

## **SCHEDULE**

Schedule is asset of questions which are asked and filled in by thee interviewer in a face to face situation with another person. Enumerator goes to respondents along with as schedule. He put the questions on them from the Performa in the order of the questions listed and record replies in the space meant for the same in the Performa in certain situations the schedule is handed over to the respondent and enumerator may help them in recording these answers to the various questions mentioned in the schedule.

### **Purpose of a Schedule**

A schedule is prepared to fulfill the following objectives

1. To offer a consistent instrument for observation or interview in order to achieve objectivity
2. To act as a memory
3. To assist the work of tabulation and analysis.

### **Schedule Preparation Process**

1. The problem is to be studied should be split into different portions. a clear understanding of the problem is necessary for the sub division of the problem in to different aspects
2. These portions or aspects are further sub divided into a number of sub parts. the subparts should be able to provide a clear picture of the different aspects of the study
3. Preparation of proper questions related with the study. Proper care should be taken to see that the questions framed convey its exact meaning the responders.
4. All the questions are well ordered. The validity of the schedule can only be assessed at the time of operation.

### ***Types of schedules***

1. Observation Schedule
2. Evaluation schedule
3. Document schedule
4. Interview schedule
5. Rating Schedule