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An Institute for Civil Services

IAS
2025

PUB. AD. HYBRID FOUNDATION

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OPTIONAL READINESS

in **4** MONTHS



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& TEST SERIES



CLASS SYNCED
STUDY MATERIAL



UPDATION & REVISION



Mentor:
ABHISHEIKH SAXENA



8448496262

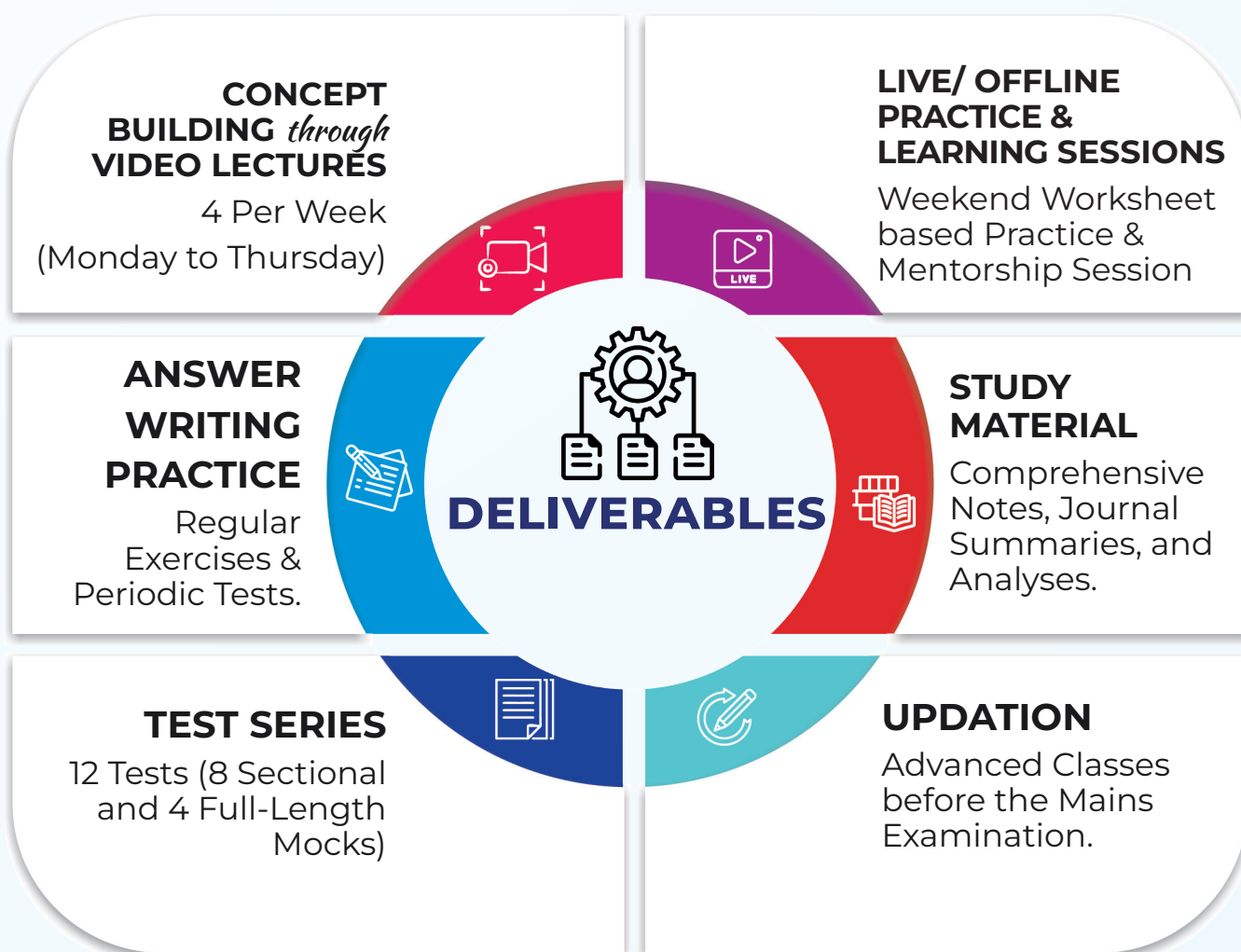


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COURSE DETAILS

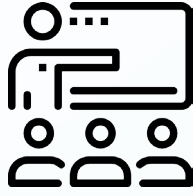
Enhance your UPSC preparation with the Public Administration Hybrid Programme, tailored for aspirants choosing Public Administration as their optional

subject. This programme offers the flexibility of video lectures on weekdays, coupled with live/offline practice and learning sessions on weekends. Ideal for college students and working professionals, it provides a balanced approach, combining the convenience of online learning with the benefits of interactive sessions, ensuring a comprehensive and effective preparation strategy for optimal success.



COURSE OUTCOMES





SESSION PLAN

WEEK	TEST TOPICS
<p>WEEK 01-03</p>	<ul style="list-style-type: none"> ▣ Introduction and Basic Concepts <ul style="list-style-type: none"> ◦ Meaning, scope and significance of Public Administration, Public and Private Administration. ◦ Wilson’s vision of Public Administration ▣ 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 ◦ Human Relations School (Elton Mayo and others) ◦ Dynamic Administration (Mary Parker Follett) ◦ Functions of the Executive (C.I. Barnard) ◦ Simon’s decision-making theory ◦ Participative Management (R. Likert, C.Argyris, D.McGregor). ◦ Theories – systems, contingency (Part of Unit 4) <p>Practice Session: Introduction to Answer Writing</p>
<p>WEEK 04-05</p>	<ul style="list-style-type: none"> ▣ 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. ▣ Accountability and control: <ul style="list-style-type: none"> ◦ Concepts of accountability and control

WEEK	TEST TOPICS
	<ul style="list-style-type: none"> ◦ Legislative, Executive and Judicial control over administration ◦ Citizen and Administration ◦ Role of media, interest groups, voluntary organizations ◦ Civil society ◦ Citizen’s Charters ◦ Right to Information ◦ Social audit. ◦ Ombudsman (Hidden Topic) ▣ Administrative Law: <ul style="list-style-type: none"> ◦ Meaning, scope and significance ◦ Dicey on Administrative law ◦ Delegated legislation ◦ Administrative Tribunals. <p style="background-color: #d9e1f2; padding: 5px;">Practice Session: Conceptual Clarity and Application</p>
<p style="text-align: center;">WEEK 06-07</p>	<ul style="list-style-type: none"> ▣ 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 ◦ Ecology and administration ◦ Riggsian models and their critique. ▣ Development Dynamics: <ul style="list-style-type: none"> ◦ Concept of development ◦ Changing profile of development administration ◦ ‘Anti-development thesis’ ◦ Bureaucracy and development ◦ Impact of liberalisation on administration in developing countries ◦ Challenges of LPG (Unit-1) ◦ Women and development - the self-help group movement.

WEEK	TEST TOPICS
	<ul style="list-style-type: none"> ▣ (Remaining part of unit 1) <ul style="list-style-type: none"> ◦ Public Choice approach ◦ New Public Administration ◦ New Public Management. (Entrepreneurial Govt.) ◦ Strong state versus the market debate (unit 8) ◦ Good Governance: concept and application ◦ Evolution of the discipline and its present status <p>Practice Session: Practice Questions and Feedback</p>
<p>WEEK 08</p>	<ul style="list-style-type: none"> ▣ 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. ▣ Civil Services: In India (Paper 2) <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. <p>Practice Session: Advanced Answer Writing Techniques</p>
<p>WEEK 09-10</p>	<ul style="list-style-type: none"> ▣ 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

WEEK	TEST TOPICS
	<ul style="list-style-type: none"> ◦ State theories and public policy formulation. ◦ Important Policies of Govt of India (Hidden topic)- Environment, education, health, employment etc ▣ 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. ▣ 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. ▣ Financial Management: (Paper 2) <ul style="list-style-type: none"> ◦ 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 ◦ Comptroller and Auditor General of India. ◦ Practice Session: Case Study Analysis
<p>WEEK 11-12</p>	<ul style="list-style-type: none"> ▣ Philosophical and Constitutional framework of government: <ul style="list-style-type: none"> ◦ Salient features and value premises (Preamble) ◦ Constitutionalism ◦ Political culture (Nature of Indian Political Culture) ◦ Bureaucracy and democracy ◦ Bureaucracy and development.

WEEK	TEST TOPICS
	<ul style="list-style-type: none"> ▣ Constitutional Part of Indian Administration (Part of Unit 4,6,7) <ul style="list-style-type: none"> ◦ Executive, Parliament, Judiciary - structure, functions, work processes (Unit 4) ◦ Recent trends; Intragovernmental relations (Unit 4) ◦ Union-State administrative, legislative and financial relations (Unit 6) ◦ Role of the Finance Commission (Unit 6) ◦ Governor (Unit 6) ◦ Chief Minister; Council of Ministers (Unit 6) ◦ Union-state-local relations (Unit 7) ▣ Union Government and Administration: <ul style="list-style-type: none"> ◦ Cabinet Secretariat ◦ Prime Minister's Office ◦ Central Secretariat ▣ State Government and Administration: <ul style="list-style-type: none"> ◦ Chief Secretary ◦ State Secretariat ◦ Directorates. ◦ Ministries and Departments; Boards; Commissions; Attached offices; Field organizations. (Organisations Paper-1) <p style="background-color: #d9e1f2; padding: 5px;">Practice Session: Integration of Current Affairs</p>
<p style="text-align: center;">WEEK 13-14</p>	<ul style="list-style-type: none"> ▣ District Administration since Independence: <ul style="list-style-type: none"> ◦ Changing role of the Collector ◦ Imperatives of development management and law and order administration ◦ District administration and democratic decentralization. ▣ Law and Order Administration: <ul style="list-style-type: none"> ◦ British legacy ◦ National Police Commission

WEEK	TEST TOPICS
	<ul style="list-style-type: none"> ◦ 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. ▣ Rural Development: <ul style="list-style-type: none"> ◦ Institutions and agencies since independence ◦ Decentralization and Panchayati Raj ◦ 73rd Constitutional amendment. ◦ Rural development programmes: foci and strategies ▣ Urban Local Government: <ul style="list-style-type: none"> ◦ Municipal governance: 74th Constitutional Amendment: main features, structures, finance and problem areas ◦ Global-local debate ◦ New localism ◦ Development dynamics, politics and administration with special reference to city management. <p>Practice Session: Mock Test Feedback and Strategy Session</p>
<p>WEEK 15-16</p>	<ul style="list-style-type: none"> ▣ 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. ◦ PPP (Organisations Paper-1) ▣ Plans & Priorities: <ul style="list-style-type: none"> ◦ Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; NITI Aayog, 'Indicative' planning

WEEK

TEST TOPICS

- Process of plan formulation at Union and State levels
- Constitutional Amendments (1992) and decentralized planning for economic development and social justice.
- ▣ **Administrative Reforms since Independence:**
 - Major Concerns; Important Committees & Commissions
 - Problems of implementation.
 - Reforms in financial management and human resource development
 - ARC reports 2 and other important committees
- ▣ **Significant issues in Indian Administration:**
 - Values in public service (Integrity in public service)
 - Regulatory Commissions (SEBI, TRAI, RBI etc)
 - National Human Rights Commission and SHRC
 - Problems of administration in coalition regimes
 - Citizen-administration interface
 - Corruption and administration
 - Disaster management.
- ▣ **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.

WEEK
15-16

- ▣ **Public Sector Undertakings:**
 - Public sector in modern India
 - Forms of Public Sector Undertakings
 - Problems of autonomy, accountability and control
 - Impact of liberalization and privatization.
 - PPP (Organisations Paper-1)

WEEK	TEST TOPICS
	<ul style="list-style-type: none"> <p>▣ Plans and Priorities:</p> <ul style="list-style-type: none"> ◦ Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; NITI Aayog, 'Indicative' planning ◦ Process of plan formulation at Union and State levels ◦ Constitutional Amendments (1992) and decentralized planning for economic development and social justice. <p>▣ Administrative Reforms since Independence:</p> <ul style="list-style-type: none"> ◦ Major concerns; Important Committees and Commissions ◦ Problems of implementation. ◦ Reforms in financial management and human resource development ◦ ARC reports 2 and other important committees <p>▣ Significant issues in Indian Administration:</p> <ul style="list-style-type: none"> ◦ Values in public service (Integrity in public service) ◦ Regulatory Commissions (SEBI, TRAI, RBI etc) ◦ National Human Rights Commission and SHRC ◦ Problems of administration in coalition regimes ◦ Citizen-administration interface ◦ Corruption and administration ◦ Disaster management. <p>▣ 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.





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