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Conducting Research Survey Using Paperless Application

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ABSTRACT

In the present day environment with advent of Information and Communication Technologies and their applications to the different modes and forms the work of the organizations, individual people, research scholar, teacher, students, etc. can be performed in more time saving, authenticate and user-friendly manner. Because, with the help of the paperless methods of survey work and other communications, one can able to handle the large amount of data with efficient manner. This paper concentrates with the Google Forms application of Google Family to create and use as a paperless survey tool for research questionnaire data collection from the respondent. This tool would be very much helpful particularly for the research survey questions and other educational teaching learning aid.

KEYWORDS: Paperless Survey, Google Forms, Paperless Questionnaire.

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INTRODUCTION

Research is an important concern area as it is vital for making the researcher of our country competitive, aggressive, confident, knowledgeable and resourceful. Challenges like lack of excellence resources and communication barriers are plentiful. This makes the entire researcher as well as learners more desirable that quality and equality in communication must be ensured to the society. The solution is always being there particularly in the present day context and of course with the help of the modern aid of latest tools and ICT applications. Researcher needs time saving tools to save time and increase in authenticity & accuracy. More time savings means more options will open to concentrate into the further research activities. Society will be enriched by way more research output if an individual would have more time and topics to think over as per their convenience.

TYPES OF RESEARCH AND METHODS

There are different types of research viz. Scientific research, Social or descriptive research and historical research. Scientific research mainly consists of pure or experimental research and industrial research. There are different methodologies which are concern with these research branches as per the nature work or activities. Here our matter mainly related with the social or descriptive research methodologies. There are two main methods of social research one is survey method another is interview method. In these two cases the important tool is followed and that is the questionnaire. With the help of the prepared questionnaire we general get responses from the respondent as per the research requirements on different variables.

QUESTIONNAIRE FOR SURVEY

It generally contains a group or sequence of questions to collect necessary information from the recipient or respondent. The questionnaire is generally of three types one is structure questionnaire, semi-structure questionnaire and unstructured questionnaire. In Structure questionnaire, generally the questions are designed in a precisely way in advance. At the time of interview to the respondent, the questions are generally asked according to the prepared questions and as per the sequence as it has been prepared accordingly. Here in this method no questions should left and not open to the edit in any way. But in the case of unstructured questionnaire there the interviewer is generally used an appliance with the help of which questions are asked to the respondent on any subjects. Here in this case no advance determinations on the questions are done and a guide may be provided to conduct the survey. Semi structured questionnaire is a combination of two i.e. unstructured and structured questionnaires. A number of the questions and their string may be determined in advance or predetermined, whereas other questions would grow or may be added as the interview proceeds.

PAPER BASED SURVEY METHODS

Paper based method involves the handling of physical manuscript or documents and then photocopying of the same is another and additional burden. Sometimes archiving of those paper-based materials are necessary and important. Lastly an archived material needs to be retrieved on demand by the organized or user of those materials. Many organizations and individual people use to keep physical documents in the form some sort of file cabinet or almira according to their need. In the present perspectives the Paper based methods are incompetent, financially loadable and long time efforts to be given to maintain those materials. There also physical spaces are required to be kept and maintained to keep those materials for future use. Searching particular documents are also an additional burden in this method.

In case of an individual who are doing research activities, the data analysis are more important aspect. We know that in social research or descriptive research there are two important methodologies are followed. One is survey method and another is interview methods. To conduct a research using survey method with the help of questionnaire which may be structure and unstructured, the physical or paper based questionnaire are very complex processes. One has to prepare a questionnaire in structure or unstructured way. Then the questionnaire needs to be printed in so many copies depending on the number of population of research sample. In the next step those printed questionnaire are required to be sent to the recipients who will fill up the questionnaire. Again, there is another step to collect those filled questionnaire form the respondent. Now the role of a researcher is to analyze the data on the basis of the collected data from the respondent. We all know that in the research process one has to indentify the variables and needs to be incorporate into software to get statistical analysis or findings on the basis of the collected data. In this case the researcher needs to be added inputs one by one into the system because after getting the input data system will provide necessary tables and charts for research analysis and findings. Institutions and researchers those uses paper based methods also sometime face security risks as there are chances to lost, missing and damaged the physical materials due natural and abnormal calamities. That is why more and more institutes and individuals are moving towards electronic media to control their manual activities. It also helps to manage space and increase security.

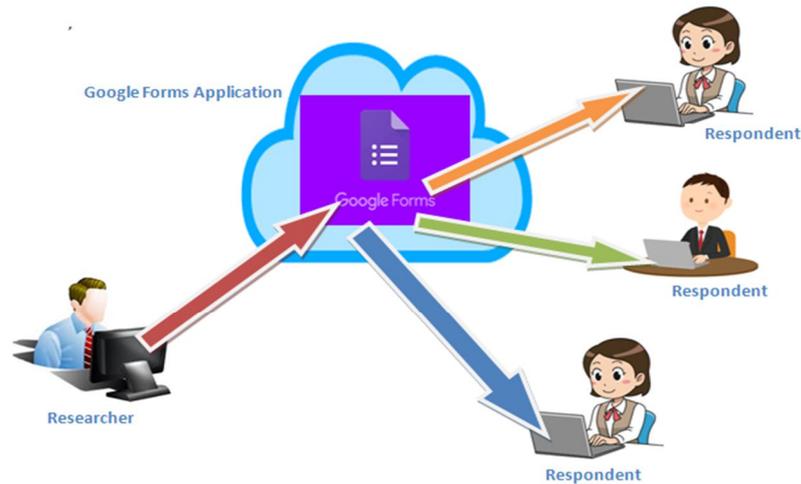
PAPER LESS SURVEY METHODS

We know that networking is the important aspect in the modern society as far as knowledge society concern. In the age of fast internet the particular application can be hosted locally and abroad hosting using cloud server infrastructure and at the same time using that application anyone can access from anywhere, anytime and with the help of any devices. Large type of computer servers

particularly with cloud environment the server has the ability to store and disseminate huge quantity of data and information having a very high security features. Modern tools have been generated to store the digital content. There are lot of digital library software also freely available. Paper less documents which are stored in a digital mode can easily be accessed and retrieve and analyze according to needs. However, the questionnaire or survey can be made with the help of the paper less system in very easy methods. There are lot of content management system that can be use in live using different hosting platform. The paper less system increases productivity and optimum output, minimizes overall time frame. Collaboration efforts are very much useful in this way of communication. All communicated data with necessary information are stored into a common platform so the any time of analysis can be done with minimum efforts. If the communication data are stored via database management system then backup of those data can be kept safely for future use particularly if the system is damaged if could easily be retrieved by way of restoring the backup data. In case of cloud platform hosting the utility of backup is even less important. Because, the chances of data loss or missing is are very low. Electronic medium of communication allow better access and comfortable submission.

GOOGLE FORMS: There are plenty of Google Applications and almost all of those applications are freely available. Google Form is one of them. Google form is a free Google application that allows one to quickly create and distribute a form to gather data and information by way of creating different types of questions. Form responses are generally saved in a Google spreadsheet in Google drive. After conducting survey one can analyse the data using Spreadsheet which is inbuilt available with Google Platform and it is another application of Google. The following image shows the way Google Form Works. All of the Google applications are hosted into the Cloud Platform and many applications are of Software as a Service (SaaS) service model of Cloud Computing. Following figure shows that the designer of the Google Form is designing the forms as per the requirements and the respondents are responding using their devices. As the Google Form is a cloud application and responsive so any device can be used to access the application. That may be a Desktop Computer, Lap-Top Computers, Tablet and mobile phones. Only thing is there must have internet connections to those devices. Google Form generates a specific link for a particular designed form and there is options to create link also for that particular form which may be linked to any website or blog as per convenient of the researcher or user. To work with the Google Form one have to have a Google Gmail account.

Deletion and duplicate form creation options are there with the help of which one form can be deleted or created as duplicate. With the help of the settings the form behaviour may be created.



Researcher - Respondent Environment with Google Forms|
Figure 1 Google Forms How it Works

SETTINGS

In settings there are three main menus having different submenus:

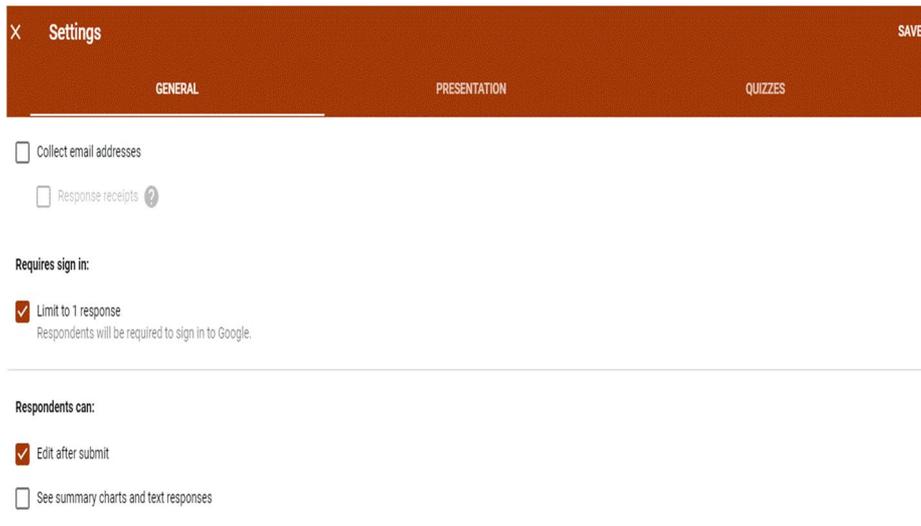


Figure 2 Settings of Google Forms

1. **General** - in general menu there are three sub-menus such as
 - a. **Collect email address** - if this check box is on that means the form will collect the email address of the respondent
 - b. **Require sign in** – if this check box is on that means without signing in to his /her mail they cannot response to the form.

- c. **Respondent Can** - with the help of this sub menu the researcher can allow to the respondent to edit his or her response time and again.
2. **Presentation** - using this menu one can activate for display of the progress bar and shuffle the question order also as per requirements. Anyone can provide a particular message to the respondent by writing some words under the sub-menu of confirmation message.
3. **Quiz** – we know that quiz preparation is very much rigorous work for the creator. Using this feature the form can play the role of the quiz questions and their evaluations.

CREATE AND EDIT FORMS

The heading of the form contains two words with two tabs. One is questions and another is responses. With the help of the questions tab one can produce different questions as per needs and by using the tab i.e. response number of responses and their details can be verified with necessary analysis. Anyone can create a new form by clicking on the Blank Form. There are many types of theme and templates which are related with different types of applications such as to collect contact information one can use the ‘Contact information’ template. Other templates like RSVP, T-Shirt sign up, etc. are there which can be used as per needs. After creation one has to put the name of the form or heading of the form at the top. Form title may be given with short description to it to express the purpose or instructions to the respondents. There are options to add images, videos, audios and questions. The form may be divided into different sections for easiness.

Anyone has to input or edit questions from the right hand menu bar. There are five main menus to work with:

1. **Add Questions:** with the help of these tools one can add different types of questions to the form. The types of questions are features with the following sub-menus:
 - a. **Short- answer:** using this sub-menu short answer may be demanded from the respondent. The space is limited here that is why it is called short –answer option.
 - b. **Paragraph** – using these sub-menu descriptive questions may be demanded. As the space is more there.
 - c. **Multiple Choice Questions** – we know that these types of question are very famous today to communicate with the respondent with no headache. This is more popular as the options are there to selection the answer.
 - d. **Checkboxes** – Putting tick mark to the particular checkbox is the procedure of getting answer from the respondent. Using this feature we can do that.
 - e. **Dropdown** - All the options are there in the dropdown menu. Only thing is that we have to selection one specific for the answer.

- f. **File upload** – this sub-menu can be used to upload a ready questions in another format so that the respondent can download it and do the needful as per instructions.
- g. **Linear scale** – scaling system questions also more popular as far as research data collection concern. Different types of scaling may be created as per the choice of the researcher.
- h. **Multiple Choice Grid** - using this feature one can generate a grid of multiple choice questions by way of Rows and Columns.
- i. **Check-box Grid** – using this feature one can generate check-box grid as like as Multiple Choice Grid by war of Rows and Columns.
- j. **Date & Time** - there is options to put the particular date and time recording also for the specific form.

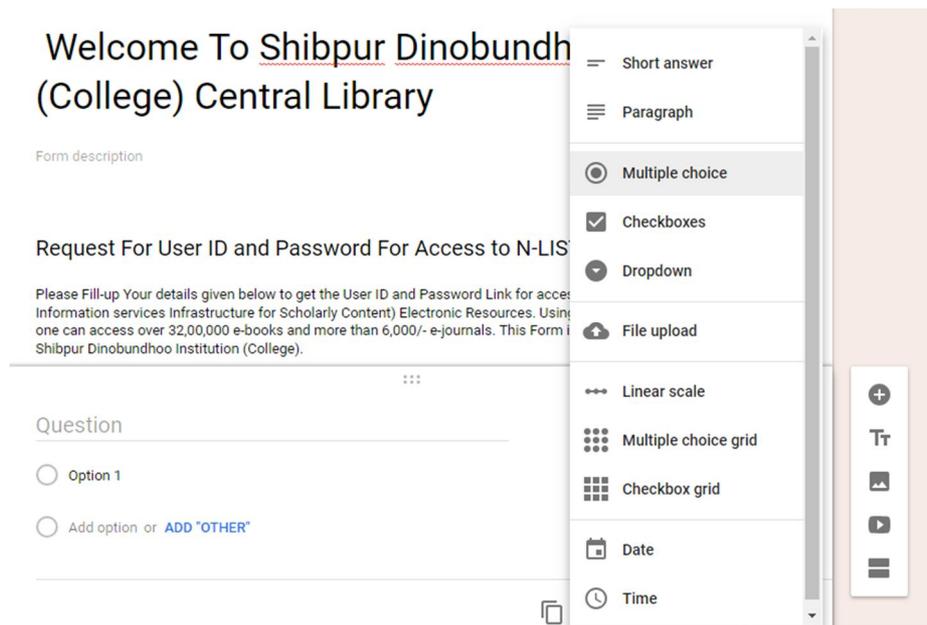


Figure 3: Menu and Sub-menu of Google Form

- 2. **Add title and description** - using this feature one can add the title description of a particular part of a form under which some questions can be created. This part always has a sub part which may be used for description of the title.
- 3. **Add image** – using this feature one can add any image of his or her choice to the form in any place. Any link of any image or preloaded image may also be linked here for use.
- 4. **Add video** – any uploaded video in YouTube can be linked here with the form as per requirement.
- 5. **Add section** – using this feature another section can be added for long list of questions. Option is there to break in different parts which can be used for different purposes.

CONCLUSIONS

Different papers less methods of preparation of questionnaire to conduct a survey or interview such as Google Forms, Survey Monkey and any Content Management System (CMS) based website or blogs such as Word-press, Joomla and Drupal. In case of CMS based survey most of the systems have plug-ins features to conduct the survey by designing questionnaire. One can also use survey monkey for readymade questions which can be use to make and design survey work. There are limitations of survey monkey as they two users policies one part is free and another part is PRO. PRO features are the paid one and options to use all the features and free access policies are limited features. However, one researcher, teacher, organization, students and many others who want conduct their survey should go through the above mention applications as they are very much easy and user-friendly. We should use it on regular basis so that our regular survey activities can be performed on smooth and accurate way. And analysis of our collected data would be easier. We can remember very low level of technological know-how is required to handle these applications.

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