

**DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES, INDIAN INSTITUTE OF
TECHNOLOGY, BOMBAY**

Appendix: The Field Visit Form

The following may be kept in the mind while sanctioning official leave for field visit and 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
 - a) Survey
 - b) Library work
 - c) Visit of the industry/institution
3. Whether the visit is the purpose of
 - a) Exploration of research resources
 - b) To the pilot study
 - c) To establish contacts
 - d) Literature survey: Preliminary/Exhaustive
 - e) Conduct survey
 - f) To collect secondary data
4. Stage of the progress of the thesis work and the numbers of the years completed
 - a) Initial stage
 - b) Intermediary
 - c) Advanced stage
 - d) Final stage
5. The number of years completed:
6. The type of research
 - a) Only theoretical
 - b) Only theoretical and empirical
 - c) Heavily empirical

7. Completed aspects of the research work
 - a) Literature survey and formulation of problem
 - b) Preparation of questioner
 - c) Completed of pilot study
 - d) Preliminary analysis of data
 - e) The first stage of data collection
 - f) The second stage of data collection
8. The field visit schedule
 - a) The number of days of journey
 - b) The number of days on the field/ library/institutions
 - c) The number of sites/institutions to be covered

Date: Signature of the Student

Roll No:

Name:

Remarks of the Guide(s)

Name and Signature of the Guide(s)