

3. Irving Swerdlow : Development Administration
& William J. Siffin in Asia
(Ed)
4. Faisal, Al. Salem : The Ecology of Development
Administration
5. Fred. W. Riggs : Frontiers of Development
(Ed) Administration
6. V. A. Pai, : Personnel System for Deve-
Pandaikar lopment Administration
7. Gunner Myrdal : Asian Drama
8. Joseph La : Bureaucracy and Political
Palombara (Ed) Development
9. A.R. Tyagi : The Civil Services in
Development Society
10. Preeti Joshi : Development Administration

PAPER VII & VIII GROUP B (i)

LABOUR WELFARE ADMINISTRATION

UNIT-I

1. Meaning Nature, Scope and Principles of Labour
Welfare Administration.

UNIT-II

1. Organisation and Functions of Ministry of Labour,
Employment and Rehabilitation. Office of the Chief
Labour Commissioner, Organisation and Func-
tions of Central Labour Bureau.
2. Organisation and Working of State Labour
Department and Directorate of Labour.

UNIT-III

1. Brief History, organisation, function and
shortcomings of trade unions in labour
administration in India. Industrial relations in
India. Worker's Education and training. Housing
Policy and Health Hazards in India.

UNIT-IV

1. International Labour Organisation : Powers and
Functions, ILO's impact on Labour Policy in India.
Labour Policy and Legislation in India.

UNIT-V

1. The following Labour Laws are included in the
course :

- a. Factories Act, 1948
- b. Industrial Dispute Act, 1947
- c. Trade Union Act, 1948
- d. Minimum Wages Act, 1948
- e. Payment of Wages Act, 1936
- f. Employees State Insurance Act, 1948
- g. Employee's Provident Fund Act, 1952

Book Recommended :

1. K. N. Vaid : Labour Welfare in India
2. V. B. Singh : Industrial Labour in India
3. S. D. Punekar & Others : Industrial Relations and Trade Unionism
4. Malik : Industrial Law
5. Deepak Bhatnagar : State and Labour Welfare in India
6. Labour Laws and Labour Relations, ILO.
7. C. M. Subramaniam : Labour Management Relations in India
8. India : Report of National Commission of Labour, 1969
9. India : Report of Labour Investigation Committee

PAPER VII & VIII GROUP B (ii)

RESEARCH METHODOLOGY

UNIT-I

1. Subject and object of Methodology : Task and Role of research methodology in social science with special emphasis on Public Administration. Methodological problems in the study of social phenomena, pure and applied research.

UNIT-II

1. The Scientific Method : Meaning and definition of scientific method, basic elements of scientific method.
2. Relationship of theory and fact : Theory building in Public Administration and the problems associated with concept, theory and hypothesis : their definitions and relationship.

UNIT-III

1. The Research Design : Meaning and Types of research design.
2. Techniques of data collection : Primary and secondary data, method field observation questionnaires and schedules, types and techniques of interviewing, content analysis, case study method : its role and significance in Public Administration.

UNIT-IV

1. Problems of Measurement in social research : Levels of measurement – Nominal, Ordinal, Interval and ratio scales, variables, frequency distribution. Measures of central Tendency, Standard deviation, correlation – Pearson and Rank.

UNIT-V

1. Sampling : Meaning of Sampling, Census and Sampling, types of sampling – random, stratified, multi-stage, Systematic, cluster, convenience, judgement and Quota Sampling.

Books Recommended :

1. F. A. Kerlinger : The Foundations of Behavioural Research
2. P. V. Young : Scientific Social Surveys and Research
3. W. Goode & Paul, H. Hatt : Methods in Social Research
4. Moser & Kalton : Survey Methods in Social Investigation
5. Black & Champion : Social Research
6. Sharma, Prasad & Satyanarayana : Research Methods in Social Sciences

7. S. Milne : Concepts and Models in 'Public Administration'
8. R. S. Atthriya : Ten case studies in Research and Development
9. Abraham Kaplan : The Conduct of Inquiry
10. Achoff : Design of Social Research
11. Simpson & Kafka : Basis Statistics
12. Miller, D. C. : Handbook of Research Design and Sol Measurement
13. डॉ. एस. पी. आर्य : सामाजिक सर्वेक्षण की पद्धतियाँ
14. हेजन एवं प्रसाद : सामाजिक अनुसंधान
15. रामनाथ शर्मा : सामाजिक सर्वेक्षण एवं अनुसंधान
16. सत्यपाल रूहेला : सर्वेक्षण अनुसंधान एवं शोध
17. रविन्द्र नाथ मुखर्जी : सामाजिक सर्वेक्षण एवं शोध
18. बी. एम. जैन : रिसर्च मेथोडोलोजी
19. श्यामलाल वर्मा : राजनीति विज्ञान में अनुसंधान प्रविधि