

ANSWER WRITING MENTORSHIP PROGRAMME

PUB. AD. Q&A

COMPLETE SYLLABUS *through*
CONCEPT CLASSES, ANSWER WRITING
& MENTORSHIP



20

JUNE, 2024



09:00 AM

PROGRAM
FEE



17,000 +GST

- ✓ Approach & Trend Analysis Sessions for Paper I & II
- ✓ 50+ Hrs (39 Sessions) of Classes for Concept Building
- ✓ 3 Level of Tests for Gradual Improvement
 - 18 Topical Tests (10 Questions)
 - 02 Sectional Tests (20 questions)
 - 04 Full Mock Tests (As per UPSC standard)
- ✓ 9+ Hrs (18 Sessions) of PYQs Discussion
- ✓ 36+ Hrs of Topical Test Discussion and Post-Test Mentorship Sessions for Marks Improvement



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Mentor: **ABHISHIEKH SAXENA**

PROGRAMME FEATURES

01

APPROACH & TREND ANALYSIS SESSIONS

It will focus on orienting the students with Paper 1 & 2 and the methodology required as per the demands of the UPSC.

02

CONCEPT BUILDING & ANSWER WRITING APPROACH

60+ Hrs Emphasis on Conceptual building, clarity and Answer Writing Approach for Paper 1 & 2.

03

COMPLETE PUB. AD. SYLLABUS COVERAGE

Through **24+ Tests & 250+ Questions**, entire Pub. Ad. Syllabus will be covered.

04

PERSONALISED MENTORSHIP

The Post-Test Mentorship Session will be conducted after each Topical Test for conceptual clarity, marks improvement and personalized feedback.

05

PYQs DISCUSSION

Topic-wise PYQ Discussions to under the trend of a particular topic.

06

ANSWER WRITING PRACTICE SKILLING

Designed to enhance the skill of articulating answer in sync with the conceptual requirement of the question.

07

GRADUAL ASSESSMENT & IMPROVEMENT

For gradual improvement and revision, the programme is divided into Topical Tests, Sectional Tests and Full Mock Tests.

SESSION PLAN

DATE	TOPIC	DESCRIPTION
APPROACH CLASS: 01 20 JUNE, 2024	Approach to Public Administration Optional (Paper-I)	
APPROACH CLASS: 02 20 JUNE, 2024	Approach to Public Administration Optional (Paper-2)	
TREND ANALYSIS 20 JUNE, 2024	Trend Analysis of Public Administration (Paper 1 & 2)	
CONCEPT CLASS: 01 21 JUNE, 2024	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;
CONCEPT CLASS: 02 21 JUNE, 2024	Paper 1- Unit 1: Introduction	<ul style="list-style-type: none"> ◦ New Public Administration ◦ Good Governance: Concept and Application
PYQ 22 JUNE, 2024	Previous Year Questions (PYQs): 01	
TOPICAL TEST 23 JUNE, 2024	Topical Test-1	
CONCEPT CLASS: 03 24 JUNE, 2024	Paper 1 - Unit 1: Introduction	<ul style="list-style-type: none"> ◦ New Public Management ◦ Public Choice Approach ◦ Challenges of Liberalization ◦ Privatisation ◦ Globalisation

DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 04 25 JUNE, 2024	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> Scientific Management and Scientific Management Movement Classical Theory
PYQ 28 JUNE, 2024	Previous Year Questions (PYQs): 02	
POST TEST MENTORSHIP 29 JUNE, 2024	Mentorship Session: 01	
TOPICAL TEST 30 JUNE, 2024	Topical Test-2	
CONCEPT CLASS: 05 01 JULY, 2024	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> Weber's bureaucratic model – its critique Post-Weberian Developments
CONCEPT CLASS: 06 02 JULY, 2024	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> Dynamic Administration (Mary Parker Follett) Human Relations School (Elton Mayo and others)
PYQ 05 JULY, 2024	Previous Year Questions (PYQs): 03	
POST TEST MENTORSHIP 06 JULY, 2024	Mentorship Session: 02	
TOPICAL TEST 07 JULY, 2024	Topical Test-3	
CONCEPT CLASS: 07 08 JULY, 2024	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> Functions of the Executive (C.I. Barnard) Simon's decision-making theory
CONCEPT CLASS: 08 09 JULY, 2024	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> Participative Management (R. Likert, C.Argyris, D.McGregor).

DATE	TOPIC	DESCRIPTION
PYQ 12 JULY, 2024	Previous Year Questions (PYQs): 04	
POST TEST MENTORSHIP 13 JULY, 2024	Mentorship Session: 03	
TOPICAL TEST 14 JULY, 2024	Topical Test-4	
CONCEPT CLASS: 09 15 JULY, 2024	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
PYQ 19 JULY, 2024	Previous Year Questions (PYQs): 05	
POST TEST MENTORSHIP 20 JULY, 2024	Mentorship Session: 04	
TOPICAL TEST 21 JULY, 2024	Topical Test-5	
CONCEPT CLASS: 10 22 JULY, 2024	Paper 1 - Unit 3: Administrative Behaviour	<ul style="list-style-type: none"> ◦ Theories of Leadership: Traditional and Modern.
CONCEPT CLASS: 11 23 JULY, 2024	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.

DATE	TOPIC	DESCRIPTION
PYQ	Previous Year Questions (PYQs): 06	
26 JULY, 2024		
POST TEST MENTORSHIP	Mentorship Session: 05	
27 JULY, 2024		
TOPICAL TEST	Topical Test-6	
28 JULY, 2024		
CONCEPT CLASS: 12	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
29 JULY, 2024		
CONCEPT CLASS: 13	Paper 1 Unit 5 Accountability and control	<ul style="list-style-type: none">◦ Role of Media◦ Interest Groups◦ Voluntary Organizations◦ Civil Society
30 JULY, 2024		
CONCEPT CLASS: 14	Paper 1 Unit 5 Accountability and control	<ul style="list-style-type: none">◦ Citizen's Charters◦ Right to Information◦ Social Audit
31 JULY, 2024		
PYQ	Previous Year Questions (PYQs): 07	
02 AUGUST, 2024		
POST TEST MENTORSHIP	Mentorship Session: 06	
03 AUGUST, 2024		
TOPICAL TEST	Topical Test-7	
04 AUGUST, 2024		
CONCEPT CLASS: 15	Paper 1 Unit 6 Administrative Law	<ul style="list-style-type: none">◦ Meaning, Ccope and Significance◦ Dicey on Administrative law◦ Delegated Legislation◦ Administrative Tribunals
05 AUGUST, 2024		

DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 16 06 AUGUST, 2024	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
PYQ 09 AUGUST, 2024	Previous Year Questions (PYQs): 08	
POST TEST MENTORSHIP 10 AUGUST, 2024	Mentorship Session: 07	
TOPICAL TEST 11 AUGUST, 2024	Topical Test-8	
CONCEPT CLASS: 17 12 AUGUST, 2024	Paper 1 Unit 7 Comparative Public Administration	<ul style="list-style-type: none"> ◦ Ecology and Administration ◦ Riggsian Models and their critique.
CONCEPT CLASS: 18 13 AUGUST, 2024	Paper 1 Unit 8 Development Dynamics	<ul style="list-style-type: none"> ◦ Concept of Development ◦ Changing Profile of Development Administration ◦ 'Anti-development Thesis'
PYQ 16 AUGUST, 2024	Previous Year Questions (PYQs): 09	
POST TEST MENTORSHIP 17 AUGUST, 2024	Mentorship Session: 08	
TOPICAL TEST 18 AUGUST, 2024	Topical Test-9	
CONCEPT CLASS: 19 19 AUGUST, 2024	Paper 1 Unit 8 Development Dynamics	<ul style="list-style-type: none"> ◦ Bureaucracy and Development ◦ Strong State versus the Market Debate

DATE	TOPIC	DESCRIPTION
		<ul style="list-style-type: none"> ◦ Impact of Liberalisation on Administration in Developing Countries ◦ Women and Development - the Self-Help Group Movement.
CONCEPT CLASS: 20 20 AUGUST, 2024	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
PYQ 23 AUGUST, 2024	Previous Year Questions (PYQs): 10	
POST TEST MENTORSHIP 24 AUGUST, 2024	Mentorship Session: 09	
TOPICAL TEST 25 AUGUST, 2024	Topical Test-10	
CONCEPT CLASS: 21 26 AUGUST, 2024	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
PYQ 30 AUGUST, 2024	Previous Year Questions (PYQs): 11	

DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP 31 AUGUST, 2024	Mentorship Session: 10	
TOPICAL TEST 01 SEPTEMBER, 2024	Topical Test-11	
CONCEPT CLASS: 22 02 SEPTEMBER, 2024	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.
CONCEPT CLASS: 23 03 SEPTEMBER, 2024	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
PYQ 06 SEPTEMBER, 2024	Previous Year Questions (PYQs): 12	
POST TEST MENTORSHIP 07 SEPTEMBER, 2024	Mentorship Session: 11	

DATE	TOPIC	DESCRIPTION
TOPICAL TEST 08 SEPTEMBER, 2024	Topical Test-12	
POST TEST MENTORSHIP 14 SEPTEMBER, 2024	Mentorship Session: 12	
SECTIONAL TEST 15 SEPTEMBER, 2024	Complete Revision Test for Paper-1	
CONCEPT CLASS: 24 16 SEPTEMBER, 2024	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
CONCEPT CLASS: 25 17 SEPTEMBER, 2024	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.
PYQ 20 SEPTEMBER, 2024	Previous Year Questions (PYQs): 13	
POST TEST MENTORSHIP 21 SEPTEMBER, 2024	Mentorship Session: 13	
TOPICAL TEST 22 SEPTEMBER, 2024	Topical Test-13	
CONCEPT CLASS: 26 23 SEPTEMBER, 2024	Paper 2 Unit 3 Public Sector Undertakings	<ul style="list-style-type: none"> ◦ Public sector in modern India ◦ Forms of Public Sector Undertakings

DATE	TOPIC	DESCRIPTION
		<ul style="list-style-type: none"> Problems of autonomy, accountability and control Impact of liberalization and privatization.
CONCEPT CLASS: 27 24 SEPTEMBER, 2024	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
PYQ 27 SEPTEMBER, 2024	Previous Year Questions (PYQs): 14	
POST TEST MENTORSHIP 28 SEPTEMBER, 2024	Mentorship Session: 14	
TOPICAL TEST 29 SEPTEMBER, 2024	Topical Test-14	
CONCEPT CLASS: 28 30 SEPTEMBER, 2024	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
CONCEPT CLASS: 29 01 OCTOBER, 2024	Paper 2 Unit 4 Union Government and Administration	<ul style="list-style-type: none"> Cabinet Secretariat Prime Minister's Office Central Secretariat Ministries and Departments Boards Commissions Attached Offices Field Organizations

DATE	TOPIC	DESCRIPTION
PYQ 04 OCTOBER, 2024	Previous Year Questions (PYQs): 15	
CONCEPT CLASS: 30 07 OCTOBER, 2024	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
CONCEPT CLASS: 31 08 OCTOBER, 2024	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
PYQ 11 OCTOBER, 2024	Previous Year Questions (PYQs): 16	
POST TEST MENTORSHIP 12 OCTOBER, 2024	Mentorship Session: 15	
TOPICAL TEST 13 OCTOBER, 2024	Topical Test-15	
CONCEPT CLASS: 32 14 OCTOBER, 2024	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
CONCEPT CLASS: 33 15 OCTOBER, 2024	Paper 2 Unit 8 Civil Services	<ul style="list-style-type: none"> ◦ Constitutional position ◦ Structure, recruitment, training and capacity-building ◦ Good governance initiatives
CONCEPT CLASS: 34 16 OCTOBER, 2024	Paper 2 Unit 8 Civil Services	<ul style="list-style-type: none"> ◦ Code of conduct and discipline ◦ Staff Associations ◦ Political Rights

DATE	TOPIC	DESCRIPTION
		<ul style="list-style-type: none"> ◦ Grievance Redressal Mechanism ◦ Civil Service Neutrality ◦ Civil Service Activism
PYQ 18 OCTOBER, 2024	Previous Year Questions (PYQs): 17	
POST TEST MENTORSHIP 19 OCTOBER, 2024	Mentorship Session: 16	
TOPICAL TEST 20 OCTOBER, 2024	Topical Test-16	
CONCEPT CLASS: 35 21 OCTOBER, 2024	Paper 2 Unit 11 Rural Development	<ul style="list-style-type: none"> ◦ Institutions and Agencies since Independence ◦ Rural Development Programmes: Foci & Strategies ◦ Decentralization and Panchayati Raj ◦ 73rd Constitutional amendment
CONCEPT CLASS: 36 22 OCTOBER, 2024	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
PYQ 25 OCTOBER, 2024	Previous Year Questions (PYQs): 18	
POST TEST MENTORSHIP 26 OCTOBER, 2024	Mentorship Session: 17	

DATE	TOPIC	DESCRIPTION
TOPICAL TEST 27 OCTOBER, 2024	Topical Test-17	
CONCEPT CLASS: 37 28 OCTOBER, 2024	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 ◦ Criminalisation of politics and administration ◦ Police-public relations ◦ Reforms in Police.
CONCEPT CLASS: 38 29 OCTOBER, 2024	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
CONCEPT CLASS: 39 30 OCTOBER, 2024	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.
PYQ 01 NOVEMBER, 2024	Previous Year Questions (PYQs): 19	

DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP 02 NOVEMBER, 2024	Mentorship Session: 18	
TOPICAL TEST 03 NOVEMBER, 2024	Topical Test-18	
POST TEST MENTORSHIP 09 NOVEMBER, 2024	Mentorship Session: 19	
SECTIONAL TEST 10 NOVEMBER, 2024	Complete Revision Test for Paper-2	
AFTER PRELIMS		
Mock - 1	PAPER - 1 (COMPLETE SYLLABUS)	
Mock - 2	PAPER - 2 (COMPLETE SYLLABUS)	
Mock - 3	PAPER - 1 (COMPLETE SYLLABUS)	
Mock - 4	PAPER - 2 (COMPLETE SYLLABUS)	

Scan
QR Code
for detailed
RESULT

A grid of 30 circular portraits of students, numbered 4 to 100, arranged in 5 rows and 6 columns. The portraits are of diverse individuals, mostly young adults, with various ethnicities and styles of dress. The numbers are placed in blue circles to the left of each portrait.

4	9	10	13	15	16	20	22
23	24	26	27	28	29	32	38
43	47	52	54	55	58	59	60
61	62	64	68	69	72	77	78
81	82	83	86	88	89	90	91
93	95	97	100				