



UTKAL UNIVERSITY
VANIVIHAR: BHUBANESWAR-4.

Guideline for
Field Work
for
Under Graduate Students

It shall carry 04 (Four) Credits.

The total duration shall be 120 hours.

Field Work

I. Introduction

- Field Work means practical learning outside the classroom related to the student's subject.
- Students collect real data, observe situations, and apply their academic knowledge.
- It helps students understand how their subject is used in real-life situations.
- It strengthens the connection between theoretical learning and practical experience.
- It is a compulsory part of the UG course as per the guidelines of the UGC and the Higher Education Department, Government of Odisha.

II. Objectives

- To provide practical exposure related to the student's subject.
- To develop analytical and problem-solving skills.
- To help students understand real-world applications of their subject.
- To collect, analyze and interpret field-based data.

III. Implementation of Field Work

- Each student must complete 120 hours of Field Work.
- It will carry 4 Credits under the NEP-2020 framework.
- Activities should be related to the student's subject area.
- It must be separate from regular activities like NSS, NCC, Red Cross, Red Ribbon, etc.
- Each class/section will be assigned a Faculty Mentor.
- Every student must maintain a Field Work Record Book.
- The Record Book must be signed by the Mentor/HoD.
- Each student must submit a Field Work Report after completion.
- An Internal Viva Voce will be conducted.
- Marks will be awarded based on performance and participation.
- The final grade will be recorded in the student's Grade Sheet.

IV. Procedure

- A student or group will be assigned to a **field area, organization, or study location**.
- The location should be **easily accessible**.
- Students will work under the guidance of a **faculty mentor**.
- Students may interact with **organizations, industries, institutions, or local authorities**.
- Field Work includes:

(a) Study/Survey Work

- Students collect data based on their subject.
 - Example:
 - Commerce: Study of local markets or business practices
 - Science: Environmental study, soil/water testing
 - Arts: Social or economic survey

(b) Analysis Work

- Students analyze collected data and prepare findings.

V. Suggestive Areas for Field Work

- The suggestive areas for B.A., B.Com., B.Sc., and other UG programmes are enclosed as **Annexure–I**. The list is indicative and may be modified based on local needs, and students should focus on real issues in their local area.
- The list is flexible and may be updated based on local needs.
- Students should focus on subject-related practical issues.
- Mentors will guide students and coordinate with organizations if required.
- Reports must be submitted and may be kept in the library for reference.
- Students may select any suitable topic or their own topic with mentor approval.

VI. Timeline for the Field Work Activity Duration (Total: 120 Hours):

1. Orientation & Planning – 10 Hours

- Introduction to Field Work.
- Selection of area/village/ward.
- Preparation of study plan and tools.
- Discussion with mentor for guidance.

2. Data Collection / Field Survey – 40 Hours

- Visit field/organization
- Collect data through observation, survey, or interaction
- Record information systematically

3. Analysis & Interpretation – 40 Hours

- Analyze collected data
- Prepare charts, tables, or summaries
- Identify key findings

4. Report Preparation & Documentation – 30 Hours

- Prepare detailed report
- Include data, charts, and findings
- Submit to mentor/HoD

VII. Important Instructions

- Students must maintain a **daily Field Work Record Book**.
- It must be signed by the Mentor and concerned authority.

VIII. Viva Voce & Evaluation

- Appear for internal viva conducted by the department.
- Marks will be awarded based on participation, activity book, report, and presentation.
- Out of 100 marks:
 - Attendance – 20 marks
 - Record Book – 20 marks
 - Project Report – 35 marks
 - Viva Voce – 25 marks.
- The Evaluation Team shall consist of the following members:
 - Mentor/ faculty in-charge of Field Work
 - One faculty member from other departments.
 - One faculty member (related subject expert) from another affiliated college of Utkal University.

IX. Format for Report Submission

The student shall submit a detailed report including:

- Cover / Title Page
- Declaration
- Certificate from Organization/ Mentor / College (if applicable)
- Acknowledgement
- Index of Contents
- Introduction & Objectives
- Profile of the Area / Organization

- Methodology
- Description of Work Undertaken
- Findings / Learning Outcomes
- Challenges and Solutions
- Conclusion and Suggestions
- Geo Tag Photographs, surveys, charts, data sheets, any other relevant documents (if any)
- Attendance Record and attachment (if any)
- Bibliography / References

The report shall be submitted within 10 days of completion of the programme.

The report shall be a minimum of 30 pages (excluding cover page, certificate, declaration, and annexures etc.).

All above format enclosed as **Annexure–III and Annexure–IV.**

X. Role of Affiliated Colleges

Affiliated colleges shall:

- Ensure proper planning and execution of the programme.
- Maintain attendance and evaluation records.
- Ensure safety and ethical standards.
- Submit a completion report to the University, if required.

XI. General Instructions

- No exemption shall be granted without prior approval of the University.
- The activity must not interfere with regular academic schedule.
- Any deviation from these guidelines requires prior permission from the University.
- Students are required to carry out the work with honesty and sincerity. Any form of copy-paste or plagiarism is strictly prohibited.

Annexture-I

Categories of Community Engagement and Field Work

Humanities and Social Science Students	For Commerce	For Science and Technology Students
1. Village demography	1. Entrepreneurship	1. Water facilities and drinking water availability
2. Healthcare programmes and their implementation	2. Agricultural products and marketing	2. Health and hygiene
3. School education	3. Poultry business	3. Stress levels and coping mechanisms
4. Youth engagement	4. Dairy business	4. Health intervention programmes
5. Women empowerment	5. Wage system and labor welfare	5. Horticulture
6. Women education	7. Village/local industry products and marketing	6. Herbal plants
7. Domestic violence	8. Income and wealth distribution among different sections of the society	7. Botanical survey
8. Culture, traditions, values and ethics	9. Entertainment services	8. Zoological survey
9. Employment of different sections	10. Communication services	9. Aqua culture
10. Status of socially deprived sections	11. Banking services and habits	10. Inland fisheries
11. Implementation of state development programmes	12. Insurance services and habits	11. Animals and species
12. Implementation and impact of welfare schemes	13. Public distribution system	12. Nutrition
13. Public distribution system	14. Vegetable marketing	13. Traditional and Modern health care methods
14. Social inclusiveness	15. Savings and Investments	14. Food habits
15. Village governance	16. Online purchases	15. Air pollution
16. Health care system and its effectiveness	17. Digital transactions	16. Sound pollution
17. Information sources and their effectiveness	18. Use of electrical home appliances	17. Water pollution
18. Entertainment media and habits	19. Use of electronic home appliances	18. Plantation
19. Social problems	20. Personal transport	19. Soil protection
20. Family and marriage systems across different social groups	21. Consumer movement	20. Renewable energy
21. Communal harmony	22. Unfair trade practices	21. Plant diseases
23. Village/local industry	23. Food habits and market	22. Yoga awareness and practice
24. Safety and security	24. Income distribution	23. Health care awareness programmes and their impact

Annexure-I

Humanities and Social Science Students	For Commerce	For Science and Technology Students
25. Migration for employment	25. Wealth distribution	24. Use of chemicals on fruits and vegetables
26. Infrastructure development	26. Expenditure pattern on different product categories	25. Organic farming
27. Facilities for quality life across different social groups	27. Buying motives	26. Crop rotation
28. Leadership in family, community and social groups	28. Consumer behavior	27. Floury culture
29. Implementation of central schemes	29. Impact of celebrity advertising	28. Access to safe drinking water
30. Village development plans	30. Impact of TV on product choices	29. Sericulture
31. Child labour	31. Usage of cell phones	30. Study of species
32. Atrocities against women	32. Self-employed professionals	31. Food adulteration
33. Awareness of central government schemes and the level of participation	33. Construction and daily labour	32. Incidence of Diabetes and other chronic diseases
34. Community engagement programmes and their impact	34. Leisure time management	33. Human genetics
35. Career orientation of youth	35. Tourism and business	34. Blood groups and blood levels
36. Skill development programmes and their impact	36. Human resource development	35. Animal husbandry
37. Alcohol and smoking habits and their impact on families and society	38. Local trade administration	36. Mother and child health
38. Crime rate, law and order and safety needs	39. Office management in local governing bodies	37. Use of renewable energy
39. Quality of Elementary education and accessibility	40. Exports	38. Chemicals in daily life
40. Factors considered for electing public representatives	41. Handicrafts and trade	39. NANO Technology
41. Environment protection	42. Handlooms and trade	40. Survey or Awareness campaigns on e-waste generation in local area
42. Inter religious harmony	43. Public transport and daily collection	
43. Treatment of aged persons	44. Private transport and daily collection	
44. Sanitation systems	45. Cooperative societies	
45. Awareness of epics among youth and children	46. Shifts in occupations	
46. Anthropological survey	47. Debt burden of different sections of the society	
47. Music and dance	48. Dispute resolution systems	
48. Social evils	49. Commercial crops	
	50. Various government and non-government schemes for various	

Annexure-III
Report
Formats

Sample Cover Page Format



UTKAL UNIVERSITY

UNDERGRADUATE PROGRAMME (NEP-2020)

College Name with College Logo

FIELD WORK

Name of the Student :

College Roll Number :

University Redg No :

Apaar ID :

Subject / Programme:

Semester :

Name of the Mentor :

Academic Session :

DECLARATION

I hereby declare that the report titled "**Community Engagement / Field Work /Internship**" submitted to **Utkal University** is a record of the work carried out by me during the _____ Semester as part of the curriculum requirement under NEP-2020.

I further declare that this work has been completed by me under the guidance of my mentor and has not been submitted previously to this or any other university or institution for the award of any degree or diploma.

The information and data presented in this report are true and correct to the best of my knowledge.

Place: _____
Date: _____

Signature of the Student

Name: _____

College Roll No.: _____

University Redg No.:

Programme: _____

CERTIFICATE BY MENTOR

This is to certify that **Mr./Ms.** _____,
 Roll No. _____, **a student of ** Programme**** of _____ **College**,
 affiliated to **Utkal University**, has successfully completed the **Community Engagement / Field
 Work / Internship** during the _____ Semester as per the curriculum requirement under **NEP-
 2020**.

The work has been carried out by the student under my supervision and guidance. The report submitted by the student is based on the activities performed during the period of the programme.

To the best of my knowledge, the work presented in this report is genuine and has been completed by the student.

Place: _____
 Date: _____

Signature of the Mentor

Name: _____
 Designation: _____
 Department: _____
 College Seal & Signature

ACKNOWLEDGEMENT

I would like to express my sincere gratitude to _____ (Mentor/Faculty In-charge) for his/her valuable guidance, encouragement, and continuous support during the completion of my Community Engagement / Field Work / Internship report.

I am also thankful to the Head of the Department and the faculty members of _____ College, affiliated to Utkal University, for providing the necessary support and facilities to carry out this work.

I extend my sincere thanks to the organization / institution _____ for giving me the opportunity to gain practical experience and learn valuable skills during the programme.

Finally, I would like to thank my friends and family members for their constant encouragement and support.

Place: _____

Date: _____

Signature of the Student

Name: _____

Roll No.: _____

Programme: _____

Annexure-IV

Font & Formatting Guidelines for Report

1. Font Type

- The report shall be typed in **Times New Roman**.

2. Font Size

- Main text: **12 pt**
- Headings (Chapter titles): **16 pt (Bold)**
- Sub-headings: **14 pt (Bold)**
- Table content: **10–11 pt**

3. Line Spacing

- Main text: **1.5 line spacing**
- Headings: **Single spacing**

4. Page Margins

- Left: **1.5 inches**
- Right: **1 inch**
- Top: **1 inch**
- Bottom: **1 inch**

5. Alignment

- Text: **Justified**
- Headings: **Left aligned or centered (consistent throughout)**

6. Page Numbering

- Page numbers should be placed at the **bottom center or bottom right**

Report Structure (Chapter-wise)

The report shall be prepared in the following order:

Preliminary Pages

1. Cover Page
 2. Declaration by Student
 3. Certificate from Organization/ Mentor / College (if applicable)
 4. Acknowledgement
 5. Index of Contents
-

Main Report

Chapter 1: Introduction

- Background of the study/activity
 - Purpose of Community Engagement / Field Work / Internship
 - Objectives of the work
-

Chapter 2: Profile of the Area / Organization

- Details of the village/area/organization
 - Location and general information
 - Nature of activities/services
-

Chapter 3: Methodology / Work Plan

- Approach adopted by the student
 - Tools and techniques used (survey, observation, interaction, etc.)
 - Planning and execution of activities
-

Chapter 4: Work Done / Activities Performed

- Detailed description of activities Undertaken
 - Day-wise or task-wise work (optional)
 - Participation and involvement
-

Chapter 5: Observations and Findings / Learning Outcomes

- Key observations during the work
 - Data collected and analysis (if any)
 - Learning outcomes
-

Chapter 6: Challenges and Solutions

- Problems faced during the work
 - Steps taken to overcome them
-

Chapter 7: Conclusion and Suggestions

- Summary of the experience
 - Suggestions for improvement
 - Overall learning and benefits
-

Final Section**Annexures**

- Geo tag Photographs
 - Survey forms / questionnaires
 - Activity log / daily diary
 - Any supporting documents
-

Bibliography (if applicable)

- Books, websites, reports referred