

## Guideline for report writing

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## 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
<b>Part-1</b>		
10:00 hr	Participants take their seat	Students, Level-4, Semester-7, 2022
10:05 hr	Guests take their seat	<b>Chair- Chief Guest- Special guest- Guest of Honor -</b>
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
<b>Part-2</b>		
11:45 hr	Cultural event	Students

12:45	Vote of thanks and closing	Chair
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**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