

# JOB ROLE – Domestic Biometric Data Operator

Sector – Information Technology and Information Technology  
enabled Services  
(Qualification Pack Code: SSC/Q2213)



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# **UNIT 1 : FUNDAMENTALS OF DATA & COMPUTING**

## **SESSION 4: COLLECT AND DIGITIZE DATA**

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# Session Objectives

The students will be able to:

- Define Data collection
- Importance of Data collection
- Advantages of data collection
- Application of data collection in real life
- Classify Handwritten Data and Digital Data
- Advantages of digital data
- Explain Digitization of handwritten data

# Introduction

Whenever you wish to appear for any board examination, board ask you to fill the examination form. Through examination form board collect the information of students that are appearing for examination. This refers to collection of data. Now a day's most of the examination forms are available on the website and one need to fill these forms by using computer system. This refers to the digital form of data. In this session we will understand importance of data collection, advantages and applications of data collection in real life. We will also know the difference between the handwritten data and digital data.

# Data collection

Data collection is the process of gathering and measuring data for information. Data collection is an integral, usually initial, component of any public activity such as conduction of examination, admission process in school and colleges, opening of bank accounts in a bank, applying for a post in an organisation, getting loan from a bank, and enrolling for hospital treatment. Data collection is also used in commercial activities such as selling of a product, launching of a new product, launching building projects and popularization of the product. Data collection is also used by the government in various activities such as framing of new policy, giving authorization to the different agencies. Data collection is used in the preparation of Aadhaar card and in the preparation of passport as well.

# Importance of Data collection

Data collection means the accurate acquisition of data. Although methods of data collection may differ depending on the field, the emphasis on ensuring accuracy remains the same. Normally the data is collected to get answers for the questions that have been raised within an organisation. For example, an examination board will collect the student information so that they know how many students are appearing or taking examinations. Depending upon the number of students the board needs to make the arrangements for examination. A company or business will collect the data to measure the popularity of their product or service. Also, whenever a company decides to launch a new product then the requirement of such a new product is measured through the data collection. The deficiencies or limitations of existing services can be overcome only through collection of data.

# Advantages of data collection

- Answers to the questions faced by the organisation can be obtained through data collection.
- Improvement in the existing services or product can be achieved through data collection.
- Extension of existing services is possible through data collection.
- Successful launching of new product or services is achieved through the data collection of such requirement.
- General understanding of the people about the concept or about the government can be obtained through data collection.
- Financial status of the people living in certain area or country can be understood through data collection.
- Number of migrants or immigration in a country can be obtained through data collection.
- Number of users of product or services and their satisfaction level can be measured through data collection.
- Testing of new platforms can be achieved through data collection.
- The collected data when it is processed, then we can draw the useful conclusion.



## **Application of data collection in real life**

**In real life, almost at every stage the data is been collected. For example data is collected in hospitals to offer treatment and the data is collected by the school or colleges for getting admission. Bank also collects the user data for opening a bank account. Government collects the data of citizen to issue the Aadhaar card and passport. Organisations collect the data of their employees.**

# Handwritten Data and Digital Data

Whenever you fill the any form such as railway reservation form by writing data in your own handwriting then such data can be called as handwritten data.

There are chances that the handwritten data is been misread or misinterpreted. This is because the handwriting style of individual is different. Sometimes it is not readable also. While filling in any handwritten form, one must take care that the information entered is clear and is in readable form. This increases the reliability of getting the correct data. To reduce the possible errors, many organisations design their own data entry forms which consist of one block for one character. Also many fields can be entered just by checking the appropriate check boxes.

# Advantages of digital data

Following are the advantages of digital data over handwritten data:

- Ease of accessibility through computer systems,
- Environment friendly, as digital data do not require any paper.
- Better protection as digital data can be stored on hard drives and they can be protected from physical harm.
- Storing and retrieving of data is convenient than that of handwritten data.
- A large amount of money can be saved by storing the data on low cost storage devices.
- Digital data increases the productivity of any organisation.
- Chances of errors are reduced while using digital data.

## Digitization of handwritten data

Any handwritten data can be converted into digital form. All paper documents can be transformed to electronic form. This make easy for information processing such as searching and analysing the information. Working with the files in digital form is cheaper than that of traditional documents. Also each document exist in one copy consequently all changes or notes are visible for all.

# Summary

In this session, you have learnt about Data collection and its advantages.

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