



An Institute for Civil Services

MAINS TEST SERIES 2024

PUBLIC ADMINISTRATION Q&A

COMPLETE SYLLABUS *through*
CONCEPT CLASSES & ANSWER WRITING



ONLINE



14

APRIL, 2023



09:00 AM

**PROGRAMME
FEE**



20,000
(including GST)

- ✓ 40+ Classes for Concept Building
- ✓ 3 Level of Test for Gradual Improvement
 - 18 Topical Tests (10 Questions)
 - 2 Sectional Tests (20 Questions)
 - 4 Full Mock Tests (As per UPSC Pattern)
- ✓ 19 PYQs Discussion Sessions
- ✓ Test Discussion after each Topical Test
- ✓ Doubt Clearing Session after Copy Evaluation for Marks improvement.



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Mentor: RAJEEV CHOUDHARY & ABHISHIEKH SAXENA

PROGRAMME FEATURES

01

Exclusive programme to cover complete syllabus of Public Administration Optional through Concept Building classes, Answer Writing Practice sessions & discussions.

02

Specially curated interlinked approach in order to maximize attempts and score 300+ marks in Pub. Ad. Optional.

03

Classes will focus on conceptual clarity and Application of different approaches mentioned in syllabus

04

Topic Wise PYQs discussions will be provided

05

Sectional test to be conducted after completion of a section of syllabus and Mock Test will be conducted after Prelims

06

Sectional & Mock Tests will be based on UPSC pattern & evaluation will be done by Experts and Faculty only.

07

Regular doubt clearing sessions will be conducted for personalized mentoring & performance improvement.

SESSION PLAN

DATE	TOPIC	DESCRIPTION
SESSION - 01 14 APRIL, 2023	Approach to Public Administration Optional (Paper-I)	
SESSION - 02 15 APRIL, 2023	Approach to Public Administration Optional (Paper-2)	
SESSION - 03 17 APRIL, 2023	Paper 1- Unit 1: Introduction	<ul style="list-style-type: none"> ◦ Meaning ◦ Scope and Significance of Public Administration ◦ Wilson's vision of Public Administration ◦ Evolution of the discipline and its present status;
SESSION - 04 18 APRIL, 2023	Paper 1- Unit 1: Introduction	<ul style="list-style-type: none"> ◦ New Public Administration ◦ Good Governance: Concept and Application
SESSION - 05 21 APRIL, 2023	Previous Year Questions (PYQs): 01	
SESSION - 06 23 APRIL, 2023	Topical Test-1	
SESSION - 07 24 APRIL, 2023	Paper 1 - Unit 1: Introduction	<ul style="list-style-type: none"> ◦ New Public Management ◦ Public Choice Approach ◦ Challenges of Liberalization ◦ Privatisation ◦ Globalisation
SESSION - 08 25 APRIL, 2023	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> ◦ Scientific Management and Scientific Management Movement ◦ Classical Theory

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SESSION - 09 28 APRIL, 2023	Previous Year Questions (PYQs): 02	
SESSION - 10 30 APRIL, 2023	Topical Test-2	
SESSION - 11 01 MAY, 2023	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> ◦ Weber's bureaucratic model – its critique ◦ Post-Weberian Developments
SESSION - 12 02 MAY, 2023	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> ◦ Dynamic Administration (Mary Parker Follett) ◦ Human Relations School (Elton Mayo and others)
SESSION - 13 05 MAY, 2023	Previous Year Questions (PYQs): 03	
SESSION - 14 07 MAY, 2023	Topical Test-3	
SESSION - 15 08 MAY, 2023	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> ◦ Functions of the Executive (C.I. Barnard) ◦ Simon's decision-making theory
SESSION - 16 09 MAY, 2023	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> ◦ Participative Management (R. Likert, C.Argyris, D.McGregor).
SESSION - 17 12 MAY, 2023	Previous Year Questions (PYQs): 04	
SESSION - 18 14 MAY, 2023	Topical Test-4	
SESSION - 19 15 MAY, 2023	Paper 1 - Unit 3: Administrative Behaviour	<ul style="list-style-type: none"> ◦ Process and techniques of decision-making Communication; Morale ◦ Motivation Theories – content, process and contemporary
SESSION - 20 19 MAY, 2023	Previous Year Questions (PYQs): 05	

DATE	TOPIC	DESCRIPTION
SESSION - 21 21 MAY, 2023	Topical Test-5	
SESSION - 22 22 MAY, 2023	Paper 1 - Unit 3: Administrative Behaviour	<ul style="list-style-type: none"> ◦ Theories of Leadership: Traditional and Modern.
SESSION - 23 23 MAY, 2023	Paper 1 Unit 4: Organisations	<ul style="list-style-type: none"> ◦ Theories – systems, contingency ◦ Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions ◦ Ad hoc and advisory bodies ◦ Headquarters and Field relationships ◦ Regulatory Authorities ◦ Public - Private Partnerships.
SESSION - 24 26 MAY, 2023	Previous Year Questions (PYQs): 06	
SESSION - 25 28 MAY, 2023	Topical Test-6	
SESSION - 26 29 MAY, 2023	Paper 1 Unit 5 Accountability and control	<ul style="list-style-type: none"> ◦ Concepts Of Accountability and Control ◦ Legislative, Executive and Judicial Control Over Administration ◦ Citizen and Administration
SESSION - 27 30 MAY, 2023	Paper 1 Unit 5 Accountability and control	<ul style="list-style-type: none"> ◦ Role of Media ◦ Interest Groups ◦ Voluntary Organizations ◦ Civil Society
SESSION - 28 31 MAY, 2023	Paper 1 Unit 5 Accountability and control	<ul style="list-style-type: none"> ◦ Citizen's Charters ◦ Right to Information ◦ Social Audit
SESSION - 29 02 JUNE, 2023	Previous Year Questions (PYQs): 07	

DATE	TOPIC	DESCRIPTION
SESSION - 30 04 JUNE, 2023	Topical Test-7	
SESSION - 31 05 JUNE, 2023	Paper 1 Unit 6 Administrative Law	<ul style="list-style-type: none"> Meaning, Scope and Significance Dicey on Administrative law Delegated Legislation Administrative Tribunals
SESSION - 32 06 JUNE, 2023	Paper 1 Unit 7 Comparative Public Administration	<ul style="list-style-type: none"> Historical and sociological factors affecting Administrative Systems Administration and Politics in different countries Current status of Comparative Public Administration
SESSION - 33 09 JUNE, 2023	Previous Year Questions (PYQs): 08	
SESSION - 34 11 JUNE, 2023	Topical Test-8	
SESSION - 35 12 JUNE, 2023	Paper 1 Unit 7 Comparative Public Administration	<ul style="list-style-type: none"> Ecology and Administration Riggian Models and their critique.
SESSION - 36 13 JUNE, 2023	Paper 1 Unit 8 Development Dynamics	<ul style="list-style-type: none"> Concept of Development Changing Profile of Development Administration 'Anti-development Thesis'
SESSION - 37 16 JUNE, 2023	Previous Year Questions (PYQs): 09	
SESSION - 38 18 JUNE, 2023	Topical Test-9	
SESSION - 39 19 JUNE, 2023	Paper 1 Unit 8 Development Dynamics	<ul style="list-style-type: none"> Bureaucracy and Development Strong State versus the Market Debate Impact of Liberalisation on Administration in Developing Countries

DATE	TOPIC	DESCRIPTION
		<ul style="list-style-type: none"> ◦ Women and Development - the Self-Help Group Movement.
SESSION - 40 20 JUNE, 2023	Paper 1 Unit 9 Personnel Administration	<ul style="list-style-type: none"> ◦ Importance of Human Resource Development ◦ Recruitment, Training, Career Advancement, Position Classification, Discipline, Performance Appraisal, Promotion, Pay and Service Conditions ◦ Employer-Employee Relations, Grievance Redressal Mechanism ◦ Code of Conduct ◦ Administrative Ethics
SESSION - 41 23 JUNE, 2023	Previous Year Questions (PYQs): 10	
SESSION - 42 25 JUNE, 2023	Topical Test-10	
SESSION - 43 26 JUNE, 2023	Paper 1 Unit 10 Public Policy	<ul style="list-style-type: none"> ◦ Models of Policy-Making and Their Critique ◦ Processes of Conceptualisation, Planning, Implementation, Monitoring, Evaluation and Review and Their Limitations ◦ State Theories and Public Policy Formulation
SESSION - 44 30 JUNE, 2023	Previous Year Questions (PYQs): 11	
SESSION - 45 02 JULY, 2023	Topical Test-11	
SESSION - 46 03 JULY, 2023	Paper 1 Unit 11 Techniques of Administrative Improvement	<ul style="list-style-type: none"> ◦ Organisation and Methods ◦ Work Study and Work Management ◦ e-Governance and Information Technology ◦ Management Aid Tools like Network Analysis, MIS, PERT, CPM.

DATE	TOPIC	DESCRIPTION
SESSION - 47 04 JULY, 2023	Paper 1 Unit 12 Financial Administration and Paper 2 Unit 9 Financial Management	<ul style="list-style-type: none"> ◦ Monetary and Fiscal Policies ◦ Public Borrowings and Public Debt ◦ Budgets - Types and Forms ◦ Budgetary Process ◦ Financial Accountability ◦ Accounts and Audit ◦ Budget as a Political Instrument ◦ Parliamentary Control of Public Expenditure ◦ Role of Finance Ministry in Monetary and Fiscal Area ◦ Accounting Techniques ◦ Audit ◦ Role Of Controller General of Accounts and Comptroller and Auditor General of India
SESSION - 48 07 JULY, 2023	Previous Year Questions (PYQs): 12	
SESSION - 49 09 JULY, 2023	Topical Test-12	
SESSION - 50 16 JULY, 2023	Complete Revision Test for Paper-1	
SESSION - 51 17 JULY, 2023	Paper 2 Unit 1 Evolution of Indian Administration	<ul style="list-style-type: none"> ◦ Kautilya's Arthashastra ◦ Mughal Administration ◦ Legacy of British Rule in Politics and Administration ◦ Indianization of Public Services, Revenue Administration, District Administration, Local Self-Government
SESSION - 52 18 JULY, 2023	Paper 2 - Unit 2: Philosophical and Constitutional framework of government	<ul style="list-style-type: none"> ◦ Salient Features and Value Premises ◦ Constitutionalism ◦ Political Culture ◦ Bureaucracy and Democracy ◦ Bureaucracy and Development.

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SESSION - 53 21 JULY, 2023	Previous Year Questions (PYQs): 13	
SESSION - 54 23 JULY, 2023	Topical Test-13	
SESSION - 55 24 JULY, 2023	Paper 2 Unit 3 Public Sector Undertakings	<ul style="list-style-type: none"> ◦ Public sector in modern India ◦ Forms of Public Sector Undertakings ◦ Problems of autonomy, accountability and control ◦ Impact of liberalization and privatization.
SESSION - 56 25 JULY, 2023	Paper 2 Unit 5 Plans and Priorities	<ul style="list-style-type: none"> ◦ Machinery of planning ◦ Role, composition and functions of the Planning Commission and the National Development Council ◦ 'Indicative' planning Process of plan formulation at Union and State levels ◦ Constitutional Amendments (1992) and decentralized planning for economic development and social justice
SESSION - 57 28 JULY, 2023	Previous Year Questions (PYQs): 14	
SESSION - 58 30 JULY, 2023	Topical Test-14	
SESSION - 59 31 JULY, 2023	Paper 2 Unit 4 Union Government and Administration	<ul style="list-style-type: none"> ◦ Executive, Parliament, Judiciary - structure, functions, work processes ◦ Recent trends ◦ Intragovernmental relations
SESSION - 60 01 AUGUST, 2023	Paper 2 Unit 4 Union Government and Administration	<ul style="list-style-type: none"> ◦ Cabinet Secretariat ◦ Prime Minister's Office ◦ Central Secretariat

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		<ul style="list-style-type: none"> ◦ Ministries and Departments ◦ Boards ◦ Commissions ◦ Attached Offices ◦ Field Organizations
SESSION - 61 04 AUGUST, 2023	Previous Year Questions (PYQs): 15	
SESSION - 62 07 AUGUST, 2023	Paper 2 Unit 6 State Government and Administration	<ul style="list-style-type: none"> ◦ Union-State administrative, legislative and financial relations ◦ Role of the Finance Commission
SESSION - 63 08 AUGUST, 2023	Paper 2 Unit 6 State Government and Administration	<ul style="list-style-type: none"> ◦ Governor ◦ Chief Minister ◦ Council of Ministers ◦ Chief Secretary ◦ State Secretariat ◦ Directorates
SESSION - 64 11 AUGUST, 2023	Previous Year Questions (PYQs): 16	
SESSION - 65 13 AUGUST, 2023	Topical Test-15	
SESSION - 66 14 AUGUST, 2023	Paper 2 Unit 7 District Administration since Independence	<ul style="list-style-type: none"> ◦ Changing role of the Collector ◦ Union-state-local relations ◦ Imperatives of development management and law and order administration ◦ District administration and democratic decentralization
SESSION - 67 16 AUGUST, 2023	Paper 2 Unit 8 Civil Services	<ul style="list-style-type: none"> ◦ Constitutional position ◦ Structure, recruitment, training and capacity-building ◦ Good governance initiatives
SESSION - 68 17 AUGUST, 2023	Paper 2 Unit 8 Civil Services	<ul style="list-style-type: none"> ◦ Code of conduct and discipline ◦ Staff Associations ◦ Political Rights ◦ Grievance Redressal Mechanism

DATE	TOPIC	DESCRIPTION
		<ul style="list-style-type: none"> ◦ Civil Service Neutrality ◦ Civil Service Activism
SESSION - 69 18 AUGUST, 2023	Previous Year Questions (PYQs): 17	
SESSION - 70 20 AUGUST, 2023	Topical Test-16	
SESSION - 71 21 AUGUST, 2023	Paper 2 Unit 11 Rural Development	<ul style="list-style-type: none"> ◦ Institutions and agencies since independence ◦ Rural development programmes: foci and strategies ◦ Decentralization and Panchayati Raj ◦ 73rd Constitutional amendment
SESSION - 72 22 AUGUST, 2023	Paper 2 Unit 12 Urban Local Government	<ul style="list-style-type: none"> ◦ Municipal governance: main features, structures, finance and problem areas ◦ 74th Constitutional Amendment ◦ Global-local debate ◦ New localism ◦ Development dynamics, politics and administration with special reference to city management
SESSION - 73 25 AUGUST, 2023	Previous Year Questions (PYQs): 18	
SESSION - 74 27 AUGUST, 2023	Topical Test-17	
SESSION - 75 28 AUGUST, 2023	Paper 2 Unit 13 Law and Order Administration	<ul style="list-style-type: none"> ◦ British legacy ◦ National Police Commission ◦ Investigative agencies ◦ Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism

DATE	TOPIC	DESCRIPTION
		<ul style="list-style-type: none"> ◦ Criminalisation of politics and administration ◦ Police-public relations ◦ Reforms in Police.
SESSION - 76 29 AUGUST, 2023	Paper 2 -Unit 14 Significant issues in Indian Administration	<ul style="list-style-type: none"> ◦ Values in public service Regulatory Commissions National Human Rights Commission Problems of administration in coalition regimes Citizen-administration interface Corruption and administration
SESSION - 77 30 AUGUST, 2023	Paper 2- Unit 10 Administrative Reforms since Independence	<ul style="list-style-type: none"> ◦ Disaster management ◦ Major concerns ◦ Important Committees and Commissions ◦ Reforms in financial management and human resource development Problems of implementation.
SESSION - 78 01 SEPTEMBER, 2023	Previous Year Questions (PYQs): 19	
SESSION - 79 03 SEPTEMBER, 2023	Topical Test-18	
SESSION - 80 10 SEPTEMBER, 2023	Complete Revision Test for Paper-2	
AFTER PRELIMS	Mock 1 Paper -1	
	Mock 2 Paper -2	
	Mock 3 Paper -1	
	Mock 4 Paper -2	
