



ANSWER WRITING MENTORSHIP PROGRAMME

PUB. AD. QA

COMPLETE SYLLABUS through
CONCEPT CLASSES, ANSWER WRITING
& MENTORSHIP





- 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)
 - o 02 Sectional Tests (20 questions)
 - 04 Full Mock Tests(As per UPSC standard)
- **I** 36⁺ Hrs of Topical Test Discussion and Post-Test Mentorship Sessions for Marks Improvement



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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	Approach to Public Administration Optional	
09 OCTOBER, 2024	(Paper-I)	
APPROACH CLASS: 02	Approach to Public Administration Optional	
09 OCTOBER, 2024	(Paper-2)	
TREND ANALYSIS	Trend Analysis of Public Administration	
09 OCTOBER, 2024	(Pa	per 1 & 2)
		Meaning
		 Scope and Significance of Public Administration
CONCEPT CLASS: 01	Paper 1- Unit 1:	Wilson's vision of Public
10 OCTOBER, 2024	Introduction	Administration
		 Evolution of the discipline and its present status;
CONCEPT CLASS: 02	Paper 1- Unit 1:	New Public Administration
11 OCTOBER, 2024	Introduction	 Good Governance: Concept and Application
PYQ	Previous Year Questions (PYQs): 01	
12 OCTOBER, 2024		
TOPICAL TEST	- : !	
13 OCTOBER, 2024	Topical Test-1	
		New Public Management
CONCEPT CLASS: 03	Paper 1 - Unit 1: Introduction	Public Choice Approach
14 OCTOBER, 2024		Challenges of LiberalizationPrivatisation
		Globalisation



DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 04 15 OCTOBER, 2024	Paper 1 - Unit 2: Administrative Thought	 Scientific Management and Scientific Management Movement Classical Theory
PYQ	Provious Vasr Quasi	tions (DVOs): 02
18 OCTOBER, 2024	Previous Year Questions (PYQs): 02	
POST TEST MENTORSHIP	Mentorship Session: 01	
19 OCTOBER, 2024	Wentership dession	. 01
TOPICAL TEST	Topical Test-2	
20 OCTOBER, 2024	100100110012	
CONCEPT CLASS: 05	Paper 1 - Unit 2:	Weber's bureaucratic modelits critique
21 OCTOBER, 2024	Administrative	Post-Weberian Develop-
	Thought	ments
CONCEPT CLASS: 06	Paper 1 - Unit 2:	 Dynamic Administration (Mary Parker Follett)
22 OCTOBER, 2024	Administrative	Human Relations School
	Thought	(Elton Mayo and others)
PYQ	Previous Year Questions (PYQs): 03	
25 OCTOBER, 2024	Trevious real eace	
POST TEST MENTORSHIP	Mentorship Session	: 02
26 OCTOBER, 2024		
TOPICAL TEST	Topical Test-3	
27 OCTOBER, 2024		
CONCEPT CLASS: 07	Paper 1 - Unit 2: Administrative	Functions of the Executive (C.I. Barnard)
28 OCTOBER, 2024		Simon's decision-making
	Thought	theory
CONCEPT CLASS: 08	Paper 1 - Unit 2:	Participative Manage- Participative Manage-
29 OCTOBER, 2024	Administrative Thought	ment (R. Likert, C.Argyris, D.McGregor).



DATE	TOPIC	DESCRIPTION
PYQ 01 NOVEMBER, 2024	Previous Year Questions (PYQs): 04	
POST TEST MENTORSHIP	Mentorship Session: 03	
02 NOVEMBER, 2024		
TOPICAL TEST	Topical Test-4	
03 NOVEMBER, 2024	•	
CONCEPT CLASS: 09 04 NOVEMBER, 2024	Paper 1 - Unit 3: Administrative Behaviour	 Process and techniques of decision-making Communication; Morale Motivation Theories – content, process and contemporary
PYQ	Previous Year Questions (PYQs): 05	
08 NOVEMBER, 2024		
POST TEST MENTORSHIP		
09 NOVEMBER, 2024	Mentorship Session	: U4
TOPICAL TEST		
10 NOVEMBER, 2024	Topical Test-5	
CONCEPT CLASS: 10	Paper 1 - Unit 3:	Theories of Leadership:
11 NOVEMBER, 2024	Administrative Behaviour	Traditional and Modern.
CONCEPT CLASS: 11 12 NOVEMBER, 2024	Paper 1 Unit 4: Organisations	 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 15 NOVEMBER, 2024	Previous Year Questions (PYQs): 06	
POST TEST MENTORSHIP 16 NOVEMBER, 2024	Mentorship Session: 05	
TOPICAL TEST 17 NOVEMBER, 2024	Topical Test-6	
CONCEPT CLASS: 12 18 NOVEMBER, 2024	Paper 1 Unit 5 Accountability and control	 Concepts Of Accountability and Control Legislative, Executive and Judicial Control Over Administration Citizen and Administration
CONCEPT CLASS: 13 19 NOVEMBER, 2024	Paper 1 Unit 5 Accountability and control	 Role of Media Interest Groups Voluntary Organizations Civil Society
CONCEPT CLASS: 14 20 NOVEMBER, 2024	Paper 1 Unit 5 Accountability and control	Citizen's ChartersRight to InformationSocial Audit
PYQ 22 NOVEMBER, 2024	Previous Year Questions (PYQs): 07	
POST TEST MENTORSHIP 23 NOVEMBER, 2024	Mentorship Session: 06	
TOPICAL TEST 24 NOVEMBER, 2024	Topical Test-7	
CONCEPT CLASS: 15 25 NOVEMBER, 2024	Paper 1 Unit 6 Administrative Law	 Meaning, Ccope and Significance Dicey on Administrative law Delegated Legislation Administrative Tribunals

DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 16 26 NOVEMBER, 2024	Paper 1 Unit 7 Comparative Public Administration	 Historical and sociological factors affecting Administrative Systems Administration and Politics in different countries Current status of Comparative Public Administration
PYQ 29 NOVEMBER, 2024	Previous Year Questions (PYQs): 08	
POST TEST MENTORSHIP 30 NOVEMBER, 2024	Mentorship Session: 07	
TOPICAL TEST 01 DECEMBER, 2024	Topical Test-8	
CONCEPT CLASS: 17 02 DECEMBER, 2024	Paper 1 Unit 7 Comparative Public Administration	 Ecology and Administration Riggsian Models and their critique.
CONCEPT CLASS: 18 03 DECEMBER, 2024	Paper 1 Unit 8 Development Dynamics	 Concept of Development Changing Profile of Development Administration 'Anti-development Thesis'
PYQ 06 DECEMBER, 2024	Previous Year Questions (PYQs): 09	
POST TEST MENTORSHIP 07 DECEMBER, 2024	Mentorship Session: 08	
TOPICAL TEST 08 DECEMBER, 2024	Topical Test-9	
CONCEPT CLASS: 19 09 DECEMBER, 2024	Paper 1 Unit 8 Development Dynamics	 Bureaucracy and Develop- ment Strong State versus the Mar- ket Debate



DATE	TOPIC	DESCRIPTION
		 Impact of Liberalisation on Administration in Developing Countries Women and Development - the Self-Help Group Move- ment.
CONCEPT CLASS: 20 10 DECEMBER, 2024	Paper 1 Unit 9 Personnel Administration	 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 13 DECEMBER, 2024	Previous Year Quest	tions (PYQs): 10
POST TEST MENTORSHIP 14 DECEMBER, 2024	Mentorship Session	: 09
TOPICAL TEST 15 DECEMBER, 2024	Topical Test-10	
CONCEPT CLASS: 21 16 DECEMBER, 2024	Paper 1 Unit 10 Public Policy	 Models of Policy-Making and Their Critique Processes of Conceptualisa- tion, Planning, Implementa- tion, Monitoring, Evaluation and Review and Their Limita- tions State Theories and Public Policy Formulation
PYQ 20 DECEMBER, 2024	Previous Year Quest	tions (PYQs): 11



DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP 21 DECEMBER, 2024	Mentorship Session: 10	
TOPICAL TEST 22 DECEMBER, 2024	Topical Test-11	
CONCEPT CLASS: 22 23 DECEMBER, 2024	Paper 1 Unit 11 Techniques of Administrative Improvement	 Organisation and Mmethods Work Study and Work Management e-Governance and Information Technology Management Aid Tools like Network Analysis, MIS, PERT, CPM.
CONCEPT CLASS: 23 24 DECEMBER, 2024	Paper 1 Unit 12 Financial Administration and Paper 2 Unit 9 Financial Management	 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 27 DECEMBER, 2024	Previous Year Questions (PYQs): 12	
POST TEST MENTORSHIP 28 DECEMBER, 2024	Mentorship Session: 11	



DATE	TOPIC	DESCRIPTION
TOPICAL TEST 29 DECEMBER, 2024	Topical Test-12	
POST TEST MENTORSHIP 30 DECEMBER, 2024	Mentorship Session: 12	
SECTIONAL TEST 31 DECEMBER, 2024	Complete Revision Test for Paper-1	
CONCEPT CLASS: 24 01 JANUARY, 2025	Paper 2 Unit 1 Evolution of Indian Administration	 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 02 JANUARY, 2025	Paper 2 - Unit 2: Philosophical and Constitutional framework of government	 Salient Features and Value Premises Constitutionalism Political Culture Bureaucracy and Democracy Bureaucracy and Development.
PYQ 03 JANUARY, 2025	Previous Year Questions (PYQs): 13	
POST TEST MENTORSHIP 04 JANUARY, 2025	Mentorship Session: 13	
TOPICAL TEST 05 JANUARY, 2025	Topical Test-13	
CONCEPT CLASS: 26 06 JANUARY, 2025	Paper 2 Unit 3 Public Sector Undertakings	 Public sector in modern India Forms of Public Sector Undertakings



DATE	TOPIC	DESCRIPTION
		 Problems of autonomy, accountability and control Impact of liberalization and privatization.
CONCEPT CLASS: 27 07 JANUARY, 2025	Paper 2 Unit 5 Plans and Priorities	 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 10 JANUARY, 2025	Previous Year Questions (PYQs): 14	
POST TEST MENTORSHIP 11 JANUARY, 2025	Mentorship Session: 14	
TOPICAL TEST 12 JANUARY, 2025	Topical Test-14	
CONCEPT CLASS: 28 13 JANUARY, 2025	Paper 2 Unit 4 Union Government and Administration	 Executive, Parliament, Judiciary - structure, functions, work processes Recent trends Intragovernmental relations
CONCEPT CLASS: 29 14 JANUARY, 2025	Paper 2 Unit 4 Union Government and Administration	 Cabinet Secretariat Prime Minister's Office Central Secretariat Ministries and Departments Boards Commissions Attached Offices Field Organizations



DATE	TOPIC	DESCRIPTION
PYQ 15 JANUARY, 2025	Previous Year Questions (PYQs): 15	
CONCEPT CLASS: 30 16 JANUARY, 2025	Paper 2 Unit 6 State Government and Administration	 Union-State administrative, legislative and financial relations Role of the Finance Commission
CONCEPT CLASS: 31 17 JANUARY, 2025	Paper 2 Unit 6 State Government and Administration	 Governor Chief Minister Council of Ministers Chief Secretary State Secretariat Directorates
PYQ 17 JANUARY, 2025	Previous Year Questions (PYQs): 16	
POST TEST MENTORSHIP 18 JANUARY, 2025	Mentorship Session: 15	
TOPICAL TEST 19 JANUARY, 2025	Topical Test-15	
CONCEPT CLASS: 32 20 JANUARY, 2025	Paper 2 Unit 7 District Administration since Independence	 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 21 JANUARY, 2025	Paper 2 Unit 8 Civil Services	 Constitutional position Structure, recruitment, training and capacity-building Good governance initiatives
CONCEPT CLASS: 34 22 JANUARY, 2025	Paper 2 Unit 8 Civil Services	 Code of conduct and discipline Staff Associations Political Rights



DATE	TOPIC	DESCRIPTION
		 Grievance Redressal Mechanism Civil Service Neutrality Civil Service Activism
PYQ 23 JANUARY, 2025	Previous Year Quest	tions (PYQs): 17
POST TEST MENTORSHIP 24 JANUARY, 2025	Mentorship Session	: 16
TOPICAL TEST 25 JANUARY, 2025	Topical Test-16	
CONCEPT CLASS: 35 27 JANUARY, 2025	Paper 2 Unit 11 Rural Development	 Institutions and Agencies since Independence Rural Development Programmes: Foci & Strategies Decentralization and Panchayati Raj 73rd Constitutional amendment
CONCEPT CLASS: 36 28 JANUARY, 2025	Paper 2 Unit 12 Urban Local Government	 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 31 JANUARY, 2025	Previous Year Questions (PYQs): 18	
POST TEST MENTORSHIP 01 FEBRUARY, 2025	Mentorship Session: 17	



DATE	TOPIC	DESCRIPTION
TOPICAL TEST 02 FEBRUARY, 2025	Topical Test-17	
CONCEPT CLASS: 37 03 FEBRUARY, 2025	Paper 2 Unit 13 Law and Order Administration	 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 04 FEBRUARY, 2025	Paper 2 -Unit 14 Significant issues in Indian Administration	 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 05 FEBRUARY, 2025	Paper 2- Unit 10 Administrative Reforms since Independence	 Disaster management Major concerns Important Committees and Commissions Reforms in financial management and human resource development Problems of implementation.
PYQ 07 FEBRUARY, 2025	Previous Year Ques	tions (PYQs): 19



DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP	Mentorship Session: 18	
08 FEBRUARY, 2025		
TOPICAL TEST	Topical Test-18	
09 FEBRUARY, 2025		
POST TEST MENTORSHIP	Mentorship Session: 19	
15 FEBRUARY, 2025		
SECTIONAL TEST	Complete Revision Test for Paper-2	
16 FEBRUARY, 2025		
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)	



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