Hello, this guide serves to help you a bit through the work of transcribing interviews.

First and foremost, please always keep in mind that the audio recordings are semi-structured interviews of one person or in some cases a small group of people. And, as a transcriber, it is super important to be focussed for the entirety of the interview. It would be most common to observe that you’d have to listen to the interview at least a couple of times to draw out the necessary information. Further, it should be always kept in mind that each piece of the interview is important, do not make any arbitrary assumptions about what is relevant or not.

Secondly, it might be nice to have a contact person out of Armaan, Paurush and I to discuss any doubts or questions you might encounter during the transcription process. So, alongside the distribution of sub-localities and audios you can also find a table which indicates who is your contact person in case of any queries. To facilitate an easy discussion of queries, perhaps note all the queries and discussions can happen at a time deemed convenient.

Thirdly, considering these are semi-structured interviews, you will find cases wherein interviews will not answer systems. Infact, some questions were inserted spontaneously so for each subcategory like biographic info, previous housing, current housing, education, community facilities, healthcare and relocation, there exist miscellaneous columns so please add the information there. In addition, many question columns are followed by other/reasons where you are supposed to add any added information. For instance, if a question “how many people live in your house” is followed by an answer “4 but 2-3 children were sent back to our village due to lack of space” then the justification should be written in the other/reason section.

Lastly, thank you so much for the dedication, pretty cool stuff will follow i hope!