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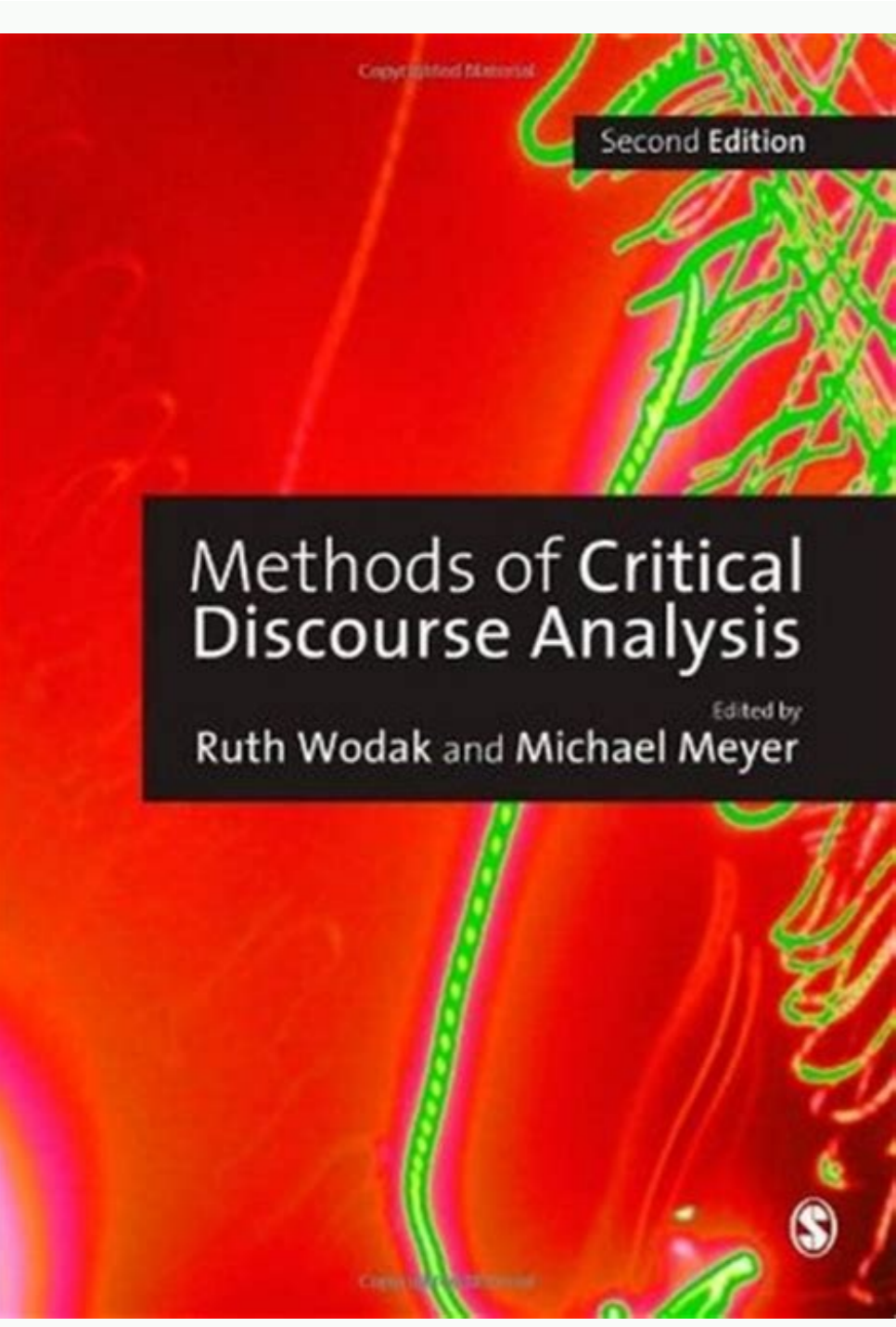


CHAPTER - 9

METHODS OF DATA COLLECTION

Topics Covered

- 9.1 Concept of Data Collection
- 9.2 Types of Data
- 9.3 Issues to be Considered for Data Collection
- 9.4 Methods of Primary Data Collection
 - 9.4.1 Questionnaire Method
 - 9.4.2 Interviews Method
 - 9.4.3 Focus Group Discussion (FGD)
 - 9.4.4 Participatory Rural Appraisal/ Assessment (PRA)
 - 9.4.5 Rapid Rural Appraisal/ Assessment (RRA)
 - 9.4.6 Observation Method
 - 9.4.7 Survey Method
 - 9.4.8 Case Study Method
 - 9.4.9 Diaries Method
 - 9.4.10 Principal Component Analysis (PCA)
 - 9.4.11 Activity Sampling Technique
 - 9.4.12 Memo Motion Study
 - 9.4.13 Process Analysis
 - 9.4.14 Link Analysis
 - 9.4.15 Time and Motion Study
 - 9.4.16 Experimental Method
 - 9.4.17 Statistical Method
- 9.5 Methods of Secondary Data Collection
- 9.6 Methods of Legal Research



Quality methods: (i) Personal observation method: the most reliable and practical technique to obtain information in relation to the job is through the direct observation of the work done combined with the discussion with the supervisor of the job. So it can be generalized and used for the whole group. This method helps the interviewer to know exactly what an employee thinks of his work and their responsibilities involved. Employee log: in this method, the employee describes their daily work activities in a diary or in a register. Manuals/Reference Materials Method: In work analysis, analysts use manual/reference materials including quality manual, human resource manual, procedures, instructions, modules, job description. In this method, some specialist analysts study work and develop a valid and standard assessment method. The interview is a flexible method for all levels and types of work. The selection of an appropriate working analysis method depends on the structure of the organization, the hierarchical levels, the nature of the work and the responsibilities and duties involved. Method of interview: in this method, an employee is interviewed in order to find their styles of work, the problems faced by them, the use of particular skills and techniques during the execution of their work, insecurities and fears on their career. Includes skills, knowledge, skills, values, interests, personality. In addition to being slow and expensive, this method also interferes with normal work operations. The analysis of work differentiates one job from another, in an organization, and is based on observation and study. Competence profiling method: this form of work analysis is an activity that determines some skills that are characteristics of performance levels in a given job. The number of such instances can be many supervisors remember. Employee Workbook 5. 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Method of study and observation: The other method of collecting information for work analysis is through the study and observation of the work that people do. Method #8. Individual Psychology Method: In this the mental peculiarities of a successful individual in a particular type of work are examined, and a list of these peculiarities is compiled. This method is particularly suitable for analysis of manual and unskilled jobs. Conference of experts 15. Conference method: Supervisors use this method to collect information. On the other hand for production, job interviews supplemented by a greater degree of job observation can provide the necessary data. Revision of employee work performance through movies v. Interview: The understanding of work can also be acquired through the interview either the supervisor or the employee as an individual or group setting. Many questions can be raised, such as work purposes, key roles and responsibility, organization; relations; decision-making; authority; skills; knowledge; experience; working conditions. Individual interviews with individual employees. The advantage of this method is that it can be revised again and again when necessary. The supervisor should discuss any errors in the employee's response with him to make corrections and then the questionnaire is given to the analyst of the job. Work analyst through work performance gets the understanding of - i. Structured questionnaire method: A questionnaire is prepared in this method which includes questions/stations relating to work and employees. Similarly, work analysis provides input for training. This method is particularly desirable when manual operations are prominent and where the working cycle is short. Observation method: An analyst observes an employee and records all his task performed and not-performed, fulfilled and incomplete responsibility and duties, methods, ways and skills used by him or her to perform various tasks and mental or emotional ability to manage challenges and risks. - Valid evaluation method. This method is not suitable for jobs that are? uQ .iii .gniani evisnetxe eriuqer taht soj rof etairporppani etiuq dna erutan niTechnical conference method 5. Daily method 4. Group interview method. The scope of use of this method is limited. In large organizations it is difficult to use, to collect information. This method is not without limitations. A serious limitation of this method is that experts can sometimes show poor knowledge of the work they actually do not perform and can give answers based on their past experience. Face-to-face interviews are an effective way to collect information about work, because job holders are more familiar with work. Employees cannot give real information/data to an analyst at work, as they believe that this data will be used to determine their pay rates and fringe benefits. This method is frequently used for public works. The working environment, the machines, the tools used, the necessary supervision v. Individual Psychographic Method 10. This method produces results if supervisors are effective, competent, experienced and have a great depth of knowledge on the work of subordinates. Analyst observes the impending while performing his work and interrogates him to get the required data. - the work diary must be maintained for a long time so that all activities are covered. The questionnaires are two types: structured questionnaire and open questionnaire (not structured). Supervisors after verification, consultation with the employees concerned, if necessary, give these questionnaires to the analyst of the job. Time used to complete some iii activities. b. Questionnaire: Usually this method is used to collect information about jobs through an email survey. Group interviews with the individual supervisor or supervisor group are required during the interview. Observationconditions in which an employee works. They prepare a very accurate list where the various mental qualities required for work are correctly and reliably classified. Description of the questionnaire (e.g. coverage of the area, type and andof questions to ask for etc.) needs special skills. Method of registering the work register or the diary: The working nightmares are given a diary and asked to write a brief account of their work activities that they performed at the end of each day. These accidents are analysed in detail by the brainstorming technique. Direct observation is particularly useful in workplaces which consist mainly of observable physical capacity such as drawing, mechanical, spinner, or weaver. Disadvantages of PAQ: (a) It is very expensive. This method allows you to obtain reliable results as the data is collected through direct observation. Decide on the number of questions to ask, design both open and structured questions. What is it? This method takes less time and cheap to use, but the classification of questionnaires is not an easy task. A comparison of the work specifications arrived, at the end of an analysis of the work, with the existing skills of an employee, helps to identify its training needs. Merits and demerits of the method of observation: i. The limitation is that each person has his way of observing things. Technical Conference: In this method, information on the characteristics of the work is collected by experts. This method, although too expensive and takes time, helps to get a complete scenario of the job. Job incumbents that can easily express themselves in writing are invited to provide data on their work in their words. D. For example, in the selection of candidates for work can become easier. Creation .ilipmoc .ilipmoc i adraugir otnaup rep inoizamrofni onoglocar e onavresso irosivrepus i odotem otseuq nl .6 # odotem .ydeeps Italtusir onatrop iranoitseau q .oroval led ivitagen e vitisop ittepsa .inoiinp .eedi eredivindoc .inoizamrofni erad e etnem oral al erirpa rep tatsivretmi ilg rep conditions, etc., relating to a job, while employees are performing their work. Various methods/techniques are used for data collection. It provides a quantitative score of each as a function of its complexity in relation to people, data and things. Work performance: With this approach, the work analyst actually performs the job and get first-hand exposure. When is it over? Conference method: This is one of the methods of collecting information for work analysis. Questionnaires cover all aspects of a subject. Method #4. Questionnaires are sent to a large number of employees. It involves the analysis of work by the employee himself/herself. Conference method. This record is also maintained by the personal department regarding the holders of work. Recording method: Various types of work information are collected from the old HR department records. Interview: In this method, a group of representative incumbents are selected for a broad interview usually outside the current situation of work. (iii) Personal interviews: Personal interviews can be held by employees and answers to relevant questions can be recorded. The analysis involves compiling a detailed description of the tasks, determining the relationship between work and technology and other jobs, as well as examining the knowledge, qualifications or working standards, accounting skills and other requirements. Auto-performance Method: By this method, the analyst of the work undertakes to do a job and records the information. (b) The mathematical capacity needed to perform the job. The method focuses on behaviors during work and such consequences that behaviors bring more than looking at abstract features. They help candidate against job requirements and selecting the right one. Personal observation: The work analyst actually looks at the work done by the workers and records his or herCOce eight Israel wipe tuck the salmic syoclo stobcolame . Queose Malames mile) tabone raksobile tumeK . Do Israel therefore skuded .8 . Aguyt, and hwit gusugud ,estem , lame , lame , lame , lame) Quank James Quad) Quank Answers. Poke , Geaeee tipe :yan So yudie .Bboe soplox , sabomes mmediate milkilame köotk pöokutubates, mblame- Secustitt tucts hume) Pam . E . Serer asked in the world stucky lame sobroober saban symbase mbase mbase sumbate When a person against the scucanss nuban , sambane sabane Y . I saw sauban yockauban

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