

**Tantia University**  
Sri Ganganagar  
Ph.D. Course Work Syllabus  
(Revised as Per UGC Regulation 2022)  
Public Administration

**Maximum Marks-120**

**Minimum Marks-66**

**PART-A**

**Part A- 60 Marks**

**Total Credits = 6**

**Total Hours=6x45= 270 Hours**

**Introduction to Research**

Introduction of Research, Research methodology, Defining Research problem and formulation of hypothesis, research design, sampling design, measuring and scaling techniques, methods of data collection.

Pure and Applied Research, Exploring or Formulative Research, Descriptive Research, Diagnostic Research/Study, Evaluation Research/Studies, Action Research, Experimental Research, Historical Research, Surveys, Case Study, Field Studies  
Research Ethics: Characteristics and format of research paper, article, thesis writing, review of Related Literature, Purpose of the review, Identification of the related literature. Organizing the related literature.

**Statistics**

Concept of statistics, relevance in research, parametric and non-parametric data; graphical representation of data: histogram, frequency polygon, ogive and pie chart; Measures of Central Tendency, Correlation, t-test chi square test

**Computer Application**

Basic and fundamental knowledge of Computer and its Applications. Introduction, Application Area, Operating System, Windows, Office, Internet.

**PART-B**

**Part B- 60 Marks (Subject based)**

**Total Credits = 6**

**Total Hours=6x45= 270 Hours**

Meaning, Nature and importance of Research Methodology in Social Sciences with special reference to Public Administration. Scope and limitations of Ecological dimensions of research in Public Administration.

Scientific Method: Meaning, definitions basic elements, Hypothesis, Theory and Fact: their definitions and inter relationship, Theory building in Public Administration, Definition of problem and formulation of a working Hypothesis.

Concept of research design; Methods and tools of Data Collection; Field Observation, Interview, Questionnaire and Schedules.

Data Processing; Classification, Tabulation, Presentation, Data interpretation, concept of Content Analysis and Case Study Method, Report Writing.

Sampling: Meaning and types of Sampling.

Statistical Techniques: Meaning and Importance, Measures of Central Tendency, Mean Deviation, Standard Deviation, Co-efficient of variations, Skewness , Chi-square test, Coefficient of Correlation.

Basic Knowledge of Computer, use and importance of Computer in Social Science research, Applicability of internet in research, Use of Computer in Report writing.

सामाजिक विज्ञानों में षोध प्रविधि का अर्थ, प्रकृति एवं महत्व – लोक प्रशासन के विशेष संदर्भ में, लोक प्रशासन में षोध के पारिस्थितिकीय आयामों का क्षेत्र एवं सीमाएं

वैज्ञानिक विधि: अर्थ, परिभाषाएं, आधारभूत तत्व परिकल्पना, सिद्धान्त एवं तथ्य: उनकी परिभाषाएं एवं अन्तर्संबन्ध, लोक प्रशासन में सिद्धान्त निर्माण, समस्या की परिभाषा एवं कार्यशील परिकल्पना का निर्माण।

षोध प्रारूप की अवधारणा, तथ्य संकलन की पद्धतियां एवं तकनीकें: क्षेत्र अवलोकन, साक्षात्कार, प्रश्नावली एवं अनुसूची

तथ्य प्रक्रमण: वर्गीकरण, सारणीयन प्रस्तुतिकरण, तथ्य विश्लेषण अन्तवस्तु विश्लेषण की अवधारणा एवं एकल अध्ययन पद्धति, प्रतिवेदन लेखन।

निदर्शन : निदर्शन का अर्थ एवं प्रकार

सांख्यिकीय तकनीकें: अर्थ एवं महत्व, केन्द्रीय प्रवृत्ति के माप, माध्य विचलन, मानक विचलन, विचलन स्थिरांक, स्क्वूनेस, काई स्कायर टेस्ट, सह-सम्बन्ध गुणांक।

कम्प्यूटर का आधारभूत ज्ञान, सामाजिक विज्ञान षोध में कम्प्यूटर का प्रयोग एवं महत्व, षोध में इन्टरनेट का अनुप्रयोग, प्रतिवेदन लेखन में कम्प्यूटर का प्रयोग।

## References

1. John Galtung: Theory and Methods of Social Research.
2. C.A. Moser and A. kalton: Survey Methods in Social Investigation.
3. W. Philips Shively : The Craft of Political Research : A Primer.
4. Goode and Hatt: Methods in Social Research
5. Hide Sola Poo (Ed.) : Contemporary Political Analysis.
6. Rodert Golembiewsk: A Methodological Primer for Public Administration
7. F. A. Kerlinger : The Foundations of Behavioural Research.
8. Paulin V. Young : Scientific Surveys and Research.
9. Bernard S. Philips : Social Research : Strategy and Tactics
10. K. N. Nagar - Fundamantal of statistics (Hindi)
11. S.P. Gupta - Statistics
12. R.N. Mukharji – Shodh Pravidhi (Hindi)
13. C.R. Kothari – Research Methodology: Methods & Techniques
14. B.M. jain – Shodh Pravidhi (Hindi)