

GS SCORE

An Institute for Civil Services

**IAS
2025**

**CSE
Qualifier
2025**

PUBLIC ADMINISTRATION

Complete Syllabus *in* **60** **DAYS**

through

**DAILY ANSWER WRITING
& MENTORSHIP**

30⁺ MENTORSHIP
SESSIONS

Based on 26 Topical Tests to cover
entire syllabus of Public Administration

4 WEEKLY
Revision
Tests

4 SECTIONAL
Tests



Detailed Discussion of the Tests
for better clarity



Daily Preparation Target with
Strict Schedule (No Flexi Format)



One on One Mentorship Sessions
for Marks Improvement

Mentor: ABHISHIEKH SAXENA

BATCH
STARTS

22

SEPTEMBER

PROGRAMME FEE
₹ 10,000 +GST



8448496262



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Course COMPONENTS

CSE Qualifier 2025 – Public Administration offers a 60-day comprehensive coverage of the entire optional syllabus, with a special focus on daily answer writing and personalized mentorship. This course emphasizes the critical role of consistent answer writing practice to sharpen conceptual understanding, improve answer presentation, and align with UPSC's marking demands. With daily writing sessions and expert guidance, aspirants will be well-prepared to handle Public Administration questions with confidence, ensuring a structured and disciplined approach to excel in the examination. The programme will include:

1

DAILY ANSWER WRITING

The syllabus is divided into 26 Topical Tests to cover each topic through daily answer writing



2

MENTORSHIP

3-4 Mentorship sessions in a week comprising Pre-Test and Post-Test (5 Questions) based on Topical Tests.



3

REVISION

Weekly Revision Tests and Sectional Tests will be conducted after every 2 weeks to cover different dimensions of the topics covered.



Course DELIVERY

**STEP
01****PRE-TEST MENTORSHIP SESSION**

Concept Building Mentorship Session for the Topical Tests will include discussion of important concepts for the topics mentioned in the upcoming test.

ATTEMPT THE TEST
as per the Test Schedule**STEP
02****STEP
03****EVALUATION**

The Topical Test will be evaluated within 2 working days

POST-TEST MENTORSHIP SESSION

Doubt-clearing session after evaluation for common mistakes, key demand of the questions, answer structure and modification in learning process.

**STEP
04****STEP
05****ONE-ON-ONE COPY DISCUSSION**

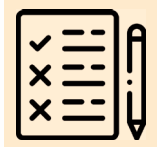
after evaluation with the faculty for marks improvement and better outcome.

Mentorship & Test PROCEDURE

**01**

The **Pre-Test and Post-Test Mentorship Sessions** will be held for each Mains Topical Test. The session will be held on **Google Meet** and the timing will be **8:00 PM**.

The **Offline Students** can attempt the test between **09:00 AM to 4:00 PM** at the Test Center.

02**03**

The **Online Students** can attempt the test between **09:00 AM to 7:00 PM** in your account at iascore.in.

Evaluation of the **Topical Test Mains Copy** will be done within **2 working days** or **before the Mentorship Session** for that Test.

04**05**

Evaluation of Weekly Revision and Subject Revision Mains Tests will be done **within 5 working days**.

Mentorship & Test SESSION PLAN

WEEK, TEST TYPE & DATE		DATE & TOPIC
PAPER 1		
WEEK: 01	MENTORSHIP SESSION – 01 (PRE-TEST)	22 SEPTEMBER, 2024 TOPICAL TESTS: 01-06
	TOPICAL TEST: 01 23 SEPTEMBER, 2024	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; ❑ New Public Administration; ❑ Public Choice approach; ❑ Challenges of liberalization, Privatization, Globalization; ❑ Good Governance: concept and application; ❑ New Public Management.
	TOPICAL TEST: 02 25 SEPTEMBER, 2024	UNIT-2: ADMINISTRATIVE THOUGHT <ul style="list-style-type: none"> ❑ Scientific Management and Scientific Management movement; ❑ Classical Theory; ❑ Weber’s bureaucratic model - its critique and post-Weberian Developments; ❑ Dynamic Administration (Mary Parker Follett); ❑ Human Relations School (Elton Mayo and others); ❑ Functions of the Executive (C.I. Barnard);

WEEK, TEST TYPE & DATE		DATE & TOPIC
WEEK: 01		<ul style="list-style-type: none"> Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).
	MENTORSHIP SESSION: 02 (POST-TEST)	26 SEPTEMBER, 2024 TOPICAL TEST - 01
	TOPICAL TEST: 3 27 SEPTEMBER, 2024	UNIT-3 ADMINISTRATIVE BEHAVIOUR <ul style="list-style-type: none"> Process and techniques of decision-making; Communication; Morale; Motivation Theories - content, process and contemporary; Theories of Leadership: Traditional and Modern.
	MENTORSHIP SESSION: 03 (POST-TEST)	28 SEPTEMBER, 2024 Topical Test - 02
WEEK: 02	TOPICAL TEST: 4 30 SEPTEMBER, 2024	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.
	MENTORSHIP SESSION: 04 (POST-TEST)	01 OCTOBER, 2024 Topical Test - 03
	TOPICAL TEST: 5 02 OCTOBER, 2024	UNIT- 5 ACCOUNTABILITY AND CONTROL <ul style="list-style-type: none"> Concepts of accountability and control; Legislative, Executive and Judicial control over administration;

WEEK, TEST TYPE & DATE		DATE & TOPIC
WEEK: 02		<ul style="list-style-type: none"> ☐ Citizen and Administration; ☐ Role of media, interest groups, voluntary organizations; ☐ Civil society; Citizen's Charters; ☐ Right to Information; ☐ Social audit.
	<u>MENTORSHIP SESSION: 05</u> (POST-TEST)	<u>03 OCTOBER, 2024</u> Topical Test - 04
	TOPICAL TEST: 6 04 OCTOBER, 2024	UNIT-6 ADMINISTRATIVE LAW <ul style="list-style-type: none"> ☐ Meaning, scope and significance; ☐ Dicey on Administrative law; ☐ Delegated legislation; ☐ Administrative Tribunals.
	<u>MENTORSHIP SESSION: 06</u> (POST-TEST)	<u>05 OCTOBER, 2024</u> TOPICAL TEST - 05
WEEK: 03	<u>MENTORSHIP SESSION: 07</u> (POST-TEST)	<u>07 OCTOBER, 2024</u> TOPICAL TEST - 06
	<u>WEEKLY REVISION TEST - 1</u> 08 OCTOBER, 2024	REVISION OF WEEK: 01 & 02
	<u>SECTIONAL REVISION TEST - 1</u> 11 OCTOBER, 2024	SYLLABUS (TOPICAL TEST 1 TO 6)
	<u>MENTORSHIP SESSION: 08</u> (PRE-TEST)	<u>13 OCTOBER, 2024</u> TOPICAL TESTS - 07 TO 12
WEEK: 04	TOPICAL TEST: 7 14 OCTOBER, 2024	UNIT-7 COMPARATIVE PUBLIC ADMINISTRATION- <ul style="list-style-type: none"> ☐ Historical and sociological factors affecting administrative systems; ☐ Administration and politics in different countries; ☐ Status of Comparative Public Administration; ☐ Ecology and administration; ☐ Riggsian models and their critique.

WEEK, TEST TYPE & DATE		DATE & TOPIC
WEEK: 04	<p>TOPICAL TEST: 8</p> <p>16 OCTOBER, 2024</p>	<p>UNIT-8 DEVELOPMENT DYNAMICS-</p> <ul style="list-style-type: none"> ❑ Concept of development; ❑ Changing profile of development administration; ❑ 'Antidevelopment thesis'; ❑ Bureaucracy and development; ❑ Strong state versus the market debate; ❑ Impact of liberalization on administration in developing countries; ❑ Women and development - the self-help group movement.
	<p>MENTORSHIP SESSION: 09</p> <p>(POST-TEST)</p>	<p>17 OCTOBER, 2024</p> <p>TOPICAL TEST - 07</p>
	<p>TOPICAL TEST: 9</p> <p>18 OCTOBER, 2024</p>	<p>UNIT-9 PERSONNEL ADMINISTRATION-</p> <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.
	<p>MENTORSHIP SESSION: 10</p> <p>(POST-TEST)</p>	<p>19 OCTOBER, 2024</p> <p>TOPICAL TEST - 08</p>
WEEK: 05	<p>TOPICAL TEST: 10</p> <p>21 OCTOBER, 2024</p>	<p>UNIT-10 PUBLIC POLICY</p> <ul style="list-style-type: none"> ❑ Models of policy-making and their critique; ❑ Processes of conceptualization, planning, implementation, monitoring, evaluation and review and their limitations; ❑ State theories and public policy formulation.
	<p>MENTORSHIP SESSION: 11</p> <p>(POST-TEST)</p>	<p>22 OCTOBER, 2024</p> <p>TOPICAL TEST: 09</p>

WEEK, TEST TYPE & DATE		DATE & TOPIC
WEEK: 05	TOPICAL TEST: 11 23 OCTOBER, 2024	UNIT-11 TECHNIQUES OF ADMINISTRATIVE IMPROVEMENT <ul style="list-style-type: none"> Organization and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.
	MENTORSHIP SESSION: 12 (POST-TEST)	24 OCTOBER, 2024 TOPICAL TEST: 10
	TOPICAL TEST: 12 25 OCTOBER, 2024	UNIT-12 (PAPER-1) FINANCIAL ADMINISTRATION- <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.
	MENTORSHIP SESSION: 13 (POST-TEST)	26 OCTOBER, 2024 TOPICAL TEST: 11
	MENTORSHIP SESSION: 14 (POST-TEST)	28 OCTOBER, 2024 TOPICAL TEST: 12
WEEK: 06	WEEKLY REVISION TEST-2	30 OCTOBER, 2024 (Revision of Week 4 & 5)
	SECTIONAL REVISION TEST - 2	02 NOVEMBER, 2024 Syllabus (Topical Test 7 to 12)
	MENTORSHIP SESSION: 15 (PRE-TEST)	03 NOVEMBER, 2024 Topical Test – 13 to 18
PAPER 2		
WEEK: 07	TOPICAL TEST: 13 04 NOVEMBER, 2024	UNIT-9 FINANCIAL MANAGEMENT <ul style="list-style-type: none"> Budget as a political instrument; Parliamentary control of public expenditure; Accounting techniques;

WEEK, TEST TYPE & DATE		DATE & TOPIC
WEEK: 07		<ul style="list-style-type: none"> Role of finance ministry in monetary and fiscal area; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.
	<p>TOPICAL TEST: 14</p> <p>06 NOVEMBER, 2024</p>	<p>UNIT-1 EVOLUTION OF INDIAN ADMINISTRATION-</p> <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.
	<p>MENTORSHIP SESSION: 16</p> <p>(POST-TEST)</p>	<p>07 NOVEMBER, 2024</p> <p>TOPICAL TEST: 13</p>
	<p>TOPICAL TEST: 15</p> <p>08 NOVEMBER, 2024</p>	<p>UNIT-2 PHILOSOPHICAL AND CONSTITUTIONAL FRAMEWORK OF GOVERNMENT OF INDIA-</p> <ul style="list-style-type: none"> Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.
	<p>MENTORSHIP SESSION: 17</p> <p>(POST-TEST)</p>	<p>09 NOVEMBER, 2024</p> <p>TOPICAL TEST: 14</p>
WEEK: 08	<p>TOPICAL TEST: 16</p> <p>11 NOVEMBER, 2024</p>	<p>UNIT-3 PUBLIC SECTOR UNDERTAKINGS</p> <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.
	<p>MENTORSHIP SESSION: 18</p> <p>(POST-TEST)</p>	<p>12 NOVEMBER, 2024</p> <p>TOPICAL TEST: 15</p>

WEEK, TEST TYPE & DATE		DATE & TOPIC
WEEK: 08	TOPICAL TEST: 17 13 NOVEMBER, 2024	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.
	MENTORSHIP SESSION: 19 (POST-TEST)	14 NOVEMBER, 2024 TOPICAL TEST: 16
	TOPICAL TEST: 18 15 NOVEMBER, 2024	UNIT-4 UNION GOVERNMENT AND ADMINISTRATION <ul style="list-style-type: none"> ❑ Executive, Parliament, Judiciary - structure, functions, work processes; ❑ Recent trends; ❑ Intra-governmental relations; ❑ Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; ❑ Boards; Commissions;
	MENTORSHIP SESSION: 20 (POST-TEST)	16 NOVEMBER, 2024 TOPICAL TEST: 17
WEEK: 09	MENTORSHIP SESSION: 21 (POST-TEST)	18 NOVEMBER, 2024 TOPICAL TEST: 18
	WEEKLY REVISION TEST-3	20 NOVEMBER, 2024 (REVISION OF WEEK: 07 & 08)
	SECTIONAL REVISION TEST - 3	22 NOVEMBER, 2024 SYLLABUS (TOPICAL TEST 13 TO 18)
	MENTORSHIP SESSION: 22 (PRE-TEST)	23 NOVEMBER, 2024 TOPICAL TEST: 19 TO 25

WEEK, TEST TYPE & DATE		DATE & TOPIC
WEEK: 10	TOPICAL TEST: 19 25 NOVEMBER, 2024	ATTACHED OFFICES; FIELD ORGANIZATIONS <ul style="list-style-type: none"> ❑ Unit-6 State Government and Administration- ❑ Union-State administrative, legislative and financial relations; ❑ Role of the Finance Commission; ❑ Governor; Chief Minister; Council of Ministers; ❑ Chief Secretary; State Secretariat; Directorates.
	TOPICAL TEST: 20 27 NOVEMBER, 2024	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.
	MENTORSHIP SESSION: 23 (POST-TEST)	28 NOVEMBER, 2024 TOPICAL TEST: 19
	TOPICAL TEST: 21 29 NOVEMBER, 2024	UNIT-8 CIVIL SERVICES- <ul style="list-style-type: none"> ❑ Constitutional position; ❑ Structure, recruitment, training and capacity-building; ❑ Good governance initiatives; ❑ Code of conduct and discipline; ❑ Staff associations; ❑ Political rights; ❑ Grievance redressal mechanism; Civil service neutrality; Civil service activism.
MENTORSHIP SESSION: 24 (POST-TEST)	30 NOVEMBER, 2024 TOPICAL TEST: 20	

WEEK, TEST TYPE & DATE		DATE & TOPIC
WEEK: 11	TOPICAL TEST: 22 02 DECEMBER, 2024	UNIT-10 ADMINISTRATIVE REFORMS SINCE INDEPENDENCE <ul style="list-style-type: none"> ❑ Major concerns; ❑ Important Committees and Commissions; ❑ Reforms in financial management and human resource development; ❑ Problems of implementation.
	MENTORSHIP SESSION: 25 (POST-TEST)	03 DECEMBER, 2024 TOPICAL TEST: 21
	TOPICAL TEST: 23 04 DECEMBER, 2024	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.
	MENTORSHIP SESSION: 26 (POST-TEST)	05 DECEMBER, 2024 TOPICAL TEST: 22
	TOPICAL TEST: 24 06 DECEMBER, 2024	UNIT-12 URBAN DEVELOPMENT- <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.
	MENTORSHIP SESSION: 27 (POST-TEST)	07 DECEMBER, 2024 TOPICAL TEST: 23
	MENTORSHIP SESSION: 28 (PRE-TEST)	08 DECEMBER, 2024 TOPICAL TEST: 25 & 26

	WEEK, TEST TYPE & DATE	DATE & TOPIC
WEEK: 12	TOPICAL TEST: 25 09 DECEMBER, 2024	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; ❑ Criminalization of politics and administration; ❑ Police-public relations; ❑ Reforms in Police.
	MENTORSHIP SESSION: 29 (POST-TEST)	10 DECEMBER, 2024 TOPICAL TEST: 24
	TOPICAL TEST: 25 11 DECEMBER, 2024	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; ❑ Disaster management.
	MENTORSHIP SESSION: 30 (POST-TEST)	12 DECEMBER, 2024 TOPICAL TEST: 24
	MENTORSHIP SESSION: 31 (POST-TEST)	14 DECEMBER, 2024 TOPICAL TEST: 24
WEEK: 13	WEEKLY REVISION TEST-4	16 DECEMBER, 2024 (REVISION OF WEEK 10 & 11)
	SECTIONAL REVISION TEST - 4	20 DECEMBER, 2024 SYLLABUS (TOPICAL TEST 18 TO 25)





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TOP 100 ALL INDIA RANKING CSE 2023

