

Guideline for report writing

A. Cover page

B. Front page

C. Table of contents

Sl. No.	Items	Page No.
1.	Acknowledgements	I
2.	Executive summary	II
3.	Background and objectives	1-
4.	Principle	
5.	Group work	
6.	Individual work	
7.	Inaugural session	
8.	Parbatipur upazila at a glance	
9.	Briefing sessions	
10.	Case studies with fish farmers	
11.	FGD with fish farmers for aquaculture problem identification	
12.	Venn diagram with fish farmers (technical service)	
13.	Venn diagram with fish farmers (credit service)	
14.	Time line study with fishers (availability of fish species in river/floodplain)	
15.	-Major rural development activities	
16.	Research need in fisheries sector at Parbatipur upazila	
17.	Extension need in fisheries sector at Parbatipur upazila	
18.	Closing session	
19.	Conclusion	
20.	Limitation	
21.	Some activities as plates	
22.	Appendix-1: field trip activities under different groups	

Acknowledgements

- Almighty Allah/God
- Facilitators
- Chairman, Dept. of Fisheries, RU
- Coordinator
- Teachers of the Dept. of Fisheries, RU
- UNO and other Officials
- Farmers and fisherman
- Supporting staff (RU and DoF)
- Parents/Husband/wife/relatives/friends

Executive summary

- Duration, location and objectives of the field trip
- No. of briefing sessions participated along with case studies, FGD and Venn diagram conducted
- Potential resources (population, river, ponds, canals, rice land etc.)
- Major rural development activities identified
- Major aquaculture problems identified
- Wild fish species availability and causes of reduction identified
- Research need
- Extension need

Major rural development activities of the observed organizations

Activities	Organizations								
	UNO	SUFO	UAO	YDO					
Coordination									
Law and order enforcement									
Training									
Credit									
Demonstration									
Input/asset transfer									
Allowance									
Infrastructure development									
Communication facilities									

Research need

- Closed water (region based, low cost, high value, nutrition sensitive farming, environment friendly farming etc.)
- Floodplain and open water (sanctuary, beel nursery, pen, cage etc.)
- Availability of ground water
- Socio-economic aspects
- Other aspects

Extension need

- Coordination
- Technical service
- Cross visit for improved technologies
- Input/asset transfer
- Demonstration, rally, field day etc.
- Monitoring
- Credit facilities
- Manpower
- Logistics
- Other aspects

Conclusion

- Why this trip was different from others?
- Skills achieved that are important for professional life

Limitation

- Emphasis was given only on information collection rather than ornamentation of the report due to time constraint

Inaugural session

Time	Events	Remarks
11:30 hr	Participants take their seat	Students, level-4, Semester-7, 2022
11:35 hr	Resource persons take their seat	Chairman (ABM), Facilitators (AKH, MRM)
11:40 hr	Recitation from Holy Books	Selected students
11:45 hr	Welcome speech	MRM
11:50 hr	Field trip expectation	Selected student
11:55 hr	Field trip expectation	Selected student
12:00 hr	Exploring the field trip Schedule	MRM
12:05 hr	Background, objectives and guidelines of the extension field trip	AKH
12:55 hr	Open discussion	All
13:00 hr	Closing	Chairman (ABM)

Closing session

Time	Events	Remarks
Part-1		
10:00 hr	Participants take their seat	Students, Level-4, Semester-7, 2022
10:05 hr	Guests take their seat	Chair- Chief Guest- Special guest- Guest of Honor -
10:10 hr	Reception of the guests with flower on podium	Selected students (4-5)
10:15 hr	Recitation from Holy Books	Selected students
10:20 hr	Welcome speech	MRM
10:25 hr	Briefing on DoF activities in Dinajpur district	DFO/Representative, DoF, Dinajpur
10:40 hr	Briefing on DoF activities in Rangpur division	DD/Representative, DoF, Rangpur
10:55 hr	Lessons learned	Selected student - male
11:00 hr	Lessons learned	Selected student- female
11:05 hr	Speech on field trip (Feelings)	Upazila level Officer
11:10 hr	Speech on field trip (Feelings)	Upazila level Officer
11:15 hr	Speech on expectations and achievement	AKH
11:20 hr	Certificate distribution	Guests
11:30 hr	Honour of the guest by crest	Guests
11:35 hr	Speech by Chief guest	Chief guest
Part-2		
11:45 hr	Cultural event	Students

12:45	Vote of thanks and closing	Chair
-------	----------------------------	-------

Appendix-1: Field trip activities under different groups

Group	Member	Role
G-1: Fund, accommodation, food and transport		- fund collection - food management and - transport selection
G-2: Material development		- certificate, crest, banner etc. preparation
G-3: Briefing session		-record information of the speakers
G-4: Briefing session		- share information with the group members
G-5: Briefing session		- present findings
G-6: Briefing session		- collect feedback - finalize as report - appreciate speakers/audience in appropriate areas
G-7: Time line study (with fishers)		-time line preparation to record the fish species availability in different years in river/floodplain (through presentation)
G-8: Case study, FGD and Venn diagram (with farmers)		-Develop questionnaire and share with facilitators - collect information on farm management and cost-benefit of the practices/demonstrations - identify relation between farmers and service providers - identify aquaculture problems - finalize through presentation
G-7 & G-8: fisheries extension and research need identification	-	-review briefing sessions, case studies etc. - Finalise development activities and need through presentation
G-6: inaugural & closing session	-	-develop writing and share with facilitators
G-5: Executive summary	-	-develop writing and share with facilitators
G-4: Acknowledgements	-	develop writing and share with facilitators
G-3: Conclusion	-	develop writing and share with facilitators
G-1 & G-2: Parbatipur upazila at a glance; plates of field trip activities	-	- develop map of the field trip area - collect upazila information - develop writing and share information with facilitators -capture photos of important events and develop plates; and share with facilitators