

- Tables
- Graphs
- Diagrams
- Pie/ Bar/ Other charts
- Maps

Illustration checklist:

- Are all the diagrams / illustrations clearly labelled?
- Do they all have titles?
- Is the link between the text and the diagram clear?
- Are the headings precise?
- Are the axes of graphs clearly labelled?
- Can tables be easily interpreted?

Discussion:

This is the section where students/learners can analyze and interpret the results drawing from the information, which they have collected, explaining its significance. Identify important issues and suggest explanations for the findings. Outline any problem encountered and try and present a balanced view.

Conclusions and recommendations:

This is the section of the report, which draws together the main issues. It should be expressed clearly and should not present any new information. Learners/students may give a list of recommendations in separate section or include them with the conclusions.

References:

It is important as it gives precise details of all the work by other authors which has been referred to within the report. Details should include:

- author's name and initials
- date of publication
- title of the book, paper or journal
- publisher
- place of publication
- page numbers
- details of the journal volume in which the article has appeared.

References should be listed in alphabetical order of the authors' names. Make sure that the references are accurate and comprehensive.

Appendices:

An appendix contains additional information related to the report but which is not essential to the main findings. This can be consulted if the reader wishes but the report should not depend on this. Student/learners could include details of interview questions, statistical data, a glossary of terms, or other information, which may be useful for the reader.

Number(s) scheme:

Most reports have a progressive numbering system. The most common system is the decimal notation system. Chapters may be identified with Arabic numbers followed by preliminary pages in uppercase Roman numerals. Tables and figures should be numbered consecutively throughout the manuscript in Arabic numerals. In case of appendices use upper case Roman letters. Use Arabic numerals to describe Headings and sub headings under principle chapter number. Portrait orientation and all pages in A4 size are required. In case of wide chart, table & graphs, rotate the image 90 degree clockwise. Text should be oriented in the same way as the chart/ table/ graph/ graphics. In that case place page number as directed earlier. The main sections are given single Arabic numbers - 1, 2, 3 and so on. Sub-sections are given a decimal number - 1.1, 1.2, 1.3 and so on. Sub-sections can be further divided into - 1.11, 1.12, 1.13 and so on.

An example structure would look as follows;

1. Introduction
 - 1.1 _____
 - 1.1.1 _____
 - 1.2 _____
 - 1.2.1 _____
2. Methodology
 - 2.1 _____
 - 2.1.1 _____
 - 2.1.2 _____

Presentation:

The following suggestions will help to produce an easily read report:

- Leave wide margins for binding and feedback comments from the supervisor.
- Paragraphs should be short and concise.
- Headings should be clear - highlighted in bold or underlined.
- All diagrams and illustrations should be labelled and numbered.
- All standard units, measurements and technical terminology should be listed in a glossary of terms at the back of your report.

Redrafting and Checking:

Once students/learners have written the first draft of the report they will need to check it through. It is probably sensible to leave it on their desk for a day or so if they have the time. This will make a clear break from the intensive writing period, allowing them to view the work more objectively. Assess the work in the following areas:

- Structure
- Content
- Style

Look at the clarity and precision of the work. Use the report-writing checklist at the end of this section to check the report.

Summery:

The skills involved in writing a report will help students/learners to condense and focus information, drawing objective findings from detailed data. The ability to express clearly and succinctly is an important skill and is one that can be greatly enhanced by approaching each report in a planned and focused way.

Checklist:

- Title page

Does this include the Title?

Student/ Learner/ Author's name?

Course details?

- Acknowledgements

Have they acknowledged all sources of help?

- Contents

Have they listed all the main sections in sequence?

Have they included a list of illustrations?

- Abstract or summary

The main task?

The methods used?

The conclusions reached?

The recommendations made?

- Introduction

Terms of reference?

An outline of the method?

A brief background to the subject matter?

- Methodology

The form of enquiry took?

The way of collection of the data?

- Reports and findings

Are the diagrams clear and simple?

Are they clearly labelled?

- Discussion

Identified key issues?

Suggested explanations of findings?
Outlined any problems encountered?
• Conclusions and recommendations
Conclude the main ideas?
Are any recommendations clear and concise?

• References
Are the listed all references alphabetically?
Are your references accurate?

• Appendices
Included supporting information?
Does the reader need to read these sections?
• Writing style
Used clear and concise language?
Paragraphs tightly focused?
Used the active or the passive voice?

• Layout
Clearly labelled each section?
Labelling consistent throughout the report?

• Presentation
Left sufficient margin space for binding/feedback?
Are the headings clear?
Checked the spelling?

SUBMISSION OF THE REPORT

The learners/ students have to submit:

- i) One hard copy (Photocopy of the final report with the colour pages of maps, diagrams, graphs and photographs).
- ii) One soft copy (in a CD).

The copy of the field report is to be submitted to concerned Examination Centre and the Centre will send these to the Office of the Controller of Examinations, Netaji Subhas Open University. Students are requested to keep a copy of submitted report at their own custody for any further reference. The date of submission of the report will be notified by the Controller of Examinations for that particular year. These documents are retained as a permanent record by NSOU.

EVALUATION OF THE REPORT

The evaluation will be done on the basis of the written report and viva-voce. A total of 50 marks are allotted for the paper (PGGR, 10B), in which 30 marks are reserved for the written report including the internal assessment and 20 marks are reserved for viva-voce.

COMPULSORY CONTENT IN THE FIELD REPORT

The project report should also contain the followings:

- i) Certificate from Supervisor/Guide (*Appendix- I*)
- ii) Proper Format of Cover and Front Page (*Appendix- II*)

Appendix- I

FIELD REPORT CERTIFICATE FROM SUPERVISOR/ GUIDE

TO WHOM IT MAY CONCERN

This is to certify that the filed report entitled

.....

for the paper **Post Graduate Geography (PGGR) 10-B** (Field Report/Field Oriented Dissertation Report), submitted to Netaji Subhas Open University in the academic sessionfor the partial fulfilment of the requirement for the award of the degree of M.Sc. in Geography.

The present field work was done by (Name of the student), Enrolment Number....., Roll Number.....during..... (Date and duration of field work) in.....(Place of field work) from and prepared the Field Report/Field Oriented Dissertation Report under my guidance. As the field report is submitted to Netaji Subhas Open University and the matter embodied in this report is a genuine work done by the student under my supervision and he/she has not been allow to submit this report to any other University/ Institute for the fulfilment of the requirement of any course of study.

Signature of the Student

Name:

Date:

Signature of the Supervisor

Name:

Designation:

Place:

Date:

Appendix- II

Format of Cover and Front Page

[A field report/ field oriented dissertation report of the field work submitted to the Department of Geography, School of Sciences, Netaji Subhas Open University, Kolkata, in partial fulfilment of the requirements for the Degree of Masters in Geography. End this statement with a period.]

Title of Dissertation

(Times New Roman and Bold [Font size: depending on the length of the Title])

For the Partial fulfilment of Degree of Masters in Geography
(Times New Roman 14)

Under the Supervision / Guidance of

Name of the Guide
(Times New Roman 14)

Designation of Guide
(Times New Roman 12)

By
Name and Enrolment No. of the Student/Learners
(Times New Roman 14)



NETAJI SUBHAS OPEN UNIVERSITY

KOLKATA

YEAR

LEARNERS/ STUDENTS GUIDELINES DURING THE FIELD WORK

Dos:

1. All the learners/students have to be present in the entire field work.
2. All the learners/students should be cooperative to their batch mate regarding the data collection and field report preparation.
3. All the learners/students should be careful during the collection of primary data through the survey.
4. The entire works would be divided group wise; therefore all the learners/students need to maintain the group work.
5. Before going into the field work, all the learners/students should be attending the pre-field classes.
6. During the pre-field work, some of the groups should be visited in different government offices like Census of India, Survey of India, NATMO to collect the secondary information, data and maps.
7. All the learners/students must be obedient, punctual and minutely follow the instruction of the supervisor.
8. All the learners/students should be submitting a no objection letter from their guardian/parents before going to the field work.
9. The cost of the field work of individual learners/students should be borne by him or her.
10. All the learners/students must submit one field report (both in hard and soft copy) during the examination of the paper or before that.
11. Always respect the teacher/supervisor/professor and follow his/her instruction during the field.

Don'ts:

1. No guardian should be allowed with the students in the field work.
2. As this field work is compulsory for the fulfilment of M.Sc. in Geography, no copy of the field report is permitted to be prepared by any of the students without attending the field work.
3. The learners/students do not allowed to attend the in the mid of the field work.
4. All the learners/students do not have the opportunity to bunk the classes regarding the field work (pre-field and post field classes).
5. Don't disrupt the team or group work.
6. Don't get sucked into inappropriate conversation or situations.

Documents to be carried during Field Work:

1. University Identity Card
2. Identity Proof (Voter ID/ Aadhaar Card)
3. Medicines
4. Money
5. Geographical drawing box
6. Pen Drive
7. Notebook
8. Pen, Pencil, Eraser, Colour pencil, White page, Tracing paper, White page etc.
9. Garments, Woollen garments (If needed)
10. Personal requirement
11. Documents for daily requirements during survey
12. Instruments to be carried out as per requirements are GPS, Dumpy Level, Prismatic Compass, Clinometers etc.

A FIELD REPORT IN GEOGRAPHY: CASE STUDY / EXAMPLE

Title/Cover Page
Front Page
Certificate
Acknowledgement
Preface

Content

List of Maps
List of Figures
List of Tables
List of Photographs

Chapters

Chapter- I: Introduction:
Chapter- II: Physical Background:
Chapter- III: Demographic Setup:
Chapter- IV: Socio- Economic Setup:
Chapter- V: Household Condition:
Chapter- VI: - Urban Amenities:
Chapter- VII: - Role of Administration and Satisfaction Levels:
Chapter- VIII: -Major Findings & Concluding Remarks:

Bibliography

Appendices
Appendix- I: Questionnaire
Appendix- II: Primary Data
Appendix- III: Secondary Data

GEOGRAPHICAL APPRAISAL ON THE URBAN PROFILE OF GANGTOK TOWN

Field Report

Submitted to

**Department of Geography, School of Sciences,
Netaji Subhas Open University**

For the Partial fulfilment of Degree of Masters in Geography

[Session: 2017 to 2019]

Under the Supervision / Guidance of

[Name & Designation of the supervisor]

*School of Sciences
Netaji Subhas Open University*

By

Name of the Student / Learners

(Enrolment No. of the Student / Learners)



NETAJI SUBHAS OPEN UNIVERSITY

KOLKATA

2019

CHAPTERS

Chapter-I: Introduction:

- 1.1 Introduction
- 1.2 Study Area (Location Map)
- 1.3 Reasons for The Selection For The Study Area (Route map)
- 1.4 Objectives
- 1.5 Methodology
- 1.6 Data base
- 1.7 Literature Review
- 1.8 Limitations

Chapter- II: Physical Background:

- 2.1 Physiographic Setting
- 2.2 Lithology and Structure (Based on Geological Map)
- 2.3 Vegetation
- 2.4 Climatic Condition
- 2.5 Soil

Chapter- III: Demographic Setup:

- 3.1. Administrative Setup
- 3.2. Ward Boundary
- 3.3. Population
- 3.4. Age Sex structure
- 3.5. Male Female Composition
- 3.6. Literary Profile
- 3.7. Language
- 3.8. Family Members
- 3.9. Migration

Chapter- IV: Socio- Economic Setup:

- 4.1. Occupational Status
- 4.2. Income
- 4.3. Savings
- 4.4. Lone
- 4.5. Medclaim / L.I.C.

Chapter- V: - Household Condition:

- 5.1 Type of House
- 5.2 Status of Open Space
- 5.3 Status of Drinking Water
- 5.4 Cooking Provision
- 5.5 Assets

Chapter- VI: - Urban Amenities:

6.1 Water

- 6.1.1 Water Supply
- 6.1.2 Existing Water Supply System
- 6.1.3 Water Supply Pumping System
- 6.1.4 Status Of Water Uses
- 6.1.5 Existing Drainage Network

- 6.1.6 Proposed Drain
- 6.1.7 Water Tax

6.2 Garbage

- 6.2.1 Garbage Disposal
- 6.2.2 Garbage Collection
- 6.2.3 Dumping Garbage
- 6.2.4 Solid Waste Management System

6.3 Health Status

- 6.3.1 Diseases
- 6.3.2 Pollution Status
- 6.3.3 Health Facilities

6.4. Status of Market

6.5. Existing Road Network

6.6. Proposed Road

6.7. Modes of Transport

6.8. Road Morphology (Traffic Flow)

6.9. Family Expenditure

6.10. Civic Amenities

6.11. Hotel Survey

6.12. Major Land Marks

Chapter- VII: Role of Administration and Satisfaction Levels:

- 7.1. Administration
- 7.2. Crime
- 7.3. Cable Connection
- 7.4. Telecommunication
- 7.5. Existing Power Infrastructure
- 7.6. Major Problems
- 7.7. Existing Slums
- 7.8. Degree of Satisfactions

Chapter- VIII: Major Findings and Concluding Remarks:

- 8.1. Major Findings (Land Slide Map) Area Prone To Land Map
- 8.2. Major Problems Identifies
- 8.3. Recommendations
- 8.4. Concluding Remarks

Bibliography

Appendices

- Appendix- I: Questionnaire
- Appendix- II: Primary Data
- Appendix- III: Secondary Data

.....X.....