



# ST. ALOYSIUS' COLLEGE

**AUTONOMOUS  
JABALPUR- 482001  
MADHYA PRADESH, INDIA**

## CRITERION-1



### CURRICULAR ASPECTS

**Key Indicator – 1.3**

**Curriculum Enrichment**

**Metric No.: 1.3.3**

**Percentage of programmes that have components of  
Field projects / Research projects / Internships during  
the last five years.**

**Document Name**

**Sample Evaluated Project report/Field work  
Report submitted by the students**

**2023-24**





**ST. ALOYSIUS' COLLEGE**

**(AUTONOMOUS), JABALPUR(M.P.)**

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

# **SAMPLE PROJECT REPORTS**

**2023-24**

**FACULTY OF COMMERCE**

ST. ALOYSIUS COLLEGE

(AUTONOMOUS), JABALPUR

SESSION : 2023-24

FIELD PROJECT WORK REPORT

TAXATION IN A  
CHARTERED ACCOUNTANT'S  
OFFICE

SUBMITTED BY — SOMYA NEMA

ADMISSION NO — 48892

CLASS — B. COM (TAXATION) III<sup>rd</sup> YEAR





## Field Project Work Report

प्रोजेक्ट (परियोजना) कार्य

TAXATION FIELD

SURVEY IN A

CHARTERED ACCOUNTANT'S OFFICE

(Title of Field Project Work)

For the partial fulfillment of

B.A./ B.Sc./ B. Com./ BBA/ BCA Degree

बी.ए./ बी.एस.सी./ बी.कॉम./ बी.बी.ए./ बी.

सी.ए./ की डिग्री की आंशिक प्रतिपूर्ति हेतु

Session : 2023 - 24



**St. Aloysius' College**  
**(Autonomous)**

Reaccredited 'A+' by NAAC (CGPA 3.68/4.00)  
College with Potential for Excellence by UGC  
DST-FIST Supported & Star College Scheme by DBT  
Jabalpur, Madhya Pradesh, India



## Field Project Work Report

### परियोजना कार्य रिपोर्ट

TAXATION.....FIELD.....SURVEY.....IN.....A.....  
CHARTERED.....ACCOUNTANT'S.....OFFICE.....  
(Title of Field Project Work)

For the partial fulfillment of B.A./ B.Sc./ B. Com./ BBA/ BCA Degree  
बी.ए./ बी.एस.सी./ बी.कॉम./ बी.बी.ए./ बी.सी.ए./ की डिग्री की आंशिक प्रतिपूर्ति  
हेतु

Session : 2023-24.....

SOMYA NEMA

Name of student/ Students (छात्र का नाम)

B.A. COM. III<sup>rd</sup> YEAR (TAXATION)

Class (कक्षा)

48892 (ADMISSION NO)

Roll No (अनुक्रमांक)

UTSAV SUMIT & ASSOCIATES

Name of the organization, where the work was completed (संस्था का नाम जहाँ  
कार्य पूर्ण किया गया)

DR. KUD SHIYA RAZA

Name of Supervisor (पर्यवेक्षक का नाम)



**St. Aloysius College**

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DST FIST Supported & Star College Scheme by DBT  
Jabalpur (M.P.) India



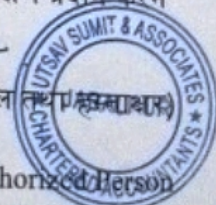
**Institute information and consent letter for Field Project Work**  
परियोजना कार्य के प्रशिक्षण हेतु संस्थान की जानकारी एवं सहमति पत्र

1. Name of the Institute/Trainer/Business and Registration (संस्थानव्यवसाय का /प्रशिक्षक/ नाम एवं पंजीकरण):  
.....**UTSAV SUMIT AND ASSOCIATES**.....
2. Nature of the Institution (Private / Government / Semi-Government / Other)  
संस्था का स्वरूप ( अन्य/ अर्धशासकीय/शासकीय/ निजी)  
.....**PRIVATE**.....
3. Name of the area of expertise of the Institute in which work is done (संस्थान के मार्गदर्शक क्षेत्र का नाम, जिसमें कार्य किया जाता है)  
.....**TAXATION, AUDITING, ACCOUNTING, FINANCIAL CONSULTING**.....
4. Number of persons holding various posts/working under the institute (संस्थान के अंतर्गत विभिन्न पदों / कार्य करने वाले व्यक्तियों की संख्या) .....**7**.....
5. Maximum number of students, which can be trained by the institution (अपेक्षित अधिकतम विद्यार्थी संख्या जिनको संस्थान प्रशिक्षण दे सकता है)  
.....**6**.....
6. Scope of employment in organized / unorganized sectors after training from the institution) संस्था से प्रशिक्षण के उपरांत संगठित असंगठित क/्षेत्रों में रोजगार की सम्भावना):(i).....  
.....**CHARTERED ACCOUNTANT**.....ii).....**TAX CONSULTANT**.....  
.....  
.....**ACCOUNTANT**.....
7. Other Specific Information (अन्य विशेष जानकारी)  
.....**ADDRESS - CHAMBER NO 5 GROUND FLOOR,**  
.....**GANGOTRI APARTMENT, GOLBAZAR, JABALPUR**.....

Consent is given to provide Field Project work to the students of St. Aloysius Collage (Autonomous), Jabalpur by the institution.  
संस्था द्वारा, संत अलॉयसियस महाविद्यालय जबलपुर, (स्वशासी) के विद्यार्थियों को प्रशिक्षण प्रदान करने की सहमति प्रदान की जाती है।

*Utsav*

Seal and Signature (सील एवं हस्ताक्षर)



Name of the Head of the Institution / Authorized Person  
(संस्था प्रमुख/अधिकृत व्यक्ति का नाम/)



### Field Project Feedback Form

#### परियोजना प्रतिपुष्टि प्रपत्र

To be filled by the head of the institution / authorized officer / guide of the concerned external organization (if any)

सम्बंधित बाह्य संस्था (यदि कोई हो) के संस्था प्रमुख / अधिकृत अधिकारी / मार्गदर्शक द्वारा भरा जाये

Name of trainee student (प्रशिक्षु विद्यार्थी का नाम):

.....SOMYA.....NEMA.....

Name of College (महाविद्यालय का नाम):

.....S.T. ALOYSIUS.....COLLEGE (AUTONOMOUS) JABALPUR

Class कक्षा : ..B.COM III<sup>rd</sup> YEAR.....

Section & Roll No. (वर्ग तथा अनुक्रमांक): .....

S.No स.क्र.	Base of Evaluation मूल्यांकन का आधार	Given Grade प्रदत्त श्रेणी (A/B/C) #	Remark टिप्पणी
1.	Student's regular attendance विद्यार्थी की नियमित उपस्थिति	A	
2.	Theoretical knowledge acquired by the student विद्यार्थी द्वारा प्राप्त सैद्धान्तिक ज्ञान	A	
3.	Skills and practical knowledge acquired by the student during the tenure कार्यावधि में विद्यार्थी द्वारा अर्जित कौशल, व्यवहारिक ज्ञान,	A	
4.	Student's interest and seriousness towards the work, कार्य के प्रति विद्यार्थी की रुचि गंभीरता,	A	
5.	Student's attitude and behavior during the learning period कार्यावधि में विद्यार्थी का सीखने के प्रति रवैया एवं व्यवहार	A	
6.	Co-ordination with colleagues and other members and ability to work in teams सहकर्मियों व अन्य सदस्यों के साथ सामंजस्यसमूह में कार्य करने की , छमता	A	
7.	Overall grade of the student विद्यार्थी की समग्र श्रेणी	A	

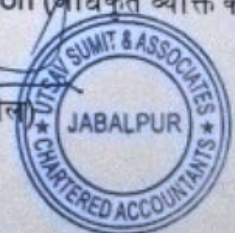
# Grade (श्रेणी) : A-> Excellent (उत्कृष्ट) ,B-> Good (अच्छा) C-> Normal (सामान्य)

Date (दिनांक): 13/01/24.....

Place (स्थान): JABALPUR.....

Name of Authorized Person (अधिकृत व्यक्ति के हस्ताक्षर)

Name and Seal (नाम तथा सील)





## Field Project Working Notebook

S.No. क्रमांक	Date (दिनांक)	Time from-to (समय से-तक)		Details of the work done (किये गए कार्य की जानकारी)	Signature of the student (छात्र के हस्ताक्षर)	Sign of related Authorities (संबंधित अधिकारियों के हस्ताक्षर)
1	6/01/24	10 am	6 pm	Understanding the work done in CA office Preparing questionnaire	<i>Jnerna</i>	<i>Utk. dy</i>
2	8/01/24	10 am	6 pm	Analysing processing of Tax filing, Tax computation	<i>Jnerna</i>	<i>Utk. dy</i>
3	9/01/24	10 am	5 pm	Technology Assessment, Observation of Physical Environment.	<i>Jnerna</i>	<i>Utk. dy</i>
4	10/01/24	10 am	5 pm	Understanding process of accounting and auditing.	<i>Jnerna</i>	<i>Utk. dy</i>
5	11/01/24	10 am	6 pm	Analyzing process of GST compliance, Equity Research and Financial Consulting.	<i>Jnerna</i>	<i>Utk. dy</i>
6	12/01/24	10 am	6 pm	Viewing Sample document - GSTRs, ITRs.	<i>Jnerna</i>	<i>Utk. dy</i>
7	13/01/24	10 am	6 pm	Tax Planning process, Consultation in company law and Tax matters.	<i>Jnerna</i>	<i>Utk. dy</i>
8						

Total Hours worked - 60 Hours.



## Declaration of Student's Original Work

### विद्यार्थी की मौलिकता का घोषणा पत्र

I .....SOMYA.....NEMA..... hereby declare that this Field Project report is based on the original work done by me, in which published and unpublished material has been used after due approval. I also declare that the submitted report has not been submitted for any other degree / course in the past / present.

मैं .....SOMYA NEMA..... एतद द्वारा घोषणा करती / करता हूँ कि यह परियोजना रिपोर्ट मेरे द्वारा किये गए मूल कार्य पर आधारित है, जिसमे प्रकाशित एवं अप्रकाशित सामग्री का प्रयोग विधिवत स्वीकृति के उपरान्त किया गया है। मैं यह भी घोषणा करती / करता हूँ कि प्रस्तुत रिपोर्ट किसी अन्य डिग्री / पाठ्यक्रम हेतु पूर्व / वर्तमान में प्रस्तुत नहीं किया गया है।

Name of student/ Students (छात्र / छात्रा का नाम) : SOMYA NEMA  
Class (कक्षा) : BCOM III YEAR (TAX)  
Roll Number (अनुक्रमांक) : 48892 (ADM.No)  
Signature with date (हस्ताक्षर दिनांक सहित) : nema



**Approval letter by guide / Supervisor**  
(निर्देशक का अनुमोदन पत्र)

I DR. KUDSHIYA RAZA..... hereby certify that the above mentioned report is the actual report of the student's project work done under my supervision. It has been submitted to St. Aloysius College (Autonomous), Jabalpur after my approval.

मैं DR. KUDSHIYA RAZA..... एतद द्वारा प्रमाणित करती / करता हूँ कि उपरोक्त वर्णित रिपोर्ट विद्यार्थी द्वारा मेरे निर्देशन में किये गए परियोजना कार्य रिपोर्ट की वास्तविक रिपोर्ट है। यह संत अलॉयासियस महाविद्यालय (स्वशासी), जबलपुर में मेरे अनुमोदन के पश्चात प्रस्तुत की गयी है।

Date. 09/02/24..

Place. JABALPUR..

Signature

Name.....

Dr. K. Raza



## Work Completion Certificate

(After the completion of the work, attach the given certificate on the letter head of the external institution here)

.....UTSAV SUMIT & ASSOCIATES.....

Name of organization and logo

This is to Certify that (name) ...SOMYA NEMA.....  
Class B.COM III<sup>RD</sup> (TAX) of St. Aloysius College (Autonomous), Jabalpur, has  
completed his/ her Field Project work by being present in this institution from  
.....6/01/2024 to 13/01/2024..... and has worked/ trained in the field  
of TAXATION.....

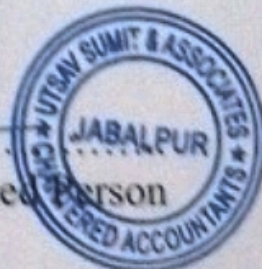
(Name) .....SOMYA NEMA..... is extremely  
hardworking, dedicated and result-oriented. He / she did good / excellent work  
during his/ her tenure in the organization. We wish him/her a golden future.

With best wishes

Date: 13/01/24.....

Place: JABALPUR.....

Utsav  
Signature of the Authorized Person



.....  
Name and Seal



## Acknowledgement

I.....SOMYA.....NEMA..... of class. B.COM. III<sup>rd</sup> YR. (TAX)  
St. Aloysius' College (Autonomous), Jabalpur would like to express my  
gratitude towards our Principal Rev. Dr. G. Vazhan Arasu for giving me this  
great opportunity to do this Field Project Work.

I would like to express my gratitude to my guide teacher DR. KHUSHIYA RAZA  
Department of .....COMMERCE..... for his / her constant  
guidance, advice, encouragement & every possible help in the completion of  
this work.

The field project opportunity I had with [Name of the Company]  
.....UTSAY SUMIT & ASSOCIATES..... was a great  
chance for learning and professional development. I express my deepest  
gratitude and special thanks to the [name of authorized person]  
.....UTSAY.....AGRAWAL.....who  
in spite of being extraordinarily busy with her/his duties, took time to listen to  
my queries, to guide me on the correct path and allowed me to carry out my  
field project at their esteemed organization.

I am extremely grateful to all my teachers and friends who helped me in the  
successful completion of this field project work.

With great pleasure, I would also like to extend my sincere gratitude and  
thanks to my parents for their support.

I am grateful to everyone who supported me or guided me directly or  
indirectly.

Signature *Somya*

Name of the student : SOMYA NEMA

.....



## INTRODUCTION AND SCOPE OF THE PROJECT WORK.

The broad area of the project work is Taxation in a CA office. It encompasses the topics of Tax planning, Tax computation, Tax Filing, etc and includes Technology Assessment, Physical Observation and Responses from questionnaire.

Taxation has been the primary source of revenue for states across the world for centuries and India is no exception to this.

Helping the government fulfill its development goals is the main importance of taxes.

There are 2 types of taxes - DIRECT TAXES levied on individuals or organizations and include Income tax, wealth tax, capital gains tax, perquisite tax, etc. INDIRECT TAXES collected indirectly, charged on making or purchasing goods and services.

The importance of taxes can be witnessed in the plethora of ways in which their regulation affects the ebb and flow of economic activity.



## SCHEME / STRUCTURE OF PROJECT WORK

Outline of proposed work.

PROJECT NAME Taxation Field Survey in a CA's office.

PROJECT SUMMARY Thorough understanding of work done in a CA office.

OBJECTIVES. SCOPE OF WORK

① Understanding general information related to a CA office.

② Understanding workflow/processes of Tax computation, Planning, GST compliances, Tax filing, Accounting & Auditing

③ Analysing sample documents and Physical

④ Examination of Office.

⑤ Technology Assessment.

OBJECTIVES SCOPE OF WORK

- Knowledge of processes/workflow in CA office.

- Research into documents and Technology used in CA office.

PROJECT

TIMELINE

Estimated duration - 7 days (60 hours)

First Progress Report. - 2 days (completion)

Second Progress Report - 2 days

Third Progress Report - 2 days

Final Progress Report.

KEY

DELIVERABLES

- Analysis of Information collected



विकास अर्थशास्त्र  
**MOTILAL OSWAL**  
Accountant Services

**UTSAV AGRAWAL**  
CHARTERED ACCOUNTANT - 99



## DIVISION OF THE STUDENTS FOR PROJECT WORK.

2 students went for the field project and ~~the~~ since research could be done simultaneously. Thus, there was no such need for division.

## DETAILS OF THE CONCERNED WORKPLACE / INSTITUTION

Name of the Institution - Utsav Sumit and Associates

Nature of Institute - Private company Incorporated

Status - Active

Directors - Agrawal Utsav Kumar Agrawal  
Sumit Santoshi Agrawal

Classification - Non-government company.

Co details - CIN - 016514C.

Reg No. Address - Chamber No 5 ground floor  
Gangotri Apartment Near HDFC Bank Jhal Bazar,  
Jabalpur 482002.

Also known as M/S Utsav Sumit and Associates.



## PURPOSE AND RELEVANCE

### PROJECT GOALS :

- 1) Understanding of the workflow/Process in the CA office. which includes
  - Process of Tax Planning
  - Process of Tax Filing
  - Process of Tax Computation.
  - Process of Accounting and Auditing
  - Process of GST Compliance.
- 2) Technology Assessment which includes
  - Softwares used often
  - Websites used often.
  - Books referenced
- 3) General Information of CA office (data collection using questionnaire) includes
  - How do CA's seek clients?
  - Physical examination.
  - What are the other services provided? (other than taxation).
- 4) Analyzing Sample Documentation including
  - Income Tax Returns
  - Goods and Services Tax Returns, Registration forms.



- 5) Understanding of Equity Research, Financial Consulting, Consultation in company law and Taxation.

These goals are SMART. i.e. ~~Smart~~ Specific, measurable, ~~S~~ Specific Realisation, Reliable, Time-bound.

1. Understanding Process — ~~Tax Planning~~ ~~with~~
  - Specific — Related to Taxation, Auditing and Accounting
  - Measurable — ~~Tax~~ Concepts of Tax Planning, Computation, Filing etc
  - Actually Relevant — It relates to the area of project work i.e. tax.
  - Time-bound — 2 days
2. Technology Assessment and Physical Environment.
  - Specific — Softwares of accounting, taxation.
  - Measurable — Number of softwares
  - Actually Relevant — Softwares used for tax purposes, used in real life
  - Time-bound — 1 day
3. General Information about CA office (Information collected)
  - Specific — Related to a CA's office, functioning.
  - Measurable — Number of questions to be asked
  - Actually Relevant — useful for building a career as Chartered Accountant
  - Time-bound — 1 day



#### 4. Analyzing Sample Documentation

Specific - GSTRs, ITRs, Audit Reports,

Measurable - Number of forms analyzed.

Actually Relevant - Forms are very crucial & in filing process, to avoid any legal consequences

Time-bound - 1 day.

#### 5. Understanding concepts of Equity Research, Financial consulting, & Consultation in Company law and Taxation matters.

Specific - ~~For~~ Specific topics.

Measurable - ~~Number~~ Number of Services learnt.

Actually Relevant - Very useful in practical life.

Time Bound - 2 days.



## PROJECT METHODOLOGY (Work Flow).

The flowchart on the left shows the Project workflow.

- Step 1) Define Project Goals.
- Step 2) Creating questionnaire.
- Step 3) Contacting CA office and scheduling survey.
- Step 4) Obtaining permission and visiting the CA office.
- Step 5) Understanding workflow and processes.
- Step 6) Recording responses from questionnaire.
- Step 7) Observing physical environment.
- Step 8) Learning Tax Planning, Computation and Filing.
- Step 9) Understanding GST Compliance, Accounting, and Auditing.
- Step 10) Technology Assessment
- Step 11) Seeing sample documents
- Step 12) Analysing concept of Equity Research
- Step 13) Concepts of Financial Consulting, Tax law Consultation, Company law Consultation.
- Step 14) Preparing Survey Report.
- Step 15) Share survey findings
- Step 16) Feedback and validation.
- Step 17) Field survey completion



Title..... Page No.....

## DETAILS OF INFORMATION COLLECTION/ FIELD SURVEY.

The information <sup>collection</sup> ~~is~~ ~~was~~ ~~is~~ conducted through questionnaires, checklists, visits to CA office, sample forms, etc.

CHECKLIST -  Technology Assessment

Physical Examination

Analyzing workflow/Processes of Tax Planning

Prepare questionnaire and record responses.

### QUESTIONNAIRE -

1) How do you seek clients?

2) What services do you offer?

3) What softwares, websites and books do you use?

4) How do you stay up to date on information?

5) What would you do if notice is received on behalf of client?



## LITERATURE REVIEW

Previous work, Technical Aspects, literature

- Bartleford and Securin (2001) provide a careful and thorough review of empirical tax research in accounting in the prior Journal of Accounting and Economics review volume.
  - An analysis of Indian Tax Structure was written by Anjali Tyagi (2021)
  - Technological Advancements in accounting / Taxation  
This includes integration of accounting and tax softwares.  
Use of cloud-based solutions in CA offices.
- = A
- A research titled 'Accounting services quality: a systematic literature review and biometric analysis, by (January 2021).
  - Article 'What Technology is doing to modernize CA and CS firms' by Sageinfotech.



## PROGRESS OF WORK

work done -

- 1) ~~Questionnaire's responses~~ # General Information of a CA's office

what would you do if receiving notice on behalf of client?

Step 1) Receipt of notice 2) understanding

3) gathering Information

4) Analysis of Information. 5) Communicating authorities

6) Preparing Response 7) Submitting Response

8) Representation in meetings 9) legal assistance 10) Record response

- 2) Analysing process of Tax filing, computation,

- 3) Technology Assessment, Observation of Physical Environment.

- 4) understanding process of accounting, auditing.



## DETAILS OF WORK COMPLETED BY THE STUDENT.

- 1) General Information gathered.
- 2) Analyzed process of Tax filing and tax computation. ~~and~~
- 3) Technology Assessment, Observation of physical environment.
- 4) Understanding the process of accounting and auditing.
- 5) Analyzing process of GST compliance, Equity Research and Financial Consulting.
- 6) Viewing sample ITRs, GSTRs.
- 7) Tax planning process understood, Analyzed consultation in company law and Taxation matters.



## ANALYSIS OF INFORMATION/DATA

### Process of GST Compliance (Registration)

Steps to fill part A -

- 1) Go to GST portal. Click on Services. Then, click on the 'Registration' tab and thereafter select 'New Registration'.
- 2) Enter details - In the drop-down 'I am a' - select taxpayer. Select State & District from drop-down. Enter Name and PAN of business. You will receive OTPs.
- 3) Enter OTPs, click continue.
- 4) 15-digit Temporary Reference Number. Part B filled within 15 days.
- 5) Go to GST portal. Select 'New Registration' tab.
- 6) Select TRN, ~~or~~ Enter TRN, captcha, then proceed.
- 7) OTP, then Proceed. Status of application shown in drafts. Click on Edit.

### Part - B.

10 sections, fill all details with documents. (Photography, Constitution, Proof of place, Bank account details, Verification and address authentication.

Business details section, Promoters/Partners, Authorised Signatory, Authorised Representative, Principal Place of business, Additional Places of business, Goods and Services, State Specific Information, Address authentication, Verification table are to be filled.

A message is displayed and Application Reference Number (ARN) is sent to registered email and mobile.



## TECHNIQUES OF ANALYSIS / APPLIED TECHNIQUES.

- Flowcharts were used for understanding the process of auditing, accounting
- ITRs were studied using flow diagrams consisting branches.
- GSTRs were studied using classification diagrams.
- ~~the~~ Bullet lists and steps were sequenced number-wise to understand the process.



## CHALLENGES IN THIS PROJECT WORK

Challenges and Bottlenecks leading to un-expected results during the project work.

- Valuable Time of a Chartered Accountant, less time to tutor
- Confidential Information of clients, so sample ITRs, GSTRs, and financial statements were hard to find.
- Softwares were hard to find use, especially as they need to be purchased.

### Solutions

- Using online resources to research and understand the processes.
- Demo videos were referenced of Computax, Venus, Tally Prime, Genius — to gain understanding into the working.



Field Project

FINAL      REPORT



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## INTRODUCTION AND SCOPE OF PROJECT WORK.

This field survey in a Chartered Accountant's office is done to understand better the practical application of the ~~the~~ Income Tax law, in particular and an understanding of the work done in a Chartered Accountant's office, in general.

Taxation is simply an imposition of compulsory levies on individuals or entities by governments. From income tax to goods and services tax (GST), taxation applies to all levels.

### Need for Taxation.

- Taxes are used by government for variety of purposes— Funding of public infrastructure, Development and welfare projects, Defense expenditure, Scientific research, Public insurance, Salaries of state and government employees, Public transportation, Unemployment Benefits, Pension schemes, Law enforcement, Public health, Public utilities such as water, energy and waste management systems etc.

### Types of Taxation

**DIRECT TAXES** — directly paid to governments, burden is not shifted to another person and is progressive

**INDIRECT TAXES** — Indirectly paid to government, burden is shifted to another person and is regressive.



## LITERATURE REVIEW

### Previous works related to this project -

- Result of Survey of CA firm Practice - this study has been conducted by Practice Guru dated 19<sup>th</sup> March, 2021. ~~Free~~ This Survey received more than 550 responses regarding diversity of questions and supports many pie charts.
- An analysis of Indian Tax Structure was written by Anjali Tyagi (2021)

### ~~Technical aspects related to this project -~~

- A research titled 'Accounting services quality: a systematic literature review and biometric analysis (January 2021) .

### ~~Literature related to this project -~~

- Article 'What Technology is doing to modernize CA and CS firms' by Jagurfo Tech.



## PROJECT WORK PLAN, RELEVANCE AND TARGET RETURN

### Project work Plan -

S. No.	START	END	WORK DONE
1.			<p>⇒ PREPARING QUESTIONNAIRE</p> <ul style="list-style-type: none"> <li>- What work takes place in CA's office.</li> <li>- How do you seek clients?</li> <li>- What Softwares, Books and websites are used in a CA office</li> <li>- How do CAs stay informed about latest changes in laws e</li> </ul>
2.			CONTACT CHARTERED ACCOUNTANTS AND RECORD RESPONSES.
3.			<p>LEARN PROCEDURE OF TAX PLANNING AND TAX COMPUTATION</p> <ul style="list-style-type: none"> <li>- Using Computax Software</li> </ul>
4.			<p>ANALYSE THE RESPONSE OF THE QUESTIONNAIRE and apply statistical analysis tool quantitative data.</p>
5.			<p>LEARN TAX PLUNG AND ANALYZE DOCUMENTATION, PHYSICAL ENVIRONMENT &amp; TECHNOLOGY</p>



## RELEVANCE OF PROJECT WORK.

Taxation training can provide numerous benefits to individuals and organizations —

### 1) Compliance with tax laws

Taxation training helps individuals and organizations understand and comply with complex tax laws and regulations in their jurisdiction.

### 2) Avoidance of penalties

Individuals and organisations both can avoid costly penalties for non-compliance if they have tax knowledge.

### 3) Better Tax Planning

Taxation knowledge can provide individuals with ~~know~~ tools to plan their finances and minimize tax liabilities

### 4) Increased job opportunities.

This field survey enquires into the procedures of a CA office — it enables us to learn them and opens job opportunities in the future. For example, learning software of CompuTax etc. opened a vast array of jobs opportunities.

### 5) Enhanced credibility.

~~Its~~ Acquiring this taxation knowledge and procedures will create a deep understanding of taxation, and which is often seen to create a credible and trustworthy image in front of clients, investors etc.







## DETAILS OF WORKPLACE/ INSTITUTION

Name of the Institute - Utsav Sumit & Associates

Nature of Asso Institutions - Private.

Name of area of expertise of the Institute in which work is done -

Taxation, Auditing, ~~And~~ Accounting, Equity Research, and Financial Consulting.

No. of persons holding various posts/working under the Institute

7

Scope of employment after training from this institute -

- (i) Accountant
- (ii) Tax consultant
- (iii) Chartered Accountant

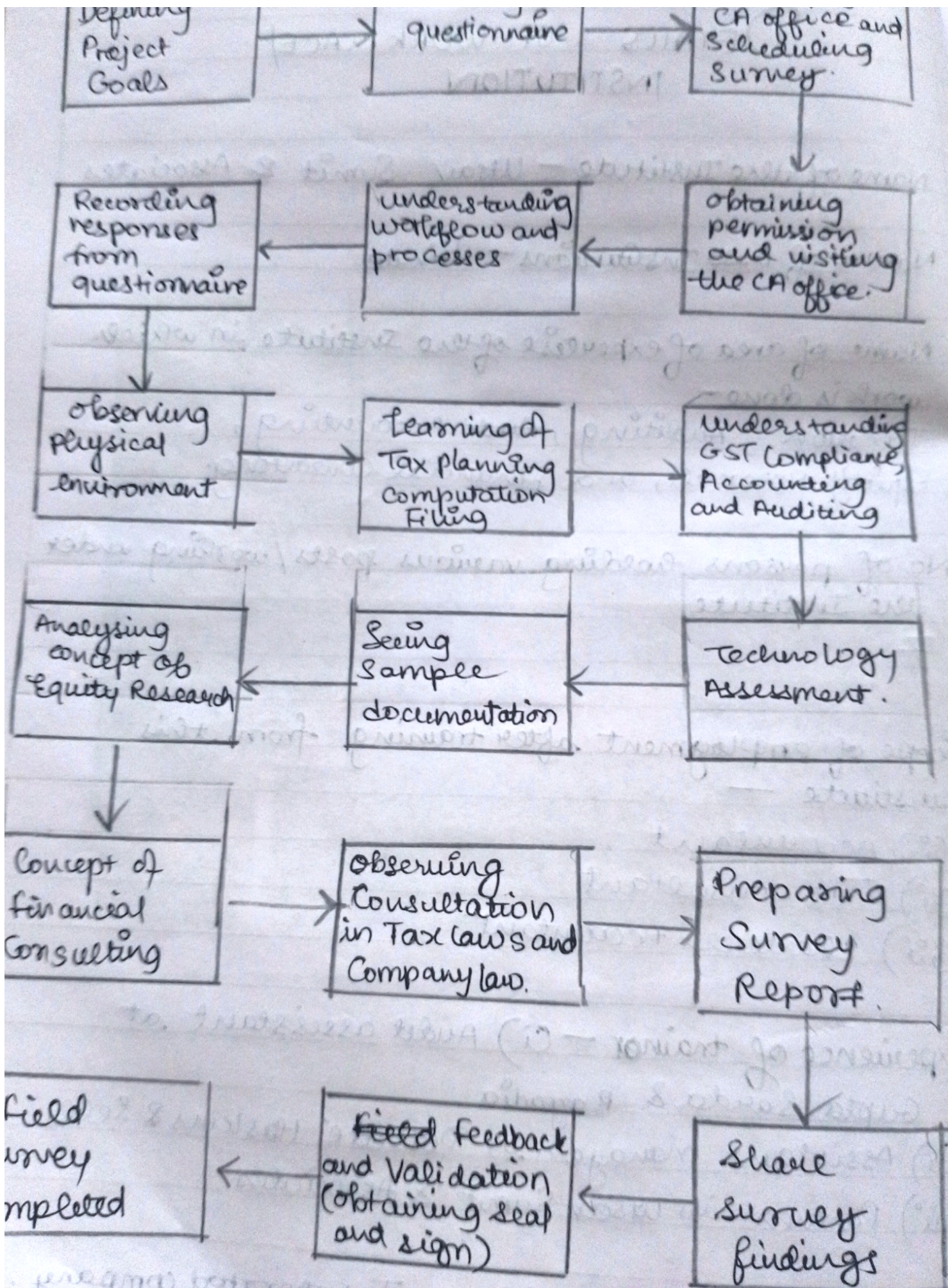
Experience of trainer - (i) Audit assistant at Gupta Sarda & Bagadia.

(ii) Assistant Manager in Deloitte Haskins & Sells.

(iii) Partner in Utsav Sumit & Associates.

Description of Company - Private Incorporated company.  
Registered at Reg RoC - Tamil Nadu &







## PROJECT WORK FLOW.

The project work flow has been depicted on the flowchart to the left.

All files P<sub>1</sub>, P<sub>2</sub>, P<sub>3</sub> have been prepared after certain ~~periods~~ intervals of time.

Thus, to summarize, the steps are -

- 1) Creating a questionnaire and Defining Project goals.
- 2) Contacting a Chartered Account and request for tutoring on his work.
- 3) ~~A~~ ~~giving~~ the questionnaire for response
- 4) ~~Attending~~ ~~lect~~ Understanding Tax Planning and Tax Computation.
- 5) Recording the response of CA. Completing P<sub>1</sub>.
- 6) Learning to use softwares of Computax and Genius
- 7) ~~to~~ Understanding Tax Filing and different Forms. P<sub>2</sub>
- 8) Analysing the questionnaire answers and the procedures learnt. Completing P<sub>3</sub> ~~or~~ ~~and~~ ~~P<sub>4</sub>~~
- 9) Obtaining Seal & Sign
- 10) ~~Preparing~~ ~~the~~ ~~final~~ ~~report~~.
- 10) Preparing Survey Report.
- 11) Sharing survey findings
- 12) Field Survey completed.



ANALYSIS OF PROCESS,  
WORKFLOW, TECHNOLOGY,  
SAMPLE FINANCIAL REPORTS, AUDIT  
PLANS, COMPLIANCE RECORDS,  
PHYSICAL ENVIRONMENT



## I N D E X

Sr. No.	Experiment Description	Experiment Date	Submission Date	Remark / Signature
1.	General Information of a CA office.			
	- Laws & Physical examination			
	- Softwares & websites & Books Referenced			
	- How CAs seek clients?			
	- How CAs stay informed?			
	- Work done in CA office. (Taxation specifically).			
2.	Understanding Process of			
	- Tax Planning			
	- Tax Filing (ITRs)			
	- Tax computation			
	- GST compliance (GSTRs)			
3.	Technology Assessment			
	- Auditing			
	- Accounting			
3.	Technology Assessment (already done in 2)			
4.	Analysing sample documents.			



## HOW TO SAVE TAXES WITH THE HELP OF TAX PLANNING

### 1) Invest in tax saving instruments

The following sections under the Income tax Act offer tax deductions and exemptions to reduce tax liabilities

#### Section 80C

Investing into very common and popular investment options like LIC, PPF, Sukanya Samridhi Account, Mutual Funds, FD, child tuition fee, ULIP etc.

#### Section 80CCC

Investment in Pension funds.

#### Section 80CCD (1) [with 80C & 80CCC - 150,000]

Atal Pension Yojana and National Pension Scheme Contribution.

Section 80CCD (2) [Amt contributed or 14% of BS+DA or 10% of BS+DA]  
National Pension Scheme contribution by employer

#### Section 80D [upto ₹1,00,000]

Medical Insurance Premium, preventive health checkup and medical expenditure

#### Section 80DD [Normal ₹75,000, above 80% ₹1,25,000/-]

~~max~~ medical treatment of a dependent with disability



Section DDB [Senior citizens ₹1,00,000, others ₹ upto ₹40,000]  
Medical expenditure for treatment of Specified Diseases

Section 80 E [No limit upto 8 A.Y.]  
Interest paid on loan taken for Higher Education.

Section 80 EE [upto ₹50,000 subject to conditions]  
Interest paid on Housing loan.

Section 80 EEA [upto ₹150,000/- subject to some conditions]  
Interest paid on Housing loan.

Section 80 EEB [upto ₹150,000 subject to conditions]  
Interest paid on Electric vehicle loan.

Section 80 G [100% or 50% of donated amt or Qualifying limit]  
Donation to specified funds / instns institutions  
[Cash & allowed donation ₹2000]

Section 80 GG [₹5000 pm 25% of adj total income, Rent paid - 10% of ATI]  
Income Tax Deduction for House Rent paid. lower.

Section 80 GGA [100% of amt donated, in cash upto ₹10,000]  
Donation to Scientific Research & Rural Development.

Section 80 GGB [100% of amt contributed] [no dedn for cash contribution]  
Contribution to Political Parties.



Section 80GGC [100% of amt] [no Dedn contribution in cash]  
Individuals on contribution to Political parties.

Section 80RRB [₹300,000 or Specified Income- whichever lower]  
Royalty on Patents.

Section 80QQB [₹300,000 or Specified Income- whichever lower]  
Royalty Income of Authors

Section 80TTA [upto ₹10,000/-]  
Interest earned on Savings Accounts

Section 80TTB [upto ₹50,000].  
~~Interest earned~~ Interest Income earned on deposits

Section 80U [Normal ₹75,000, severe disability ₹1,25,000]  
Disabled Individuals

- 2) claim deductions for expenses.
- 3) Opt for tax exempt allowances.
- 4) Split income with family members.
- 5) Consider tax implications before making investments
- 6) Use online tax calculators.



## TAX FILING AND COMPLIANCE IN THE OFFICE.

GENIUS is the best tax return filing software among tax professionals in India which is filing returns ~~among~~ since assessment year 2001-02.

The software provides unlimited ~~res~~ client return filing of income tax, TDS, AIR/SFT, etc. with its up to date taxation procedure.

The 'Genius' has the total of 6 modules including GEN BAL (Balance Sheet), GEN IT (Income Tax), GEN CMA, GEN FORM MANAGER, GEN TDS (Tax deducted at Source) and AIR/SFT.

Genius Tax return software offers multiple features like Backup, Restore, Password Settings, which makes it an overall tax filing software among the category of best taxation software in India.

The software is capable of income and TDS e-payment right from the software without having actually visited the income-tax department website.

The genius tax software includes tax return filing of income tax, e-TDS, Bal, Form Manager which includes all the ~~return~~ related Company Law drafts. with the facility to create new forms.

This tax return software also offers various tax audit forms namely 3CA, 3CB, 3CD, 10A, 10B & more



## USING GENIUS SOFTWARE

### FOR TAX COMPUTATION

- 1) Install the Genius Income Tax Return Filing Software
- 2) Go to Income Tax → Computation Option as shown in the screenshot below
- 3) After that select the client and the assessment year to enter the details.
- 4) Fill the details of Income, losses, deductions etc as applicable
- 5) Now click on Computation tab to view the computation
- 6) One can take the print preview of computation by clicking print preview tab.

### FOR DEDUCTIONS DETAILS

- 1) Income Tax → Computation Option, select client & A.Y.
- 2) Go to Deductions tab to fill Chapter VI-A dedn
- 3) Fill deductions as applicable.



# Genius



## What's New

Client Manager

Balance Sheet / 3CD

Income Tax

CMA/EMI

Forms Manager

TDS

Service Tax

GST Billing

Billing(Old)

Wealth Tax

Authority Letter

A/R / SFT

FBT

Bulk SMS

Bulk Email

Other Utilities

Help

## Computation

Challan Print

Reports

XML/JSON Import

Summarized Details (New)

Due Date Master

Advance Tax Estimation AY  
2022-23

Form 49A / 49AA

PAN Correction Form

Quick View ITR-V

Quick View  
Intimation

CPC Intimation  
Register

Search ITR Ack. No.

Bulk Contact Details Verification @  
ITD Portal

Bulk PAN - Aadhaar Link @ ITD  
Portal

Bulk ITR  
Status Activity/Proceedings

Direct Tax Vivad Se Vishwas

## More Services

(Product Activation, Other Product related Services, Please  
More About SAG here)

Press 'F1' for Menu Options

Quit







**Selected XML Files**

Sr. No. / File Name

**Disclaimer:**

This is the beta version of utility and has been given for testing purpose. If there is any error or discrepancies found in imported data then please mail to us on info@saginofotech.com with XML/JSON file and your contact number. We will find out the error and then will rectify the error. The error rectification may take some time. we will try to resolve the same as soon as possible and will intimate you

This version may include technical or other mistakes, inaccuracies or errors and assumes no responsibilities or liabilities of any errors or inaccuracies or losses or damages caused due to that.

Continue >>

Format for

Leading Character

Has separator

Auto Generated Sr. No.

First Character of First Name

Yes

Search in Folder

Open XML File

JSON Import

Ignore Duplicate PAN

Exit

Assessment Year: 2021-22

Return / Order: Original

Remarks: XML/JSON Import

Buttons: Delete, Edit Details, New Order, Revise, Rectification

Salary	House Property	XML/JSON Import
Business	Capital Gain	
Other / Exempt / NSC / KVP		
Special Rate Provisions	DTAA	
Agriculture & Clubbing of Income		
Losses	Deductions	
Tax Details/ 26AS	AIS/ TIS	
Depreciation Chart		
Balance Sheet, P & L, Trading		
AMT U/s 115JC		
Modify Permanent Information		Form 10IE
Notes	SetUp	Sch-PTI
Bank Details	Credit Card	Form 29C
General Information (B/S, P&L)		Forms (Other than ITR)
Computation		Online Activities @ITD Portal
ITR-1/2/3/4 (As Applicable)	Return Form	eRI Login
Challan Print	e-Return Filing	Client Login

Tick if Return is Finalized, but Pending for Filing

*Import Master Data*

NAME OF EMPLOYER: \_\_\_\_\_ PAN:  TAN:

House No: \_\_\_\_\_ House Name: \_\_\_\_\_

Street: \_\_\_\_\_ Area: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Pin Code: \_\_\_\_\_

NATURE OF EMPLOYMENT: \_\_\_\_\_ SPECIFIED EMPLOYEE: N.

WHETHER PENSIONER: \_\_\_\_\_ METROPOLITAN CITY: N.

Nature of Employment for ITR Form: Unknown

Note: Please fill bifurcated details of Salary as per ITR Form requirement. 'Salary' excluding all exempt/non-exempt allowances, perquisites & profit in lieu of salary (which are to be shown separately in respective heads).

SALARY PERIOD (MONTHS): \_\_\_\_\_

BASIC SALARY	DEARNESS ALLOWANCE	% INCLUDED IN SALARY
BONUS	FEES AND COMMISSION	OVERTIME
COMMISSION FIXED PERCENTAGE OF TURNOVER		ADVANCE SALARY
PROFITS IN LIEU OF SALARY		ARREAR OF SALARY
KEYMAN INSURANCE PREMIUM		PENSION
PROFESSIONAL TAX		LEAVE ENCASHMENT
CONTRIBUTION MADE BY THE EMPLOYER TOWARDS PENSION SCHEME AS REFERRED U/S 80CCD		DURING SERVICE

ALLOWANCES PERQUISITES TERMINAL BENEFITS OTHER EXEMPT DETAILS OTHERS

Relief u/s 89(1): APREARS GRATUITY < 15 YRS GRATUITY >= 15 YRS COMPENSATION PENSION

Press 'F12' for Monthwise Entry

EXIT

*Income from Salary*



Home Bank System  Family Pension

Lottery Income

CENTRAL GOVT STATE GOVERNMENT EMPLOYEES WHO HAVE BEEN AWARDED 'JANAM VIBHAVANA' AND 'JANAM VIBHAVANA' FOR A SERVICE OF 25 YEARS OR MORE AWARDS

Dividend From Companies  Dividend From Units  Interest

Rental Income From Plots etc.  Depreciation  Interest (Example)

Income from stocks and investments (see FORM 10)  Dividends not includable up to 500  Profits chargeable to tax up to 500

Dividends

Interest on deposits not being term deposits (not including term deposits) or saving A/c with a bank, the cooperative bank and Post Office

Income of the nature referred to in section 80(1)(a) which is chargeable to tax

Dividends not includable up to 500  Profits chargeable to tax up to 500

Details of accumulated balance of Recognized Provident Fund (Section 111)

Particulars

Amount

Expenses

*Income from other sources*

Particulars of Income Exempt  Income not chargeable to tax as per DTAA

Particulars of Income Exempt

Income Exempt Under

Amount

Income not chargeable to tax as per DTAA

*Exempt Income*

Section 80C

Contribution To Pension Schemes Of Central Government

Section 80CCD  By Assessee  By Employer

Contribution to NPS up to 50000

Section 80CC  Not Applicable

Interest on Loan Taken For Higher Education

Section 80E

Interest on Loan Taken for Purchase of New Flat (Not Applicable)

Section 80G(5)(ii)

Deduction in respect of Aardh Fund

Section 80GG

(Interest Deduction)

Section 80GGA

Deduction Allowed in respect of Investment in Development

Section 80IA

Deduction in Certain Special Category States

Section 80J

(Power and Training)

Section 80J  Not Applicable

(Interest on Loan Taken For Purchase of New Property)

Section 80EE

(Interest on Loan Taken For Certain New Property)

Section 80EEA

Contribution To Pension Fund

Section 80CCC

Section 80D

(Medical Treatment)

Section 80DDB   Other

(On Relief Fund) - Qualifying Limit (Not Applicable)

Section 80G(100%)

(On Relief Fund) - Qualifying Limit (Applicable)

Section 80G(Other)

No. of Months (Rent)  12

(Contribution Given By Any Person To Political Parties)

Section 80GGC

(Interest on Loan Taken for Purchase of New Flat)

Section 80B

(Interest on Loan Taken for Purchase of New Flat)

Section 80E

Others

(Interest on Deposits in Savings Account)

Section 80TTA

(Interest on Deposits in Case of Senior Citizens)

Section 80TTB

(Interest on Loan Taken For Purchase of Electric Vehicle)

Section 80EEB



Let Out | Party Let Out Party Self Occupied

**Self Occupied**

Address: \_\_\_\_\_  
 Built-up Area (In Sqm): \_\_\_\_\_  
 Area of land appurtenant (In Sqm): \_\_\_\_\_  
 Interest before 01/04/1999: \_\_\_\_\_  
 Interest Paid for Repair, Renewal or Reconstruction of House Property: \_\_\_\_\_  
 Completion Date of Property: \_\_\_\_\_  
 Ownership Share: \_\_\_\_\_  
 Co-owner(s): \_\_\_\_\_

Unabsorbed loss received during the year which was allowed in Earlier Year: \_\_\_\_\_  
 Interest for the period prior to the previous year in which construction completed: \_\_\_\_\_  
 Proportionate as per Ownership Share  
 Construction is completed within two years from the end of the financial year in which capital was borrowed

Owner of the Property: (Select) \_\_\_\_\_ - Others, specify: \_\_\_\_\_

Income from House Property

**Agriculture Income**

Particulars	Gross Agricultural receipts (other than income to be excluded under rule 7A, 7B - Self Tax Deduct)	Expenditure incurred on agriculture	Unabsorbed agricultural loss of previous eight	Net Agricultural income

In case the net agricultural income for the year exceeds Rs.5 lakh, furnish the following details (Fill up details separately for each agricultural land)

Sr. No.	Name of land or tract specified and its location	ISO Code	Measurement of agricultural land in Hectare	Whether the agricultural land is owned or held on lease	Whether the agricultural land is irrigated or not

**Clubbing Income**

Name Of Person	PAN	Relation	Total Income

**Minor Income**

Name Of Minor	PAN	Date Of Birth	Relation	Total Income

Agriculture Income Screen.



**(For Interest Calculation w/o TMC)**

Installment wise Distribution of Dividend w/o TDS/DA & Capital Income	Auto Calculation of Proportional Tax on Proportional Income w/o TDS/DA & Installment wise Capital Gain Dividend & Capital Income	Refills	Fill Assessee
w/e 89	w/e 90	w/e 90A	w/e 91
0			

UTCN	Particulars	TDS Amount (Credit Allowed) in own hands	Amount (Income)	Date of Deduction	Total TDS Amount	TDS claimed in the hands of Assessee

Particulars:

Deductor:  #Address:

TAN:  #City:

#State:  #Pin:

TDS Amount (Credit Allowed):

Date on which Tax Deducted:

Financial Year in which Deducted:

Unique TDS Certificate No.:

# Fields Not Required from A.Y. 2011-12

Total TDS/TCS Amount (Credit Allowed) : 0

TDS/TCS, Advance Tax, Self Assessment Tax under Tax Details.

You can opt for 115 BAC, Check Computation, Print challan.

221.86

<p style="text-align: center;"><b>Verification</b></p> <p>Name: <input type="text"/></p> <p>Son of: <input type="text"/></p> <p>PAN: <input type="text"/> <input checked="" type="checkbox"/> PAN of the Assessee</p> <p>Capacity: <input type="text"/> Self</p> <p>Place (Common): <input type="text"/> <input checked="" type="checkbox"/> City of Communication Address</p>	<p style="text-align: center;"><b>Tax Return Preparer Details, if any</b></p> <p>Name of TRP (Select): <input type="text"/></p> <p>Amount: <input type="text"/></p> <p>Mobile No. 1: <input type="text"/> Country Code: <input type="text"/> 91 <input type="text"/> 700055535</p> <p>Mobile No. 2: <input type="text"/> (Specify) Country Code: <input type="text"/></p> <p>Group TDS/TCS Entries (Section, Name, TAN, Unique Cert No., Deducted Year Wise): <input type="text"/> No</p>
<p> <input type="radio"/> Acknowledgement &amp; Return Form  <input type="radio"/> Acknowledgement Only  <input checked="" type="radio"/> Return Form Only                 </p> <p> <input type="radio"/> Filled Form  <input type="radio"/> Blank Form                 </p>	
<p><input type="checkbox"/> Previous Year Return Filing Detail</p>	
<p style="text-align: center;"><b>Footer Setup</b></p> <p> <input type="checkbox"/> Print Footer    <input type="checkbox"/> Code No.    <input type="checkbox"/> Client Name    <input type="checkbox"/> Page No.  <input checked="" type="checkbox"/> Ass. Year    <input type="checkbox"/> Firm Name    <input type="checkbox"/> Firm Phone No.  <input type="checkbox"/> Firm Mob. No.    <input type="checkbox"/> Firm Details on First Page Only                 </p>	
<p>Form 10-IE Details (If opted for 115BAC) [Not required for ITR-1 &amp; ITR-2]</p> <p>Date of Filing: <input type="text"/> //    Ack No: <input type="text"/>    <input type="button" value="Pick from Login"/></p>	
<p> <input checked="" type="radio"/> ITR-1(SAHAJ)    <input type="radio"/> ITR-2    <input type="radio"/> ITR-3    <input type="radio"/> ITR-4(SUGAM)                 </p>	
<input type="button" value="On Line Processing"/> <input type="button" value="E-File"/> <input type="button" value="Preview"/>	



## ITRs

Income Tax return could be filed in 2 modes -

1. Offline : Download the applicable ITR, fill the form, save the generated JSON file and then upload it.
2. Online : Enter the relevant data directly online at e-filing portal and submit it.  
ITR 1 and ITR 4 can be filed online.

ITR is a form used to file information about your income and tax to Income Tax Department.

In CA office, ITRs are filed through these steps -

1. Data Collection
2. Verification of Documents
3. Calculating Income.
4. Tax Computation.
5. Preparing ITR form.
6. Review the filled ITR form.
7. Digital Signature or E-Verification.
8. Submission
9. monitoring status of the filed ITR or notice by Income tax dept.
10. Maintain copy of ITR and supporting documents.

Types of ITR forms are depicted on the left.



which ITR to file for FY 2022-23. (AY 23-24)

### ITR-1

Resident individuals having income  $\leq 50$  lakhs from:

- Salary / Pension.
- One House Property
- Other Sources

### ITR-3

Income from:

- Every income from ITR-2
- Business / Profession.
- Crypto/income (if reported as Business Income)
- As a partner in a firm

### ITR-5

Applicable to:

- o Firms
- o LLPs
- o AOPs
- o BOIs.

### ITR-7

Person/companies under

- Section 139(4A)
- Section 139(4B)
- Section 139(4C)
- Section 139(4D)

### ITR-2

Income from -

- o Every Income from ITR-1
- o Capital gains.
- o more than one house prop
- o Foreign income / foreign AS
- o Crypto income (if reported as capital gains).
- o Holding directorship in company.
- o Holding unlisted equity

### ITR-4

Resident individuals and having total income  $\leq 2$  lakhs

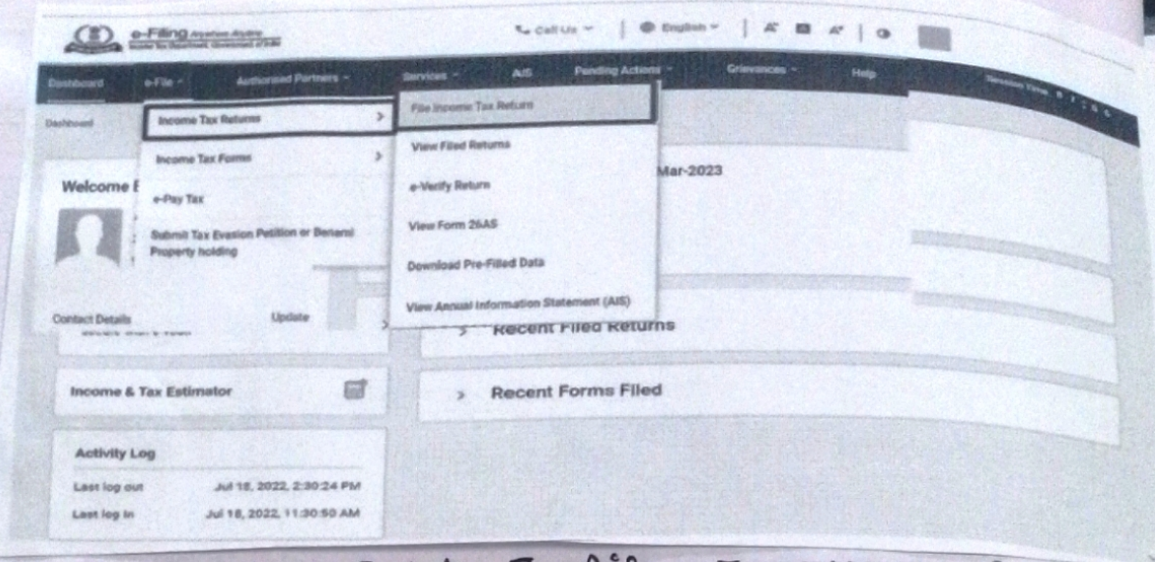
Every income from ITR-1

- o Salary / Pension
- o One House Property
- o Other Sources
- o Presumptive Income

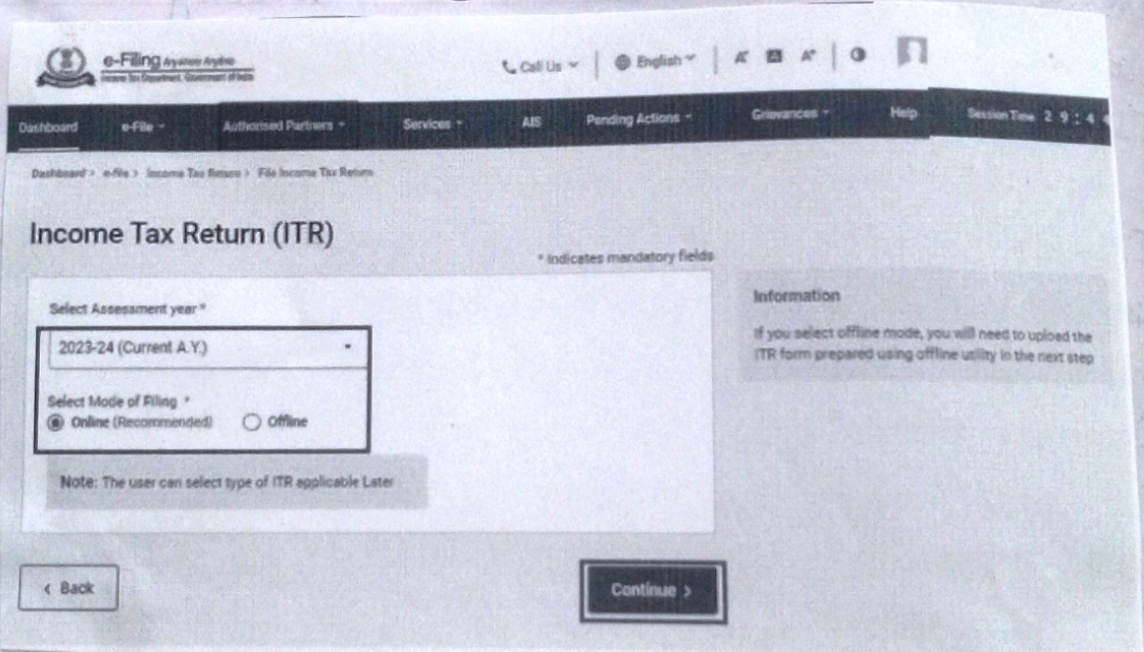
### ITR-6

Companies not claiming exemption under section 80C

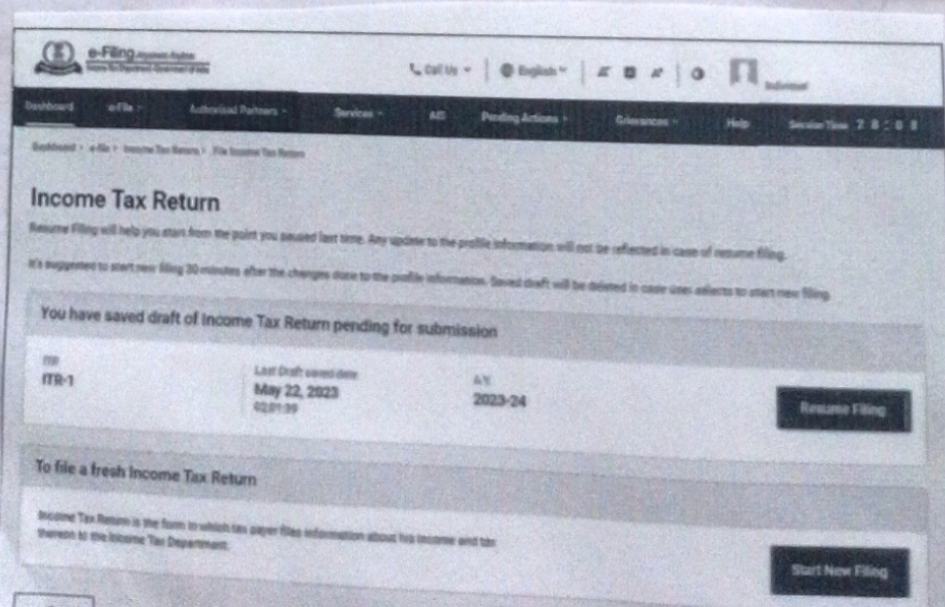




On Dashboard click e-file > Income Tax Returns > File Income Tax.



Select AY 23-24, mode of filing online and click continue.





## Benefits of CA assisted ITR filing.

- 1) No deduction/exemption gets missed
- 2) Less Time consuming and easier for client
- 3) Focus could be given to job/business
- 4) Better compliance, avoiding penalty, fines etc.
- 5) Adhering to Deadlines
- 6) Accuracy, as CAs are expert at filing ITRs.
- 7) No need to follow up.

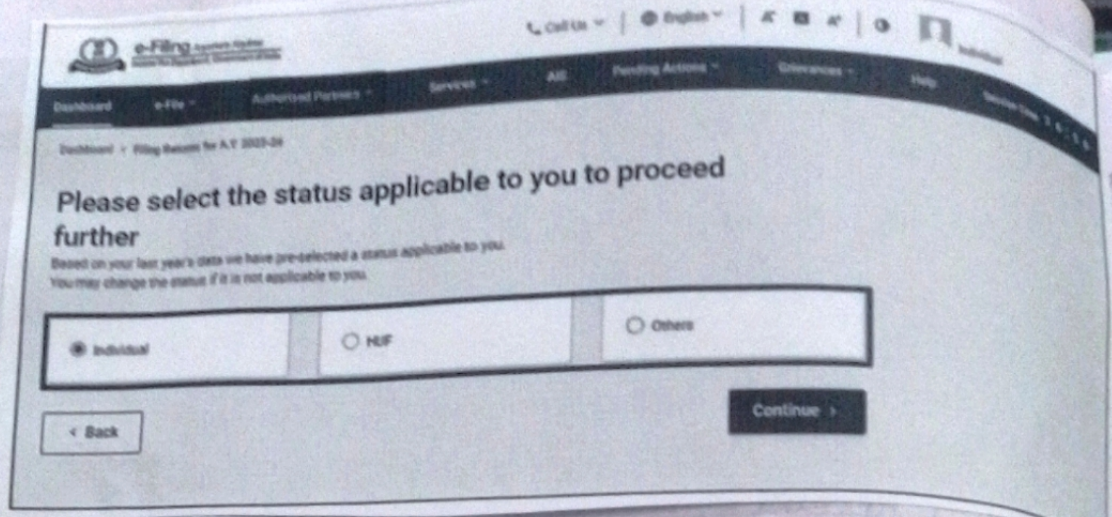
## When should one file taxes on their own?

- 1) If no deductions are to be claimed.
- 2) When one has a single income source.
- 3) No change in financial situation.
- 4) If one has good financial proficiency

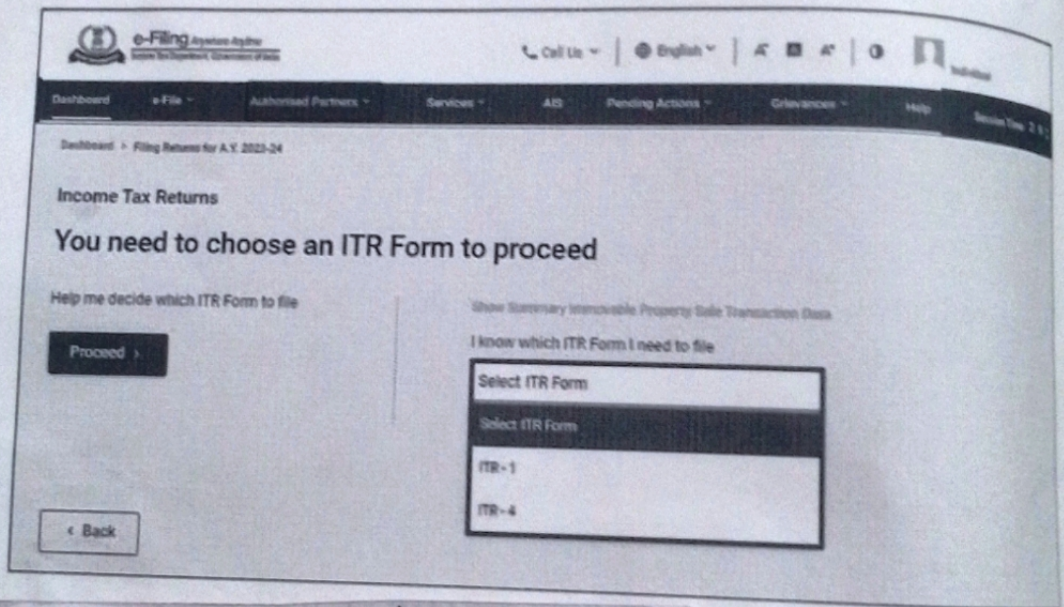
## PROCESS OF FILING ITR-1.

- 1) Visit the Income Tax e-filing portal.
- 2) Register or login to your account.
- 3) On dashboard, click on e-file > Income Tax Returns > File Income Tax Return.
- 4) In case you have already filed Income Tax Return and pending submission, click Resume Filing. If discarding return and start afresh, click Start New Filing.
- 5) Select status and continue to proceed.
- 6) 2 options are available to select type of ITR -
  - If you know which ITR to file, ITR form.
  - If not sure which ITR to file, click Help me

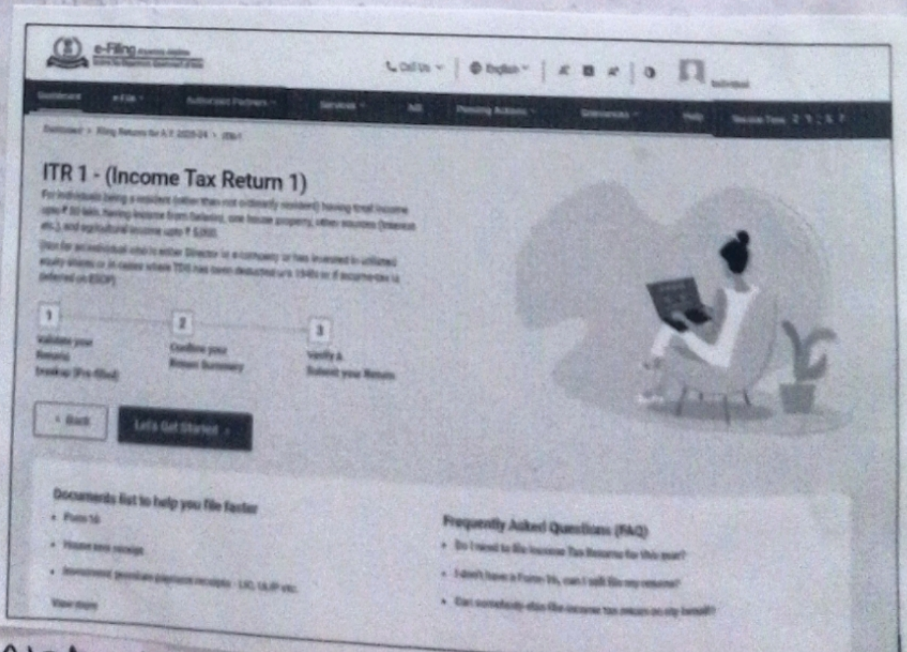




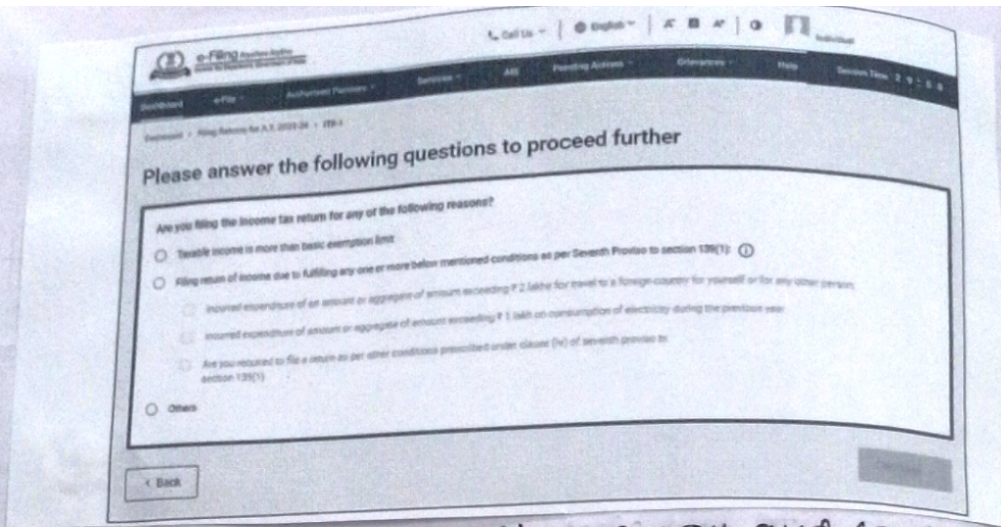
Select Status and continue



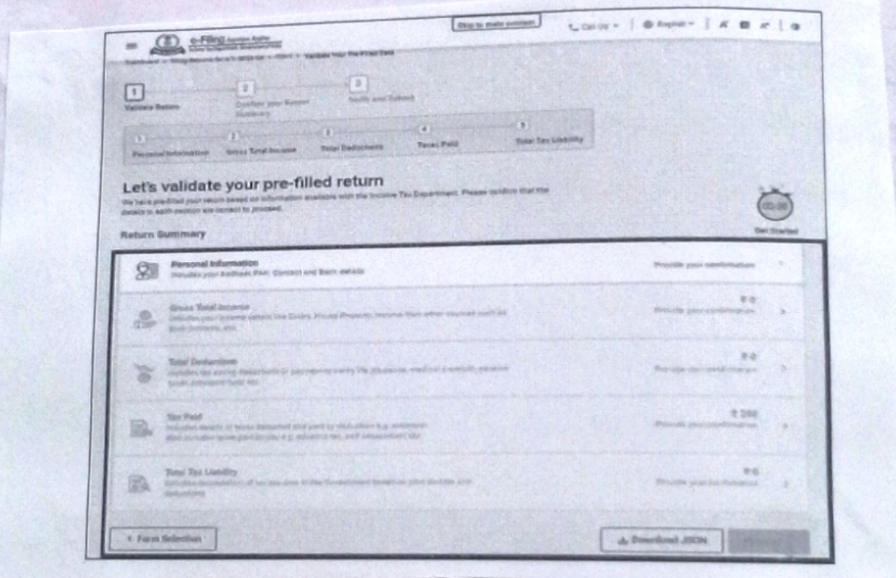
Select ITR form or 'Help me decide the ITR form to file' and click Proceed.



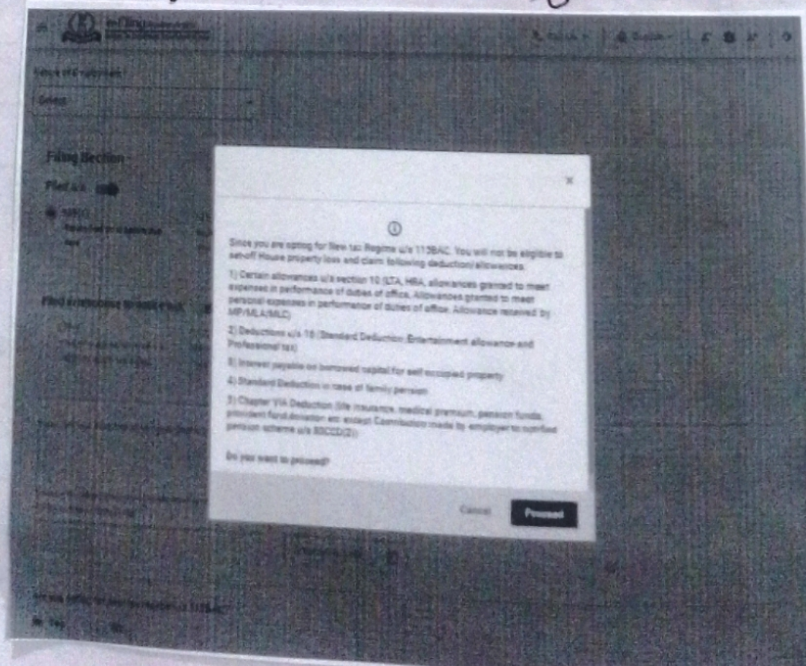




Select the checkbox regarding reason and continue.

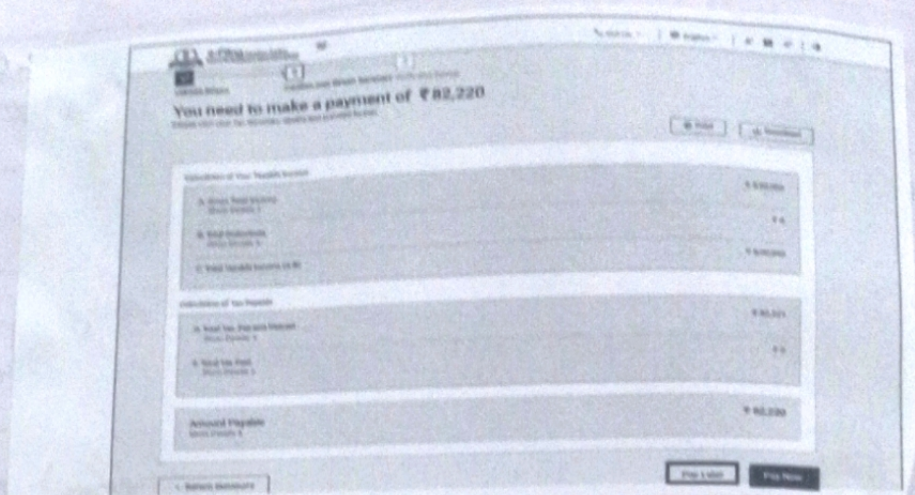


Opting New Tax Regime, 'Yes' in Personal Info section. Click confirm at the end of each section.



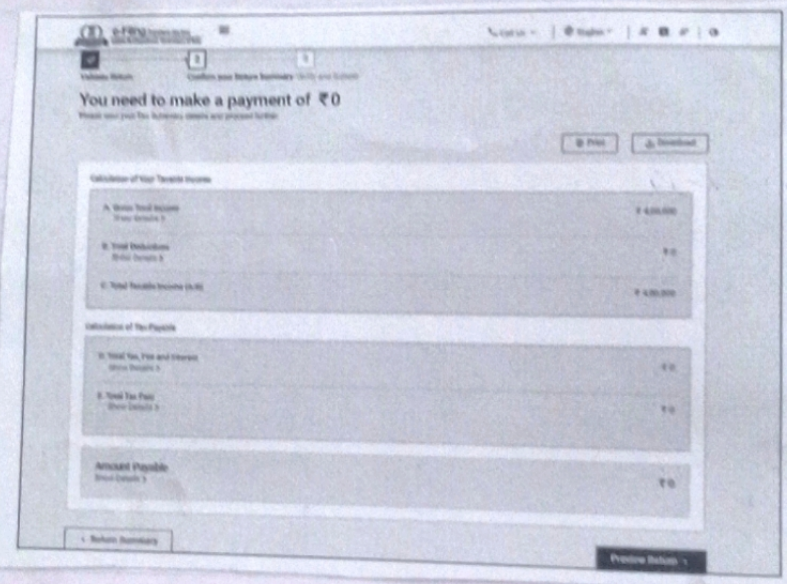
Title
13) clic
14) on select
15) Proc
16) on yo
17) On pu
18) On wo



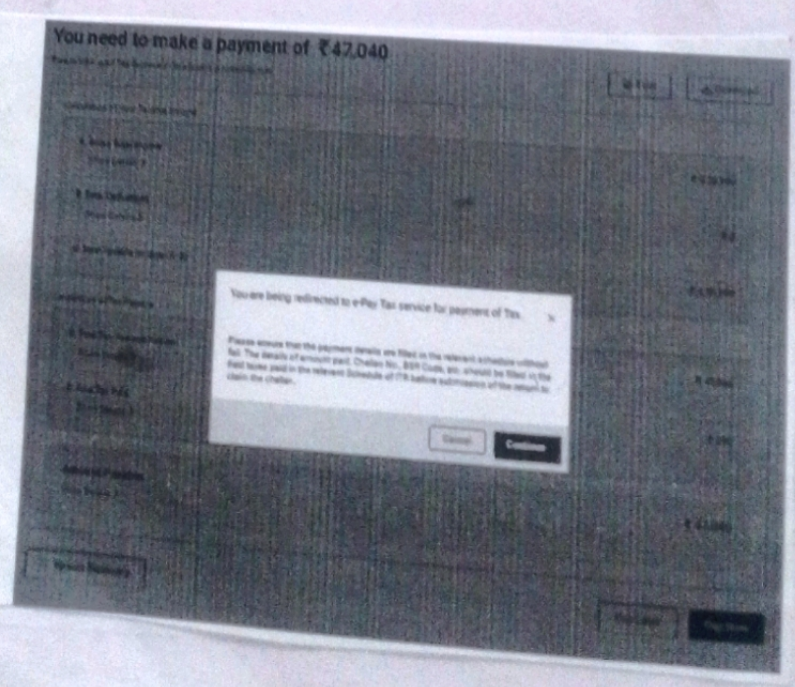


If tax liability exists, Pay Now or Pay later option. Pay later involves risk of default and liability to pay interest on tax payable may arise

If no tax liability or if eligible for refund, click Preview Return. If no tax liability or refund, Preview and Submit Return



If 'Pay Now' redirected to e-pay → Tax service. can continue.





Preview and Submit your return

I am the taxpayer

I am not the taxpayer

Proceed to Preview

Select declaration on checkbox and click Proceed to Preview.

Verification

I,  (son/daughter of ) solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income-tax Act, 1961. I further declare that I am making this return in my capacity as  Self and I am also competent to make this return and verify it. I am holding permanent account number.

Place:  191

Date:  2023

If the return has been prepared by a Tax Return Preparer (TRP) give further details below.

Identification No. of TRP:  Name of TRP:

If TRP is entitled for any reimbursement from the Government, amount thereof:

Counter Signature of TRP:

Proceed to Verification

Preview return and Proceed to Verification



## SAHAJ (ITR-1)

FORM

**SAHAJ  
(ITR-1)**

### INDIAN INCOME TAX RETURN

[For individuals being a resident (other than not ordinarily resident) having total income up to Rs.50 lakh, having income from Salaries, one house property, other sources (Interest etc.), and agricultural income up to Rs.5 thousand]

[Not for an individual who is either Director in a company or has invested in unlisted equity shares or in cases where TDS has been deducted u/s 194N or if income-tax is deferred on ESOP]

*(Refer instructions for eligibility)*

Assessment Year

2	0	2	3	-	2	4
---	---	---	---	---	---	---

#### PART A GENERAL INFORMATION

(A1) PAN		(A2) First Name	(A4) Date of Birth	(A5) Aadhaar Number (12 digits)/Aadhaar Enrolment Id (28 digits) (If eligible for Aadhaar No.)									
		(A2a) Middle Name	D D M M Y Y Y Y										
		(A3) Last name											
(A6) Mobile No.		(A7) E-mail Address		Address: (A8) Flat/Door/Block No. (A9) Name of Premises/Building/Village (A10) Road/Street/Post Office Area/Locality (A11) Town/City/District (A12) State (A13) Country (A14) PIN code									
(A15) Filed u/s (Tick) <i>[Please see instruction]</i>		<input type="checkbox"/> 139(1)-On or before due date, <input type="checkbox"/> 139(4)-Belated, <input type="checkbox"/> 139(5)-Revised, <input type="checkbox"/> 119(2)(b)- After Condonation of delay		(A17) Nature of employment- <input type="checkbox"/> Central Govt. <input type="checkbox"/> State Govt. <input type="checkbox"/> Public Sector Undertaking <input type="checkbox"/> <input type="checkbox"/> Pensioners-CG <input type="checkbox"/> Pensioners-SG <input type="checkbox"/> <input type="checkbox"/> Pensioners-PSU <input type="checkbox"/> Pensioners-Others <input type="checkbox"/> Others <input type="checkbox"/> Not Applicable (e.g. Family Pension etc.)									
(A16) Or Filed in response to notice u/s		<input type="checkbox"/> 139(9), <input type="checkbox"/> 142(1), <input type="checkbox"/> 148, <input type="checkbox"/> 153C											
(A18) If revised/defective, then enter Receipt No. and Date of filing original return (DD/MM/YYYY)				/ /									
(A19) If filed in response to notice u/s 139(9)/142(1)/148/153C or order u/s 119(2)(b)- enter Unique Number/Document Identification Number (DIN) & Date of such Notice or Order				/ /									
(A20) Are you opting for new tax regime u/s 115BAC ? <input type="checkbox"/> Yes <input type="checkbox"/> No													
(A21) Are you filing return of income under Seventh proviso to section 139(1) but otherwise not required to furnish return of income? - (Tick) <input type="checkbox"/> Yes <input type="checkbox"/> No													
If yes, please furnish following information													
[Note: To be filled only if a person is not required to furnish a return of income under section 139(1) but filing return of income due to fulfilling one or more conditions mentioned in the seventh proviso to section 139(1)]													
(i) Have you incurred expenditure of an amount or aggregate of amount exceeding Rs. 2 lakhs for travel to a foreign country for yourself or for any other person? (Yes/ No)										Amount (Rs) (If Yes)			





TallyPrime



## Other Services TALLY PRIME FOR ACCOUNTING

The process of accounting in a CA office includes -

1. Bookkeeping and Record keeping.
2. Using Accounting Software to streamline bookkeeping processes.
3. Preparing Financial Statements such as income statement
4. Providing necessary information to auditors.
5. Calculating taxable income and preparing tax returns for individuals and businesses.
6. Budgeting and Forecasting.
7. Implementing Internal Control procedures.
8. Comply with accounting standards and regulations.
9. Analyze financial data.
10. Payroll processing.
11. Client Advisory based on their business goals and financial situation

### Tally Prime.

Tally Prime is the latest Tally software ~~is~~ released in November 2020





**ST. ALOYSIUS' COLLEGE**

**(AUTONOMOUS), JABALPUR(M.P.)**

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

# **SAMPLE PROJECT REPORTS**

**2023-24**

## **FACULTY OF MANAGEMENT**



**ST. ALOYSIUS COLLEGE, JABALPUR**



(AUTONOMOUS)

REACCREDITED 'A+' GRADE BY NAAC (CGPA 3.58/4.00)  
COLLEGE WITH POTENTIAL FOR EXCELLENCE BY UGC  
JABALPUR - 482001 M.P. INDIA


Session - 2023-24

**FIELD PROJECT**  
**ON**  
**RURAL IMMERSION PROGRAMME**

Submitted To  
**Dr. Rashmi A. Patras**  
Department of Management

Submitted By  
**Diksha Chourasia**  
B.B.A. 3rd Year  
(Human Resource)  
ID No. 49765






**Field Project Work Report**  
प्रोजेक्ट (परियोजना) कार्य


**RURAL**  
**IMMERSION PROGRAMME**

(Title of Field Project Work)



For the partial fulfillment of  
B.A./ B.Sc./ B. Com./ BBA/ BCA Degree  
बी.ए. / बी.एस.सी. / बी.कॉम. / बी.बी.ए. / बी.  
सी.ए. / की डिग्री की आंशिक प्रतिपूर्ति हेतु

Session : ..2023 - 2024...



**St. Aloysius' College**  
**(Autonomous)**

Reaccredited 'A+' by NAAC (CGPA 3.68/4.00)  
College with Potential for Excellence by UGC  
DST-FIST Supported & Star College Scheme by DBT  
Jabalpur, Madhya Pradesh, India



## Field Project Work Report

परियोजना कार्य रिपोर्ट

**RURAL IMMERSION PROGRAM AT SAGDA**

(Title of Field Project Work)

For the partial fulfillment of B.A./ B.Sc./ B. Com./ BBA/ BCA Degree  
बी.ए./ बी.एस.सी./ बी.कॉम./ बी.बी.ए./ बी.सी.ए./ की डिग्री की आंशिक प्रतिपूर्ति  
हेतु

Session : ... **2023-2024** ...

**DIKSHA CHOURASIA**

Name of student/ Students (छात्र का नाम)

**BBA FINAL YEAR SECTION : A**

Class (कक्षा)

**49765**

Roll No (अनुक्रमांक)

**XAVIER INSTITUTE OF DEVELOPMENT ACTION & STUDIES**

Name of the organization, where the work was completed (संस्था का नाम जहाँ  
कार्य पूर्ण किया गया)

Name of Supervisor (पर्यवेक्षक का नाम)



*(Handwritten signature)*

**St. Aloysius College**

(Autonomous)

Reaccredited 'A+' by NAAC (CGPA - 3.68/4.00)

College with Potential for Excellence by UGC ,

DST FIST Supported & Star College Scheme by DBT

Jabalpur (M.P.) India



Performa- G2

**Institute information and consent letter for Field Project Work**

परियोजना कार्य के प्रशिक्षण हेतु संस्थान की जानकारी एवं सहमति पत्र

1. Name of the Institute/Trainer/Business and Registration (संस्थान/व्यवसाय का /प्रशिक्षक/ नाम एवं पंजीकरण):  
**XIDAS (XAVIER'S INSTITUTE OF DEVELOPMENT ACTION & STUDIES**
2. Nature of the Institution (Private / Government / Semi-Government / Other)  
संस्था का स्वरूप ( अन्य/ अर्धशासकीय/शासकीय/ निजी)  
**PRIVATE INSTITUTION**
3. Name of the area of expertise of the Institute in which work is done (संस्थान के मार्गदर्शक क्षेत्र का नाम, जिसमें कार्य किया जाता है)  
**MBA, PGDM IN RURAL IMMERSION PROGRAMME**
4. Number of persons holding various posts/working under the institute (संस्थान के अंतर्गत विभिन्न पदों / कार्य करने वाले व्यक्तियों की संख्या) **50- 60 PEOPLE**
5. Maximum number of students, which can be trained by the institution (अपेक्षित अधिकतम विद्यार्थी संख्या जिनको संस्थान प्रशिक्षण दे सकता है)  
**APPROXIMATELY 3000+ STUDENTS**
6. Scope of employment in organized / unorganized sectors after training from the institution) संस्था से प्रशिक्षण के उपरांत संगठित असंगठित क/्षेत्रों में रोजगार की सम्भावना):(i).....  
).....ii).....  
)iii).....
7. Other Specific Information (अन्य विशेष जानकारी)

Consent is given to provide Field Project work to the students of St. Aloysius Collage (Autonomous), Jabalpur by the institution.

संस्था द्वारा ,संत अलॉयसियस महाविद्यालय जबलपुर ,(स्वशासी) के विद्यार्थियों को प्रशिक्षण प्रदान करने की सहमति प्रदान की जाती है।

Seal and Signature (सिल तथा हस्ताक्षर)

Name of the Head of the Institution / Authorized Person

(संस्था/प्रमुख/अधिकृत व्यक्ति का नाम/)



प्रारूप -G4  
Performa- G4

### Field Project Feedback Form

### परियोजना प्रतिपुष्टि प्रपत्र

To be filled by the head of the institution / authorized officer / guide of the concerned external organization (if any)

सम्बंधित बाह्य संस्था (यदि कोई हो) के संस्था प्रमुख /अधिकृत अधिकारी /मार्गदर्शक द्वारा भरा जाये

Name of trainee student (प्रशिक्ष विद्यार्थी का नाम):

**DIKSHA CHOURASIA**

Name of College (महाविद्यालय का नाम):

**ST. ALDYSIUS AUTONOMOUS COLLEGE**

Class कक्षा : **BBA III YEAR SECTION - A**

Section & Roll No. (वर्ग तथा अनुक्रमांक): **SEC - A 49765**

S.No स.क्र.	Base of Evaluation मूल्यांकन का आधार	Given Grade प्रदत्त श्रेणी (A/B/C) #	Remark टिप्पणी
1.	Student's regular attendance विद्यार्थी की नियमित उपस्थिति		
2.	Theoretical knowledge acquired by the student विद्यार्थी द्वारा प्राप्त सैद्धान्तिक ज्ञान		
3.	Skills and practical knowledge acquired by the student during the tenure कार्यावधि में विद्यार्थी द्वारा अर्जित कौशल, व्यवहारिक ज्ञान,		
4.	Student's interest and seriousness towards the work, कार्य के प्रति विद्यार्थी की रुचि गंभीरता,		
5.	Student's attitude and behavior during the learning period कार्यावधि में विद्यार्थी का सीखने के प्रति रवैया एवं व्यवहार		
6.	Co-ordination with colleagues and other members and ability to work in teams सहकर्मियों व अन्य सदस्यों के साथ सामंजस्यसमूह में कार्य करने की, छमता		
7.	Overall grade of the student विद्यार्थी की समग्र श्रेणी		

# Grade (श्रेणी) : A-> Excellent (उत्कृष्ट) ,B-> Good (अच्छा) C-> Normal (सामान्य)

Date (दिनांक): .....

Place (स्थान): .....

Name of Authorized Person (अधिकृत व्यक्ति के हस्ताक्षर)

Name and Seal (नाम तथा सील)



## Declaration of Student's Original Work

### विद्यार्थी की मूलिकता का घोषणा पत्र

I DIKSHA CHOURASIA hereby declare that this Field Project report is based on the original work done by me, in which published and unpublished material has been used after due approval. I also declare that the submitted report has not been submitted for any other degree / course in the past / present.

मैं ..... एतद द्वारा घोषणा करती / करता हूँ कि यह परियोजना रिपोर्ट मेरे द्वारा किये गए मूल कार्य पर आधारित है, जिसमें प्रकाशित एवं अप्रकाशित सामग्री का प्रयोग विधिवत स्वीकृति के उपरान्त किया गया है। मैं यह भी घोषणा करती / करता हूँ कि प्रस्तुत रिपोर्ट किसी अन्य डिग्री / पाठ्यक्रम हेतु पूर्व / वर्तमान में प्रस्तुत नहीं किया गया है।

Name of student/ Students (छात्र / छात्रा का नाम) : DIKSHA CHOURASIA  
 Class (कक्षा) : BBA III YEAR  
 Roll Number (अनुक्रमांक) : 49765  
 Signature with date (हस्ताक्षर दिनांक सहित) : Diksha C



### Work Completion Certificate

(After the completion of the work, attach the given certificate on the letter head of the external institution here)

XAVIER INSTITUTE OF DEVELOPMENT ACTION & STUDIES  
Name of organization and logo


This is to Certify that (name) ..... DIKSHA CHOURASIA .....  
Class BBA III YEAR of St. Aloysius College (Autonomous), Jabalpur, has  
completed his/ her Field Project work by being present in this institution from  
13/02/2024 to 15/02/2024 ..... and has worked/ trained in the field  
of .....

(Name) ..... DIKSHA CHOURASIA ..... is extremely  
hardworking, dedicated and result-oriented. He / she did good / excellent work  
during his/ her tenure in the organization. We wish him/her a golden future.

With best wishes

Date: 03/04/2024 .....

Place: Jabalpur .....

  
..... RASHMI A. PATRAS .....  
Signature of the Authorized Person  
.....  
Name and Seal



## Acknowledgement

I DIKSHA CHOURASIA of class BBA III YEAR  
St. Aloysius' College (Autonomous), Jabalpur would like to express my  
gratitude towards our Principal Rev. Dr. G. Vazhan Arasu for giving me this  
great opportunity to do this Field Project Work.

I would like to express my gratitude to my guide teacher .....  
Department of MANAGEMENT for his / her constant  
guidance, advice, encouragement & every possible help in the completion of  
this work.

The field project opportunity I had with [Name of the Company]  
XAVIER INSTITUTE OF DEVELOPMENT ACTION & STUDIES was a great  
chance for learning and professional development. I express my deepest  
gratitude and special thanks to the [name of authorized person]  
.....who  
in spite of being extraordinarily busy with her/his duties, took time to listen to  
my queries, to guide me on the correct path and allowed me to carry out my  
field project at their esteemed organization.

I am extremely grateful to all my teachers and friends who helped me in the  
successful completion of this field project work.

With great pleasure, I would also like to extend my sincere gratitude and  
thanks to my parents for their support.

I am grateful to everyone who supported me or guided me directly or  
indirectly.

Signature DiKsha.c

Name of the student : DIKSHA CHOURASIA

.....



## CONTENTS (अनुक्रमणिका)

S. No	Title	Page No. (पृष्ठ क्र)
1.	<b>Chapter- I</b> <b>अध्याय - I</b>	
	Introduction and scope of project work परियोजना कार्य का परिचय एवं क्षेत्र	
	Background, Literature Review पृष्ठभूमि, साहित्य समीक्षा	
	Project work plan, relevance and target return परियोजना कार्य की योजना, प्रासंगिकता एवं लक्षित प्रतिफल	
	Details of the concerned workplace/institution (where the work has been done) संबंधित कार्यस्थल/संस्थान का विवरण (जहाँ कार्य किया गया है)	
2.	<b>Chapter- II</b> <b>अध्याय - II</b>	
	Project Work Flow परियोजना कार्य प्रणाली (वर्क फ्लो)	
	Details of Information Collection / Field Survey जानकारी संग्रह / फील्ड सर्वे का विवरण	
	Methods of Analysis / Applied Techniques, Analysis of Information / Data विश्लेषण की प्रविधि/अनुप्रयुक्त तकनीक, जानकारी/ आंकड़ों का विश्लेषण	
3.	<b>Chapter- III</b> <b>अध्याय - III</b>	
	Conclusions, returns and analysis निष्कर्ष, प्राप्त प्रतिफल एवं विश्लेषण	
	Challenges in project work परियोजना कार्य में चुनौतियाँ	
	Recommendations based on the findings निष्कर्ष के आधार पर अनुशंसाएं	
<b>References (सन्दर्भ सूची)</b>		







**First Progress Report for Field Project  
(Self-Handwritten - 500 words)**

**प्रोजेक्ट (परियोजना) कार्य का प्रथम प्रगति प्रतिवेदन  
(स्व-हस्तलिखित, 500 शब्दों में)**

**1. Introduction and scope of the project work**

Under this point, the student will present an initial introduction to their project in which details of the broad area of the work, its need and the concept of the subject will be given.

**परियोजना कार्य का परिचय एवं क्षेत्र**

इस बिंदु के अंतर्गत विद्यार्थी अपनी परियोजना का प्रारंभिक परिचय प्रस्तुत करेंगे जिसमें कार्य का पृष्ठ क्षेत्र, आवश्यकता एवं विषय वस्तु की परिकल्पना का विवरण दिया जावेगा।

**RURAL IMMERSION**

**INTRODUCTION -**

The Rural Immersion Program stands as a beacon of connection and understanding between urban and rural communities. It offers a transformative journey & experience aimed at fostering empathy, promoting sustainable development, and empowering participants. Through immersive experiences living and working alongside rural residents, participants gain firsthand insights into rural life, challenges, and aspirations. It cultivates cross-cultural understanding, personal growth, and advocacy for rural issues. Rural Immersion program also serves as a catalyst for building bridges between urban & rural society, creating a more inclusive & resilient society where all communities can thrive.







A RURAL IMMERSION PROGRAM is an experiential learning initiative designed to provide participants with an in-depth understanding of rural life, culture, and community dynamics. It involves immersing oneself in a rural setting for a specific period, typically ranging from a few days to several weeks, to gain firsthand experience of rural realities. The program aims to promote cross-cultural exchange, foster empathy, and raise awareness about rural issues.

## DETAILED OVERVIEW OF A RURAL IMMERSION PROGRAM :

### 1. OBJECTIVES :

- To provide participants with firsthand experience of rural life and culture.
- To promote understanding and appreciation of rural communities, their challenges, and strengths.
- To facilitate cross-cultural exchange and dialogue between urban and rural populations.







To raise awareness about rural issues, such as agriculture, livelihoods, healthcare, education, and infrastructure.

To encourage participants to reflect on their own values, assumptions, and perspectives in relation to rural contexts.

### ACTIVITIES :

- FIELD VISITS : Visiting farms, schools, healthcare centres, local businesses, and govt offices to understand various aspects of rural life and development.
- INTERACTING WITH COMMUNITY MEMBERS : Conducting interviews, focus group discussions, and informal conversations with villagers to learn about their experiences, challenges, and aspirations.
- PARTICIPATORY LEARNING AND ACTION : Collaborating with community members to identify issues, develop solutions, and implement small-scale projects for community development.







## THEMES AND FOCUS AREAS :

- AGRICULTURE AND RURAL LIVELIHOODS : Understanding farming practices, land use patterns, crop cultivation, and livestock management.
- EDUCATION AND LITERACY : Assessing the quality of education, school infrastructure, teacher training, and access to educational resources.
- HEALTHCARE AND SANITATION : Examining healthcare services, maternal and child health, sanitation facilities and access to clean water.
- SOCIO-ECONOMIC CHALLENGES : Exploring poverty, unemployment, migration, gender inequality, caste dynamics, and social exclusion in rural communities.
- ENVIRONMENTAL SUSTAINABILITY : Studying natural resource management, bio-diversity conservation, climate change adaptation, and eco-friendly practices.







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#### 4. OUTCOMES :

Increased awareness and empathy towards rural issues and communities.

Enhanced cross-cultural communication and understanding.

Development of practical skills and knowledge related to rural development.

Empowerment of participants to advocate for rural development and social justice.

Strengthened partnerships between rural and urban stakeholders for sustainable development.

Overall, a RURAL IMMERSION PROGRAM offers a transformative learning experience that empowers participants to become informed and engaged global citizens committed to addressing rural challenges and promoting inclusive development.







• Familiarizing urban youth with the living realities in remote rural habitations away from media depictions.

• Building experiential understanding of traditional livelihoods like subsistence farming, artisanal craftsmanship etc

• Drawing insights on pressing needs around basic amenities, infrastructure, public services.

• Identifying inclusive development opportunities incorporating local context and capabilities.

• Engaging in cross-cultural exchange.

• Participating in community driven initiatives for development.

• Raising awareness and advocating for rural issues.

The broader scope is building holistic, empathetic perspectives on rural habitats through firsthand experiences steered by community participation.



2.

**Scheme/Structure of the Project Work :** Give details for the outline of the proposed work and how it is to be completed

परियोजना कार्य की योजना

प्रस्तावित कार्य की रूपरेखा तथा किस प्रकार उसे संपन्न किया जाना है, इसकी जानकारी प्रस्तुत करें।

The scheme / structure of the Rural Immersion Programme can be divided into :

- LEARNING PHASE
- IMPLEMENTATION

LEARNING PHASE [ Orientation session ]

The first phase of this program was the orientation session which was held on 08/02/2024 at XAVIER'S INSTITUTE OF DEVELOPMENT ACTION and STUDIES. The session was conducted by: Dr. Namrata Vasudeo, Dr. Kamna Michael, Dr. Uma C Saha and Dr. Pushendra Tiwari. This session was focused on brief introduction of this program of Rural Immersion and teachings for fieldwork.

IMPLEMENTATION [ Field work ]

The second phase of this program was fieldwork, which was to be held from 13/02/2024 to 15/02/2024. The field location was SAGIDA THAPANI. During the fieldwork we completed PLA exercise and other related work of this programme.





XIDAS INSTITUTE OF DEVELOPMENT  
ACTION AND STUDIES





The Rural Immersion Programme was divided into 2 phases - ORIENTATION SESSION and FIELD WORK.

The Orientation Session was the first phase of the Rural Immersion Programme. This was held at XIDAS - XAVIER'S INSTITUTE OF DEVELOPMENT ACTION and STUDIES on 08<sup>th</sup> February, 2024.

The orientation session was started and chaired by Dr. Namrata Dasudeo. She welcomed all the students and gave a brief introduction regarding the programme.

Then the session was carried on by Dr. Kamna Michael. She gave us information regarding the Rural Immersion Programme's fieldwork. She mentioned about: PRA tools that need to be executed during the Rural Immersion Program, mapping exercise, DO's and Dots etc.

Then the session was taken and followed up by Dr. Uma C Saha. She told us about the steps in research process which included: conceptual phase, empirical phase, analytical phase, she then explained various methods of data analysis & presentation.







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When we got a short break and later the next session part was taken by Dr. Pushpendra Tiwari.

He told us about PRA, social aspects in a village, beliefs, distribution, instructions, organisation, approaches, personality and cultural aspects, rural background and objectives of Rural Immersion Programme. He also mentioned about various insights related to the field work in the villages.

The session ended up with the thank you speech note of thanks by Dr. Namrata Dasgupta. She expressed her heartfelt wishes to all the students for the successful completion of the fieldwork.

With this the orientation session was completed and we then took a group photo at the campus of XIDAS with all the teachers who took the session and ~~the~~ <sup>the</sup> students from ST. ALOYSIUS COLLEGE, who were selected for this Rural Immersion Programme.











The second phase of this Rural Immersion Programme was FIELD WORK. The location for the field was SAGDA VILLAGE.

The field <sup>work</sup> was scheduled from 13/02/2024 to 15/02/2024.

The duration of the field work was of 3 days.

The field location i.e. SAGDA VILLAGE was 24 km away from Jabalpur.

Our team consisted of a total of 7 members.

We headed to SAGDA VILLAGE after full pledged plan for completion of field work.

Since I was the team leader of my group so, I took up the overall team responsibility and divided various tasks among team members, and handled the work perfectly and smoothly.

We successfully completed the field work of 3 days and with that the Rural Immersion Programme Phase 2 was done.







3. **Division of the students for project work:**

It is essential to have a clear division of project work among students working in groups. Along with the work plan, this work division will also be done in the beginning so that the work completed by the students can be separated individually at the time of evaluation.

**विद्यार्थियों में कार्य विभाजन**

समूह में कार्य करने वाले विद्यार्थियों के मध्य परियोजना से संबंधित कार्यों का समान तथा स्पष्ट विभाजन होना अनिवार्य है। कार्य योजना के साथ साथ इस कार्य विभाजन का उल्लेख भी प्रारंभ में ही किया जावेगा जिससे विद्यार्थियों के द्वारा संपन्न कार्य की पृथक पृथक मूल्यांकन के समय स्पष्टता हो सके।

**DIVISION OF THE STUDENTS**

For this Rural Immersion Program a total number of 55 STUDENTS were selected from ST. ALOYSIUS AUTONOMOUS COLLEGE from the Management Department from final year. After the orientation session students were given authority to form their own groups and select village accordingly.

Then later 10 teams were formed out of 55 students including a team leader in each team.

Each student then worked accordingly with their teams at the selected village.



## DIVISION OF THE STUDENTS

- for : Rural Immersion Program -

GROUP NUMBER	VILLAGE SELECTED BY THE TEAMS	NUMBER OF TEAM MEMBERS
1	Bineki	05
2	Chowkital	04
3	Deori	07
4	Jamtara	05
5	Lamheta	04
6	Majholi	06
7	Manegaon	04
8	Sagda	07
9	Saliwada	06
10	Siluwa	07







# OUR GROUP DETAILS

VILLAGE ALLOTTED: Sagda

## GROUP MEMBERS

DIKSHA CHOURASIA

SRASHTI PATEL

TANISHQ CHOUDHARY

JAY WALTER

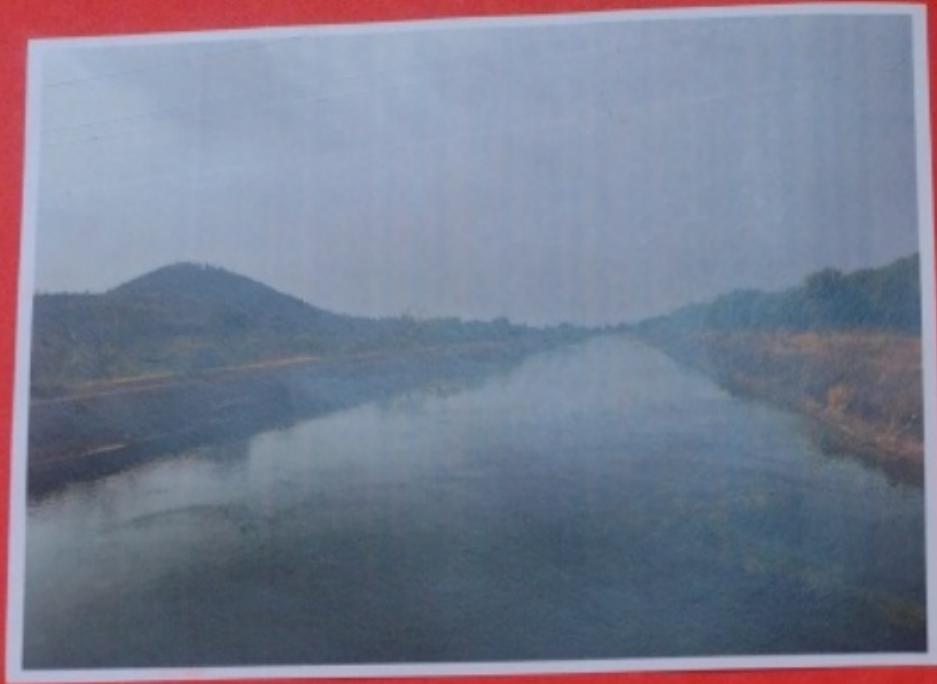
DEVANSHU SINGH

MEHUL KOSHTA

KHUSHI PAREEK

TOTAL MEMBERS - 07







4. **Details of the concerned workplace / institution (where the work is to be done).**

Full details of the institution/organization where Project work / field survey etc. is to be completed also give the details of the institution or place on which project work has been prepared by placing the format given as per the need of the subject. It would be appropriate to provide a description of the methodology related to the work.

संबंधित कार्यस्थल/संस्थान का विवरण (जहाँ कार्य किया जाना है)

परियोजना कार्य/फील्ड सर्वे इत्यादि का कार्यस्थल, जहाँ इसे पूर्ण किया जाना है, अथवा जिस संस्थान या स्थल का प्रारूप समझ रखकर योजना बनाई गई है, उसका पूर्ण विवरण दें। विषय की आवश्यकता के अनुरूप संस्थान के अंतर्गत कार्यों का विवरण एवं परियोजना कार्य से संबंधित कार्यप्रणाली का विवरण देना उचित होगा।

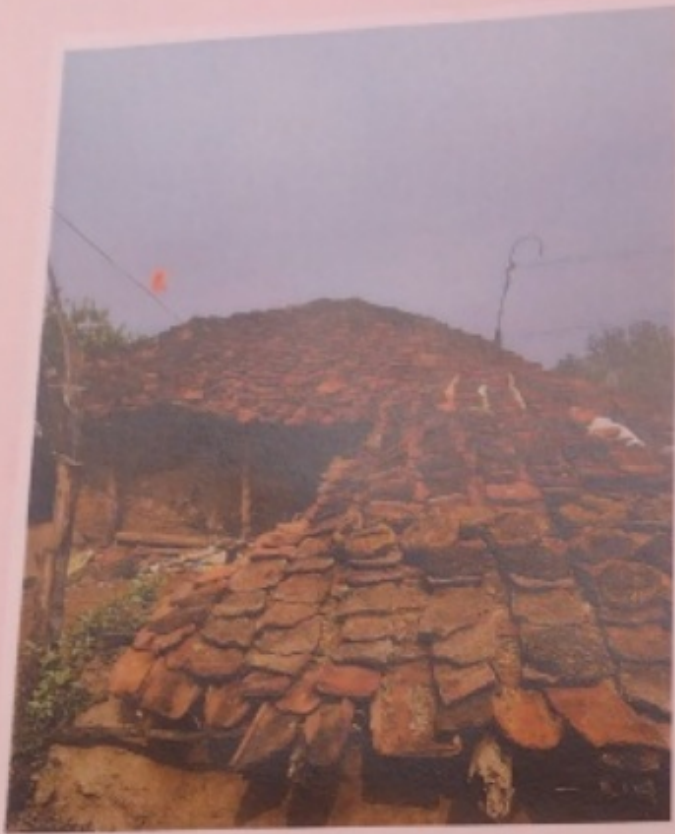
### SAGDA JHAPANI VILLAGE

SAGDA JHAPANI VILLAGE is located in Jabalpur tehsil of Jabalpur district in Madhya Pradesh, India.

It is situated 24 Km away from Jabalpur, which is both district and sub-district headquarter of SAGDA JHAPANI VILLAGE.

As per 2003 state, SAGDA JHAPANI is the gram panchayat of SAGDA village.







## SAGDA JHAPANI -

### *Village Overview*

GRAM PANCHAYAT -	SAGDA JHAPANI
BLOCK / TEHSIL -	JABALPUR
DISTRICT -	JABALPUR
STATE -	MADHYA PRADESH
PINCODE -	N/A
AREA -	530.88 hectares
POPULATION -	1,230
HOUSEHOLDS -	326
ASSEMBLY CONSTITUENCY -	BARGI
NEAREST TOWN -	JABALPUR



## CONNECTIVITY OF SAGDA JHAPANI

CONNECTIVITY TYPE	STATUS
• PUBLIC BUS SERVICE	AVAILABLE WITHIN VILLAGE
• PRIVATE BUS SERVICE	AVAILABLE WITHIN VILLAGE
• RAILWAY STATION	AVAILABLE WITHIN 10KM DISTANCE

## POPULATION OF SAGDA JHAPANI

PARTICULARS	MALE	FEMALE	TOTAL
TOTAL POPULATION	653	577	1,230
LITERATE POPULATION	479	329	808
ILLITERATE POPULATION	174	248	422



Date            

# Introduction

SAGDA JHAPANI village is located in Jabalpur Tehsil of Jabalpur district in Madhya Pradesh, India. It is situated 24 km away from Jabalpur, which is both district and sub-district headquarter of Sagda Jhapani village.

According to Census 2011 information the location code of Sagda Jhapani village is 489936. The total geographical area of village is 530.88 hectares. Sagda Jhapani has a total population of 1,230 peoples, out of which male population is 653 while female population is 577.

Literacy rate of Sagda village is 65.69% out of which 73.35% males and 57.02% females are literate.

• There are about 326 houses in Sagda Jhapani village.

• When it comes to administration, Sagda Jhapani village





2021





is administrated by a Sarpanch who is selected representative of the village by the local elections.

As per 2019 state, Sagda Gharani village comes under Bangi assembly constituency and Jabalpur parliamentary constituency.

Jabalpur is nearest town to Sagda for all major economic activities, which is approximately 24 km away.

The village is connected to main road. It is little drawn down village. The quality of the village road is average half of the village road is kuccha and rest is of cc.

The socio-economic condition of the village is good. There is 24\*7 electricity supply and one Primary Health Centre, one Community Hall, one Panchayat Bhawan respectively. There is a good source of drinking water in the village. There are 9 running hand pumps, 6 wells and 10 ponds in the village. There are 3 ration shops and a Repair shop, 3 people of the village are government servants in the village.



GILIMPSES  
OF VILLAGE



TRANSPORT

SERVICES

GOVERNMENT

SERVICES





Sagda Jhapari, Madhya Pradesh, India  
2944x-GH8, Sagda Jhapari, Madhya Pradesh 482054, India  
Lat: 23.006272°  
Long: 78.948779°  
14/02/24 11:27 AM GMT +05:30





SCHOOL  
AND VILLAGE  
GRAM PANCHAYAT

ROADS  
AND TEMPLES OF  
VILLAGE



AGRICULTURE  
AND  
NATURAL  
RESOURCES

HOUSES  
AND  
LOCAL SHOPS



5. **Purpose and Relevance : Proposed project goals should be short and SMART**

\*S-Specific (Specific), M-Measurable R-Realistic/ Relatable (Actually Relevant), T-Time bound (Time bound) Being specific here means that the project work goal needs to be fixed. Measurable means that the objective is defined in such a way as to ensure whether the proposed objective has been achieved or not. Also, the actual nature of the objectives should be observable. The time frame and the methods by the which the project work will be completed should also be a part of the plan. This report shall also include the usefulness of project, relevance to real life and its application.

**उद्देश्य तथा प्रासंगिकता**

प्रस्तावित परियोजना के लक्ष्य संक्षिप्त और SMART\*होना चाहिए.

\*S-Specific (विशिष्ट/स्पष्ट), M-Measurable (मापन योग्य), A-achievable (प्राप्त/पूर्ण करने योग्य), R-Realistic/Relatable (वास्तविक/प्रासंगिक), T-Time Bound (समयबद्ध)

यहाँ विशिष्ट होने से अभिप्राय है कि परियोजना कार्य के पीछे स्पष्ट निश्चित उद्देश्य और लक्ष्य निर्धारित हों। मापन योग्य का अर्थ है कि उद्देश्य को इस प्रकार से परिभाषित किया जाए कि यह सुनिश्चित किया जा सके कि प्रस्तावित उद्देश्य की पूर्ण/आंशिक पूर्ति हो सकी है अथवा नहीं। साथ ही उद्देश्यों की वास्तविक प्राप्ति की सुनिश्चिता संभावना भी अवलोकनीय हो। परियोजना कार्य के उद्देश्य को कितने समय में, किस प्रकार से पूर्ण किया जा सकेगा इसका भी कथन कार्ययोजना में होना चाहिए।

परियोजना की उपयोगिता, वास्तविक जीवन में प्रासंगिकता और इसके अनुप्रयोग के बारे में इस रिपोर्ट में लेखन किया जाना चाहिए।

**PURPOSE -**

The purpose of the Rural Immersion Programme is to bridge the gap between urban & rural communities by fostering empathy, understanding and collaboration. It strengthens relationships between rural and urban community.

**RELEVANCE -**

The relevance of the Rural Immersion Programme is to address the growing disconnect between urban and rural communities. It offers a vital opportunity for individuals to gain firsthand insights into rural life, challenges and aspirations.



The main purpose or learning objectives of a rural immersion program includes:

CULTURAL UNDERSTANDING - to gain insight into rural lifestyles, traditions and customs.

COMMUNITY ENGAGEMENT - to engage with local communities to understand their needs and challenges.

EXPERIENTIAL LEARNING - learning through hands-on experiences such as farming, healthcare, education, etc

4. SOCIAL RESPONSIBILITY - to develop a sense of social responsibility and empathy towards rural populations.

5. PROBLEM SOLVING - to encounter real-world problems and develop problem-solving skills in a rural context.

6. INTERDISCIPLINARY LEARNING - to explore various disciplines such as agriculture, healthcare, education & infrastructure in a holistic manner.



The value of a Rural Immersion Programme lies in its ability to address several important societal needs and developmental goals:

1. EMPATHY AND SOCIAL RESPONSIBILITY - By living and working alongside rural communities, we developed a deep empathy for the struggles and aspirations of marginalized populations. This firsthand experience nurtured a sense of social responsibility and a commitment to addressing societal inequality and injustices.

2. COMMUNITY DEVELOPMENT - Rural areas often face limited access to resources, infrastructure and services. It empowered us to actively contribute to community development efforts, whether through infrastructure projects, healthcare initiatives, education programs, or environmental conservation activities.

3. CULTURAL UNDERSTANDING AND DIVERSITY - In



1. PERSONAL GROWTH - to foster personal growth through exposure to diverse perspectives and challenges.

2. LEADERSHIP DEVELOPMENT - it cultivates leadership skills by collaborating with rural community members and initiating positive change.

3. REFLECTION AND ADAPTATION - reflect on experiences and adaptability to different environments and situation in rural areas.

4. CRITICAL THINKING - to analyze complex socio-economic issues and their impact on rural communities, and propose informed strategies for sustainable development.

Overall, the programme served as a transformative experience for all the members, providing us with valuable insights, skills and perspectives essential for holistic personal and professional development. We not only gained a deeper understanding of diverse cultures but also cultivate empathy, social responsibility and leadership qualities necessary for addressing complex issues.



increasingly interconnected world, understanding and appreciating diverse cultures is crucial for fostering harmony and mutual respect. This Rural Immersion Programme provided an opportunity for us to engage with communities of different backgrounds, traditions, and ways of life, promoting cultural sensitivity and awareness.

4. SKILL DEVELOPMENT - This programme offered a platform for us to acquire and enhance a wide range of skills, including communication, teamwork, problem-solving, adaptability, and leadership. These practical skills are invaluable for personal growth and professional success in diverse settings.

5. SUSTAINABLE DEVELOPMENT - Rural Immersion Programme played a vital role in promoting sustainable development practices by fostering environmental stewardship, economic resilience, and social inclusion within rural communities. We gained insights into the interconnectedness of environmental, social, and



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economic factors and learn to advocate  
for holistic solutions that benefit  
both people and the rural area.

Overall, the relevance of a Rural Immersion  
Programme extends beyond individual  
learning to encompass broader  
social benefits, including cultural  
enrichment, community empowerment,  
and sustainable development.

By bridging the gap between urban  
and local rural environments,  
these programmes contribute to building  
more inclusive, equitable, and  
resilient societies.

As such, the relevance of Rural Immersion  
Programmes extends far beyond individual  
participants, making a meaningful  
impact on communities and societies  
at large.



## Field Project Working Notebook

S.No. (क्रम)	Date (दिनांक)	Time from-to (समय से-तक)		Details of the work done (किया गया कार्य और कि समय में)	Signature of the student (छात्र का नाम)	Sign of related Authorities (संबंधित अधिकारी का नाम)
1	08/2/24	7:00 am	10:30 am	PHASE-I Orientation session was held at KIDAS.	<u>[Signature]</u>	
2	11/2/24	7:00 am	10:30 am	The session was organised to give	<u>[Signature]</u>	
3	8/2/24	7:00 am	10:30 am	a brief introduction regarding the Rural Immersion Programme	<u>[Signature]</u>	
4	8/2/24	7:00 am	10:30 am	and explained various procedure and guidelines for the fieldwork.	<u>[Signature]</u>	
5	9/2/24	10:30 am	11:30 am	"BREAK"	<u>[Signature]</u>	
6	9/2/24	7:00 am	10:30 am	Planning and Resource Allocation	<u>[Signature]</u>	
7	9/2/24	7:00 am	10:30 am	for the 3 days field work at	<u>[Signature]</u>	
8	9/2/24	7:00 am	10:30 am	Sagda Thapani village in pith.	<u>[Signature]</u>	



9	9/2/24	10:30 am	11:30 am	"BREAK"	<i>Siksha</i>	
10	9/2/24	11:30 am	5:30 pm	We did pre-planning in advance.	<i>Siksha</i>	
11	9/2/24	11:30 am	5:30 pm	We created and designed the layout of various tasks related to field work.	<i>Siksha</i>	
12						
13						
14						
15						

Total Hours Worked (कुल कार्य के घंटे): 21 HOURS



**Second Progress Report of Project Work  
(Self-Handwritten, in 500 words)**

प्रोजेक्ट (परियोजना) कार्य का द्वितीय प्रगति प्रतिवेदन  
(स्व-हस्तलिखित, 500 शब्दों में)

1. **Project Methodology (Work Flow)**

The steps to be taken in the project work, the steps and their sequence should be written in this report.

परियोजना कार्यप्रणाली (वर्क फ्लो)

परियोजना कार्य में की जाने वाली कार्यवाही, चरण और उनके क्रम के बारे में इस रिपोर्ट में लेखन किया जाए।

**PROJECT METHODOLOGY**

This Rural Immersion Programme was divided into 2 Phases - Orientation session and Fieldwork.

The fieldwork consisted of various tasks and duties. They are mentioned as follows -

- PARTICIPATORY LEARNING and ACTION
- GROUP DISCUSSION
- INTERVIEW SCHEDULE







# PARTICIPATORY APPROACH



## METHODOLOGY



PARTICIPATORY  
PLANNING AND  
ACTION

GROUP  
DISCUSSION

INTERVIEW  
SCHEDULE



MEET PEOPLE

MOBILIZE

TRANSECT WALK

TIMELINE

TAPPING EXERCISE

TREND ANALYSIS

LIVELIHOOD ANALYSIS







Date

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## PART-I

# Participatory Learning And Action

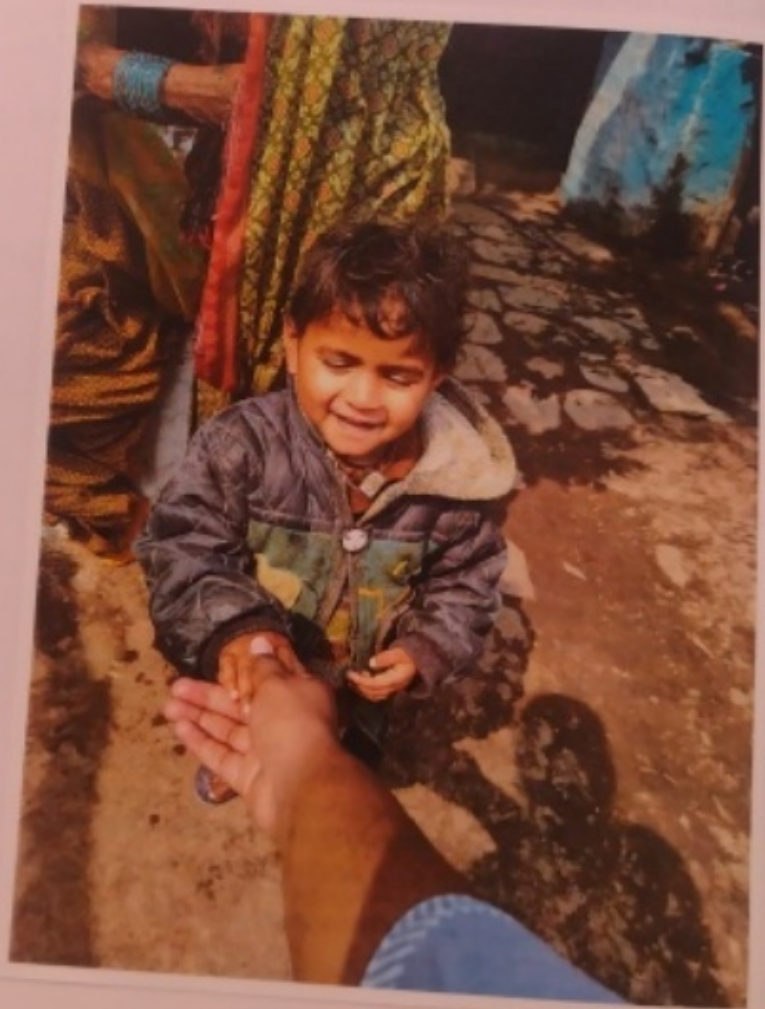
## 1. MEET PEOPLE

The primary step was to first establish contact with the village heads, sarpanch, teachers, farmers and all the other people of the village by open conversation.

We met the following mentioned people during our visit -

- Anganbadi Karyakarta, senika and Asha Worker.
- Shopkeepers
- Elderly persons
- Village Heads and Sarpanch
- Labourers
- Farmers
- Students







## 2. MOBILIZE

Mobilize was a comprehensive initiative aimed at addressing the needs and challenges faced by rural communities. It involved mobilizing resources, people and expertise to immerse in rural areas and deal with local residents. It is a holistic approach to rural development. It embodies the spirit of collaboration, innovation and inclusivity.

We started mobilizing with people for an assured participation in the PLA and the specific mobilization techniques helped us.

## 3. TRANSECT WALK

The actual PLA in the village usually commences with a 'WALK THROUGH', also referred to as the 'TRANSECT WALK'. This involved a systematic walk through the village area along with the local people. By this, we discussed various aspects of the study design and content with them.

Transsect walk helped us to see the village from a close







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change of land several points of interest and relevance in the village.

The transect walk enabled us to gain and collect information on the following focus areas and issues:

- Land Use Patterns
- Geography and Topography
- Settlement Patterns
- Agriculture Practices
- Infrastructure and Amenities
- Social Infrastructure
- Gender Roles and Livelihoods
- Various facilities
- Various issues
- Education structure and condition

#### 4. TIMELINE

Timeline is on a historical basis. It analyses key events, group wise and individual wise. It identifies historical sequences of events, generally cover a period of years or decades. It helped us in examining general issues and specific activities including periods







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activity / inactivity as well as individual  
aspects.

## MAPPING EXERCISE

Participatory Mapping, Ranking and Scoring Technique,  
Trend Analysis are 3 major dimensions of PIA.  
In mapping, maps of the village were drawn by all  
group of including social map and resource map.  
We used Mangeli for mapping.

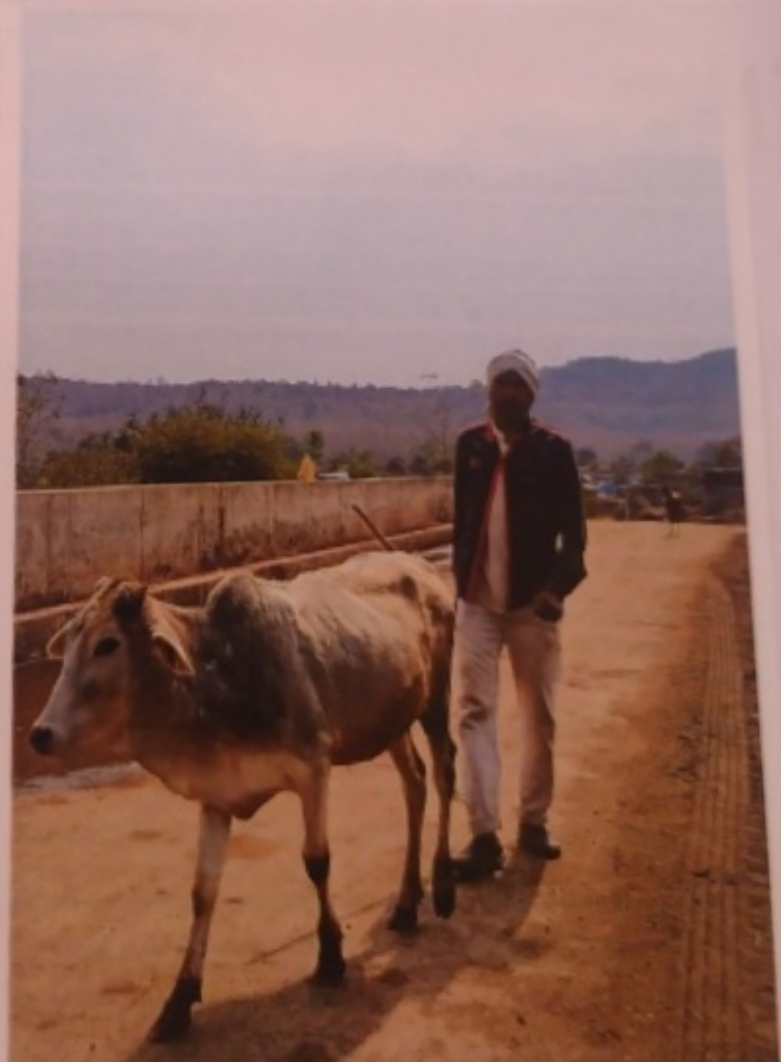
## TREND ANALYSIS

In Trend Analysis we listed all major activities  
during different seasons or different months, as  
identified by the communities.

## LIVELIHOOD ANALYSIS

In a Rural Immersion Programme, livelihood analysis  
plays a crucial role in understanding the economic  
dynamics of rural communities and devising strategies







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to enhance their livelihood opportunities.

The main livelihood options of the rural people of Nagda village are: agriculture, livestock, for and non-farm activities like traditional skill-based occupation, waste-based occupations and petty business.

The various steps to draw livelihood analysis are:

- Pie charts
- Food Availability Chart (FAC)
- Seasonal Diagram / Calendar
- Livelihood Flow chart.

### Conducting Participatory Learning and Action (PLA)

In this Rural Immersion Program involved a series of steps to engage community members in the process of identifying priorities, planning interventions, and taking collective action.

By following these steps, we effectively conducted Participatory Learning and Action in this Rural Immersion Programme.















## PART-II

# FOCUS GROUP DISCUSSION

After the successful completion of general PIA exercise, we moved forward to the next level of specific focus areas of the study.

Conducting a focus group discussion was <sup>the second</sup> a part of the PIA involved gathering a diverse group of individuals from the village to discuss relevant topics. While conducting focus group discussion it was important to create a comfortable and inclusive environment, respecting cultural norms and language preferences.

The key steps for conducting focus group discussion included the following -

- Identifying the objectives and topics for discussion.
- Selecting participants representing different demographics and perspectives within the community.



- Setting up a conducive venue in the community, ensuring accessibility and privacy.
- Facilitating the discussion using open-ended questions to encourage dialogue and sharing of experiences.
- Capturing the moments and recording the session.
- Collecting data and analyzing the collected data to identify insights and actionable recommendations.
- Providing feedback to all the people and stakeholders demonstrating the impact of their participation and inputs and presenting note of thanks.

The Focus Group Discussion, helped us to analyze various issues, establish the trend or articulate the views of a particular group.

The Focus Group Discussion provided invaluable insights into the challenges and opportunities facing the community, highlighting the importance of participatory approaches in rural development initiatives.







## PART-III

# The Interview Schedule

To understand the rural realities, we used the methods of PLA and Focus Group Discussions for the interview schedule.

The steps followed by us while <sup>and conducting</sup> preparing the interview schedule are mentioned as follows:

- Introduction
- Background Information
- Community Perceptions
- Livelihood and Economy
- Healthcare and Education
- Cultural and Social Dynamics



- Infrastructure and Dynamics Services
- Community Initiatives and Solutions
- Closing and Feedback
- Follow-up

Conducting the interview schedule involved planning structured interviews with individuals from the local community. It was essential to take certain precautions to ensure the process to be respectful, effective, and safe for both the interviewer and the interviewees. Here are some precautions that were put into consideration:

- Cultural Sensitivity
- Non-judgmental Attitude
- Safety and Security
- Emotional Support
- Informed consent
- Follow-up Support
- Privacy
- Gender Sensitivity



- e) Very dissatisfied
- d) Dissatisfied
- c) Neutral

# QUESTIONNAIRE



# Research Methodology





RESEARCH DESIGN - For this programme, I opted descriptive and exploratory research design. Exploratory research method was used because many things were unrecognized, therefore to get depth understanding, exploratory research design was used.

SAMPLE DESIGN - The location was SAGDA village. The population of the village was around 1230 people out of which 653 were male and 577 were female.

I selected purposive sampling and snowballing because it fulfilled the need for the research. The sample size was 50 households.

METHODS OF DATA COLLECTION - There were various ways through which data collection was done during this programme.

The methods used for data collection are mentioned as follows:



**TRANSECT WALK :** It involved a systematic walking exercise through a village area along with the local people. It enabled us to gain information on the following focus areas

- Community Dynamics
- Natural Resources
- Social Infrastructure
- Transportation Facilities
- Land Use
- Infrastructure and Amenities
- Agriculture

**FOCUSED GROUP DISCUSSION :** The Focused Group Discussion helped us to analyze various issues concerning the community to know more about culture and traditional aspects followed by various problems related to social infrastructure and educational sector, and economic conditions.

It helped our team to gain perception about the community.



**HOUSEHOLD'S INTERVIEW :** To collect and gather detailed information regarding the rural realities we conducted household's interview using questionnaire.

It included different sets of questions including information related to: personal information, employment status, education, access to basic amenities, source of income, family occupation, benefits of government schemes, health conditions and status and major challenges faced by the them in the village.

**OBSERVATION :** Through observation we were able to gather information on various aspects in the village.

We identified various services available in the village, education status, culture, and norms and tradition of the village, availability and non-availability of public amenities and basic needs, various facilities related to: healthcare, education, transportation, etc

We come up with various conclusions.







2. **Details of Information Collection / Field Survey:** Project related survey, information about necessary collection, information about the process etc.

जानकारी संग्रह/फील्ड सर्वे का विवरण

परियोजना संबंधित सर्वे, आवश्यक जानकारी संग्रह, प्रक्रिया की जानकारी आदि।

### DETAILS OF INFORMATION COLLECTION / Field Survey

1. There is only 1 SHG in SAGDA : ANJU SHG
2. Wheat, Gram and peas are grown in from mid November to April in Sagda.
3. Moong Dal, Arhar (Tur) Dal and Rice are grown from June to November in Sagda.
4. Government policies running in sagda are : FASAL BIMA YOJANA , PRADHAN MANTRI AWAS YOJANA and PRADHAN MANTRI UJJWALA YOJNA .
5. Upto 100% of the households have water facilities in their home and farms.
6. Upto 100% of the households were using cooking gas .
7. Upto 100% of the households have proper light facilities .
8. The sex ratio of women is comparatively less to sex ratio of men in sagda.
9. There are no high schools or colleges in sagda.
10. There is 1 Anganbadi and 2 schools in sagda.



S.NO	CLASS	MALE	FEMALE	TOTAL	ST	OBL	SC	TOTAL
1	I	6	4	10	3	5	2	10
2	II	5	3	8	1	3	4	8
3	III	4	6	10	1	8	1	10
4	IV	5	2	7	2	3	2	7
5	V	4	5	9	3	11	1	15

S.NO	NAME OF THE SHG	TOTAL NUMBERS OF MEMBERS
01	ANJU SHG	10



RABI CROP (MID-NOV-APRIL)	KHARIF CROP (JUNE-NOV)
PEAS	RICE
GRAM	ARHAR (TUR) DAL
WHEAT	MOONG DAL

NAME OF THE VILLAGE - SAGDA	
ANGANWADI BUILDING	1
NUMBER OF CHILDREN	48
PREGNANT WOMEN	12
LACTATING MOTHER	0
TEACHER	1
GOVERNMENT SCHEMES	3



3. **Literature Review** : Submit an authentic account of previous work, technical aspects, literature, etc. related to this project.

### साहित्य समीक्षा

इस परियोजना से संबंधित पूर्ण कार्य, तकनीकी पक्ष, साहित्य, आदि का प्रमाणिक लेखा जोखा प्रस्तुत करें।

## LITERATURE REVIEW

### PREVIOUS WORK -

I participated in a Rural Immersion Program last year from 07/02/2023 to 11/02/2023 at Deeri village under Xavier's Institute of Development Action and Studies. This included orientation session of 2 days + fieldwork at Deeri for 3 days.

### TECHNICAL ASPECTS -

The key technical aspects were - transportation & logistics, health & safety concerns / protocols, communication & connectivity, cultural sensitivity, project planning, implementation and evaluation, ~~the~~ HITEP and sustainability and long term engagement.

### LITERATURE -

The literature included: experiential learning (Kolb & Dewey), cross-cultural exchange (Ward and Kennedy and Jackson) and community engagement (Pretty, Cooke and Kethari), etc







# PREVIOUS WORK

PROGRAM OVERVIEW - The Rural Immersion Program was organised by the Xavier Institute of Development Studies aimed to provide students with firsthand experience of rural life and community development challenges. The program spanned five days, including 2 days of orientation sessions and three days of fieldwork in DEORI village near Jabalpur.

FIELDWORK ACTIVITIES - The second phase of this program was fieldwork which included various tasks and activities. The fieldwork activities included the following:

- PARTICIPATORY LEARNING AND ACTION
- GROUP DISCUSSION
- INTERVIEW SCHEDULE
- CONDUCTING SURVEYS
- TEACHING AND PROVIDING ESSENTIAL SUPPLIES TO KIDS











**IMPACT and ACHIEVEMENTS** - As a result of the program, significant impact was achieved, including:

- Distribution of books, stationery, chocolates and food items to children, fostering moments of joy and learning.

- Raising awareness about critical water scarcity issues through social media platforms, advocating for necessary actions to alleviate the problem.

**LEADERSHIP and RECOGNITION** - I demonstrated exceptional leadership skills throughout the program and was recognized as the best performer and leader among four groups. My dedication, initiative, and ability to mobilize and inspire their team contributed significantly to the success of this program.

**PERSONAL REFLECTION** - This Rural Immersion Programme







provided me with a profound learning experience, allowing me to gain a deeper understanding of the needs and challenges faced by rural communities. This reinforced their commitment to community engagement and underscored the importance of grassroots initiatives in driving positive change.

**CONCLUSION** - In conclusion, this Rural Immersion Programme was a transformative experience that not only enriched our lives but also made a meaningful impact on the village community. The dedication and leadership demonstrated by me exemplify the values of service and social responsibility upheld by the Xavier Institute of Development Action and Studies.

I look forward to continuing my efforts in community development and contributing to the betterment of rural societies in the future.



# TECHNICAL ASPECTS

The key technical aspects are mentioned as follows:

- TRANSPORTATION and LOGISTICS
- HEALTH and SAFETY PROTOCOLS
- COMMUNICATION and CONNECTIVITY
- CULTURAL SENSITIVITY and TRAINING
- PROJECT PLANNING and IMPLEMENTATION
- MONITORING and EVALUATION
- SUSTAINABILITY and LONG-TERM ENGAGEMENT

By synthesizing findings on these technical aspects, we gained insights into best practices, challenges, and opportunities for implementing effective Rural Immunisation Programmes.



# LITERATURE

EXPERIENTIAL LEARNING: Scholars such as Kolb (1984) and Dewey (1938)

have emphasized the effectiveness of experiential learning in promoting deeper understanding and retention of knowledge.

CROSS - CULTURAL EXCHANGE: Studies by Ward and Kennedy (1999) and

Jackson (2002) highlight the significance of cross-cultural exchange in promoting intercultural understanding and empathy.

COMMUNITY ENGAGEMENT: Community engagement is central to the success of

several immersion programs. Scholars such as Betty (1995) and Cooke and Kothari (2001) emphasize the importance of participatory approaches in community development initiatives.



Date

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RURAL DEVELOPMENT: The literature on Rural development, including works by Chambers (1997) and Narayan (1999), underscores the multifaceted nature of rural challenges and the need for context-specific interventions.

GLOBAL CITIZENSHIP EDUCATION: Scholars such as Reimers and Baumgartner (2016) and Andriotti (2006) advocate for global citizenship education as a means to foster critical thinking, empathy, and social responsibility.

Overall, the literature on Rural Immersion programs highlights their potential to enhance learning outcomes, promote cultural understanding, empower communities, and foster global citizenship.

The literature provides a framework for rural immersion anchored in ethical partnerships and policies which ultimately uplift the hosting community.



4. Progress of work (individual) as per allocation. Different tasks of the project have been divided among the students working in groups, so in this second report, a clear description of the work done by each student so far is expected here.

कार्य विभाजन के अनुरूप कार्य की प्रगति (पृथक-पृथक) समूह में कार्य करने वाले विद्यार्थियों के मध्य परियोजना की विभिन्न कार्यों का विभाजन किया गया है, अतएव इस द्वितीय रिपोर्ट में प्रत्येक विद्यार्थी द्वारा अब तक किये गए कार्यों का स्पष्ट ब्यौरा यहाँ अपेक्षित है।

### PROGRESS OF WORK.

In this Rural Immersion Programme, we have carefully distributed tasks among participants to ensure a comprehensive understanding of the rural community.

VILLAGE OVERVIEW - Mehul Koshta

LIVELIHOOD ANALYSIS - Devanshu Singh

TREND ANALYSIS - Pay Walter & Srashtri Patel

DATA COLLECTION - Tanishq Choudhary





DIVISION  
OF WORK







## DAY - 1

Every member participated in transect walk, then the allotted teams completed their respective tasks including: data collection, survey, etc

## DAY - 2

On the second day of fieldwork, each member completed their respective tasks of that day including: interview schedule, mapping exercise, etc

## DAY - 3

On the third day of the fieldwork, all the members completed the tasks of the PLA exercise including: mapping exercise, group discussion etc.



### Field Project Working Notebook

S.No. क्रमांक	Date (दिनांक)	Time from-to (समय से-तक)		Details of the work done (किये गए कार्य की जानकारी)	Signature of the student (छात्र के हस्ताक्षर)	Sign of related Authorities (संबंधित अधिकारियों के हस्ताक्षर)
1	13/2/24	8:00 am	10:30 am	Made a detailed work plan and timed schedule		
2	13/2/24	8:00 am	10:30 am	regarding the tasks needed to be performed at		
3	13/2/24	10:30 am	12:00 pm	sagda village on the first day of field work.		
4	13/2/24	10:00 am	12:00 pm	We divided the team according		
5	13/2/24	10:30 am	12:00 pm	to the distributed tasks among the team members.		
6	13/2/24	10:30 am	12:00 pm	We then filled the interview schedule.		
7	13/2/24	12:00 pm	1:30 pm	while the second team performed data collection		
8	13/2/24	12:30 pm	1:30 pm	along with transect walk in village.		



9	13/2/24	1:30 pm	2:30 pm	"BREAK"	<u>Dixhol</u>	
10	13/2/24	2:30 pm	7:00 pm	visited the panchayat gram house for data	<u>Dixhol</u>	
11				collection for our study.		
12						
13						
14						
15						

Total Hours Worked (कुल कार्य के घंटे): 12 hours  
(720 minutes)







Format-P3

**Third Progress Report of Project Work**  
(Self-Handwritten, in 500 words)

परियोजना कार्य का तृतीय प्रगति प्रतिवेदन  
(स्व-हस्तलिखित, 500 शब्दों में)

1. **Details of the work completed by the student (separately by each student)**

The details of the work done by each student working in the project so far out of the work allotted under the project should be submitted by the student.

विद्यार्थी द्वारा सम्पादित कार्य का विवरण (प्रत्येक विद्यार्थी द्वारा पृथक-पृथक)

परियोजना में कार्य करने वाले प्रत्येक विद्यार्थी द्वारा परियोजना के अंतर्गत आवंटित कार्य में से अब तक किये गए कार्यों का विवरण विद्यार्थी द्वारा प्रस्तुत किया जाये।

DETAILS OF WORK COMPLETED

During the Rural Immersion Programme, I carried out and performed various set of tasks and duties at both the stages - i.e. planning and allocation stage and second; fieldwork.

I was the team leader of my group and so I had my group responsibility too along with the PIA work.



During this Rural Immersion Program I completed various activities during 3 days of fieldwork at SAGDA VILLAGE. They are mentioned as follows:

## 1. PLANNING and DIVISION OF WORK - For

the successful completion of fieldwork a proper workplan and overall planning was needed to be done. Before the fieldwork I took the responsibility to plan out everything and divided various tasks among the members for smooth working and successful execution. I listed what, how, when and by whom the work needs to be done under this program.

## 2. LEADERSHIP and GUIDANCE - Being the team-leader,

it was my responsibility to provide leadership and guidance to all the teammates and ensuring that everyone understands their role and responsibilities and work effectively and efficiently. I motivated my team and fostered a positive and supportive environment, during this program.

3. PROBLEM SOLVING - Inevitably, few challenges arose during the programme.



Date

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I took the responsibility for identifying and addressing issues when they arose, found solutions, and maintained the smooth operation of the programme.

**COORDINATION** - I coordinated all activities related to this Rural Immersion Programme, including seat scheduling, logistics, and resource allocation.

**COMMUNICATION** - I acted as a channel between the participating team members, organisation hosting this program (XIDAS), and the local authorities or people of Sagda Village. I ensured everyone is informed and aligned with the programme objectives.

**SUPPORTING TEAM MEMBERS** - I offered support to the team members in the best possible ways and ensured team's wellbeing and addressed all the concerns and difficulties we encountered during the programme.

Overall, the team leader's role was multifaceted, encompassing all the work and support to ensure the success of this 3 day Rural Immersion Programme.







Date

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# Participation During Fieldwork

## MEETING PEOPLE and MOBILIZE - I was

well-served

with the best communication ways with the villagers. I took a lead and met people of the village including senior citizens, women, school teachers, government officials, men, youth, shopkeepers and children. I had open conversations with them and got a positive response from everyone. They cooperated with us well and helped us in completing the survey work.

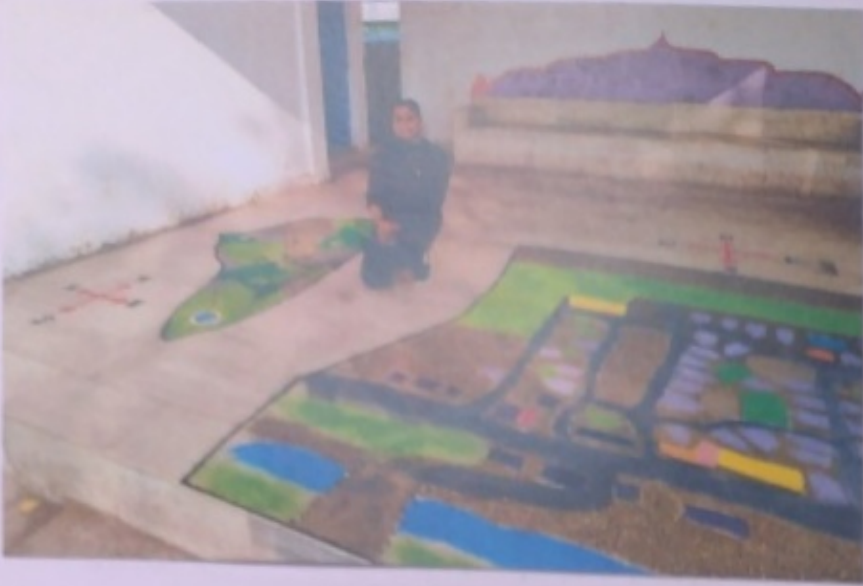
Some people whom we met are mentioned as follows:

- Kishori Lal [SHOPKEEPER]
- Heman Uncle [FARMER]
- Julia Dahiya [ANGANBADI WORKER]
- Sani Lal [MILKMAN]
- Biresh Kumar Verma [FOOD STALL]
- Kishori Lal [ANIMAL HUSBANDRY]
- Anil Kumar Yadav [SMALL ANIMAL FARM]
- Yashoda Bai [FOOD STALL]

## TRANSECT WALK - It involved a systematic

walk through the village along with classmates and few villagers. Under this, I discussed various aspects of the study design and







Date

content with my teammates. During transect walk, I gained and collected information related to our study.

3. DATA COLLECTION and SURVEY - I collected the required

information for the purpose of this program from various set of people of the village. I went for data collection with my teammates from houses, government school,anganbadi, shops, farms, vendors and Gram Sabha - Panchayat House.

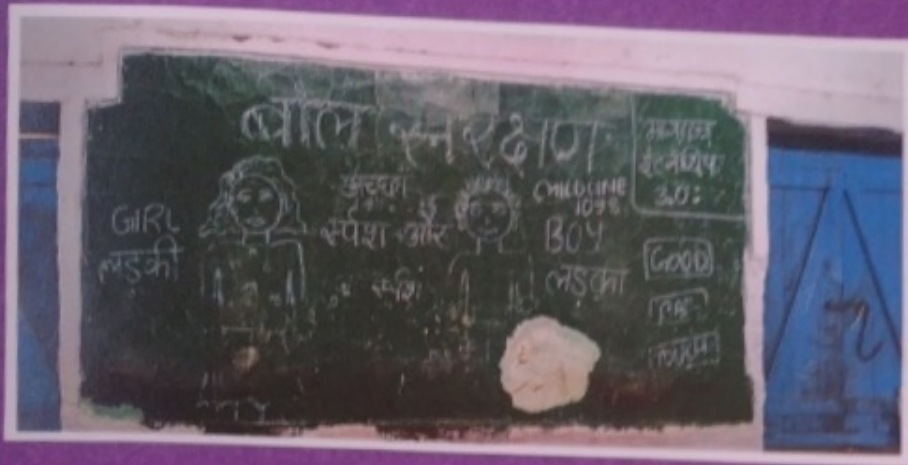
4. MAPPING EXERCISE - For mapping exercise, we along with my teammates started<sup>it</sup> by drawing the outlines of maps i.e Resource and Social Map then we completed it by using Bongeli. On day-2 we completed the Resource Map and on day-3 we completed the social map. With this the mapping exercise was completed.

5. TREND ANALYSIS - For the trend analysis, I listed all major activities occurring in different seasons or different months, as identified by the communities. I collected the data and listed it through survey.











2. **Analysis of information/data:** Collected information, statistical and technical analysis of numerical data  
 जानकारी/आंकड़ों का विश्लेषण  
 एकत्रित जानकारी, संख्यात्मक आंकड़ों का सांख्यिकीय एवं तकनीकी विश्लेषण। विश्लेषण का आधार।

### ANALYSIS OF INFORMATION

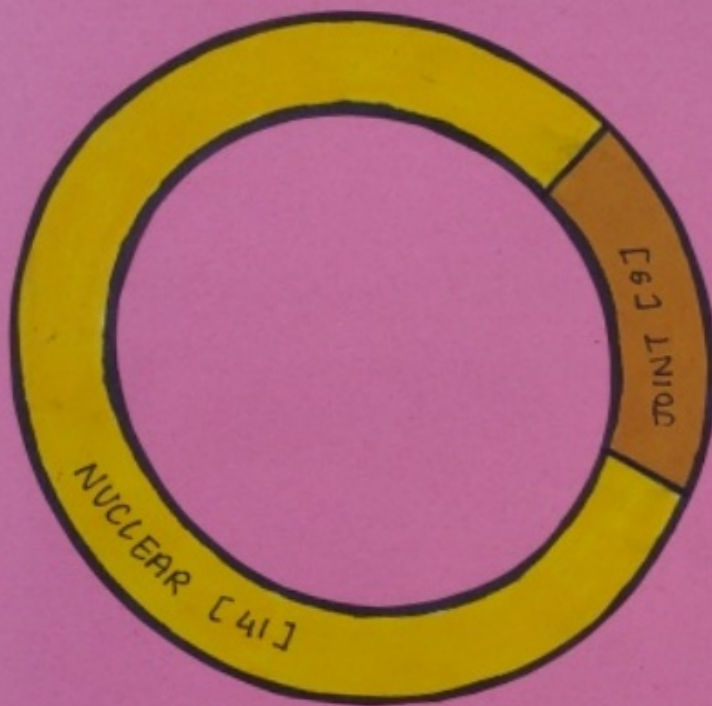
After the successful fieldwork and data collection by both qualitative and quantitative techniques.

The details of collected data are mentioned as follows:

- SAGDA has a total population of 1230 people.
- LITERACY RATE of SAGDA VILLAGE is 65.65% out of which male population is 26.65%.
- There are approximately 326 houses in the village.
- There are 48 children in Sangarbad.

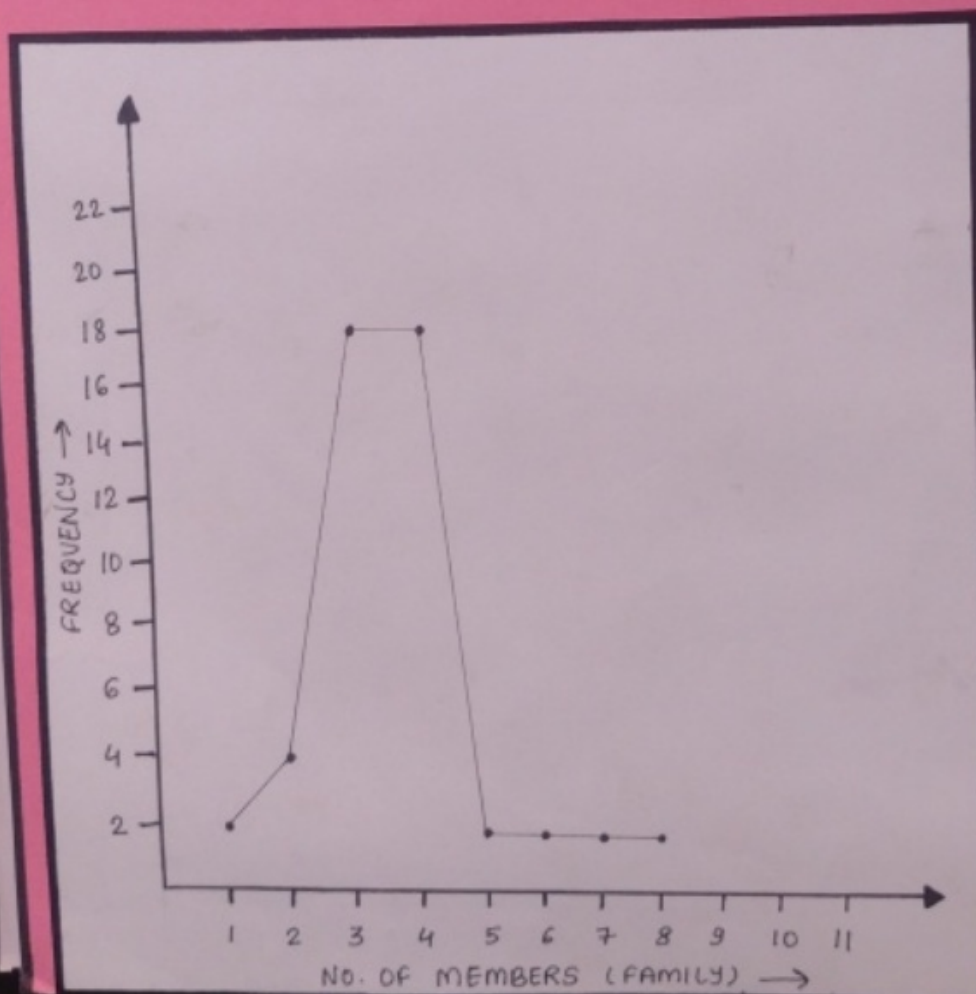


FAMILY	NUMBER
JOINT	9
NUCLEAR	41





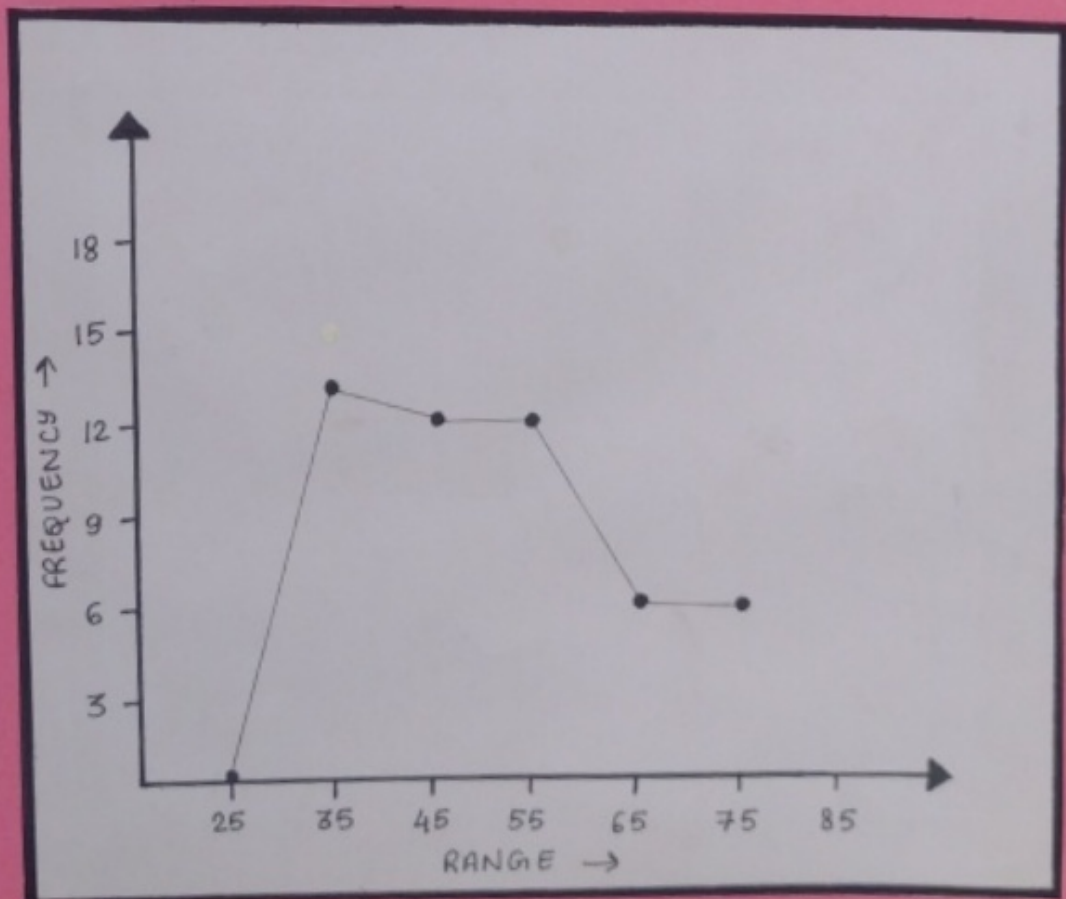
NO. OF MEMBERS ( FAMILY )	FREQUENCY
1	2
2	4
3	18
4	18
5	2
6	2
7	2
8	2
TOTAL	50





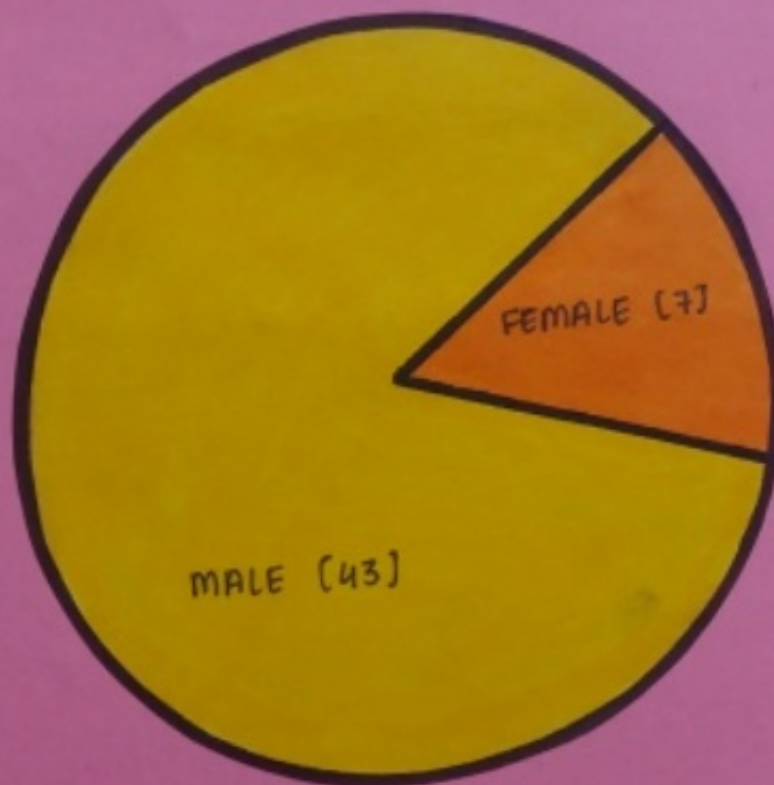
### AGE

RANGE	FREQUENCY
21-30	1
31-40	13
41-50	12
51-60	12
61-70	6
71-80	6
TOTAL	50





GENDER	NUMBER
MALE	43
FEMALE	7
TOTAL	50





LITERACY	NUMBER
LITERATE	26
ILLITERATE	24
TOTAL	50





ELECTRICITY	FREQUENCY	PERCENT
YES	50	100%

WATER	FREQUENCY	PERCENT
YES	50	100.0

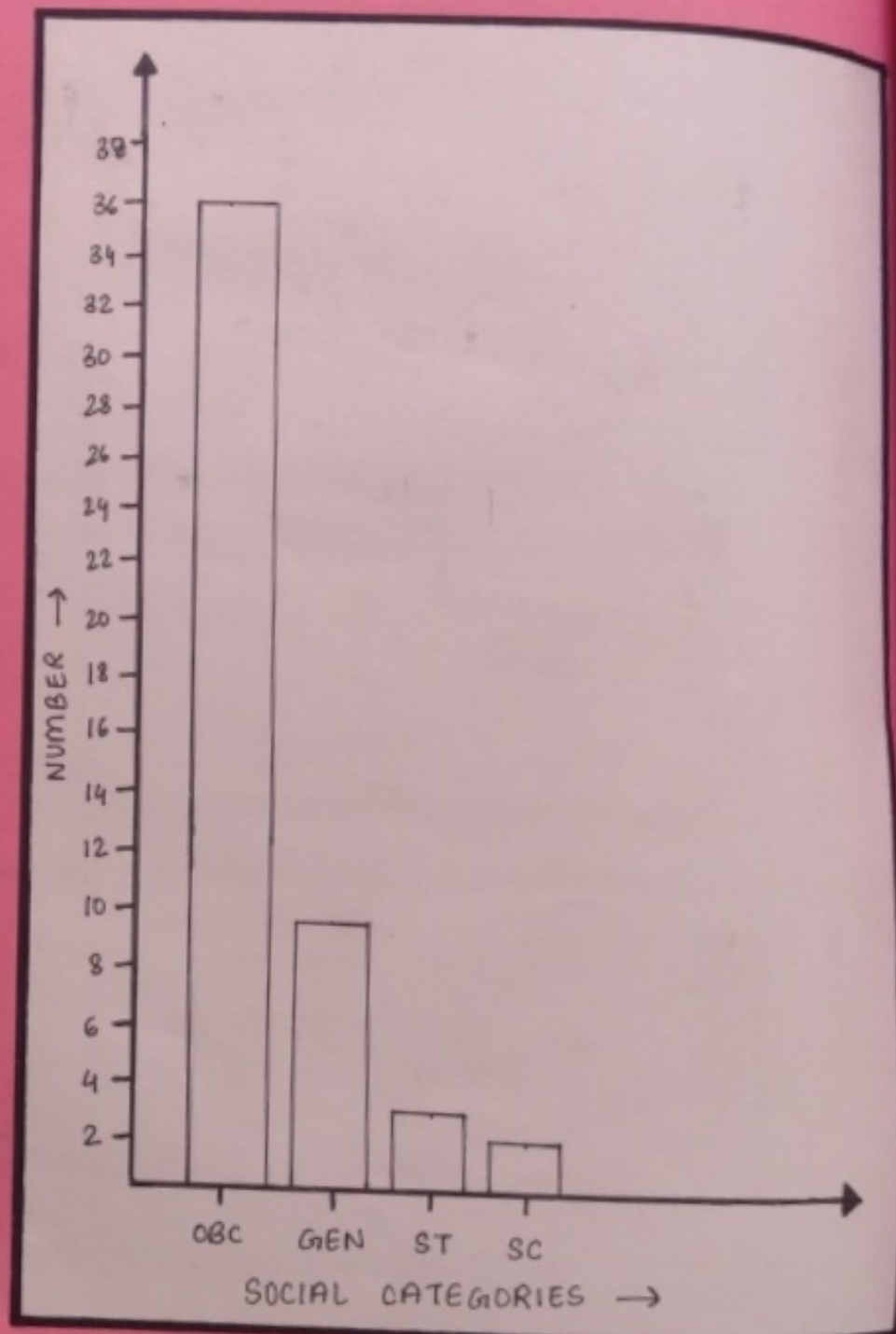


TOILET	NUMBER
YES	43
NO	7
TOTAL	50

SEPERATE KITCHEN	NUMBER
YES	37
NO	13
TOTAL	50



SOCIAL CATEGORIES	NUMBER
OBC	36
GEN	09
ST	03
SC	02
TOTAL	50



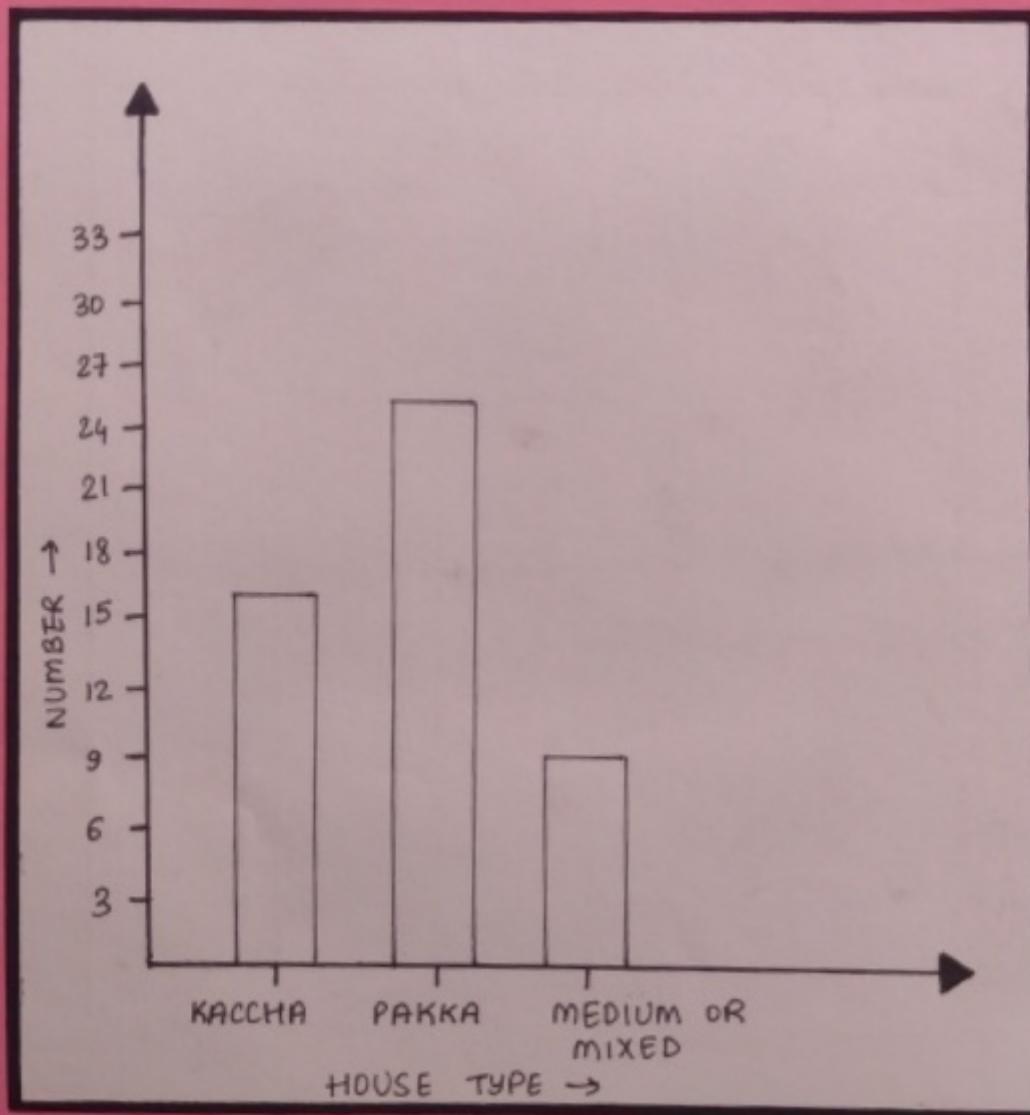


INCOME AND EXPENDITURE	MINIMUM	MAXIMUM
INCOME	30000	759000
EXPENDITURE	18500	284200

CARD TYPE	NUMBER
APL	26
BPL	24
TOTAL	50



HOUSE TYPE	NUMBER
KUCCHA	16
PUKKA	25
MIXED	09
TOTAL	50





LIVESTOCK	NO.	MINIMUM	MAXIMUM
BUFFALDES IN THE HOUSE	8	1	2
COWS IN THE HOUSE	12	2	3
BULLOCKS CARTS IN THE HOUSE	4	1	2
POULTRY BIRDS	5	1	2
OX	4	1	2
TOTAL	35	6	11

COOKING GAS	FREQUENCY	PERCENT
COOKING	50	100.0



### 3. Techniques of analysis / applied techniques

The method of analyzing the information and results, the selection of the method, the complete description of the process, justification, error and analysis of the results, comparison of the expected results with reference to the project work.

#### विश्लेषण की प्रविधि / अनुप्रयुक्त तकनीक

जानकारी एवं परिणामों को विश्लेषण करने की प्रविधि, प्रविधि का चुनाव, प्रक्रिया का पूर्ण विवरण, औचित्य, त्रुटि एवं परिणामों का विश्लेषण। अपेक्षित परिणामों के संदर्भ में तुलना।

### APPLIED TECHNIQUES

For the analysis of information, I used various techniques. They are mentioned as follows:

QUALITATIVE DATA ANALYSIS

QUANTITATIVE DATA ANALYSIS

PARTICIPATORY RURAL APPRAISAL

DOUGHNUT

PIE CHART

GRAPHS

TABLES



various techniques of analysis were applied to gather insights and inform decision-making during this Rural Immersion Programme. The techniques that were used are mentioned as follows:

**QUALITATIVE DATA ANALYSIS** - This involved analyzing textual or narrative data collected through interviews, focus group discussions, observations, and field notes. Techniques such as thematic analysis, content analysis, and narratives were used to identify patterns, themes, and key insights.

**QUANTITATIVE DATA ANALYSIS** - Quantitative data collected through surveys, questionnaires, or structured observations were analyzed using statistical techniques. This included descriptive statistics, inferential statistics, and data visualization to identify trends, correlations, and relationships within the data.

**PARTICIPATORY RURAL APPRAISAL (PRA)** - PRA is a set of participatory techniques<sup>which was</sup> used to gather information and insights from community members. Techniques such as



mapping, ranking, and wealth ranking were commonly used to engage community members in identifying their priorities, resources, and challenges.

TRIANGULATION - Triangulation involved combining multiple data sources, methods, and perspectives to validate findings and enhance the credibility of the analysis. By triangulating data from different sources, we obtained a more comprehensive and nuanced understanding of rural realities.

WEALTH BANKING - By categorizing households based on their socio-economic status and identifying the factors contributing to poverty or wealth.

These techniques were used in combination or adapted based on the specific objectives and context of the Rural Immersion Program. By applying these techniques of analysis in a rural immersion program, we gained valuable insights, inform evidence-based decision-making, & design more effective & contextually appropriate interventions for rural development.



#### 4. Challenges in this project work

Details of the bottlenecks, challenges and processes leading to un-expected results during the project work and their solutions.

परियोजना कार्य में आने वाली चुनौतियां

परियोजना कार्य के दौरान बाधाओं, चुनौतियों एवं अन-अपेक्षित परिणाम देने वाली प्रक्रियाओं की जानकारी एवं उनसे उत्पन्न परिस्थितियां, उनके समाधान आदि का ब्यौरा।

### CHALLENGES FACED

This Rural Immersion programme was an enriching and great learning experience for all of us. But this programme came up with few challenges too.

The Rural Immersion Programme was a rewarding experience but the set of challenges that came up between the programme created few difficulties while executing the field work.



Date

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Conducting this Rural Immersion Program was a rewarding experience for our team, but it also came with its set of challenges.

Here are some of the challenges faced by our team during this program:

**CULTURAL ADJUSTMENT** - We experienced culture difference when entered rural community with different customs, traditions and ways of life. Adapting to new place, social norms, different language and living conditions were challenging for us initially.

**COMMUNICATION BARRIERS** - Language Barrier slightly hindered effective communication between us and community members.

**COMMUNITY ENGAGEMENT** - Building trust and rapport with community members took time, especially when they were perceived as outsiders or inexperienced. Establishing meaningful relationships and gaining community acceptance required patience, empathy and active listening skills, and we were successful later.



**LOGISTICAL CHALLENGES** - Organising and managing logistics such as transportation, accommodation, and scheduling were challenging, especially in that area with limited road infrastructure and services.

**ETHICAL CONSIDERATIONS** - Engaging with vulnerable and sensitive communities in the rural community required our team to navigate ethical dilemmas responsibly. Respecting cultural norms, privacy rights, and informed consent was essential to maintain ethical integrity.

**ROLE CLARITY** - Few teammates struggled to define their roles and responsibilities within this immersion program, especially when the objectives, expectations, and scope of work were not clearly communicated. Clarifying roles and setting realistic goals is crucial for effective teamwork and collaboration.

**EMOTIONAL IMPACT** - Witnessing poverty, inequality, and social injustice in village was emotionally challenging for us. Coping with feelings of helplessness, frustration or guilt required emotional resilience and support.



## Field Project Working Notebook

S.No. क्रमांक	Date (दिनांक)	Time from-to (समय से-तक)		Details of the work done (किये गए कार्य की जानकारी)	Signature of the student (छात्र के हस्ताक्षर)	Sign of related Authorities (संबंधित अधिकारियों के हस्ताक्षर)
1	14/2/24	7:00 am	10:30 am	Planning and division of the tasks		
2	14/2/24	7:00 am	10:30 am	to be performed on the specific day between the members		
3	14/2/24	10:30 am	12:00 pm	visited the remaining households for the survey.		
4	14/2/24	10:30 am	12:00 pm	Did social mapping in the school.		
5	14/2/24	10:30 am	12:00 pm	" BREAK "		
6	14/2/24	12:00 pm	1:00 pm	completed social mapping and interview sessions		
7	14/2/24	1:00 pm	4:00 pm	completed the work for PIA		
8	15/2/24	7:00 pm	10:30 pm	Planning & division of the tasks to be performed on		



9	15/2/24	9:30 am	10:30	on the next day of field work.	<i>Sikhsa</i>	
10	15/2/24	10:30 am	12:30 pm	We made the terrain map of the village	<i>Sikhsa</i>	
11	15/2/24	12:30 pm	12:30 pm	with related collected information from villagers.	<i>Sikhsa</i>	
12	15/2/24	12:30 pm	1:30 pm	We made the source and opportunity map.	<i>Sikhsa</i>	
13	15/2/24	1:30 pm	6:00 pm	"BREAK"	<i>Sikhsa</i>	
14	15/2/24	1:30 pm	6:00 pm	We then packed up and completed all the pending tasks	<i>Sikhsa</i>	
15	15/2/24	1:30 pm	6:00 pm	and extended a note of thanks to village leaders.	<i>Sikhsa</i>	

Total Hours Worked (कुल कार्य के घंटे): 27 HOURS  
(1620 minutes)

TOTAL HOUR WORKED = 21 + 12 + 27  
 = 60 HOURS  
 = (3600 minutes)







Date 

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# Recommendations

After conducting this Rural Immersion Program in SAGDA village during 3 days of the fieldwork, there are some detailed recommendations based on our observation and analysis -

## INFRASTRUCTURE DEVELOPMENT -

After conducting a comprehensive assessment of the village's infrastructure, including roads, bridges, and water supply systems we recommend that the infrastructure should be developed and the infrastructure projects should be prioritized based on urgency and impact, considering factors such as accessibility, safety, and economic development. Community-led initiatives should be implemented for maintenance and upkeep of infrastructure to ensure long-term sustainability.

## IMPROVEMENT IN EDUCATION -

The quality of education should be evaluated in the village including the quality of education, school facilities, teaching resources, and student performance.







various measures should be taken to enhance the quality of education, such as teacher training programs, provision of educational materials, and infrastructure upgrades. The teaching facilities should be upgraded and enhanced. Subjects from different streams should be included for senior classes to <sup>provide</sup> promote best education.

**SKILL DEVELOPMENT** - Partnerships with educational institutions, NGOs and government agencies should be facilitated to offer vocational training programs and skill development workshops and programs. Community involvement in education through parent-teacher associations, volunteer programs, and extracurricular activities should be encouraged to create a supportive learning environment.

**HEALTHCARE SERVICES** - After assessing the availability and accessibility of healthcare services in the village, including clinics, hospitals, and medical personnel we recommend to advocate for the establishment of primary healthcare centres or mobile clinics to provide essential medical services to villagers, particularly in that area. Various healthcare awareness campaigns on topics such as







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sanitation, nutrition, maternal health, and disease prevention. Various initiatives to train local healthcare workers and traditional healers to address healthcare needs within the community should be implemented and supported effectively.

**5. AGRICULTURE ADVANCEMENT** - We conducted a comprehensive assessment of agricultural practices, land-use patterns, and natural resources management in the village.

After this we recommend sustainable farming techniques, crop diversification strategies, and water conservation measures to improve agricultural productivity and resilience to climate change.

**6. LIVELIHOOD ENHANCEMENT** - Access should be facilitated to agricultural inputs, credit facilities, and market linkages to empower farmers and enhance their livelihoods.

Value-added agricultural activities such as food-processing, agro-tourism, and organic farming to generate additional income and employment opportunities. A comprehensive approach through which livelihood can be enhanced are: *capacity building, agricultural interventions,*



livestock and fisheries development, promoting non-farm enterprises, microfinance and access to credit, strengthening market linkages and value chains, encouraging diversification and risk mitigation & fostering community participation and ownership.

By adopting this holistic approach livelihood enhancement initiatives can contribute to poverty reduction, economic empowerment, and sustainable development in village.

**EMPOWERMENT** - community-driven initiatives for women's empowerment, including access to education, healthcare, and economic opportunities should be promoted. The rights and participation of marginalized groups in decision-making processes and community development activities should be advocated.

### **COMMUNITY EMPOWERMENT AND PARTICIPATION -**

A culture of community empowerment and participation through inclusive decision-making processes, participatory planning, and transparent governance mechanisms should be fostered which would help in strengthening local institutions such as village councils, cooperatives, and







self-help groups to mobilize resources, manage projects, and monitor progress. Civic engagement and volunteerism among villagers through community service projects, civic education programs, and youth leadership initiatives must be promoted. Also, networking and knowledge-sharing platforms to exchange best practices, lessons learned and innovative solutions among villages and stakeholders should also be facilitated.

**SUSTAINABILITY and SCALABILITY** - Principles of sustainability, resilience, and inclusivity into all aspects of community development planning and implementation should be integrated. Opportunities for replication and scaling up of successful interventions in other villages or regions through knowledge transfer, capacity-building, and strategic partnerships should be explored.

Also, continuous learning, innovation, and adaptation to evolving socio-economic, environmental, and technological trends to maximize the long-term impact of community development efforts should be highly encouraged.







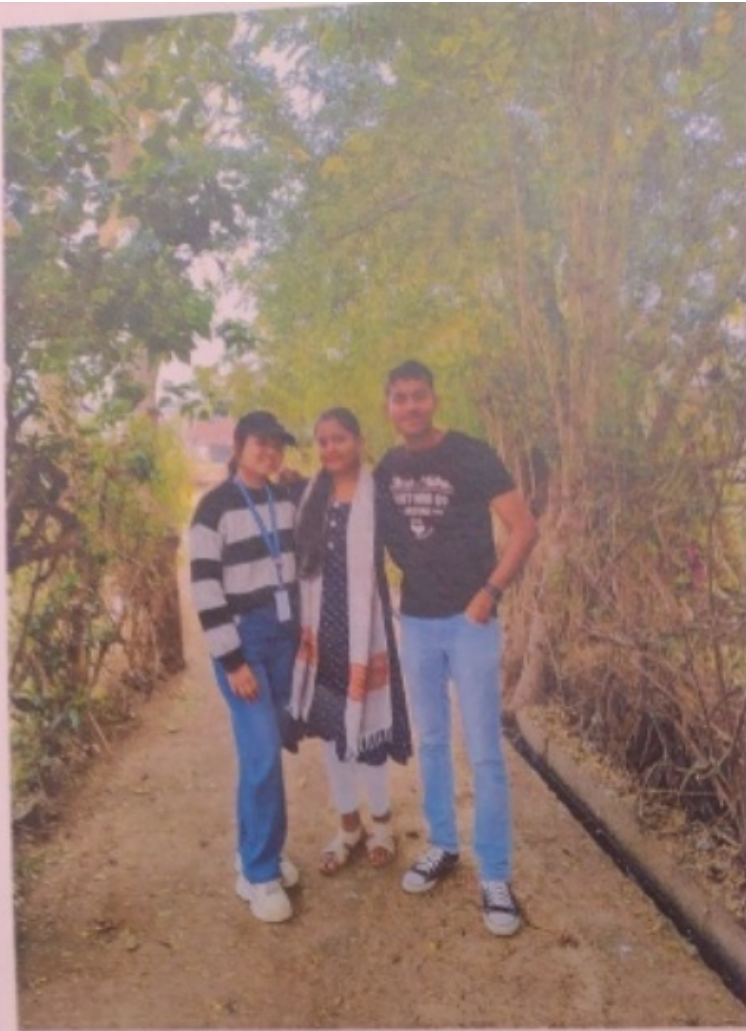
# Conclusion

This Rural Immersion Program conducted by our team was a transformative journey for all the team members. Through direct engagement with local residents, we gained invaluable insights into the realities, challenges, and aspirations of rural life. This program provided a unique opportunity for experiential learning, cultural exchange and community building.

Importantly, the rural immersion program fostered mutual understanding, respect and empathy between team members. As we return to our respective contexts, we carry with us not only memories but also a deeper appreciation for the richness and resilience of rural life.

The experience that we gained by visiting the village is unique and revealing. Previously we conducted a rural immersion program at Dewi village last year and this program too we gained an amazing and informative session.





Concepcion





After conducting this Rural Immersion Program, we gained real and first-hand knowledge of the advantages and limitations of being a part of the rural socio-economic setup.

The locals and officials of Sagda village were very supportive and cordial in providing us all the necessary information that we required for our study to the best of their knowledge.

We also concluded that there is a great need of providing all the urban amenities and good quality education in the village. This program also provided us an opportunity to learn about the role played by the community institutions, government officials, village heads and women.

We were truly humbled to have had the chance of conducting, participating and experiencing this opportunity of Rural Immersion Program.

Overall, this program was a transformative journey of learning, collaboration and empowerment. It had empowered us to become agents of change and advocating for Rural Development.









**ST. ALOYSIUS' COLLEGE**

**(AUTONOMOUS), JABALPUR(M.P.)**

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

# **SAMPLE PROJECT REPORTS**

**2023-24**

**FACULTY OF ARTS**



WORKING  
OF  
GRAM  
PANCHHA  
YAT



# Field Project Work Report

प्रोजेक्ट (परियोजना) कार्य

..... Study of .....  
..... Working of .....  
..... Gram Panchayat .....

(Title of Field Project Work)

For the partial fulfillment of  
B.A./ B.Sc./ B. Com./ BBA/ BCA Degree  
बी.ए. / बी.एस.सी. / बी.कॉम. / बी.बी.ए. / बी.  
सी.ए. / की डिग्री की आंशिक प्रतिपूर्ति हेतु

Session : 2022-2023 .....

*Smarollai*



## **St. Aloysius' College** **(Autonomous)**

Reaccredited 'A+' by NAAC (CGPA 3.68/4.00)  
College with Potential for Excellence by UGC  
DST-FIST Supported & Star College Scheme by DBT  
Jabalpur, Madhya Pradesh, India



# Field Project Work Report

## परियोजना कार्य रिपोर्ट

STUDY OF WORKING OF GRAM PANCHAYAT

(Title of Field Project Work)

For the partial fulfillment of B.A./ B.Sc./ B. Com./ BBA/ BCA Degree  
बी.ए./ बी.एस.सी./ बी.कॉम./ बी.बी.ए./ बी.सी.ए./ की डिग्री की आंशिक प्रतिपूर्ति

हेतु  
Session : 2022-2023.....

Mahak Choudhary

Name of student/ Students (छात्र का नाम)

BA II year

Class (कक्षा)

48938

Roll No (अनुक्रमांक)

St. Aloysius College

Name of the organization, where the work was completed (संस्था का नाम जहाँ  
कार्य पूर्ण किया गया)

Ms. Bhayma Tekam

Name of Supervisor (पर्यवेक्षक का नाम)



**St. Aloysius College**  
(Autonomous)

Reaccredited 'A+' by NAAC (CGPA – 3.68/4.00)  
College with Potential for Excellence by UGC ,  
DST FIST Supported & Star College Scheme by DBT  
Jabalpur (M.P.) India



## Field Project Feedback Form

### परियोजना प्रतिपुष्टि प्रपत्र

To be filled by the head of the institution / authorized officer / guide of the concerned external organization (if any)

सम्बंधित बाह्य संस्था (यदि कोई हो) के संस्था प्रमुख / अधिकृत अधिकारी / मार्गदर्शक द्वारा भरा जाये

Name of trainee student (प्रशिक्षु विद्यार्थी का नाम): Mahak Choudhary

Name of College (महाविद्यालय का नाम): St. Aloysius College

Class रुक्षा : BA II year

Section & Roll No. (वर्ग तथा अनुक्रमांक): .....

S.No स.क्र.	Base of Evaluation मूल्यांकन का आधार	Given Grade प्रदत्त श्रेणी (A/B/C) #	Remark टिप्पणी
1.	Student's regular attendance विद्यार्थी की नियमित उपस्थिति	A	
2.	Theoretical knowledge acquired by the student विद्यार्थी द्वारा प्राप्त सैद्धान्तिक ज्ञान	A	
3.	Skills and practical knowledge acquired by the student during the tenure कार्यावधि में विद्यार्थी द्वारा अर्जित कौशल, व्यवहारिक ज्ञान,	A	
4.	Student's interest and seriousness towards the work, कार्य के प्रति विद्यार्थी की रुचि गंभीरता,	A	
5.	Student's attitude and behavior during the learning period कार्यावधि में विद्यार्थी का सीखने के प्रति रवैया एवं व्यवहार	A	
6.	Co-ordination with colleagues and other members and ability to work in teams सहकर्मियों व अन्य सदस्यों के साथ सामंजस्यसमूह में कार्य करने की, छमता	A	
7.	Overall grade of the student विद्यार्थी की समग्र श्रेणी	A	

# Grade (श्रेणी) : A-> Excellent (उत्कृष्ट) ,B-> Good (अच्छा) C-> Normal (सामान्य)

Date (दिनांक): 20-3-23

Place (स्थान): Jabalpur

Bann  
Name of Authorized Person (अधिकृत व्यक्ति के हस्ताक्षर)

Ms. Bhavana Tekam

Name and Seal (नाम तथा सील)



**Approval letter by guide / Supervisor**  
**(निर्देशक का अनुमोदन पत्र)**

I ..... Ms. Bhauma Tekam ..... hereby certify that the above mentioned report is the actual report of the student's project work done under my supervision. It has been submitted to St. Aloysius College (Autonomous), Jabalpur after my approval.

मैं ..... एतद द्वारा प्रमाणित करती / करता हूँ कि उपरोक्त वर्णित रिपोर्ट विद्यार्थी द्वारा मेरे निर्देशन में किये गए परियोजना कार्य रिपोर्ट की वास्तविक रिपोर्ट है। यह संत अलॉयासियस महाविद्यालय (स्वशासी), जबलपुर में मेरे अनुमोदन के पश्चात प्रस्तुत की गयी है।

Signature Bow  
Name Miss Bhauma Tekam

Date 20-03-23

Place Jabalpur



## Work Completion Certificate

(After the completion of the work, attach the given certificate on the letter head of the external institution here)

St. Aloysius College

Name of organization and logo

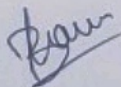
This is to Certify that (name) ... Mahak Choudhary .....  
Class ... BA II year ... of St. Aloysius College (Autonomous), Jabalpur, has  
completed his/ her Field Project work by being present in this institution from  
19/Jan/2023 to 25/Feb/2023 ..... and has worked/ trained in the field  
of ... Working of Gram Panchayat .....

(Name) ..... is extremely  
hardworking, dedicated and result-oriented. He / she did good / excellent work  
during his/ her tenure in the organization. We wish him/her a golden future.

With best wishes

Date: 20.03.23 .....

Place: Jabalpur .....



Signature of the Authorized Person

Miss. Bhavina Tekam .....

Name and Seal



## Declaration of Student's Original Work

### विद्यार्थी की मौलिकता का घोषणा पत्र

I ..... Mahak Choudhary ..... hereby declare that this Field Project report is based on the original work done by me, in which published and unpublished material has been used after due approval. I also declare that the submitted report has not been submitted for any other degree / course in the past / present.

मैं ..... एतद द्वारा घोषणा करती / करता हूँ कि यह परियोजना रिपोर्ट मेरे द्वारा किये गए मूल कार्य पर आधारित है, जिसमें प्रकाशित एवं अप्रकाशित सामग्री का प्रयोग विधिवत स्वीकृति के उपरान्त किया गया है। मैं यह भी घोषणा करती / करता हूँ कि प्रस्तुत रिपोर्ट किसी अन्य डिग्री / पाठ्यक्रम हेतु पूर्व / वर्तमान में प्रस्तुत नहीं किया गया है।

Name of student/ Students (छात्र / छात्रा का नाम) : Mahak Choudhary  
Class (कक्षा) : BA II year  
Roll Number (अनुक्रमांक) : 48938  
Signature with date (हस्ताक्षर दिनांक सहित) : Mahak  
20/03/23



## Acknowledgement

I, Mahak Choudhary ..... of class BA II year .....  
St. Aloysius' College (Autonomous), Jabalpur would like to express my  
gratitude towards our Principal Rev. Dr. G. Vazhan Arasu for giving me this  
great opportunity to do this Field Project Work.

I would like to express my gratitude to my guide teacher Ms. Bhayana Tekam  
Department of Political Science ..... for his / her constant  
guidance, advice, encouragement & every possible help in the completion of  
this work.

The field project opportunity I had with [Name of the Company]  
..... was a great  
chance for learning and professional development. I express my deepest  
gratitude and special thanks to the [name of authorized person]  
..... Ms. Bhayana Tekam ..... who  
in spite of being extraordinarily busy with her/his duties, took time to listen to  
my queries, to guide me on the correct path and allowed me to carry out my  
field project at their esteemed organization.

I am extremely grateful to all my teachers and friends who helped me in the  
successful completion of this field project work.

With great pleasure, I would also like to extend my sincere gratitude and  
thanks to my parents for their support.

I am grateful to everyone who supported me or guided me directly or  
indirectly.

Signature Mahak

Name of the student : Mahak Choudhary

.....



# FIRST REPORT

Introduction

Structure Of Project Work

Work Details

Details Of the Site

Purpose And Relevance



# WORKING OF GRAM PANCHAYAT

## Introduction

India is a land of diverse cultures and traditions, and its villages form a foundation of this diversity. India is predominantly a rural country, with about 68% of its population living in villages. The village life in India is simple and peaceful.

The three-tier system of the Indian administration for rural development is called Panchayati Raj. The aim of The Panchayati Raj is to develop local self-governments in districts, zones and villages.

The Panchayati Raj system plays a vital role in the village local government to develop the village in special areas, such as health, women empowerment, primary education of children, women participation in local government, agricultural development etc. The article 243-243(o) provides the setup of Panchayati Raj in India. This was brought



under 73<sup>rd</sup> Constitutional Amendment act under the functions of Gram Panchayat and other details regarding the Polity and Governance segment.

## Structure Of The Project Work...

Structure/Planning of the project work provides research on the topic i.e., working of the Gram Panchayat, survey, making questionnaire and at last the analysis of the responses.

Designed questionnaire using latest information from the latest resources available.

Questionnaire consist of simple questions to be asked in simple language, everyone could understand easily during the survey. There are only basic questions about their Gram Panchayat.

The questions were to be asked from Panchayat secretary / Sachiv and common people. The questions were categorised according to the respondent. Also included site seeing and observing the site development and interpretation of data collected from various parties consisting complaints, suggestions and the criticism.



## Work Details...

In group we were five peers, we evenly distributed the work in the field accordingly, as per our skills. Elaborating, we divided as - first peer was comforting people making them feel comfortable for questionnaire, second peer was asking general questions and introducing people about the topic, third peer was asking questions from the questionnaire and interpreting data given by people, fourth peer was collecting and noting down answers and data and fifth peer was collecting general data and clicking photographs. By this way, we got to know the importance of team work, and managed to be together in work.

## Details Of The Site...

During the survey, we went to three villages Silwa, Padariya and Barha. There was single gram panchayat for Silwa and Padariya and separate one for the village Barha. We had a



conversation with the sarpanch, Sachiv and civilians of Silwa and Padariya, and contacted only civilians of Barha

Village	Population	Female	Male
Silwa	413	204	209
Barha	1,526	634	892
Padariya	819	428 391	391 428

\* as per 2011 census

Total population  
2758

Male - 1529

Female - 1229



# Purpose And Relevance...

The usability of the project and its relevance in real life is very important

Aims and objectives of the study :-

- 1.) To study the effective implementation and working of gram panchayat and understand the grassroots level of development in village.
- 2.) To understand the living conditions of people of the village.
- 3.) To find out about the best works and functioning of gram panchayat.
- 4.) To understand the responsibility of gram panchayat in overall development of the village and play of an important keyrole in providing basic vital health and well-being of several people like drinking water and sanitation.
- 5.) To improve our knowledge about grassroots level democracy and wholistic development to improve our conversation skills.



S.No. क्रमांक	Date (दिनांक)	Time from-to (समय से-तक)		Details of the work done (किये गए कार्य की जानकारी)	Signature of the student (छात्र के हस्ताक्षर)	Sign of related Authorities (संबंधित अधिकारियों के हस्ताक्षर)
1	9 <sup>th</sup> Jan 2023	12:30 PM	1:30 PM	Did some research related to the topic i.e. working of gram panchayat.		
2	10 <sup>th</sup> Jan 2023	12:30 PM	1:30 PM	Studied about some previous works/studies done on Panchayati raj system.		
3	11 <sup>th</sup> Jan 2023	12:40 PM	1:20 PM	Started writing 1 <sup>st</sup> report & completed the introduction and scope.		
4	12 <sup>th</sup> Jan 2023	12:30 PM	1:30 PM	Studied about the steps to be taken while preparing questionnaire		
5	13 <sup>th</sup> Jan 2023	12:30 PM	1:10 PM	Started preparing the questionnaire by dividing it into three parts.		
6	14 <sup>th</sup> Jan 2023	12:30 PM	1:10 PM	Completed writing questions for the sachiv, sarpanch & the public.		
7	15 <sup>th</sup> Jan 2023	12:40 PM	1:20 PM	Discussed about the work division for every member of the group.		
8	16 <sup>th</sup> Jan 2023	10:00 AM	1:30 PM	Did survey in Padariya.		



9	17 <sup>th</sup> Jan 2023	10:00 AM	1:15 PM	Did survey in Silwaa.	<u>Dalak</u>	<u>Bar</u>
10	18 <sup>th</sup> Jan 2023	10:00 AM	1:15 PM	Did survey in Barah.	<u>Dalak</u>	<u>Bar</u>
11	19 <sup>th</sup> Jan 2023	12:15 PM	2:15 PM	Did analysis of the information collected during the survey.	<u>Dalak</u>	<u>Bar</u>
12	20 <sup>th</sup> Jan 2023	12:15 PM	1:15 PM	Did some research about the details of the sides of the field work.	<u>Dalak</u>	<u>Bar</u>
13	21 <sup>st</sup> Jan 2023	1:00 PM	1:30 PM	wrote about the structure of the Project work.	<u>Dalak</u>	<u>Bar</u>
14	22 <sup>nd</sup> Jan 2023	1:00 PM	1:30 PM	wrote about the aims & objectives & done writing about Reliability of Project	<u>Dalak</u>	<u>Bar</u>
15	23 <sup>rd</sup> Jan 2023	12:40 PM	1:00 PM	completed writing the first report.	<u>Dalak</u>	<u>Bar</u>

Total Hours Worked (कुल कार्य के घंटे): 20 hrs



# SECOND REPORT

Project Methodology

Details Of Information Collection

Literature Review

Work Division



# Project Methodology...

The method we used was survey method, in which we went to village areas and met people, asking them questions from the questionnaire and interpreting the data given by them. We also met Gram Panchayat officials, those were Sarpanch and Sachiv (panchayat secretary). The questionnaire was prepared in such a way very well categorised, differently for all these parties. With their responses we deciphered information and obtain a gist content like precise and got to know the grassroot level democracy and development in village. We will use the collected information and write it in our final report. This would help us to gain teamwork spirit, boost our confidence and increase our proficiency in meeting new people and talking to them.



# Details Of Information Collected...

Information collected will be divided into three categories :-

- 1) Sarpanch
- 2) Sachiv (Panchayat Secretary)
- 3) Common people.

## 1) Sarpanch :-

Sarpanch, Smt. Saldabai Kal, she told us that there are regular meeting held in which 15-20 people join with women also. People to get benefit of some schemes by central and state government. People come to get information about schemes from Panchayat Bhawan. Sachiv is regular. But only 50% people get satisfied with the working of Panchayat. There is development in Dugan Badi. Some people do not pay taxes and there is no legal work for them.

## 2) Sachiv :-

Sachiv, Shri Roopram Sen told us about the satisfaction of people, he said that people are totally satisfied with the gram



panchayat, there is development in Sangandadi, and plantation work is done. Schemes are announced with loudspeaker. The village is awarded for fair and effective vaccination. Some people do not pay taxes as said by Sarpanch.

### 3) Common people :-

Common people responses can be divided in two type. that is satisfied and unsatisfied people. Some people who got the benefits schemes were really very happy and praised the current government and development. They were happy with the schemes implemented. On the other hand the people who were not in benefit of the schemes were not happy and criticised the current government and work of Panchayat.



# Literature Review...

There are several studies on Panchayat Raj institutions and their working, some of them are :-

1) Panchayati Raj Institutions : As an instrument of Social and Economic Progress

By :- Mr. Latif Ahmad Dar  
- Mr. Fida Hussain Malla

Provides the Panchayat Raj system's administrative apparatus for implementation of the programmes of rural development. The research captures that Panchayati Raj institutions play a major role in the social and economic development of people at the grassroots level.

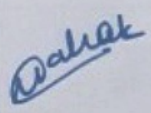
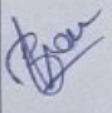
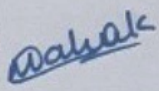

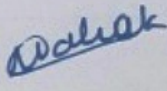
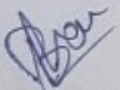
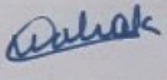
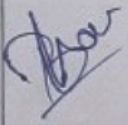
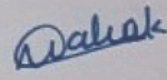
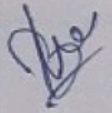
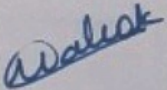
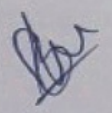
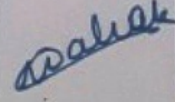
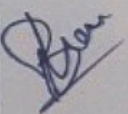
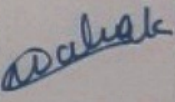

2) Panchayati Raj institutions in India : Prospects and Retrospections

By :- Mrs. Geeta  
- Dr. Sanjay Mishra

Explains the concept that Panchayati Raj unquestionably Indian in origin and status that Panchayati Raj bodies, which are genuine and effective democratic decentralized institutions, provide ample opportunities for a large number of rural



## Field Project Working Notebook

S.No. क्रमांक	Date (दिनांक)	Time from-to (समय से-तक)		Details of the work done (किये गए कार्य की जानकारी)	Signature of the student (छात्र के हस्ताक्षर)	Sign of related Authorities (संबंधित अधिकारियों के हस्ताक्षर)
1	25 <sup>th</sup> Jan 2023	12:15 PM	2:15 PM	Discussed about some important points before writing second report		
2	26 <sup>th</sup> Jan 2023	12:30 PM	2:00 PM	Studied of some old studies & researches done on Panchayati Raj's work system		
3	27 <sup>th</sup> Jan 2023	12:30 PM	2:30 PM	Research about the steps to write project methodology & the survey reports.		
4	28 <sup>th</sup> Jan 2023	1:00 PM	2:00 PM	Took teachers guidance before moving forward		
5	29 <sup>th</sup> Jan 2023	12:15 PM	2:15 PM	Analysis of the field survey to write details of the survey.		
6	30 <sup>th</sup> Jan 2023	12:15 PM	1:15 PM	wrote the project methodology		
7	31 <sup>st</sup> Jan 2023	12:15 PM	1:15 PM	Completed writing about the details of the field survey.		
8	1 <sup>st</sup> Feb 2023	12:30 PM	2:30 PM	Read about the history of Panchayati Raj system.		



9	2nd Feb 2023	12:30 PM	2:00 PM	Read about some previous studies done on panchayati Raj system	<u>Palak</u>	<u>Bo</u>
10	3rd Feb 2023	12:30 PM	2:00 PM	Studied about historical studies and separated the matter for literature review.	<u>Palak</u>	<u>Bo</u>
11	4th Feb 2023	12:30 PM	1:00 PM	Did some discussion with the group members.	<u>Palak</u>	<u>Bo</u>
12	5th Feb 2023	1:00 PM	2:00 PM	Discussed about the work separation among the group members.	<u>Palak</u>	<u>Bo</u>
13	6th Feb 2023	1:00 PM	2:00 PM	Reviewed the first report once.	<u>Palak</u>	<u>Bo</u>
14	7th Feb 2023	12:15 PM	1:15 PM	Done writing the literature review.	<u>Palak</u>	<u>Bo</u>
15	8th Feb 2023	12:20 PM	12:50 PM	Second report is completed.	<u>Palak</u>	<u>Bo</u>

Total Hours Worked (कुल कार्य के घंटे): 20 hrs



# THIRD REPORT

Details Of Work Completed

Analysis Of Information

Techniques Of Survey

Challenges Faced



# Details Of Work Completed.

There are total 4 reports :-

## First Report



First report is completed, consist of Intro key objectives, structure of the project and details of the concerned sites and the report ends with the purpose and relevance of the project work.

## Second Report



Completion of second report, includes project methodology, details of information collection and the last one is literature review the work division.

## Third Report



Third report is in progress, third report includes details of work completed, analysis of information and ends with technical analysis and the challenges faced during the survey.



# FINAL REPORT

## CHAPTER - I

- \* Introduction & Scope of Project Work
- \* Literature Review.
- \* Project Work Plan
- \* Details of concerned site

## CHAPTER - II

- \* Project Work Flow
- \* Details of Field Survey
- \* Method of Analysis / Applied techniques



## CHAPTER-III

- \* Findings, Returns & Analysis
- \* Challenges in Project.
- \* Conclusion
- \* Suggestions

## REFERENCES



# Introduction...

India is a land of diverse cultures and traditions, and its villages form a foundation of this diversity. India is predominantly a rural country, with about 68% of its population living in villages. The village life in India is simple and peaceful.

The three-tier system of the Indian administration for rural development is called Panchayati Raj. The aim of the Panchayati Raj is to develop local self-governments in district zones and villages.

The Panchayati Raj system plays a vital role in the village local government to develop the village in special areas such as health, women empowerment, primary education of children, women participation in local government, agricultural development etc. The article 243-243 (c) provides the set up of Panchayati Raj in India. This was under 73<sup>rd</sup> constitutional amendment act under the functions of gram Panchayat & other details regarding the Polity and governance segment.



## Articles Related to Panchayats at a Glance

Article No.	Subject - matter
243	Definitions
243 A.	Gram Sabha
243 B.	Constitutions of panchayats
243 C.	Composition of panchayats.
243 D.	Reservation of seats
243 E.	Duration of Panchayats, and so on.
243 F.	Disqualifications for membership
243 G.	Powers, authority & responsibilities of panchayat
243 H.	Powers to impose taxes by, and funds of, the panchayats.
243-I	Constitution of finance commission to review financial position
243 J.	Audit of accounts of panchayats.
243 K.	Elections to the panchayats.
243 L.	Application to union territories
243 M.	Part not to apply to certain areas.
243 N.	Continuance of existing laws and panchayat
243-O.	Bar to interference by courts in electoral matters.



# Project Work Plan...

Research : We did research from various literatures available on the topic Gram Panchayat. We did classification of the gathered information and categorised what is important and what is not. We searched books and various articles of college professors and writers. We gathered information about the structure and working of panchayati Raj which proved to be beneficial for our project.

Questionnaire design : We designed questionnaire using the latest information and the best resources available. Questionnaire was designed in such a way that it will be easy for everyone. We categorised questions for the panchayat officials and villagers. We put technical questions for officials like sarpanch, panch and Sachiv and general questions from villagers in subject of working, election, and development of Gram and Panchayat.

Survey : Survey is the most important part of the field project all the research



and written work depends on the information collected. We conducted survey in three villages - Siluma, Padariya and Barha. We visited gram panchayat, met with officials there and we met villagers, talked to them and listened to their problems.

### Relevance:

- \* To study about the working of Gram Panchayat and its structure
- \* To get information of knowledge of people about voting and works in Gram Panchayat.
- \* To understand the real situation of Panchayati Raj as it clears the difference between the expectations and ground reality.
- \* To boost our confidence to talk to different people in society, and help us to gain the idea of interacting with new people with whom we never met before.
- \* To find out the best practices and working of panchayat in different fields.
- \* To make people aware about the accountability of panchayat to them, and thereby reducing corruption and increasing work efficiency.



## Details Of Concerned Site...

During the survey, we went to three villages - Silwara, Padariya and Baraha, there is single gram Panchayat for Silwara and Padariya and separate one for Baraha. We met sarpanch and Sachiv and civilians of Silwara and Padariya. And contacted the civilians of Baraha. Silwara village is located in the Jabalpur tehsil of Jabalpur district of Madhya Pradesh, India, it is situated 17km away from Jabalpur. Padariya village is located in same tehsil as Silwara and is 20km away from Jabalpur. Baraha village is located in Jabalpur district in same tehsil as Jabalpur & is 25km away from Jabalpur.

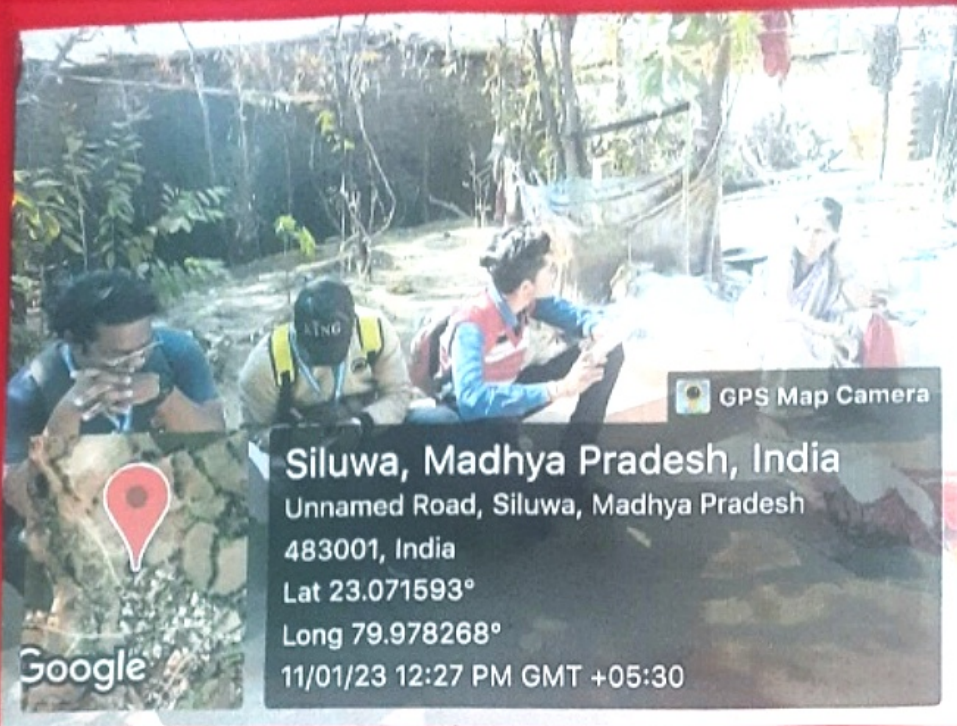
Village	Population	F	M	
Silwara	413	204	209	Total population 2758
Baraha	1526	634	892	
Padariya	819	391	428	Male - 1529 Female - 1229.

\* As per 2011 census









GPS Map Camera

**Siluwa, Madhya Pradesh, India**

Unnamed Road, Siluwa, Madhya Pradesh

483001, India

Lat 23.071593°

Long 79.978268°

11/01/23 12:27 PM GMT +05:30

Google



GPS Map Camera

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483001, India

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Google



GPS Map Camera

**Siluwa, Madhya Pradesh, India**

Unnamed Road, Siluwa, Madhya Pradesh





GPS Map Camera



Google

Siluwa, Madhya Pradesh, India

Unnamed Road, Siluwa, Madhya

Pradesh 483001, India

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Long 79.97826°

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GPS Map Camera



Google

Siluwa, Madhya Pradesh, India

3XFM+34F, Siluwa, Madhya Pradesh 483001,  
India

Lat 23.072676°

Long 79.982782°



# Method Of Analysis / Applied Techniques...

The methods we used in analysis were survey, sampling, data interpretation and conclusion. We went on a survey, took data in survey, sampled data, i.e. segregated the type of responses collected from the questionnaire.

1. > Research: We met at a place to do research and gathered basic and necessary information needed to do survey in gram panchayat and to prepare reliable questionnaire for it.
2. > Survey: We chose villages for survey according to our questionnaire, we went there and met the panchayat officials and the common public. The survey helped us to the true and real information of work of panchayat.
3. > Sampling: The next step included sampling that involved segregation of the responses on the basis of their types as some responses were critical, some were totally in favour of the government, so at least these steps included the sampling of responses.



# Findings, Returns & Analysis...

The survey and the study gave a clear picture of the expectations and reality of the panchayat system in villages. The literature and reports were so far different from each other in themselves. The survey gave the grassroots level information of the working of panchayat. The panchayat of silvra and padariya were working good at its place but the people were not happy with them. People showed their anger towards the government of panchayat that panchayat is not working well. Some people started very startling facts like the old sarpanch who lost in last election took back all the water taps that he had installed. This type of experience and knowledge can't be gained by book texts readings. This fact shows the selfishness of politicians and this proves that they are deceitful towards public and are always profit seeking. This showed the bad level of grassroots level democracy in India.



# Conclusion

The conclusion is purely based on the state of reference, the reality check completely feels different from the expectations. When going into the direct fields, the reality looks a complete extreme end, when we are taught with the development of panchayat raj system and not all of its development committers. It looks a fantastic system with just minor or no flaws in it, but in our perspective its different from the reference of panchayat, the work is very good, all the websites are properly working and people are happy and satisfied, but from the reference of people, the panchayat needs some betterment in their workflow & they also gave suggestions and criticised the government, some were so sad about the conditions of the village. At the same time, the people with somewhat higher standard of living were happy and said the panchayat is doing great work.



# Suggestions...

1.) Real women participation: In the panchayats having women seat for sarpanch, the women is the sarpanch, but the leading role is of her husband or of any other male member of the family, by this its not fulfilling the real motive of women seats. As this reservation was brought to boost women participation in political system, but in conclusion its just showing the puppet role of women. This needs to be changed.

2.) People should be aware of RTI: A lot of people criticised government that the allocations have been made by the centre and state but there has been no proof that where the money is, if people were aware about the RTI then this would not have been a concern for people.

3.) Effective connection with people: while we were getting connected with civilians, we observed that the panchayat officials



# References...

Took help from different websites

- > [nirdr.org.in](http://nirdr.org.in)
- > [drishtias.com](http://drishtias.com)
- > [Indiavillageinfo.com](http://Indiavillageinfo.com)
- > [Panchayatdaupan.com](http://Panchayatdaupan.com)

## Books

- > Panchayati Raj Institutions: an instrument of social and economic progress  
By:- Latif Ahmed Dar  
:- Mr. Fida Hussain Malla
- > Rule of local self government  
By:- Vaishnavi A  
:- Dhruv R





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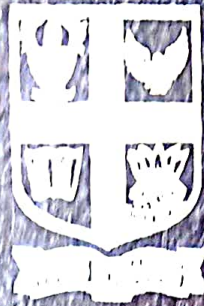
# **SAMPLE PROJECT REPORTS**

## **2023-24**

## **FACULTY OF SCIENCE**



**ST. ALOYSIUS COLLEGE JABALPUR**



(AUTONOMOUS)  
REACCREDITED 'A' GRADE BY NAAC (CGPA 3.8/4.00)  
COLLEGE WITH POTENTIAL FOR EXCELLENCE BY UGC  
JABALPUR (M.P.)

**DEPARTMENT OF ZOOLOGY**

**SESSION : 2023-2024**

*Project Report*

*On*

**STUDY OF BIODIVERSITY ASSESSMENT OF FAUNA  
ACROSS DIFFERENT TAXA IN JABALPUR, (M.P.)**

*Under the Supervision of*

**Dr. Priyanka Sinha**

*Submitted to*  
**Department of Zoology**

*Submitted by*  
**Surabhi Saha**  
B. Sc. III Year (Zoology)





## Field Project Work Report

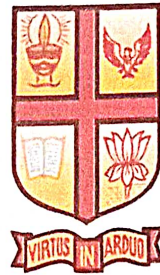
प्रोजेक्ट (परियोजना) कार्य

*Study of Biodiversity.....  
Assessment of Fauna across  
different taxa in Jabalpur, (M.P.)*  
(Title of Field Project Work)



For the partial fulfillment of  
B.A./ B.Sc./ B. Com./ BBA/ BCA Degree  
बी.ए. / बी.एस.सी. / बी.कॉम. / बी.बी.ए. / बी.  
सी.ए. / की डिग्री की आंशिक प्रतिपूर्ति हेतु

Session : ..2023-24....



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College with Potential for Excellence by UGC  
DST-FIST Supported & Star College Scheme by DBT  
Jabalpur, Madhya Pradesh, India





# Field Project Work Report

## परियोजना कार्य रिपोर्ट

*Study of Biodiversity Assessment of Fauna across different taxa in Jabalpur, (M.P.)*  
(Title of Field Project Work)

For the partial fulfillment of B.A./ **B.Sc.**/ B. Com./ BBA/ BCA Degree  
बी.ए./ बी.एस.सी./ बी.कॉम./ बी.बी.ए./ बी.सी.ए./ की डिग्री की आंशिक प्रतिपूर्ति  
हेतु

Session : ... 2023-24 .....

*Surabhi Saha*

Name of student/ Students (छात्र का नाम)

*B.Sc. III year (Zoology Major)*

Class (कक्षा)

*3211677*

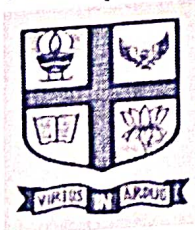
Roll No (अनुक्रमांक)

*St. Aloysius' College (Autonomous), Jabalpur*

Name of the organization, where the work was completed (संस्था का नाम जहाँ  
कार्य पूर्ण किया गया)

*Dr. Priyanka Sinha*

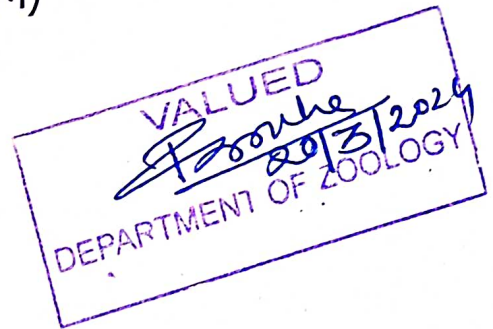
Name of Supervisor (पर्यवेक्षक का नाम)



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DST FIST Supported & Star College Scheme by DBT  
Jabalpur (M.P.) India

*S. P. Sinha*  
20/03/2024





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2	Performa – G-1 (प्रारूप – G-1)
3	Performa – G-2 (प्रारूप – G-2)
4	Performa – G-3 (प्रारूप – G-3)
5	Sample of Performa – G-4 (प्रारूप – G-4 का नमूना)
6	First Progress Project Report (Performa – P1) प्रोजेक्ट (परियोजना) कार्य का प्रथम प्रगति (प्रतिवेदन– P1)
7	Field Project Working Note Book/Diary (परियोजना कार्य की दैनन्दिनी)
8	Second Progress Project Report (Performa – P2) प्रोजेक्ट (परियोजना) कार्य का द्वितीय प्रगति (प्रतिवेदन– P2)
9	Field Project Working Note Book/Diary (परियोजना कार्य की दैनन्दिनी)
10	Third Progress Project Report (Performa – P3) प्रोजेक्ट (परियोजना) कार्य का तृतीय प्रगति (प्रतिवेदन– P3)
11	Field Project Working Note Book/Diary (परियोजना कार्य की दैनन्दिनी)
12	Field Project Final Report (Performa – P4) (परियोजना कार्य की अंतिम रिपोर्ट) (प्रतिवेदन– P4)
13	Sample of Students declaration form (विद्यार्थी के घोषणा पत्र का नमूना)
14	Sample of Supervisor's Approval Letter (निर्देशक का अनुमोदन पत्र)
15	Work Completion Certificate (कार्यपूर्णता प्रमाण-पत्र)
16	Acknowledgment (आभार)
17	Content (अनुक्रमणिका)



## Declaration of Student's Original Work

### विद्यार्थी की मौलिकता का घोषणा पत्र

I Surabhi ..... Saha ..... hereby declare that this Field Project report is based on the original work done by me, in which published and unpublished material has been used after due approval. I also declare that the submitted report has not been submitted for any other degree / course in the past / present.

मैं ..... एतद द्वारा घोषणा करती / करता हूँ कि यह परियोजना रिपोर्ट मेरे द्वारा किये गए मूल कार्य पर आधारित है, जिसमें प्रकाशित एवं अप्रकाशित सामग्री का प्रयोग विधिवत स्वीकृति के उपरान्त किया गया है। मैं यह भी घोषणा करती / करता हूँ कि प्रस्तुत रिपोर्ट किसी अन्य डिग्री / पाठ्यक्रम हेतु पूर्व / वर्तमान में प्रस्तुत नहीं किया गया है।

Name of student/ Students (छात्र / छात्रा का नाम) : Surabhi Saha  
Class (कक्षा) : B.Sc III year (Zoology Mj)  
Roll Number (अनुक्रमांक) : 3211677  
Signature with date (हस्ताक्षर दिनांक सहित) : Saha  
12/02/24



Approval letter by guide / Supervisor  
(निर्देशक का अनुमोदन पत्र)

I Dr. Priyanka Sinha hereby certify that the above mentioned report is the actual report of the student's project work done under my supervision. It has been submitted to St. Aloysius College (Autonomous), Jabalpur after my approval.

मैं .....एतद द्वारा प्रमाणित करती / करता हूँ कि उपरोक्त वर्णित रिपोर्ट विद्यार्थी द्वारा मेरे निर्देशन में किये गए परियोजना कार्य रिपोर्ट की वास्तविक रिपोर्ट है। यह संत अलॉयसियस महाविद्यालय (स्वशासी), जबलपुर में मेरे अनुमोदन के पश्चात प्रस्तुत की गयी है।

Date...12/02/24

Place...Jabalpur

Signature

Name.....Priyanka Sinha

20/3/24  
HEAD

Department of Zoology  
St. Aloysius Autonomous College  
JABALPUR (M. P.)



# Work Completion Certificate

(After the completion of the work, attach the given certificate on the letter head of the external institution here)

.....St. Aloysius' College (Autonomous), Jabalpur.....  
Name of organization and logo

This is to Certify that (name) .....Surabhi Saha.....  
Class B.Sc. III yr..... of St. Aloysius College (Autonomous), Jabalpur, has  
completed his/ her Field Project work by being present in this institution from  
03/01/2024 to 06/02/2024..... and has worked/ trained in the field  
of Wildlife Study and Analysis.....

(Name) .....Surabhi Saha..... is extremely  
hardworking, dedicated and result-oriented. He / she did good / excellent work  
during his/ her tenure in the organization. We wish him/her a golden future.

With best wishes

Date: 12/02/24.....

Place: Jabalpur.....

.....[Signature].....  
Signature of the Authorized Person

Dr. Priyanka Saha.....  
Name and Seal

Department of Zoology  
St. Aloysius Autonomous College  
JABALPUR (M. P.)



## Acknowledgement

I, Surabhi Saha ..... of class B.Sc. III year (Zoology)  
St. Aloysius' College (Autonomous), Jabalpur would like to express my  
gratitude towards our Principal Rev. Dr. G. Vazhan Arasu for giving me this  
great opportunity to do this Field Project Work.

I would like to express my gratitude to my guide teacher Dr. Priyanka Sinha  
Department of Zoology ..... for his / her constant  
guidance, advice, encouragement & every possible help in the completion of  
this work.

The field project opportunity I had with [Name of the Company]  
..... was a great  
chance for learning and professional development. I express my deepest  
gratitude and special thanks to the [name of authorized person]  
Dr. Priyanka Sinha ..... who  
in spite of being extraordinarily busy with her/his duties, took time to listen to  
my queries, to guide me on the correct path and allowed me to carry out my  
field project at their esteemed organization.

I am extremely grateful to all my teachers and friends who helped me in the  
successful completion of this field project work.

With great pleasure, I would also like to extend my sincere gratitude and  
thanks to my parents for their support.

I am grateful to everyone who supported me or guided me directly or  
indirectly.

Saha

Signature

Name of the student :

..... Surabhi Saha .....



# ST. ALOYSIUS' COLLEGE

(AUTONOMOUS)

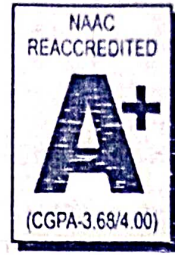
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Format G1

No./...../SAC./...../2022

Date... 2/3/24

To, Dr. Priyanka Singh  
Head, Department of Zoology  
St. Aloysius College Jabalpur


Subject: Field Project work under your guidance and information related to your institution

Dear Sir/ Madam

Instructions have been provided by the Department of Higher Education, Madhya Pradesh, Bhopal to conduct Project / training work within the subject for the college students.

In this regard, your institute / guidance are important, in which our students can be trained. Therefore, I humbly request you to kindly provide information related to organization, trainer and occupation and your consent in the enclosed Performa.

Thank you

  
HEAD  
Department of Zoology...  
St. Aloysius Autonomous College  
JABALPUR (M. P.)



**Institute information and consent letter for Field Project Work**

परियोजना कार्य के प्रशिक्षण हेतु संस्थान की जानकारी एवं सहमति पत्र

1. Name of the Institute/Trainer/Business and Registration (संस्थान/व्यवसाय का /प्रशिक्षक/ नाम एवं पंजीकरण):  
..... *St. Aloysius' College (Autonomous), Jabalpur* .....
2. Nature of the Institution (Private / Government / Semi-Government / Other)  
संस्था का स्वरूप ( अन्य/ अर्धशासकीय/शासकीय/ निजी)  
..... *Private* .....
3. Name of the area of expertise of the Institute in which work is done (संस्थान के मार्गदर्शक क्षेत्र का नाम, जिसमें कार्य किया जाता है)  
..... *Life Science (Zoology)* .....
4. Number of persons holding various posts/working under the institute (संस्थान के अंतर्गत विभिन्न पदों / कार्य करने वाले व्यक्तियों की संख्या) .....
5. Maximum number of students, which can be trained by the institution (अपेक्षित अधिकतम विद्यार्थी संख्या जिनको संस्थान प्रशिक्षण दे सकता है)  
..... *40* .....
6. Scope of employment in organized / unorganized sectors after training from the institution) संस्था से प्रशिक्षण के उपरांत संगठित असंगठित क/्षेत्रों में रोजगार की सम्भावना):(i)... *Researcher..*  
..... *in Wildlife study* ..... ii)... *Forest officers* .....  
..... iii)... *Scientist* .....
7. Other Specific Information (अन्य विशेष जानकारी)  
..... *The field project was completed by*  
..... *the analysis done in lab of zoology department* .....

Consent is given to provide Field Project work to the students of St. Aloysius Collage (Autonomous), Jabalpur by the institution.

संस्था द्वारा ,संत अलॉयसियस महाविद्यालय जबलपुर ,(स्वशासी) के विद्यार्थियों को प्रशिक्षण प्रदान करने की सहमति प्रदान की जाती है।

Seal and Signature (सील तथा हस्ताक्षर)

Name of the Head of the Institution / Authorized Person  
**Department of Zoology**  
**St. Aloysius Autonomous College**  
(संस्था/व्यवसाय/व्यक्ति का नाम/)  
**JABALPUR**



प्रारूप -G4  
Performa- G4

### Field Project Feedback Form

### परियोजना प्रतिपुष्टि प्रपत्र

To be filled by the head of the institution / authorized officer / guide of the concerned external organization (if any)

सम्बंधित बाह्य संस्था (यदि कोई हो) के संस्था प्रमुख /अधिकृत अधिकारी /मार्गदर्शक द्वारा भरा जाये

Name of trainee student (प्रशिक्षु विद्यार्थी का नाम):

*Surabhi Saha*

Name of College (महाविद्यालय का नाम):

*St. Aloysius' College (Autonomous), Jabalpur*

Class कक्षा : *B.Sc. III year, Zoology Major*

Section & Roll No. (वर्ग तथा अनुक्रमांक): *3211677, Section - B*

S.No क्र.सं.	Base of Evaluation मूल्यांकन का आधार	Given Grade प्रदत्त श्रेणी (A/B/C) #	Remark टिप्पणी
1.	Student's regular attendance विद्यार्थी की नियमित उपस्थिति	A	}
2.	Theoretical knowledge acquired by the student विद्यार्थी द्वारा प्राप्त सैद्धान्तिक ज्ञान	A	
3.	Skills and practical knowledge acquired by the student during the tenure कार्यावधि में विद्यार्थी द्वारा अर्जित कौशल, व्यवहारिक ज्ञान,	A	
4.	Student's interest and seriousness towards the work, कार्य के प्रति विद्यार्थी की रुचि गंभीरता,	A	
5.	Student's attitude and behavior during the learning period कार्यावधि में विद्यार्थी का सीखने के प्रति रवैया एवं व्यवहार	A	
6.	Co-ordination with colleagues and other members and ability to work in teams सहकर्मियों व अन्य सदस्यों के साथ सामंजस्यसमूह में कार्य करने की, छमता	A	
7.	Overall grade of the student विद्यार्थी की समग्र श्रेणी	A	

# Grade (श्रेणी) : A-> Excellent (उत्कृष्ट) ,B-> Good (अच्छा) C-> Normal (सामान्य)

Date (दिनांक): *12/02/24*

Place (स्थान): *Jabalpur*

Name of Authorized Person (अधिकृत व्यक्ति के हस्ताक्षर)

*Dr. HEAD*  
Name and Seal (नाम व मुहर)  
**Department of Zoology**  
**St. Aloysius Autonomous College**  
**JABALPUR (M. P.)**



## First Progress Report for Field Project (Self-Handwritten - 500 words)

प्रोजेक्ट (परियोजना) कार्य का प्रथम प्रगति प्रतिवेदन  
(स्व-हस्तलिखित, 500 शब्दों में)

### 1. Introduction and scope of the project work

Under this point, the student will present an initial introduction to their project in which details of the broad area of the work, its need and the concept of the subject will be given.

परियोजना कार्य का परिचय एवं क्षेत्र

इस बिंदु के अंतर्गत विद्यार्थी अपनी परियोजना का प्रारंभिक परिचय प्रस्तुत करेंगे जिसमें कार्य का वृहत क्षेत्र, आवश्यकता एवं विषय वस्तु की परिकल्पना का विवरण दिया जावेगा।

Jabalpur is one of the largest and most crowded cities of Madhya Pradesh and is located in the centre of India at  $23.16^{\circ}10'7.57''N$  and  $79.93^{\circ}55'54.64''E$ . The city has a humid subtropical climate having three main seasons as the wet monsoon, cool dry winter and hot dry summer. The temperature of the study area (Jabalpur) ranges from  $5^{\circ}C$  to  $45^{\circ}C$  approximately with a relative humidity of 10-15% to 60-95%.

The project work aims to assess the biodiversity of different animals in the Jabalpur city by employing systematic sampling methods across various areas selected for the study. The analysis of species biodiversity is essential for the conservation and management of wildlife as well as understanding its role in ecosystem balance.



2. **Scheme/Structure of the Project Work :** Give details for the outline of the proposed work and how it is to be completed

परियोजना कार्य की योजना

प्रस्तावित कार्य की रूपरेखा तथा किस प्रकार उसे संपन्न किया जाना है, इसकी जानकारी प्रस्तुत करें।

The field project work is going to be carried out according to the following scheme -

I) Introduction - (i) Background of the study  
(ii) Objectives of the project

II) Methodology - (i) Overview of Biodiversity studies in Urban Areas  
(Literature review)

(ii) Factors influencing Urban Fauna diversity.

(iii) Previous research on Animal Biodiversity

(iv) Study Area and selection

(v) sampling design

(vi) Data Collection

(v) Species identification

(vi) Data Analysis

III) Results - (i) Description of fauna recorded in the study area.

(ii) Analysis of species richness and diversity.

(iii) Discussion of the results & findings.

IV) Conclusion - (i) summary of findings

(ii) Importance of Biodiversity conservation

V) References



3.

### Division of the students for project work:

It is essential to have a clear division of project work among students working in groups. Along with the work plan, this work division will also be done in the beginning so that the work completed by the students can be separated individually at the time of evaluation.

### विद्यार्थियों में कार्य विभाजन

समूह में कार्य करने वाले विद्यार्थियों के मध्य परियोजना से संबंधित कार्यों का समान तथा स्पष्ट विभाजन होना अनिवार्य है। कार्य योजना के साथ साथ इस कार्य विभाजन का उल्लेख भी प्रारंभ में ही किया जावेगा जिससे विद्यार्थियों के द्वारा संपन्न कार्य की पृथक पृथक मूल्यांकन के समय स्पष्टता हो सके।

The project work was done individually and the work was divided according to the following outline over the period of 45 days -

- ① Literature review - Conduct an extensive review of existing literature of the biodiversity of animals in urban environments.
- ② Field survey - Conduct field survey to collect primary data on animal species present in the city.
- ③ Species identification - Upon collection of data on animal species, the task is to study morphological characteristics, field guides and digital resources.
- ④ Documentation and reporting - Compilation of the findings and observations into a comprehensive report detailing the diversity, distribution and conservation status of animals in the city.



4. Details of the concerned workplace / institution (where the work is to be done).  
Full details of the institution/organization where Project work / field survey etc. is to be completed also give the details of the institution or place on which project work has been prepared by placing the format given as per the need of the subject. It would be appropriate to provide a description of the methodology related to the work.

संबंधित कार्यस्थल/संस्थान का विवरण (जहाँ कार्य किया जाना है)  
परियोजना कार्य/फील्ड सर्वे इत्यादि का कार्यस्थल, जहाँ इसे पूर्ण किया जाना है, अथवा जिस संस्थान या स्थल का प्रारूप समक्ष रखकर योजना बनाई गई है, उसका पूर्ण विवरण दें। विषय की आवश्यकता के अनुरूप संस्थान के अंतर्गत कार्यों का विवरण एवं परियोजना कार्य से संबंधित कार्यप्रणाली का विवरण देना उचित होगा।

The work was performed in the field area ~~to~~ and the study of analysis of the field project was performed at the Department of Zoology of St. Aloysius' College, Jabalpur. The Dept. of zoology offers an enriching environment for students embarking on their academic journey in the field of zoology. The laboratory has exquisite and ample facilities equipped with modern equipments like Phase Contrast microscope, Camera lucida, Incubators, Rotary vacuum evaporator etc. for the purpose of hands-on learning and research.

Students have access to vast collection of specimens of animals (preserved) spanning various taxonomic groups, providing opportunities for practical study and exploration.



5. **Purpose and Relevance : Proposed project goals should be short and SMART**

\*S-Specific (Specific), M-Measurable R-Realistic/ Relatable (Actually Relevant), T-Time bound (Time bound) Being specific here means that the project work goal needs to be fixed. Measurable means that the objective is defined in such a way as to ensure whether the proposed objective has been achieved or not. Also, the actual nature of the objectives should be observable. The time frame and the methods by the which the project work will be completed should also be a part of the plan. This report shall also include the usefulness of project, relevance to real life and its application.

### उद्देश्य तथा प्रासंगिकता

प्रस्तावित परियोजना के लक्ष्य संक्षिप्त और SMART\*होना चाहिए.

\*S-Specific (विशिष्ट/स्पष्ट), M-Measurable (मापन योग्य), A-achievable (प्राप्त/पूर्ण करने योग्य), R-Realistic/Relatable (वास्तविक/प्रासंगिक), T-Time Bound (समयबद्ध)

यहाँ विशिष्ट होने से अभिप्राय है कि परियोजना कार्य के पीछे स्पष्ट निश्चित उद्देश्य और लक्ष्य निर्धारित हों। मापन योग्य का अर्थ है कि उद्देश्य को इस प्रकार से परिभाषित किया जाए कि यह सुनिश्चित किया जा सके कि प्रस्तावित उद्देश्य की पूर्ण/आंशिक पूर्ति हो सकी है अथवा नहीं। साथ ही उद्देश्यों की वास्तविक प्राप्ति की सुनिश्चिता संभावना भी अवलोकनीय हो। परियोजना कार्य के उद्देश्य को कितने समय में, किस प्रकार से पूर्ण किया जा सकेगा इसका भी कथन कार्ययोजना में होना चाहिए।









परियोजना की उपयोगिता, वास्तविक जीवन में प्रासंगिकता और इसके अनुप्रयोग के बारे में इस रिपोर्ट में लेखन किया जाना चाहिए।

The purpose and relevance of the project work is -








- ① **Data collection** - Field survey gathers crucial data on the diversity, distribution and abundance of local fauna in urban environments.
- ② **Urbanization impact** - The project work also throws light on effects of urbanization and habitat fragmentation on wildlife populations.
- ③ **Conservation planning** - Data obtained from the project guide conservation initiatives aimed at preserving urban biodiversity.
- ④ **Ecosystem preservation** - Understanding the ecological dynamics of urban areas contribute to preservation of natural ecosystem.



# Field Project Working Notebook

S.No. क्रमांक	Date (दिनांक)	Time from-to (समय से-तक)		Details of the work done (किये गए कार्य की जानकारी)	Signature of the student (छात्र के हस्ताक्षर)	Sign of related Authorities (संबंधित अधिकारियों के हस्ताक्षर)
1	03/01	09:00 A.M.	4:00 P.M.	Preliminary literature review on local fauna assessment.	<u>S.Saha</u>	
2	04/01	9:00 A.M.	4:00 P.M.	Study of field equipments including cameras, binoculars. Gathering equipments.	<u>S.Saha</u>	
3	08/01	9:00 A.M.	4:00 P.M.	Identification and selection of sampling sites of diverse habitats.	<u>S.Saha</u>	
4	09/01	9:00 A.M.	4:00 P.M.	Study of field area including topography, co-ordinates, density.	<u>S.Saha</u>	
5	12/01	9:00 A.M.	4:00 P.M.	Initiated field surveys using established protocols.	<u>S.Saha</u>	
6	13/01	9:00 A.M.	4:00 P.M.	Conducted visual surveys, transect walks.	<u>S.Saha</u>	
7	17/01	9:00 A.M.	4:00 P.M.	Collected environmental data like vegetation types.	<u>S.Saha</u>	
8	18/01	9:00 A.M.	4:00 P.M.	Processed collected specimens for further analysis.	<u>S.Saha</u>	



9	22/01	9:00 A.M.	4:00 P.M.	Conducted species identification	<u>S.Saha</u>	
10	24/01	9:00 A.M.	4:00 P.M.	Recorded GPS co-ordinates and habitat information	<u>S.Saha</u>	
11	27/01	9:00 A.M.	4:00 P.M.	Continued field surveys focusing of specific taxonomic groups	<u>S.Saha</u>	
12	31/1	9:00 A.M.	4:00 P.M.	Implemented additional sampling techniques	<u>S.Saha</u>	
13	01/02	9:00 A.M.	4:00 P.M.	Analysed preliminary data to assess species diversity	<u>S.Saha</u>	
14	02/02	9:00 A.M.	4:00 P.M.	Compiled field notes, photographs and data sheets.	<u>S.Saha</u>	
15	03/02	9:00 A.M.	4:00 P.M.	Prepared a progress report of findings	<u>S.Saha</u>	

Total Hours Worked (कुल कार्य के घंटे): 60 hours



## Second Progress Report of Project Work (Self-Handwritten, in 500 words)

प्रोजेक्ट (परियोजना) कार्य का द्वितीय प्रगति प्रतिवेदन  
(स्व-हस्तलिखित, 500 शब्दों में)

### 1. Project Methodology (Work Flow)

The steps to be taken in the project work, the steps and their sequence should be written in this report.

परियोजना कार्यप्रणाली (वर्क फ्लो)

परियोजना कार्य में की जाने वाली कार्यवाही, चरण और उनके क्रम के बारे में इस रिपोर्ट में लेखन किया जाए।

The present study was carried out from 03<sup>rd</sup> January, 2024 to 06<sup>th</sup> February, 2024 involving systematic sampling across five distinct sites within the study area. The sampling sites include S1 (St. Aloysius College campus), S2 (Civil lines), S3 (Ranji locality), S4 (Khamaria region) and S5 (Bilheri region). Sampling methods include visual surveys, transect walks, camera photography, pitfall trapping, and aquatic netting to capture wide range of terrestrial and aquatic fauna. Environmental parameters such as habitat characteristics, vegetation types and water quality are recorded at each site wherever necessary. Collected specimens undergo species identification using field guides and consultation with experts.



2. **Details of Information Collection / Field Survey:** Project related survey, information about necessary collection, information about the process etc.  
जानकारी संग्रह / फील्ड सर्वे का विवरण  
परियोजना संबंधित सर्वे, आवश्यक जानकारी संग्रह, प्रक्रिया की जानकारी आदि।

Data collection is conducted iteratively, with multiple visits to each sampling site to capture variations and maximise species detection. Information collection was done by employing a range of survey methods tailored to different fauna and habitats. Visual surveys and transect walks enable direct observations and documentation of species diversity. Capturing pictures supplemented these methods by capturing elusive or nocturnal species.

The process of field survey was guided by established protocols and ethical considerations. Prior to fieldwork, necessary permits and permissions are obtained, ensuring compliance with legal requirements if necessary. The environmental parameters like habitat characteristics, vegetation types was meticulously studied to contextualise faunal observations.



3. **Literature Review** : Submit an authentic account of previous work, technical aspects, literature, etc. related to this project.

**साहित्य समीक्षा**

इस परियोजना से संबंधित पूर्ण कार्य, तकनीकी पक्ष, साहित्य, आदि का प्रमाणिक लेखा जोखा प्रस्तुत करें।

Urbanisation poses significant challenges to wildlife populations, yet understanding how urban animal diversity responds to the changes is crucial for effective conservation and management strategies.

- 1) Chandra, Kailash (2008) - Conducted a long term study on populations of animals of different taxonomic categories ranging from annelids to mammals in an area selected for study in Jabalpur entirely.
- 2) Saini, Dulce (2018) - Examined the Ichthyodiversity (diversity of fishes) over a period of one year in Narmada river and reported 51 species of fishes found in the river.
- 3) Flora, J.S. et al. (2020) - conducted a comprehensive study on butterflies (Lepidoptera) fauna of Jabalpur city. They recorded a 112 species of butterflies. The study illustrated the value of Jabalpur city area in hosting valuable resources for butterflies.
- 4) Tiple, Kulkarni et al. (2010) - investigated the avian fauna between 2008 and 2009 around TFR I, Jabalpur campus and recorded 140 bird species out of which 14 species were rare.



4. Progress of work (individual) as per allocation. Different tasks of the project have been divided among the students working in groups, so in this second report, a clear description of the work done by each student so far is expected here.

कार्य विभाजन के अनुरूप कार्य की प्रगति (पृथक-पृथक)

समूह में कार्य करने वाले विद्यार्थियों के मध्य परियोजना की विभिन्न कार्यों का विभाजन किया गया है, अतएव इस द्वितीय रिपोर्ट में प्रत्येक विद्यार्थी द्वारा अब तक किये गए कार्यों का स्पष्ट ब्यौरा यहाँ अपेक्षित है।

At the halfway mark of the field project, significant progress has been made in data collection and preliminary analysis. Here's a summary of observations so far -

① Site selection and preparation - I identified and selected five sampling sites representing diverse urban habitats.

② Data collection - Field surveys were initiated using a variety of sampling techniques. These methods enabled me to document a wide range of animal taxa, including mammals, birds, reptiles, amphibians and invertebrates across the selected sites.

③ Species identification and documentation - Collected specimens through photographs underwent meticulous species identification using field guides and consultation with my guide teacher.

④ Preliminary analysis - Initial data analysis revealed promising insights to urban faunal diversity. The assessment also highlighted potential threats such as habitat loss, pollution & human disturbance.



### Third Progress Report of Project Work (Self-Handwritten, in 500 words)

परियोजना कार्य का तृतीय प्रगति प्रतिवेदन  
(स्व-हस्तलिखित, 500 शब्दों में)

Details of the work completed by the student (separately by each student)

The details of the work done by each student working in the project so far out of the work allotted under the project should be submitted by the student.

विद्यार्थी द्वारा सम्पादित कार्य का विवरण (प्रत्येक विद्यार्थी द्वारा पृथक-पृथक)

परियोजना में कार्य करने वाले प्रत्येक विद्यार्थी द्वारा परियोजना के अंतर्गत आवंटित कार्य में से अब तक किये गए कार्यों का विवरण विद्यार्थी द्वारा प्रस्तुत किया जाये।

- ① Field survey - I conducted field surveys across various habitats within the local area. It involved setting up sampling sites, conducting visual scans and employ-  
in ~~standardised~~ protocols.
- ② Data collection - Recorded observations of wildlife species, including mammals, birds, reptiles, and amphibians.
- ③ Species identification - By utilizing field guides, consulting with my supervisor, I identified different species of <sup>terrestrial</sup> animals, birds and invertebrates.
- ④ Environmental monitoring - I recorded and maintained different environmental parameters such as habitat, types of vegetation available in that area and weather conditions.



2.

**Analysis of information/data:** Collected information, statistical and technical analysis of numerical data

जानकारी/आंकड़ों का विश्लेषण

एकत्रित जानकारी, संख्यात्मक आंकड़ों का सांख्यिकीय एवं तकनीकी विश्लेषण। विश्लेषण का आधार।

The findings were as follows -

- I) Avian species - 15 species were recorded.  
Columba livia, Acridotheres tristis, Cinnyris lotenius, Pycnonotus cafer, Ardea alba, Ocyrops birostris, Centropus sinensis, Passer domesticus, Corvus splendens, Gallus gallus, Vanellus indicus, Copsychus saularis, Apus affinis, Streptopelia chinensis, Dicrurus macrocercus.
- II) Mammalian diversity - Furcibulus palmarum, Oryctolagus, Macaca mulatta, Felis catus, Canis lupus, Bos taurus, Equus caballus.
- III) Reptiles - Hemidactylus frenatus, Psammophilus dorsalis, Calotes versicolor.
- IV) Amphibians - Polypedates maculatus, Duttaphrynus melanostictus.
- V) Arthropods - Camponotus compressus, Coptotermes formosanus, Apis indica, Danaus chrysippus, Graphium dason, Leptosia nina, Plexippus haykulli, Mosquito, Housefly.



### Techniques of analysis / applied techniques

The method of analyzing the information and results, the selection of the method, the complete description of the process, justification, error and analysis of the results, comparison of the expected results with reference to the project work.

### विश्लेषण की प्रविधि / अनुप्रयुक्त तकनीक

जानकारी एवं परिणामों को विश्लेषण करने की प्रविधि, प्रविधि का चुनाव, प्रक्रिया का पूर्ण विवरण, औचित्य, त्रुटि एवं परिणामों का विश्लेषण। अपेक्षित परिणामों के संदर्भ में तुलना।

The data collected during the field project underwent systematic analysis using qualitative techniques like categorizing species based on ecological traits, habitat preferences and conservation status.

The process began with organising collected data into a structured database for analysis. The data was cleaned (checked), verified and standardised to ensure accuracy and consistency.

The selected analytical methods are justified on the basis of their appropriateness for addressing questions and objectives.

The results were compared with the project objectives and aims to evaluate the success of field study in achieving its goals. Results were compared to the baseline data by studying research literatures and assessing changes in biodiversity overtime.



## Challenges in this project work

Details of the bottlenecks, challenges and processes leading to un-expected results during the project work and their solutions.

परियोजना कार्य में आने वाली चुनौतियां






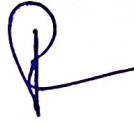


परियोजना कार्य के दौरान बाधाओं, चुनौतियों एवं अन-अपेक्षित परिणाम देने वाली प्रक्रियाओं की जानकारी एवं उनसे उत्पन्न परिस्थितियां, उनके समाधान आदि का व्यौरा।

The challenges faced during the field project were as follows -







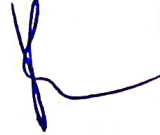
- ① Weather variability - Unpredictable weather conditions, including extreme winter temperatures, rainfall disrupted the field collection of data.
- ② Human disturbance - Recreational activities by humans, traffic and logistic constraints created interruptions in selecting sampling site.
- ③ Species identification - Identifying species accurately, especially for similar looking species, tiny and minute organisms was difficult.
- ④ Time and resource constraints - Balancing fieldwork study with academic responsibilities was challenging and some economical constraints were encountered.
- ⑤ Interdisciplinary collaboration - Collaborating across disciplines like ecology, conservation biology, wildlife study was challenging.



## Field Project Working Notebook

No. क्र.सं.	Date (दिनांक)	Time from-to (समय से-तक)		Details of the work done (किये गए कार्य की जानकारी)	Signature of the student (छात्र के हस्ताक्षर)	Sign of related Authorities (संबंधित अधिकारियों के हस्ताक्षर)
1	10/01	9:00 A.M	4:00 P.M	Conducted field survey, emphasizing specific habitats	<u>Saha</u>	
2	11/01	10:00 A.M	1:00 P.M	Performed reconnaissance visits to assess site accessibility.	<u>Saha</u>	
3	14/01	10:00 A.M	1:00 P.M	Utilised camera traps to capture nocturnal animals	<u>Saha</u>	
4	14/01	1:00 P.M	3:00 P.M	Conducted bird point counts to assess bird abundance	<u>Saha</u>	
5	16/01	10:00 A.M	2:00 P.M	Field survey of site 3.	<u>Saha</u>	
6	17/01	9:00 A.M	4:00 P.M	Observation and photography of fauna of site 3	<u>Saha</u>	
7	17/01	9:00 A.M	4:00 P.M	Recording data collected from site 3.	<u>Saha</u>	
8	23/01	11:00 A.M	3:00 P.M	Field survey of site 4.	<u>Saha</u>	



9	23/01	11:00 A.M	3:00 P.M	Observation and photography of fauna of site 4	<u>Slake</u>	
10	24/01	10:00 A.M	1:00 P.M	Identification of species of site 4	<u>Slake</u>	
11	27/01	9:00 A.M	4:00 P.M	Analysis of data from site 4	<u>Slake</u>	
12	27/01	9:00 AM	4:00 P.M	Field survey of site 5 and photo- graphy of fauna	<u>Slake</u>	
13	04/02	10:00 A.M	1:00 P.M	Species identification of site 5	<u>Slake</u>	
14	04/02	10:00 A.M	1:00 P.M	Compilation of data of all 5 sites	<u>Slake</u>	
15	05/02	10:00 A.M	1:00 P.M	Preparation of report	<u>Slake</u>	

Total Hours Worked (कुल कार्य के घंटे): 60 hours



# OBSERVATIONS & FINDINGS OF FAUNAL BIODIVERSITY IN JABALPUR CITY



*Columba livia*  
(rock pigeon)



*Centropus sinensis*  
(Greater coucal)



*Copsychus saularis*  
(Magpie Robin)



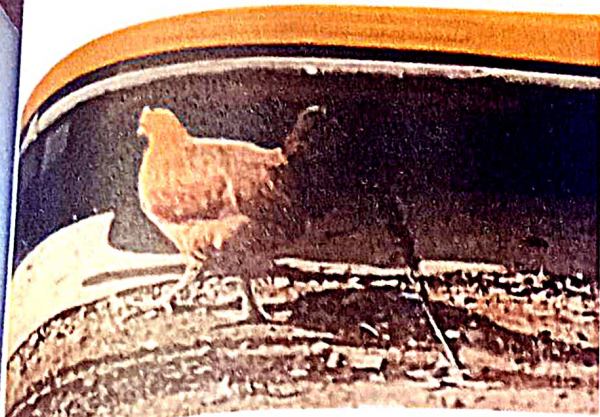
*Corvus splendens*  
(Crow)



*Acridotheres tristis*  
(Myna)



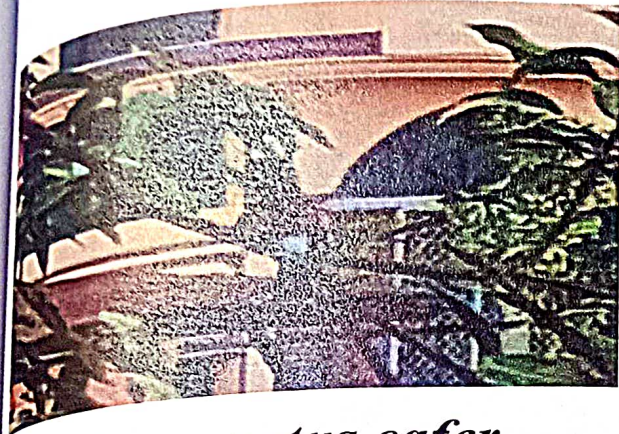




*Gallus gallus*  
(chicken)



*Ardea alba*  
(Egret)



*Pycnonotus cafer*  
(Red-vented bulbul)



*Ocyrceros birostris*  
(Indian Hornbill)



*Cinnyris lotenius*  
(Sunbird)



*Passer domesticus*  
(House Sparrow)

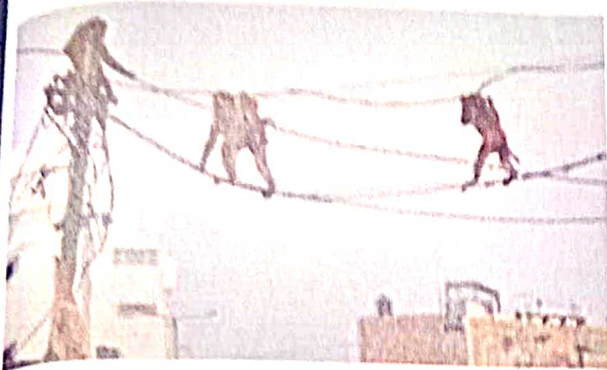




*Equus caballus*  
(Horse)



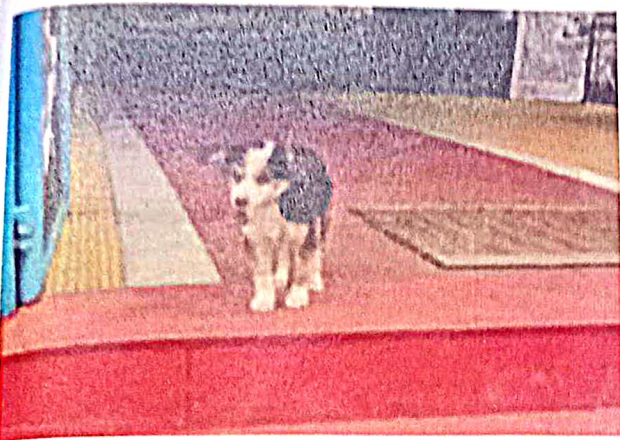
*Bos Taurus*  
(Cow)



*Macaca mulatta*  
(Monkey)



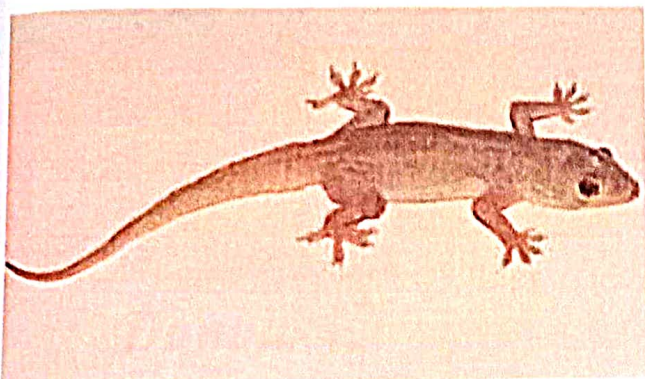
*Felis catus*  
(Cat)



*Canis lupus*  
(Dog)



*Oryctolagus cuniculus*  
(Rabbit)



*Hemidactylus frenatus*  
(House lizard)

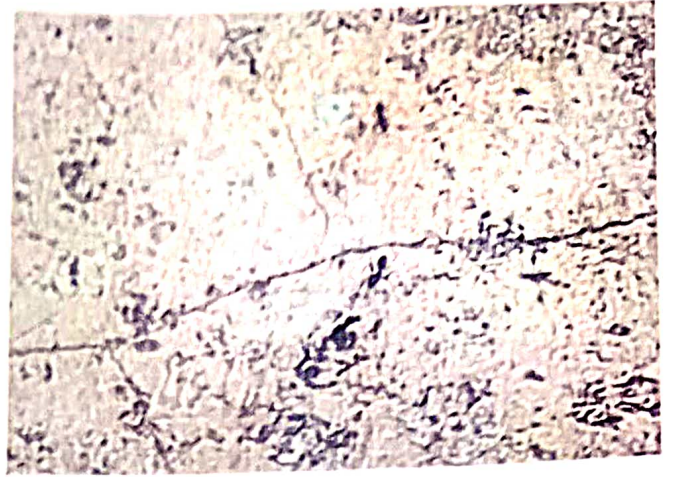


*Psammophilus dorsalis*  
(Rock agama lizard)





*Leptosia nina*



*Camponotus compressus*  
(black ant)



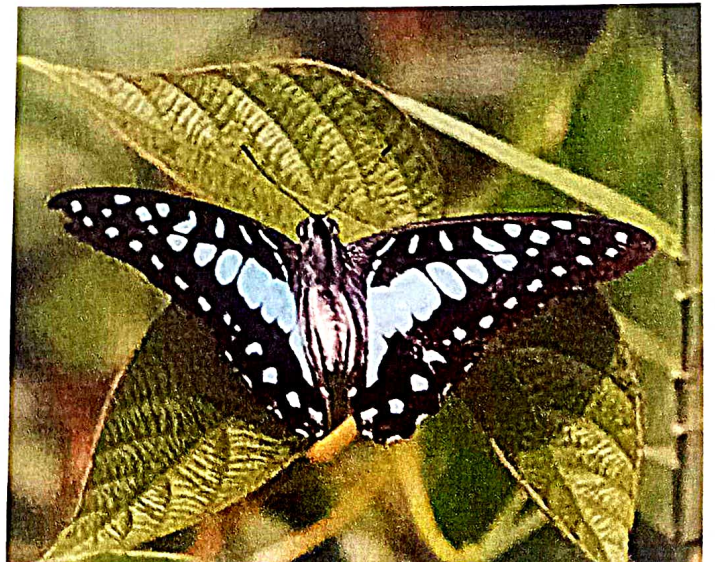
*Coptotermes formosanus*  
(Termite)



*Apis indica*  
(Indian honeybee)



*Danaus chryssippus*



*Graphium doson*



Chapter - III

- 9.
- Conclusions, returns and analysis
  - Challenges in project work
  - Recommendations based on the findings

अध्याय तृतीय

निष्कर्ष, प्राप्त प्रतिफल एवं विश्लेषण  
परियोजना कार्य में चुनौतियां  
निष्कर्ष के आधार पर अनुशंसाएं

10. List of References  
संदर्भ सूची

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