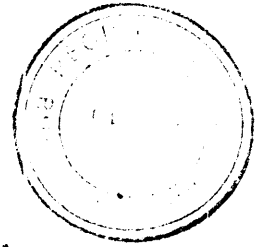


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PART-I SYLLABUS (effective from the academic year 2006-07 onwards)
PAPER – I RESEARCH METHODOLOGY



Unit – I

Introduction - meaning and nature of Social Science Research – objectives – Pure and Applied Research – Procedure in Social Science Research -- Procedure of research in science.

Unit – II

Methods of Social Science Research: Historical – Comparative – Descriptive methods – Case study method - Problem formulation – Hypotheses – concepts variables

Unit III

Research Design: Meaning, Purpose and Principles of Research Design - types of research – Exploratory, Descriptive – Experimental – Ex-Post-Facto research – Documentary analysis – Content analysis.

Unit IV

Collection and Analysis of Data: Sampling - Observation – Survey – Case study, Questionnaires – Interview - Statistics and its use in social science research – computer and its application.

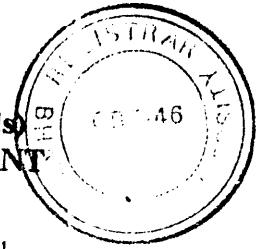
Unit V

Research report: purpose – content – style and presentation – use of footnotes - tables and figures – Bibliography.

Books for Reference

1. Ghosh B.N
Sterling :Scientific method and social research. New Delhi.
Publishers 1982
2. Goode, W.G. and
P.K. Hatt :Methods in social research, Me Grew Hill Book
Company, New York 1981.
3. Thiagarajan R. :Computer for Beginners. Sterling Publishers,
New Delhi.

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PAPER - II ADMINISTRATIVE ORGANISATION AND MANAGEMENT



Unit - I

Meaning Nature and Scope of Public Administration - Evolution of the study of Public Administration - New Public Administration - Politics And Public Administration.

UNIT - II

Organization: Formal and Informal Organization - Principles of Organization: Hierarchy - Span of Control - Delegation of Authority - Unity of Command - Co-ordination - Centralization Vs Decentralization - Integration Vs Disintegration.

UNIT - III

Structure of Organization: Bases of Organization - Units of Organization - Departmental Organization - Public Enterprises - Independent Regulatory Commission - Organization and methods.

UNIT - IV

Theories of Organization: Scientific Management Theory - Bureaucratic Theory - Behavioural Theory - Systems Theory - Control over Public Administration: Legislative Control - Executive Control - Judiciary Control.

Unit - V

Leadership - Communication - Motivation - Decision-making - Public Relations.

Books for Reference

1. M.P. SHARMA & B.L. SADANA:
AND PRACTICE

PUBLIC ADMINISTRATION IN THEORY

(KITAB MAHAL)
INTRODUCTION TO THE STUDY OF PUBLIC
ADMINISTRATION (E.P.S) (PVT) LTD)

2. L.D. WHITE

PUBLIC ADMINISTRATION (LAXMI
MAHESWARI NARAYAN AGARWAL)
ADMINISTRATIVE ORGANISATION AND
MANAGEMENT (SAMRAJ)

3. AVASTHI & MAHESWARI

4. K. PANINURANGAN
& P. SATHYA