



**COLLECTION OF
DATA THROUGH SCHEDULES**



• This method of data collection is very much like the collection of data through questionnaire, with little difference is that schedules (proforma containing a set of questions) are being filled in by the enumerators who are specially appointed for the purpose.

• A schedule is a structure of set of questions on a given topic which are asked by the interviewer or investigator personally.

These enumerators along with schedules, go to respondents, put to them the questions from the proforma in the order the questions are listed and record the replies in the space meant for the same in the proforma.

- Enumerators explain the aims and objects of the investigation and also remove the difficulties which any respondent may feel in understanding**

the implications of a particular question or the definition or concept of difficult terms.

- **The enumerators should be trained to perform their job well and the nature and scope of the investigation should be explained to them thoroughly so that they may well understand the implications of different questions put in the schedule.**

- **Schedule include open-ended questions and close-ended questions.**
- **Open-ended questions allow the respondent considerable freedom in answering.**
- **Close-ended questions has to be answered by the respondent by choosing an answer from the set of answers given under a question just by ticking.**

- **This method of data collection is very useful in extensive enquiries and can lead to fairly reliable results.**
- **It is, however, very expensive and is usually adopted in investigations conducted by governmental agencies or by some big organisations.**
- **Population census all over the world is conducted through this method.**

Difference Between Questionnaires And Schedules

1. The questionnaire is generally sent through mail to informants to be answered as specified in a covering letter. The schedule is generally filled out by the research worker or the enumerator, who can interpret questions when necessary.

2. To collect data through questionnaire is relatively cheap and economical, to collect data through schedules is relatively more expensive, considerable amount of money has to be spent in appointing enumerators and in importing training to them.

3. Non-response is usually high in case of questionnaire. Non-response is generally very low in case of schedules because these are filled by enumerators

4. In case of questionnaire, it is not always clear as to who replies, but in case of schedule the identity of respondent is known.

5. Personal contact is generally not possible in case of the questionnaire method. But in case of schedules direct personal contact is established with respondents

6. Questionnaire method can be used only when respondents are literate and cooperative, but in case of schedules the information can be gathered even when the respondents happen to be illiterate.

7. Wider and more representative distribution of sample is possible under the questionnaire method, but in respect of schedules there usually remains the difficulty in sending enumerators over a relatively wider area.



SECONDARY DATA



- **Secondary data means data that are already available i.e., they refer to the data which have already been collected and analysed by someone else.**
- **The secondary data collection involves less time, cost and effort.**

•Secondary data may either be published data or unpublished data.

•Usually published data are available in:

(a) various publications of the central, state and local governments;

(b) various publications of foreign governments or of international bodies and their subsidiary organisations;

(c) technical and trade journals;

- (d) books, magazines and newspapers;**
- (e) reports and publications of various associations connected with business and industry, banks, stock exchanges, etc.;**
- (f) reports prepared by research scholars, universities, economists, etc. in different fields;**
- (g) public records and statistics, historical documents, and other sources of published information.**

•The sources of unpublished data are many; they may be found in diaries, letters, unpublished biographies & autobiographies and also may be available with scholars and research workers, trade associations, labour bureaus and other public/ private individuals and organisations.

•Common sources of secondary data for social science include censuses, information collected by government departments, organisational records and data that was originally collected for other research purposes.

•Researcher must be very careful in using secondary data.

•By way of caution, the researcher, before using secondary data, must see that they possess following characteristics:

- 1. Reliability of data**
- 2. Suitability of data**
- 3. Adequacy of data**



**SELECTION OF APPROPRIATE
METHOD FOR DATA
COLLECTION**

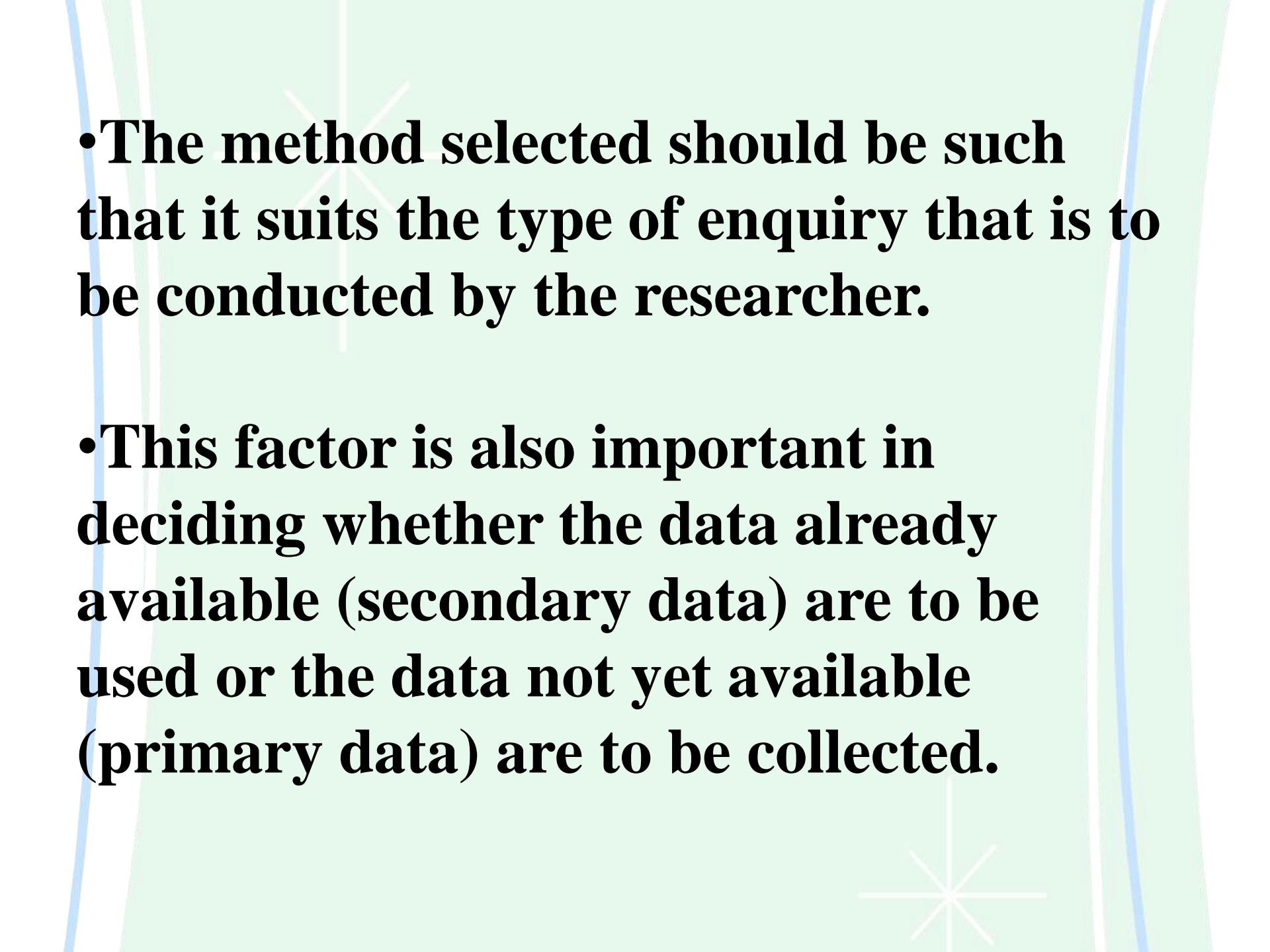


• There are various methods of data collection.

• As such the researcher must judiciously select the method/methods for his own study, keeping in view the following factors

1. Nature, scope and object of enquiry:

This constitutes the most important factor affecting the choice of a particular method.



•The method selected should be such that it suits the type of enquiry that is to be conducted by the researcher.

•This factor is also important in deciding whether the data already available (secondary data) are to be used or the data not yet available (primary data) are to be collected.

2. Availability of funds: Availability of funds for the research project determines to a large extent the method to be used for the collection of data.

3. Time factor: Availability of time has also to be taken into account in deciding a particular method of data collection. Some methods take more time, whereas with others the data can be collected in a comparatively shorter duration.

4. Precision required: Precision required is yet another important factor to be considered at the time of selecting the method of collection of data.

- But one must always remember that each method of data collection has its uses and none is superior in all situations.

- Thus, the most desirable approach with regard to the selection of the method depends on the nature of the particular

problem and on the time and resources (money and personnel) available along with the desired degree of accuracy.

•But, over and above all this, much depends upon the ability and experience of the researcher.



CASE STUDY METHOD



•The case study method is a very popular form of qualitative analysis and involves a careful and complete observation of a social unit, be that unit a person, a family, an institution, a cultural group or even the entire community.

•It is a method of study in depth rather than breadth.

•According to H. Odum, “The case study method is a technique by which individual factor whether it be an institution or just an episode in the life of an individual or a group is analysed in its relationship to any other in the group”.

•The case study deals with the processes that take place and their interrelationship. Thus, case study is essentially an intensive investigation of the particular unit under consideration.

•The object of the case study method is to locate the factors that account for the behaviour-patterns of the given unit as an integrated totality.

The important characteristics of the case study method are:

- 1. Under this method the researcher can take one single social unit or more of such units for his study purpose; he may even take a situation to study the same comprehensively.**
- 1. Here the selected unit is studied intensively i.e., it is studied in minute details.**

Generally, the study extends over a long period of time to ascertain the natural history of the unit so as to obtain enough information for drawing correct inferences.

3. In this method we make complete study of the social unit covering all facets.

4. This method the approach happens to be qualitative and not quantitative

5. Under case study method the behaviour pattern of the concerning unit is studied directly and not by an indirect and abstract approach.

6. Case study method results in fruitful hypotheses along with the data which may be helpful in testing them, and thus it enables the generalised knowledge to get richer and richer.

•The case study method is a widely used systematic field research technique in sociology.

Major phases involved in case study are as follows:

(i) Recognition and determination of the status of the phenomenon to be investigated or the unit of attention.

(ii) Collection of data, examination and history of the given phenomenon.

(iii) Diagnosis and identification of causal factors as a basis for remedial or developmental treatment.

(iv) Application of remedial measures i.e., treatment and therapy

Advantages of the case study method

- (i) Being an exhaustive study of a social unit, the case study method enables us to understand fully the behaviour pattern of the concerned unit.**
- (ii) Through case study a researcher can obtain a real and enlightened record of personal experiences which would reveal man's inner strivings, tensions and motivations that drive him to**

to adopt a certain pattern of behaviour.

(iii) This method enables the researcher to trace out the natural history of the social unit and its relationship with the social factors and the forces involved in its surrounding environment.

(iv) It helps in formulating relevant hypotheses along with the data which may be helpful in testing them.

(vi) Information collected under the case study method helps a lot to the researcher in the task of constructing the appropriate questionnaire or schedule for the said task requires thorough knowledge of the concerning universe.

(vii) Case study method has proved beneficial in determining the nature of units to be studied along with the nature of the universe.

This is the reason why at times the case study method is alternatively known as “mode of organising data”.

(viii) This method makes possible the study of social changes.

Important limitations of the case study method

- 1. Case situations are seldom comparable and as such the information gathered in case studies is often not comparable.**
- 2. The danger of false generalisation is always there in view of the fact that no set rules are followed in collection of the information & only few units are studied.**

3. It consumes more time and requires lot of expenditure.

4. Case study method is based on several assumptions which may not be very realistic at times, and as such the usefulness of case data is always subject to doubt.

5. Case study method can be used only in a limited sphere.