

M.A. M.Sc. Pub. Ad. Ex.
 Second/Fourth Semester
 Pages: 1 to 3

METHODS AND TECHNIQUES OF RESEARCH STATISTICS

(S)
 Unit-I
 M10
 M11
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 Unit-III
 Unit-IV
 Unit-V

Meaning, nature and scope of social research, motivating factor and basic assumption of social research, reasons of studying research methodology (importance of research methodology). Pure and applied research interdisciplinary research: meaning, need and problem.

The scientific method: meaning characteristics and its significance in public administration, various stages in scientific methods. The scientific method and its study of value. Formulation of research problem: research designs, concept hypothesis.

Source of data with special reference to primary and secondary data, selection of universes and various procedures of samplings, observation, questionnaire schedules and interviews.

Nature of study: panel study, case study, area studies, concept of property coding, tabulation and classification, report writing, theory building in public administration.

Data analysis: statistical method, their meaning, significance, process and limitations. Measure of central tendency (mean, median, and mode). Measure of dispersion (range, quartile, deviation: mean deviation and standard deviation).

Books Recommended

Goodi and Hatt	:	Method in Social Research
P.V. young	:	Scientific Social Survey and Research
John Galtung	:	Theory, Methods & Social Research
B.M.jJain	:	Research Methodology
R.N.Trivedi and O.P. Shukla	:	Research Methodology
S.R. Kothari	:	Research Methodology
S.R. Bajpai	:	Methods of Social Survey and Research

RURAL LOCAL ADMINISTRATION : WITH DUE
REFERENCE TO M.P.

Concept, Meaning and Importance of Rural Local Administration, Growth of Local Administration in India, Early Experiments, Community Development Programme. Balwant Rai Mehta and Ashok Mehta Committee. Main Feature of 73rd Constitutional Amendment.

UNIT-II Panchayati Raj in Madhya Pradesh : Early Experiments, Main Feature of Madhya Pradesh Panchayati Raj Adhiniyam 1993.

UNIT-III Patterns of Panchayati Raj in M.P. : Structure, and function of Gram Sabha, Gram Panchayat, Janpad Panchayat and Jila Panchayat, Their Role in Rural Development in M.P.

UNIT-IV Administrative Set up Panchayati Raj in M.P. Gram Sewak, Panchayat Secretary, Block Development Officer, Chief Executive Officer and Collector; Official non-Official relation in Panchayati Raj, Panchayati Raj Finance in M.P.

UNIT-V State Control over Panchayat Raj Institutes in M.P., Problem of Public Participation and Leadership, Co-ordination in Panchayati Raj Institutes in M.P. other Role of Political Parties in Panchayati Raj. Problems and Suggestion to strength it.

Organisation and Function of Directorate of Panchayat and Rural Development Department.

BOOKS RECOMMENDED

Heshiar Singh	Administration of Rural Development in India
Mehander Singh	Rural Development Administration
Tiwari	Rural Development in India
S.M. Shah	Rural Development Planning and Reforms
S.N. Mishra	New Horizons in Rural Development Administration
Katar Singh	Rural Development, Principles, Policies and Management
Kurukshetra	A Jurnal of Rural Development
	Madhya Pradesh Panchayati Raj Adhiniyam, 1983.

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FOR COLLEGE ONLY

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M-17

GROUP C 2. STRATEGIES AND ISSUES IN HUMAN RESOURCE DEVELOPMENT

UNIT-I

HRD : An Overview.
HRD : Strategies
HRD : Experiences

UNIT-II

HRD and the Supervisory Position : Line Managers and H.R.D., Task analysis, Motivational issues and aspect, Developmental Supervision, Counselling and Monitoring.

UNIT-III

Comparative Study of H.R.D. Experiences :
H.R.D. : Overview in government and public system, HRD for Health and Family Welfare, HRD in Other Sector : (Defence, Police, Voluntary organisation, and Panchayati Raj Institutions.)

UNIT-IV

HRD in Service Industry., Comparative H.R.D. International Experiences, HRD for workers, H.R.D. Culture and Climate.

UNIT-V

HRD / OD (Organisation Development) and approach to IR (Industrial Relation) Organising for H.R.D., Emerging Trends and Perspective.

BOOKS RECOMMENDED

Rao, T V. and Abraham E. :	HRD Practices in Indian Industries - A trend Report
Santhanam, M. :	Development of Human Resource
Sharma, A K :	Some issues in Management Development
Rudrabasavraj, M N :	Executive Development in the Public Sector

GROUP D 1. URBAN LOCAL ADMINISTRATION IN INDIA . WITH DUE REFERENCE TO M.P.

UNIT-I

Meaning, Scope and Significance of Urban Local Govt., Features of Urban Local Govt. in India, Urbanization its Problem and Consequences (Indian Scenario)

UNIT-II

Evolution of Municipal Government in India Bombay, Delhi and Calcutta Municipal Corporation, Main Feature of 74 Constitutional Amendment.

UNIT-III

Evaluation of Municipal Government in M.P. Early Structure, Structure and Function, of Urban Local Government in M.P. After 74 Constitutional Amendment . Municipal Corporation, Municipal Council and Nagar Panchayat.

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