

**ASHANK DESAI CENTRE FOR POLICY STUDIES  
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

**Appendix : The Field Visit Form to be filled by PG student**

The following may be kept in mind while sanctioning official leave for field visit/library visit etc.

1. The details of the previous field visit if any
  - a) The purpose
  - b) The duration
  - c) The place
2. The purpose of the proposed visit
  - d) Survey
  - e) Library work
  - f) Visit of Industry/Institutions
3. Whether the visit is for the purpose of
  - a) Exploration of research resources
  - b) To do the pilot study
  - c) To establish contact
  - d) The literature survey: Preliminary/Exhaustive
  - e) To conduct survey
  - f) To collect secondary data
4. The stage of progress of the thesis work and the number of years completed
  - a) Initial stage
  - b) Intermediary
  - c) Advance stage
  - d) Final stage
5. The number of years completed
6. The type of research
  - a) Only theoretical
  - b) Only theoretical & empirical
  - c) Heavily empirical

7. Completed aspects of the research work

- a) Literature survey and foundation of the problem
- b) Preparation of questionnaire
- c) Completion of the pilot study
- d) Preliminary analysis of data
- e) The first stage of the data collection
- f) The second stage of data collection

8. Field Visit Schedule

- a) The number of days on journey
- b) The number of days on the field/library/institutions
- c) The number of sites/institutions to be covered

Date:

Signature of Student:

Roll No.

Name:

Remarks of the Guide (s):

Date:

Name & Signature of Guide (s):