

## TABULATION AND CLASSIFICATION OF DATA

Data collected from primary and secondary sources is generally in raw form and requires proper tabulation and classification so that a meaningful purpose is served.

1. **Statistical Tables or Tabulation:** - By tabulation, we mean the systematic presentation of the information contained in the data. Data is arranged in rows and columns in accordance with some salient features.
2. **Necessity of Tabulation:** - Tabulation is a very important part of processing of data due to its following merits:

1. It is one of the most important and ingenious devices to present data in a condensed and readily comprehensible form.
2. It attempts to furnish maximum information in minimum possible space without sacrificing the quality and usefulness of the data.
3. Tabulation overcomes the drawback of the repetition of explanatory phrases and heading as presents data in a neat and convenient perspective.

A good table should be simple, compact, complete and self-explanatory, and should be formatted keeping in view the nature, scope and objectives of the enquiry.

3. **International Publication:**— Year books, reports and monographs published by different international organisations come under this category of sources. The main agencies of the United Nations are United Nations Educational, Scientific and Cultural Organisation (UNESCO), United Nations Development Programme (UNDP), World Health Organisation (WHO), Food and Agricultural Organisation (FAO), etc. Some of the outstanding periodic publications of the United Nations are Demographic Yearbook, Statistical Yearbook and the Human Development Report.
4. **Private publications:**— These include yearbooks, surveys, research reports and monographs published by newspapers and private publication organisations.
5. **Newspapers and Magazines:**— The daily newspapers and the weekly, fortnightly and monthly magazines comprise important sources of secondary data.
6. **Electronic Media:**— The electronic media specially internet has emerged as a major source of secondary data in recent times. Television is a powerful medium of information.

## DATA COMPILATION AND PRESENTATION

Data are collected tabulated and presented in a suitable form either in absolute terms percentages or indices.

**Absolute Data:** - Also called raw data absolute data are presented in their original form as integers. Area Population agricultural production manufacturing industries of different states of India are some of the example. absolute data show the absolute data of area Table 1.1 and population of India and some selected States.

**Percentage / Ratio:** - Sometimes data are tabulated in a ratio or percentage form that are computed from a common percentage of interest of rural-urban population. They are a growth rate of population percentage of agricultural products or industrial products etc. Table 1.2 presents the rural-urban population as percentage of the total population in India during 20th century. Percentage of rural (or urban) population is calculated by using the following formula.

$$\frac{\text{Rural Population} \times 100}{\text{Total Population}}$$

For example, India total and rural population as per 2001 census was 1,02,53,97,436 and 74,26,17,707 respectively. Then the Percentage of rural population to total population will be

$$\frac{74,26,17,707 \times 100}{1,02,53,97,436} = 72.2\%$$

4. **Schedule :-** Schedule is similar to questionnaire in the sense that it contains questions pertaining to the matter of investigation. The only difference between the questionnaire and the schedule is that the respondent himself/herself fills up the questionnaire, whereas a properly trained enumerator himself fills up schedules by asking questions addressed to the respondents.

**Advantage :-** The main advantage of schedule over the questionnaire is that the information from both literate and illiterate respondents can be collected.

5. **Other Methods :-** Apart from the above three methods, there are some other methods also of collecting data. For example, data about soil fertility and water can be characteristic using soil pit and water quality pit. Similarly, field scientists collect data about the health of the crops and vegetation using transects.

## Unpublished Sources

1. Government Documents :- Some of the unpublished monographs and document of the government comprise an important source of secondary data. These documents are prepared and maintained by different department and different levels of governance. The census records maintained by the village panchayat is an important source of village level information.

Quasi-government Records :- These include records prepared and maintained by different Municipal Corporation, District Councils and civil services departments.

Private Documents :- Unpublished reports and records of companies, trade unions and records of companies, trade unions, different political and apolitical organisations and resident welfare associations are some of the examples of private documents.

10. If the respondent does not want to get his answer dictated by you, don't do so in his/her presence.
11. At the end of the interview, ask the respondent if he/she could provide any information in addition to the one already provided.
12. Do not forget to thank the respondent for sparing his/her valuable time for the interview.

### 3. Questionnaire/Schedule

In this method, simple questions regarding to type of information required and written on a plain paper and their possible answers are also given. The respondent is supposed to tick mark the possible answer(s) from the given choices. Sometimes, a set of structured questions are written and sufficient space is provided and written and sufficient space is provided in the questionnaire where the respondent can write his/her own opinion.

1. **Advantage :-** The main advantage of this method is that it can be used for carrying out the survey of a larger area. Even questionnaire can be mailed to far flung areas.

2. **Disadvantage :-** Its main disadvantage is that only the literate and educated people can be approached for providing required information. Hence it is not much used in a developing country like India.

### SOURCES OF SECONDARY DATA

Secondary data can be collected from a variety of sources which include published and unpublished records which are maintained by various organisations.

#### Published sources

1. Government publications :- Various departments and ministries of the central and state governments as well as ministries of the central and state governments as well as District Bulletin are outstanding example of governments publications. These publications furnished vital secondary data. In India the best sources of data are the census reports, States, National Sample Survey reports and Agricultural statistics, weather reports of Indian Meteorological Department and periodical reports published by different commission.
2. Semi/Quasi-government Publication :- These include the publication and reports of Urban Development Authorities and Municipal Corporation of various cities and towns, Zila, Panchayats (District councils) etc.