



Descriptive Research Method and its types:

Author- Dr. Dadasaheb More

Principal

Matoshri Asarabai Darade Women's College of Education, Babhulgaon, Tal-Yeola, Dist-Nashik
(MH), India.

Abstract: A descriptive survey method describes and interpret that what is the actual fact, primarily observed with the relationship between different variables or conditions or opinions that are possesses. develop theories or principles which are universally valid and reliable.

Key Words: Survey, Questionnaire, Panel, Longitudinal, Cross-sectional

Introduction: Descriptive survey method doing the following activity while doing the research work as

1. To identify the research problem based on needs
2. Formulate assumptions which are based on procedure and hypothesis
3. Formulate objective and hypothesis with respect to research study
4. Select appropriate research area and sources which are available
5. Construct the tool for data collection with their validity
6. the data according to their significance or differences

1) Case Studies:

Single subject experiment and case study both are having single unit such as club, family but single subject experiment give emphasis on single behavior of individual or are limited be aware of an individual whereas case study tries to describe entire subject range of behaviors and these behavior's related to the subject history and excellent in the signal subject experiment. In the case study researcher tries to find out individuals' depth or unit in depth. The researcher tries to find all variables that are important with respect to the development of the subject are history. The understanding of an individual does and studied their behaviors changes of an individual with respond to the environment. This type considers period of time the researcher collects the data about subject present situation and past experience, related environment and all these factors are how related with one another. Different case studies from the individuals to solve their problems the well on studies of Freud started tries to assist his subject for

solving personality problem as he or she described. The dynamic of his patient's personality and the relationship that you are observed between the environment and also find the important characteristics of an individuals with similar case studies published his interview details with patients and their interactions as well as thoughts, dreams and actions with respect to the assumptions which helpful for generalization of the studies. The advantages of case study are to find out the depth and try to attend to understand the whole child or adult with totality of and individuals with respect to their environment. This type of study not only thinks about presentation of as well as thought he experienced. The researchers try to find out individual be a as he or she does not attend or not useful to record behaviors. The characteristics of his techniques which may be useful to find out previously unexpected relations Second advantages of case study is its weakness and have a depth which is invertible. The dynamic of an individual little relationship with the other individuals. In the practices most of the case studies coming from counseling for remedial and it's useful to provide information on exceptional rather than the representative in an opportunity The pre-conceptions of a researcher can find out the behaviors are observed and well as they which observations are interested the reputation of case study useful to the researcher because summary for researchers can in the past explain their observations with the help of constructivism which are impossible either to confirm or to refuse the empirical study. Since in case studies researcher can produce valid generalization is extremely limited because of their major is fullness is not as tools used for testing the hypothesis rather than the production of hypothesis.

2) Surveys:

2.1) Types of Survey Research:

On the basis of collection of information there are four types namely e mail questionnaire, panel techniques, personal interview, and survey with telephones

a) Personal Interview:

The information's related between them type of interview. The interview might that role to the respondent to give support for the giving the answer interviewer is interested only to collect the info information from the respondent which is giving information from many ways. There are three basic conditions for the interview will be successful. Therefore, the respondent must understand what type of information is required for the interview with reference to required information but however respondent does of the point which occurs and interview was to support the respondent in appropriate role to come back respondent on right track. Enter you must be co-operating with them. The lack of knowledge or motivation of respondent enter you should be try to give Apart from this it depends upon the interview your personality the interviewer cannot be thing that exacting information from the respondent.

b) E-Mail Questionnaire:

The important survey type Mail questionnaire is generally used in the survey methods for the social logical and educational research. From the name it gives the indications questionnaires with consisting different items design on the base of objectives are made to the respondent email ID with the request to

return after giving answering with a stipulated time. This Mail questionnaire directly means for the respondent to obtain the information's with required time.

Advantages:

1. There are some advantages of the mail questionnaires which is less costly as compared to the interview
2. Mail questionnaire is avoided easily with different problems related to the interviews, so there are many sources for the interview's errors specially their personal bias as well as influence tends to lower reliability and validity of the questionnaire. So that will question automatically divide all these errors of interview
3. One there are some problems arising while conducting for contacting the respondent which year avoid in Mail question.

Disadvantages:

1. first the main disadvantage of mail questionnaire hour is the non-response. From the respondent generally responses from the mail questionnaire are very poor. Different researchers it shows that if we conduct five mails away from the government. So that there are two suggestions for the improvement in the response rate from the mail survey, first no embarrassing questions asked in the questionnaire
2. In the survey of mail questionnaire means it is then be sure that the correct person is answer the questions because some time it is notice – questionnaire responded by the persons is not usually happens in two different situations the first situation is questionnaire contains number of questions we do not reply respondent in the situations respondents are thinking in a wrong way that he does not meet the exact meaning of the question and therefore he passed the questions and remove it secondly one of the best respondent gives the little response to the questionnaire if they think the matter wheels will be little respond with related to them
3. Spontaneous answers are given in the response of mail questionnaire which are not correctly appropriate
4. Mail questionnaires is not provided the supplemental answers which will be very valuable background data for the collections the researcher cannot observe the expression of the respondent for the giving different types of questions response as well as their attitudes toward the survey of mail question
5. This is the due to lack of case in the mail question some disadvantages related to the mail questionnaires such that the combine interview for example questionnaires made and collected interview for the interview was personally to deliver the questions to each respondent then after completing that when interview collect the question as many problems arise due to ambiguity of the questions are printed directions It is correct or not because interview can be considered more times and to take pains than the post one who are located in the respondent house are flat

c) Panel Techniques:

In the panel technique requires successive interview. The panel interview techniques having the following some advantages

1. Panel technique which is useful for researchers to find out the different factors
2. Particular sample for the interview was interviewed more than twice because more sensitive and accurate measurement of chance from these two different samples of the particular sample are testing

There are some limitations of panel interview

1. Panel interview techniques which occur loss of sample during the study and last may be occur because of it contain sample natural increases the probability in the study
2. . Re- interview in sometime is sensitive in the particular sample which is individual refused

D) Telephonic Survey:

Telephonic survey method is rarely used in the research work because respondent is interviewed for the investigation. On the help of telephone this type of survey has advantages which are quick response from the respondent in the collection of information but there are several disadvantages in the telephonic survey method. In this situation telephone survey actually defeats the purpose of research.

2.2) Survey Methods- Merits and demerits:

Survey method is most popular in research because of their scientific behaviors. There are some advantages of this method as follows

1. Survey method has been a wide scope means survey research is a great deal for the collecting information's from the larger populations. The survey research is a very much costly for conducting the field experiment or laboratory experiment but quality and amount of information collected from the survey research is very good and it is economical method for the research work
2. Survey method is accurate the accuracy from the drawn information's from the community with their values beliefs and attitudes
3. Survey method is frequently used almost in all social sciences and this method is interdisciplinary values so that researchers give raw materials with a large number of populations
4. Survey method is considered very indispensable because of its important tools for the social attitudes values beliefs and so on with the maximum accuracy at the economical rate

2.3) Characteristics of a good survey:

1. first the technique used for good questioning
2. Complete sentence use
3. Options are given limited in the questions
4. Interesting in nature
5. Formation of word without ambiguity
6. The option I do not know carefully in the questionnaire.

.2.4) Steps in the Survey Study:

A) Planning:

Planning universal for the determination of population is to be studied and the topic is to be investigated. In this step researcher can also decide their research methods

B) Sampling:

Sampling means the selection procedures hoe to select it from the population related to the researchers work.

C) Collection of data with tools:

Collections of data with the help of different types of tools used in the research work such as telephonic interviews are to be used.

D) Executing:

Executing the survey means pretesting in the pilot study to determine whether it is reliable and valid for the further research then we will obtain desired data training for the user of instrument such as interviews or distribution of questionnaire to the respondent

E) Processing:

Processing of the survey research means coding of the, processing of data with the help of computer to the data, interpreter in the result and findings of the reporting.

2.5) Collection of data with the help of tools:

In the survey techniques question- asking approach is used for the collection of data in both the interview and the questionnaire. In this tool to find out the information concerning facts, feelings, believes, intentions and so on. In both the questionnaires and interviews useful in the question approach but there are some important differences between these two tools. In the interview with the data collected on telephone or regular contact personally between the respondent with interviewer whereas in the questionnaire information is collected through the elements written response to a list of questions given. Each tool having some advantages as well as some disadvantages. The researcher must have decided from these two methods or tools which are most appropriate for the need and characteristics in the particular research area.

A) Interviews:

To observe the subject. The questions may be repeated or maybe explain in case of respondents are not understood. Interviewer can also give press for additional information for the respondent to give response on incomplete are not relevant information's. Another important characteristic of interview is obvious, personal contact increases with an individual will be participating and will provide required information's. The respondent gives low return on difficult for made questions will be reduced the sample size and also was the result missing the data represent serious problem. From the questionnaire and other advantages of interview is the control over the order with the questions which will be considered from these questions might be influence the responses. These problems are eliminated where the

subject does not know the coming questions and cannot go back without changing previously answers. For individuals it can be read and understood questionnaires. Interview provides possible information for the collecting technique. As there are two types of questions in the interview open ended and close ended are used according to the nature of response from expected to the respondent. Open ended questions allow a free response from the subject rather than restricting the response to a choice stated by the alternatives. The individual is free from which respond according to his or her own reference. the entire your simply reads the questions and record their response with answers with the close and format interview reads the questions and give chance to present respondent with various alternative options. From this list of state options individuals can select the response.

The open-ended response format gives more freedom to the respondent and provides wider range of responses but open-ended questions require more time for both interviewer and respondent. For that it is difficult for interview, interviewer to record the responses given by them and later clarified and code the data for analysis. As compared to this the close ended questionnaire is easier and quicker for the subject to respond. The respondent and is therefore also interviewer to code and analyze a closed ended format gives that all the subject Close ended questions recommended that securing factual information's are options with respect to the issues where it is possible to identify with limited number of responses. Open ended questions with your more complex questions are the researchers are interested to identify their subject understanding on the problem. With the help of frame of reference for responding on motivations for the response in the practice interview your constructing an interview schedule begins with an interview made up of with the starting open-ended questions with few subjects. For the purpose to identify the possible alternatives of responses to the questions then on the basis of result small sample and your schedule mainly close questions can be prepared by researcher.

2.6) Conducting the Interview:

Without constantly going to find the questions with coming serially. The interviewer must be refrain from going to stop any respondent answers immediately after giving their response if comfortable data are to be obtained. It is very important the same questions can be asked in the same order with proper wording for all respondent if the respondent moving away from the topic or give not related response or Mis-interpreted. The questions then enter here must be Probe by saying explain yourself or can you tell me like that enter you must be careful not to suggest about possible responses. The recording is important it must be complete and accurate respondent answers in the open-ended questions. The respondent exact word must be recorded where recording can be facilitated by all accurate words and sentences. With the help of tape recorder of taking recording are always advantages. For recording subject responses as well as advantages free in the interviewer to participate the dialogue rather than concrete or not taking but many people feel uncomfortable about their answer being taped as well as become in related and exclusively questions about their answers. Most important things it is demand that subject formation with the respondent before tape recorder is used.

2.7) Training the Interviewer:

In the interview training for the interviewer is most important things. The potential interviewer answers receive training before sent out to use this technique. The first important things to spend the time observing sample interviews which was conducted by trained individuals and then required to conduct interview under the direct supervision of their guide.

3) Questionnaires:

In the interview direct one to one contact which subject required information's comes time consuming and expensive but same information can be obtained with the help of questionnaire because questionnaire is developed for self-administration and it may be mailed that can guarantee confidently means more truthful response as compared to the personal interview. In the interviewer whose personal experience, mood and conduct may be influenced the result but as a questionnaire it is not present when a questionnaire is completed, so it is not influenced by the respondent. Interpretation may be made by the respondent. Therefore, large segment of population will not be able to read or respond with the help of mailed questionnaire. Only people who are educated able to complete with the very complex questionnaire but for the high completion of all the interview

1. Interested according to the content
2. Follow procedure used

3.1) Constructing the Questionnaire:

For the questionnaire there are some criteria which are ideal for the preparation well-constructed questionnaire gives good response than the poorly constructed questionnaire following are some guidelines for constructing good questionnaire

1. **Construct the tool in such way that it reflects quality:** In this criteria questionnaire appear together quickly will not high returns. In this process of constructing question numerous revision necessary in order to eliminate ambiguous or unnecessary questions
2. **Ensure that respondents have been necessary information's to answer the questions:** In this criteria information's avoid questions whose response are known to the respondent or which topic known to the unfamiliar related to your research work.
3. **Frame questionnaire items so every respondent can understand to give response:** In this criterion every word should be non-technical and least educated respondents related. The researcher should be avoid talking with respondent with the word that sound patronizing importantly The researcher should be careful do not use abbreviations that maybe not familiar to all respondents.
4. **Frame Individuals questionnaire items simple and short:** In this criteria researcher should be eliminate phrases and word which are not required and having not clear meaning related to the questions. Choose the word carefully for in the questionnaire which with a cultural group other than the researchers.

5. **Frame questionnaire items elicit unambiguous responses:** In these criteria responses should be quantified the words which are often only and sometime have different meaning for different people which not to be used
6. **Frame questionnaire items to avoid bias and pre-determine response:** In these criteria the words used in the questions should not be influenced the respondent because of stereotyped, prestige caring based on superlative or emotional words should be avoided. Some of the words which can emotionally appeals in their culture or bias questions regardless they are used in the questionnaires. appeals which are used in the questionnaire such word should be avoided by the researcher if it is possible.
7. **Avoid questionnaire items that misled due to unstated considerations:** In these criteria answering the questions by the respondent must be clear and consistent if there are any other options made before by the respondent for the giving answers. The question should be desired to enquire these assumptions must be included.
8. **Alternatives given in each question are exhaustive:** In these criteria develop the alternatives for question are items to identify their attitudes or options related to the research work. For that it is very good idea to use open ended question in the starting of questionnaire. For small sample of respondent these answers can be useful for an alternative for the final preparation of questionnaires on the questions. There are wide variety of possible responses should be used and should always include alternatives with along the all respondent can response on their choice
9. **Reactions of the respondents of embarrassment, suspicion:** In this criteria question should be defensive if the questions asking on the subjects age the researcher should be take care his age of birth peoples concern about giving, they're of birth, then about giving their year of age. So much type of question should be avoided.
10. **Avoid doubled meaning questions:** In these criteria double meaning questions should be avoided when respondent give the answer on double meaning questions. The researcher should not know what is their exact choice or answers given by the respondent so much type of vocational skill courses and should be credit to them that they give the proper questions arrangement but not give credit for them

3.2) Arrangement of Questions:

In the questionnaire first question is very important because from this question it is determined by the respondent to continue or to give the answers of your questions or not. The first question may be increasing subject motivations and confidence of the respondent and their ability to complete the questionnaire. It is very essential for first questions to seek worthwhile information related to your research topic but researcher should be avoided beginning with the questions related to the respondent sex, age, education, ethics, origin marital status occupation and so on. The respondent cannot give you details about their privacy in the first few questions. The questions are similar in their contents should be

grouped together and all questions reading, comprehension would be placed together then the questions related to the mathematical skills may be arranged within the contents areas items are grouped. According to the type of questions within each topic area question should be arranged in a psychological order because of psychological arrangement of items it is better thought for the respondent to give their response. The questions must be in both general and specific ask on the particular topic. The general questions must be placed first in objective type of questions placed after those questions which are may be objectionable should we proceed after that sometime respondent can be give one answers of research questions about preferences attitudes, motives, personal feelings, behaviors what do your objective questions must be clarify and specify the situations.

3.3) Layout of the Questionnaire:

1. Questions are arranged serially in the questionnaire without deleting and repeating the questions or items
2. Questions can be arranged in different forms for giving category of answers such as lower-case letters for researcher questions and uppercase letters for respondent's response
3. Researchers always use different numbers to find out various category of answers
4. Researcher should be consistent for giving numbers to different categories of responses
5. Response category of respondents should be ordered in vertical manner not in horizontal manner
6. The questionnaire printed version must be used with the help of computer typing or electronic printing

3.4) Pre-testing:

Before finalizing your questionnaire, it must be pre- tested because of to find out ambiguities, inadequacy, double meaning and misunderstanding with the questionnaire. For that purpose, it is good idea to give the questionnaire to your colleagues who are familiar with your research work, give them to your questionnaire and take their suggestions for the improvement of your questionnaire. The questionnaire must be administrated personally and individually in a pilot study for the small group selected from the populations which may be considered for your research work. Respondent gives a response at your questions within a time provided for them and give feedback to the researcher about any difficulty. Researcher should be giving importance whether all the questions are interpreted by the same way to all respondent and check whether it is proper or not if it is some problems related to the understanding the questions according to the respondent respond it must be corrected before the finalize of your questionnaires. Observations given by the respondent while feeling their questionnaires and some questions may be blank while returning the questionnaires take their opinion about the respondent why it is left. According to result of pre- testing it must be clarified by the items which may be retain or eliminate specially determine groups or cultures groups of the populations which it will be selected for final research work.

3.5) Distribution of Questionnaire:

- 1. The objective of the study:** In this element researcher should be research work with reference to the selected group which individual respondent maybe identified.
- 2. Request letter for respondents:** In this element request letter must be given to each and every respondent which includes make him or her request for cooperation to fill the questionnaires and the respondent should be feel that its importance contribution to the researcher's research work.
- 3. The protection given to the respondent's:** In this element the letter should be given assurance to the respondent that their response will be confidential and will be use the for the only research purpose. The respondent should be given assurance their names will be never be placed publicly so that the response of the of an individual is confidential. The researcher should give assurance the questionnaire will be destroyed after the respond responses will be coded by the researchers. This will be conveyed in the letter to the respondent of their privacy security in this element.
- 4. Sponsorship for research work:** It is important if the study is sponsored by some NGOs or UGC it must be mentioned in the letter for that purpose a university or agency letterhead should be used for the clarification to the respondent.
- 5. Promises about research findings:** In this element researchers should be giving promise to the respondent their finding of the research work is confidential and told the respondent how to make their response of result known to the researchers. and all of also given to the respondent's name and address.
- 6. Vote of thanks:** A vote of thanks also mentioned the request letter for researcher expressions and expected cooperation from the respondents
- 7. Latest date on request letter:** On the covering letter latest date must be mentioned and request also to respondents within time return the questionnaire.
- 8. Request for immediate response for respondent's:** A request is given to every respondent kindly return the questionnaire within one or two weeks or months; it must be mentioned in the letter.

3.6) follow up:

- 1. Remainder First:** If the respondents cannot give response within one or two week it must be send remainder letter with post card or e mail for returning their questionnaire. In the letter language must be polite and simple requisition for their response. And word of thanks also given to the respondents for their valuable time for response.
- 2. Remainder Second:** According to the follow up process second remainder should be sent to respondents if they don't response to researcher's questionnaires after three weeks. The requests in the form of writing a letter or through electronic mails for those who were not responded. Also, vote of thanks for the respondents to give their important time for filling questionnaires
- 3. Remainder Third:** After giving the questionnaires to participants of research work with two times remainders if some are not responded in the eight weeks, send them the third remainder through

speed post for filling researchers questionnaires. Tell the participants about the data or information required for researcher is valuable for research work and request them to complete it urgently.

3.7) Dealing with non-response:

After giving three follow ups the respondent not given response to researcher's questionnaires then in the responses of respondent and non-respondent to the questionnaire may be compared in the two group differ significantly. If no significant difference was found in the initial responses as compared to the interview sample, then it should be considered that respondent represented and unbiased sample who were received their questionnaires. If researcher found that indefinite subgroups did not give response to their questionnaire it may be changed their original research questions which exclude the subgroups that are not responded to their research work. The research question must be tested to indicate the change.

3.8) Group administered Questionnaire:

For the specific objectives in the group self-administered questionnaire should be used. When the researcher required information in grouped manner for some research filed its used at that time.

4 Developmental research studies:

In the developmental studies information must be reliable and valid is very important about the various groups of children how they are different from each other as well as how they grow and develop. For that purpose, philosophical, intellectual and emotional knowledge plays vital role in theoretical as well as practical questions. The various things such as physical facilities, teaching methods, curriculum must be taking into consideration with the relevant characteristics of learner must be comprehensive of the learning. In the developmental studies generally two types of methods used as longitudinal method and cross-sectional methods

4.1) Longitudinal Method:

In the longitudinal method same sample of the research work is used for an extended period of time. The researcher studied quantitative concept from the primary school student's development for example which start measuring quantitative skills of a group of 1st grade students and will continue making annual measurement related to their skill and growth successive. The researcher could use the scale developed for a period of time with the selected group for that dealing with the same individual factors with initial liability will remain constant and different observations made between two grade levels can be utilized to change quality to scales with respect to the growth of the research work methods used. For intensive studies for the individual because of research formulate data from the same research work at different levels practical difficulties occurred according to the demand extended commitment with respect to the individual respondent or institution to spend time as well as money and other resources for a long year completing a particular project. It is very difficult if the sample selected is poor then researcher cannot be done anything or new longitudinal variables for investigation introduce after the study is completed. Keeping the same subject research removes extremely difficult situation and it is very difficult to maintain cooperation within the research work for extended period.

4.2) Cross-Sectional:

In many practical projects works cross sectional study of the development quantity skill would be used on different sample and different standards of level. Result one make and draw the sample for standard student who are more mature as compared to the average and sample of 2nd standard student less mature as compared to the average but it is very possible to obtain large samples. For cross-sectional studies as compared to the longitudinal studies the advantages of these large samples may be useful what are the disadvantages of cross-sectional approach other disadvantages of cross-sectional approach. The possibility of extraneous variable creating difference between the selected populations however researcher with longitudinal data will know the research works have been lost and how they different from the remaining sample can take with these differences. On the account of interpreting the particular result the characteristics of typical children at different stages a cross-sectional method is mostly preferred because of greater possibility for obtaining large samples. With the help of this technique from this it is possible to know how contemporary first standard student differ consequently with the high school student.

5) Follow up studies:

To overcome the difficulties of longitudinal studies follow-up study can be used for investigating subsequent development in the research work by a specified manner or conditions. The follow-up study generally conducted frequently to find out the success of particular program

6) Content or document analysis:

The researchers is interested to find out traditionally scientific qualitative hypothesis testing then it will be find that highly structured technique of content analysis was used. From the result of content analysis generally we can find that tables containing with the help of percentage or frequency in the same manner of survey data.

6.1) Objectives of content analysis:

Content analysis is the document which is equivalent to the survey research method. With the help of this formal hypothesis are large scientifically drawn samples as well as quantitative data can be analyzed. Special objective is to determination of authorship for the document whose authenticity is questionable. There are seven important objective of content analysis in addition to the scientific hypothesis testing

1. To find out trends in communication of container analysis
2. To find out the relation of non-characteristic sources to the messages
3. To audit the communication of the contain related to the different standards
4. To analyses the given techniques in persuasions
5. To find out and analyze style
6. To find out the relation of known attributes to the audience to message produce for the researcher
7. To explain the pattern of communication

There are five steps for doing content analysis namely draw the particular sample documents, state the content of the categories, state the recording process, state the content unit, state the system of enumeration.

6.2) Benefits of documentary studies:

1. **Inaccessible research area:** The first important advantages of document studies is to allowed the research researcher how to do the research work with physical access and cannot be studied by any other methods. It is important of the people who are completely inaccessible can be read only after their death and then an interview or mailed questionnaire study. Therefore, study of document such as postmortem, published autobiographies, diaries, suicide notes maybe only way to obtain such information.
2. **Low price:** The second important advantages of document study is depending on the type of document analyze however widely documents are diaries and one must travel to gain access about the particular document analysis can be inexpensive as compared to large survey in the research work but many times documents are collected in a centralized location such as library, newspaper, etc. can we studied for only the cost of travel to the repository.
3. **High quality:** The third important advantages of document study is tremendously in quality of many documents such as newspaper, columns are returned by skilled social commentators and it is valuable than with the early return responses to mailed questionnaires

6.3) Demerits of documentary studies:

1. **Bias:** First demerit of document studies is that social research where not original intended for the research work purpose. The different objectives for which documents are written can be biased for the different ways.
2. **Selective Survival:** Second disadvantages of document studies are generally documents which written on paper and they do not which stand the element will unless care is taken to protect them. Therefore, document written by famous people must be preserved. Today document such as letters as well as diaries written by the common people either to be destroyed or placed in storage therefore it becomes accessible. The common documents that are about some events of immediate interest with respect to the researcher and not some famous occurrence person gathered by together related to the public repository that are accessible to all social research.
3. **Not complete:** The third important disadvantages many documents provide incomplete information to the researcher who had been no prior experience or knowledge about the events or behaviors to explain in the documents. A problem with personal documents such as diaries as well as letters is not written for the research purposes but they are written for their private or own experience or even their secret. Both the types of documents used for specific knowledge of the researchers and familiar with the certain events diaries are probably with respect to written to read only not consist more soul searching and confessions about the descriptions. The letters are to be little more complete as the

address to second person still many types of letter great amount of information's related to the reader.

4. **Lack of availability:** Fourth disadvantages of document studies is about the many areas which no documents are available in this case information simply never recorded but in other cases it was recorded and documents remains secret as are classified or have been destroyed.
5. **Bias Sampling:** Fifth disadvantages of document studied are sampling bias. The problem of bias occurred due to persons of non- educational or income that leads to likely to on available from which sampling frame could be compiled. After sampling was done survey particularly mailed or encountered problem posted by the limited ability of poorly educated respondents to read the questionnaire and give their expressions in writing the problem of sampling. Bias depends upon the educational level or even more accurate for document study then the survey research. In addition to those poorly educated respondents read much less frequently as compared to the well-educated people.
6. **Verbal behaviors limited:** The six disadvantages of document studies that provides information only on respondent with verbal behaviors and will be no direct information given to the respondent non-verbal be aware this type of document analyzed with the description of nonverbal behaviors either with the documents author or another person.
7. **Lack of standard format:** The seventh disadvantages of document studies that lack of document of standard format is not available. The documents such as newspapers which appears frequently in a standard format, large diaries contain standard components such as opinion it will play every sport, comics, weather report, such standardize some facility in compared to across the time for the same newspaper and compares across the different newspaper at one point of time.
8. **Difficulties in coding:** The eights disadvantages of document studies is coding difficulties in which including differences for the objectives is documents written differences in contents or research for lack of standardization as well as differences in length and format coding is the most difficult task for doing the document analysis.

7) Secondary analysis:

The secondary analysis is widely used in research goal different from the first researcher the example for that as a socialist interested with respect to study of stratification it might be data achieves a code book from the study of voting behaviors conducted by with the help of political scientist and find out examination at the time of study gather sufficient data. On social class to enable for doing perfectly adequate satisfaction study there are two important disadvantages of secondary analysis as few of the data of the researcher needs to simply not available for their research work and secondly the original data may contain errors to the secondary researcher will not able to detect it. Important factor in the secondary analysis is that do the original data may be excellent and it contains all the information's required for researchers need the task for doing mass of data may still considerable but some

researchers think that because of data is already collected and stored it is very difficult for moving from the mass of the available data to set specific hypotheses and with respect to their operationalization..

8) Trend analysis:

Documentary analysis or survey repeated at some intervals they are able to study the rate and the direction changes and will be useful this trend to predict the future status of the research work. Short term predictions are generally very reliable but long-term prediction as in practice matter. For example, it's possible the predictions are based on such a factor as the increasing birth rate, increasing proportion of students, completing secondary school education and increasing the need for college trained labor forces required

9) Studies between correlations:

The magnitude of relationship was found with the help of coefficient of correlation. This type of study is classified as descriptive study if it describes the relationships or generates a study the researcher can be measure a number of variables and computes coefficient between them to see which variable is appeared to be related.

10) Qualitative observational Studies:

Qualitative observational research study describes itself to thick narrative descriptions and its intensive given to complexity of the selected group's interaction. The groups are in natural environment and tries to non-manipulative of groups behaviors. The main objective of the study is for objectivity which must take into consideration in the view of respondent quality. Observational research study describes as well as classifies different cultural, social logical, racial groups with the interpreter active and natural approach in both the narrative and observational nature and relies less on experimental elements related with the scientific research.

7) Process of Conducting a Descriptive Study:

Descriptive study includes following things

1. Formulate the hypothesis for questions which will be answer with researchers' descriptive study
2. Subject definition
3. Formulate instrumentation for or proposed study it is generally involve developing a questionnaire for the collection of data
4. Validity and reliability of questionnaire
5. Covering letter for the respondent
6. Pilot study with the help of prepared questionnaire
7. Planning related to the non-respondent how to deal with them and items remaining from the questionnaire
8. Its descriptions and analysis of the findings

7.1) Steps Involved in the Descriptive Research:

Following various steps are involved in the descriptive research

1. **Statement of the problem**-The researcher must start with the clear statement of the Research work.
2. **Identification of information used to solve the research problem**-In this researcher and enroll the list of information's to be collected from the various sources which is qualitative or quantitative in nature and recognize this information will take from questionnaires, interviews, sheets, personal data and test.
3. **Development of instrument for collecting data**-In this step different types of instruments such as interviews, questionnaire, scales and test are frequently used for the collection of data. Suitability for the population which are to be investigated before using the tool a pilot study should be conducted for the improvement of reliability validity for the measurement of variables which should be evaluated
4. **Identification of population and selection of the sampling**-The researcher finds out the groups on which information's being used typically well define group as the student in particular sample which will be used the group identifies specific characteristics such as hearing-impaired students, headmaster's higher secondary schools and so on.
5. **Design the procedure for the collection of data** -In this step researcher formulate the practical schedule for collecting the data from sample with the help of reliable and valid instruments.
6. **Collection of the data** -In this step involved the detailed planning which includes permission from school, for personal with the help of request letter, time table, photo copies of questionnaire and so on. After pilot study revised questionnaires will be used for administration means collection of data. The time table will be helpful for the researcher to collect the data in organized manner
7. **Analysis of data** -The researcher must be familiar with the different types of measurement of scales and their use suitable, so that appropriate test can be selected for the analysis
8. **Preparation of the research report**-The researcher should be preparing report according to the final format given in the descriptive research.

References-

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