

## MMP MAINS MENTORSHIP PROGRAMME

# PUBLIC ADMINISTRATION

Revision & Answer Writing  
through Mentorship in

2.5  
MONTHS

50<sup>+</sup>  
Hrs.

(39 SESSIONS) OF  
CONCEPT CLASSES

09<sup>+</sup>  
Hrs.

THEMATIC  
COVERAGE OF  
PYQs AS PER  
SYLLABUS.

18

TOPICAL TEST

02

SECTIONAL TEST

02

FULL MOCK TESTS  
(As per UPSC Standards)



Flexibility to Write  
Tests as per your  
self-study.



Topical Test  
Discussion & Post-  
Test Mentorship  
Sessions for Marks  
Improvement

Mentor - ABHISHIEKH SAXENA

17  
TEST STARTS  
NOVEMBER

TIME  
9:00 AM  
ONWARDS

COURSE FEE  
₹ 15,000 (+GST)



8448496262  iasscore.in



## PROGRAMME FEATURE

01

### FLEXIBLE SELF-PACED TESTS

Take tests according to your pace and preference, aligning with your own study schedule or our expertly designed-timeline.

02

### COMPLETE PUB. AD. SYLLABUS COVERAGE

The entire syllabus of the Pub. Ad. Optional will be covered through Revision, Answer Writing & Mentorship in 2.5 Months.

03

### APPROACH & TREND ANALYSIS SESSIONS

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

04

### CONCEPT BUILDING & ANSWER WRITING APPROACH

Emphasis on Conceptual Building, Clarity, and Answer Writing Approach for Papers 1 & 2

05

### PYQs DISCUSSIONS

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

06

### ANSWER WRITING PRACTICE SKILLING

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

07

### PERSONALIZED MENTORSHIP

The Post-Test Mentorship Session will be conducted after each Topical Test for Conceptual Clarity, Marks Improvement and Personalized Feedback.



# SESSION PLAN

SESSION	TOPIC	DESCRIPTION
APPROACH CLASS: 01	Approach to Public Administration Optional (Paper-1)	
APPROACH CLASS: 02	Approach to Public Administration Optional (Paper-2)	
TREND ANALYSIS	Trend Analysis of Public Administration (Paper 1 & 2)	
WEEK: 01	CONCEPT CLASS: 01	Paper 1- Unit 1: Introduction <ul style="list-style-type: none"> <li>◦ Meaning</li> <li>◦ Scope and Significance of Public Administration</li> <li>◦ Wilson's vision of Public Administration</li> <li>◦ Evolution of the discipline and its present status;</li> </ul>
	CONCEPT CLASS: 02	Paper 1- Unit 1: Introduction <ul style="list-style-type: none"> <li>◦ New Public Administration</li> <li>◦ Good Governance: Concept and Application</li> </ul>
	PYQ	Previous Year Questions (PYQs): 01
	TOPICAL TEST	Topical Test-1
	CONCEPT CLASS: 03	Paper 1-Unit 1: Introduction <ul style="list-style-type: none"> <li>◦ New Public Management</li> <li>◦ Public Choice Approach</li> <li>◦ Challenges of Liberalization</li> <li>◦ Privatisation</li> <li>◦ Globalisation</li> </ul>
	CONCEPT CLASS: 04	Paper 1- Unit 2: Administrative Thought <ul style="list-style-type: none"> <li>◦ Scientific Management and Scientific Management Movement</li> <li>◦ Classical Theory</li> </ul>

	SESSION	TOPIC	DESCRIPTION
	PYQ	Previous Year Questions (PYQs): 02	
	POST TEST MENTORSHIP	Mentorship Session: 01	
	TOPICAL TEST	Topical Test-2	
WEEK: 02	CONCEPT CLASS: 05	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> <li>◦ Weber's bureaucratic model – its critique</li> <li>◦ Post-Weberian Developments</li> </ul>
	CONCEPT CLASS: 06	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> <li>◦ Dynamic Administration (Mary Parker Follett)</li> <li>◦ Human Relations School (Elton Mayo and others)</li> </ul>
	PYQ	Previous Year Questions (PYQs): 03	
	POST TEST MENTORSHIP	Mentorship Session: 02	
	TOPICAL TEST	Topical Test-3	
	CONCEPT CLASS: 07	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> <li>◦ Functions of the Executive (C.I. Barnard)</li> <li>◦ Simon's decision-making theory</li> </ul>
	CONCEPT CLASS: 08	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> <li>◦ Participative Management (R. Likert, C.Argyris, D.McGregor).</li> </ul>
	PYQ	Previous Year Questions (PYQs): 04	
	POST TEST MENTORSHIP	Mentorship Session: 03	
	TOPICAL TEST	Topical Test-4	
WEEK: 03	CONCEPT CLASS: 09	Paper 1 - Unit 3: Administrative Behaviour	<ul style="list-style-type: none"> <li>◦ Process and techniques of decision-making Communication; Morale</li> <li>◦ Motivation Theories – content, process and contemporary</li> </ul>
	PYQ	Previous Year Questions (PYQs): 05	

	SESSION	TOPIC	DESCRIPTION
<b>WEEK: 03</b>	POST TEST MENTORSHIP	Mentorship Session: 04	
	TOPICAL TEST	Topical Test-5	
	CONCEPT CLASS: 10	<b>Paper 1 - Unit 3: Administrative Behaviour</b>	<ul style="list-style-type: none"> <li>◦ Theories of Leadership: Traditional and Modern.</li> </ul>
	CONCEPT CLASS: 11	<b>Paper 1 Unit 4: Organisations</b>	<ul style="list-style-type: none"> <li>◦ Theories – systems, contingency</li> <li>◦ Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions</li> <li>◦ Ad hoc and advisory bodies</li> <li>◦ Headquarters and Field relationships</li> <li>◦ Regulatory Authorities</li> <li>◦ Public - Private Partnerships.</li> </ul>
	PYQ	Previous Year Questions (PYQs): 06	
	POST TEST MENTORSHIP	Mentorship Session: 05	
	TOPICAL TEST	Topical Test-6	
<b>WEEK: 04</b>	CONCEPT CLASS: 12	<b>Paper 1 Unit 5 Accountability and control</b>	<ul style="list-style-type: none"> <li>◦ Concepts Of Accountability and Control</li> <li>◦ Legislative, Executive and Judicial Control Over Administration</li> <li>◦ Citizen and Administration</li> </ul>
	CONCEPT CLASS: 13	<b>Paper 1 Unit 5 Accountability and control</b>	<ul style="list-style-type: none"> <li>◦ Role of Media</li> <li>◦ Interest Groups</li> <li>◦ Voluntary Organizations</li> <li>◦ Civil Society</li> </ul>
	CONCEPT CLASS: 14	<b>Paper 1 Unit 5 Accountability and control</b>	<ul style="list-style-type: none"> <li>◦ Citizen's Charters</li> <li>◦ Right to Information</li> <li>◦ Social Audit</li> </ul>

	SESSION	TOPIC	DESCRIPTION
<b>WEEK: 04</b>	PYQ	Previous Year Questions (PYQs): 07	
	POST TEST MENTORSHIP	Mentorship Session: 06	
	TOPICAL TEST	Topical Test-7	
	CONCEPT CLASS: 15	<b>Paper 1 Unit 6 Administrative Law</b>	<ul style="list-style-type: none"> <li>Meaning, Cope and Significance</li> <li>Dicey on Administrative law</li> <li>Delegated Legislation</li> <li>Administrative Tribunals</li> </ul>
	CONCEPT CLASS: 16	<b>Paper 1 Unit 7 Comparative Public Administration</b>	<ul style="list-style-type: none"> <li>Historical and sociological factors affecting</li> <li>Administrative Systems Administration and Politics in different countries</li> <li>Current status of Comparative Public Administration</li> </ul>
	PYQ	Previous Year Questions (PYQs): 08	
	POST TEST MENTORSHIP	Mentorship Session: 07	
	TOPICAL TEST	Topical Test-8	
<b>WEEK: 05</b>	CONCEPT CLASS: 17	<b>Paper 1 Unit 7 Comparative Public Administration</b>	<ul style="list-style-type: none"> <li>Ecology and Administration</li> <li>Riggsian Models and their critique.</li> </ul>
	CONCEPT CLASS: 18	<b>Paper 1 Unit 8 Development Dynamics</b>	<ul style="list-style-type: none"> <li>Concept of Development</li> <li>Changing Profile of Development Administration</li> <li>'Anti-development Thesis'</li> </ul>
	PYQ	Previous Year Questions (PYQs): 09	
	POST TEST MENTORSHIP	Mentorship Session: 08	
	TOPICAL TEST	Topical Test-9	
	CONCEPT CLASS: 19	<b>Paper 1 Unit 8 Development Dynamics</b>	<ul style="list-style-type: none"> <li>Bureaucracy and Development</li> <li>Strong State versus the Market Debate</li> </ul>

	SESSION	TOPIC	DESCRIPTION
<b>WEEK: 05</b>			<ul style="list-style-type: none"> <li>◦ Impact of Liberalisation on Administration in Developing Countries</li> <li>◦ Women and Development - the Self-Help Group Movement.</li> </ul>
	CONCEPT CLASS: 20	<b>Paper 1 Unit 9 Personnel Administration</b>	<ul style="list-style-type: none"> <li>◦ Importance of Human Resource Development</li> <li>◦ Recruitment, Training, Career Advancement, Position Classification, Discipline, Performance Appraisal, Promotion, Pay and Service Conditions</li> <li>◦ Employer-Employee Relations, Grievance Redressal Mechanism</li> <li>◦ Code of Conduct</li> <li>◦ Administrative Ethics</li> </ul>
	PYQ	<b>Previous Year Questions (PYQs): 10</b>	
	POST TEST MENTORSHIP	<b>Mentorship Session: 09</b>	
	TOPICAL TEST	<b>Topical Test-10</b>	
<b>WEEK: 06</b>	CONCEPT CLASS: 21	<b>Paper 1 Unit 10 Public Policy</b>	<ul style="list-style-type: none"> <li>◦ Models of Policy-Making and Their Critique</li> <li>◦ Processes of Conceptualisation, Planning, Implementation, Monitoring, Evaluation and Review and Their Limitations</li> <li>◦ State Theories and Public Policy Formulation</li> </ul>
	PYQ	<b>Previous Year Questions (PYQs): 11</b>	
	POST TEST MENTORSHIP	<b>Mentorship Session: 10</b>	
	TOPICAL TEST	<b>Topical Test-11</b>	

SESSION		TOPIC	DESCRIPTION
<b>WEEK: 06</b>	CONCEPT CLASS: 22	<b>Paper 1 Unit 11 Techniques of Administrative Improvement</b>	<ul style="list-style-type: none"> <li>◦ Organisation and Methods</li> <li>◦ Work Study and Work Management</li> <li>◦ e-Governance and Information Technology</li> <li>◦ Management Aid Tools like Network Analysis, MIS, PERT, CPM.</li> </ul>
	CONCEPT CLASS: 23	<b>Paper 1 Unit 12 Financial Administration and Paper 2 Unit 9 Financial Management</b>	<ul style="list-style-type: none"> <li>◦ Monetary and Fiscal Policies</li> <li>◦ Public Borrowings and Public Debt</li> <li>◦ Budgets - Types and Forms</li> <li>◦ Budgetary Process</li> <li>◦ Financial Accountability</li> <li>◦ Accounts and Audit</li> <li>◦ Budget as a Political Instrument</li> <li>◦ Parliamentary Control of Public Expenditure</li> <li>◦ Role of Finance Ministry in Monetary and Fiscal Area</li> <li>◦ Accounting Techniques</li> <li>◦ Audit</li> <li>◦ Role Of Controller General of Accounts and Comptroller and Auditor General of India</li> </ul>
	PYQ	<b>Previous Year Questions (PYQs): 12</b>	
	POST TEST MENTORSHIP	<b>Mentorship Session: 11</b>	
	TOPICAL TEST	<b>Topical Test-12</b>	
	POST TEST MENTORSHIP	<b>Mentorship Session: 12</b>	
	SECTIONAL TEST	<b>Complete Revision Test for Paper- 1</b>	
<b>W: 07</b>	CONCEPT CLASS: 24	<b>Paper 2 Unit 1 Evolution of Indian Administration</b>	<ul style="list-style-type: none"> <li>◦ Kautilya's Arthashastra</li> <li>◦ Mughal Administration</li> <li>◦ Legacy of British Rule in Politics and Administration</li> </ul>



SESSION	TOPIC	DESCRIPTION
<b>WEEK: 07</b>		<ul style="list-style-type: none"> <li>Indianization of Public Services, Revenue Administration, District Administration, Local Self-Government</li> </ul>
	<b>CONCEPT CLASS: 25</b>	<b>Paper 2 - Unit 2: Philosophical and Constitutional framework of government</b> <ul style="list-style-type: none"> <li>Salient Features and Value Premises</li> <li>Constitutionalism</li> <li>Political Culture</li> <li>Bureaucracy and Democracy</li> <li>Bureaucracy and Development.</li> </ul>
	<b>PYQ</b>	<b>Previous Year Questions (PYQs): 13</b>
	<b>POST TEST MENTORSHIP</b>	<b>Mentorship Session: 13</b>
	<b>TOPICAL TEST</b>	<b>Topical Test-13</b>
	<b>CONCEPT CLASS: 26</b>	<b>Paper 2 Unit 3 Public Sector Undertakings</b> <ul style="list-style-type: none"> <li>Public sector in modern India</li> <li>Forms of Public Sector Undertakings</li> <li>Problems of autonomy, accountability and control</li> <li>Impact of liberalization and privatization.</li> </ul>
	<b>CONCEPT CLASS: 27</b>	<b>Paper 2 Unit 5 Plans and Priorities</b> <ul style="list-style-type: none"> <li>Machinery of planning</li> <li>Role, composition and functions of the Planning Commission and the National Development Council</li> <li>'Indicative' planning Process of plan formulation at Union and State levels</li> <li>Constitutional Amendments (1992) and decentralized planning for economic development and social justice</li> </ul>
	<b>PYQ</b>	<b>Previous Year Questions (PYQs): 14</b>

	SESSION	TOPIC	DESCRIPTION
<b>W: 07</b>	POST TEST MENTORSHIP	Mentorship Session: 14	
	TOPICAL TEST	Topical Test-14	
<b>WEEK: 08</b>	CONCEPT CLASS: 28	<b>Paper 2 Unit 4 Union Government and Administration</b>	<ul style="list-style-type: none"> <li>◦ Executive, Parliament, Judiciary - structure, functions, work processes</li> <li>◦ Recent trends</li> <li>◦ Intragovernmental relations</li> </ul>
	CONCEPT CLASS: 29	<b>Paper 2 Unit 4 Union Government and Administration</b>	<ul style="list-style-type: none"> <li>◦ Cabinet Secretariat</li> <li>◦ Prime Minister's Office</li> <li>◦ Central Secretariat</li> <li>◦ Ministries and Departments</li> <li>◦ Boards</li> <li>◦ Commissions</li> <li>◦ Attached Offices</li> <li>◦ Field Organizations</li> </ul>
	PYQ	Previous Year Questions (PYQs): 15	
	CONCEPT CLASS: 30	<b>Paper 2 Unit 6 State Government and Administration</b>	<ul style="list-style-type: none"> <li>◦ Union-State administrative, legislative and financial relations</li> <li>◦ Role of the Finance Commission</li> </ul>
	CONCEPT CLASS: 31	<b>Paper 2 Unit 6 State Government and Administration</b>	<ul style="list-style-type: none"> <li>◦ Governor</li> <li>◦ Chief Minister</li> <li>◦ Council of Ministers</li> <li>◦ Chief Secretary</li> <li>◦ State Secretariat</li> <li>◦ Directorates</li> </ul>
	PYQ	Previous Year Questions (PYQs): 16	
	POST TEST MENTORSHIP	Mentorship Session: 15	
	TOPICAL TEST	Topical Test-15	

	SESSION	TOPIC	DESCRIPTION
<b>WEEK: 08</b>	CONCEPT CLASS: 32	<b>Paper 2 Unit 7 District Administration since Independence</b>	<ul style="list-style-type: none"> <li>◦ Changing role of the Collector</li> <li>◦ Union-state-local relations</li> <li>◦ Imperatives of development management and law and order administration</li> <li>◦ District administration and democratic decentralization</li> </ul>
	CONCEPT CLASS: 33	<b>Paper 2 Unit 8 Civil Services</b>	<ul style="list-style-type: none"> <li>◦ Constitutional position</li> <li>◦ Structure, recruitment, training and capacity-building</li> <li>◦ Good governance initiatives</li> </ul>
	CONCEPT CLASS: 34	<b>Paper 2 Unit 8 Civil Services</b>	<ul style="list-style-type: none"> <li>◦ Code of conduct and discipline</li> <li>◦ Staff Associations Political Rights</li> <li>◦ Grievance Redressal Mechanism</li> <li>◦ Civil Service Neutrality</li> <li>◦ Civil Service Activism</li> </ul>
	PYQ	<b>Previous Year Questions (PYQs): 17</b>	
	POST TEST MENTORSHIP	<b>Mentorship Session: 16</b>	
	TOPICAL TEST	<b>Topical Test-16</b>	
<b>WEEK: 09</b>	CONCEPT CLASS: 35	<b>Paper 2 Unit 11 Rural Development</b>	<ul style="list-style-type: none"> <li>◦ Institutions and Agencies since Independence</li> <li>◦ Rural Development Programmes: Foci &amp; Strategies</li> <li>◦ Decentralization and Panchayati Raj</li> <li>◦ 73rd Constitutional amendment</li> </ul>
	CONCEPT CLASS: 36	<b>Paper 2 Unit 12 Urban Local Government</b>	<ul style="list-style-type: none"> <li>◦ Municipal governance: main features, structures, finance and problem areas</li> </ul>

SESSION		TOPIC	DESCRIPTION
<b>WEEK: 09</b>			<ul style="list-style-type: none"> <li>◦ 74th Constitutional Amendment</li> <li>◦ Global-local debate</li> <li>◦ New localism</li> <li>◦ Development dynamics, politics and administration with special reference to city management</li> </ul>
	<b>PYQ</b>	<b>Previous Year Questions (PYQs): 18</b>	
	<b>POST TEST MENTORSHIP</b>	<b>Mentorship Session: 17</b>	
	<b>TOPICAL TEST</b>	<b>Topical Test-17</b>	
	<b>CONCEPT CLASS: 37</b>	<b>Paper 2 Unit 13 Law and Order Administration</b>	<ul style="list-style-type: none"> <li>◦ British legacy</li> <li>◦ National Police Commission</li> <li>◦ Investigative agencies</li> <li>◦ Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism</li> <li>◦ Criminalisation of politics and administration</li> <li>◦ Police-public relations</li> <li>◦ Reforms in Police.</li> </ul>
	<b>CONCEPT CLASS: 38</b>	<b>Paper 2 -Unit 14 Significant issues in Indian Administration</b>	<ul style="list-style-type: none"> <li>◦ Values in public service</li> <li>◦ Regulatory Commissions</li> <li>◦ National Human Rights Commission</li> <li>◦ Problems of administration in coalition regimes</li> <li>◦ Citizen-administration interface</li> <li>◦ Corruption and administration</li> </ul>
	<b>CONCEPT CLASS: 39</b>	<b>Paper 2- Unit 10 Administrative Reforms since Independence</b>	<ul style="list-style-type: none"> <li>◦ Disaster management</li> <li>◦ Major concerns</li> <li>◦ Important Committees and Commissions</li> </ul>

	SESSION	TOPIC	DESCRIPTION
<b>WEEK: 09</b>			<ul style="list-style-type: none"> <li>Reforms in financial management and human resource development</li> <li>Problems of implementation.</li> </ul>
	PYQ	<b>Previous Year Questions (PYQs): 19</b>	
	POST TEST MENTORSHIP	<b>Mentorship Session: 18</b>	
	TOPICAL TEST	<b>Topical Test-18</b>	
	POST TEST MENTORSHIP	<b>Mentorship Session: 19</b>	
	SECTIONAL TEST	<b>Complete Revision Test for Paper-2</b>	
	MOCK TEST - 1	<b>PAPER - 1 (COMPLETE SYLLABUS)</b>	
	MOCK TEST - 2	<b>PAPER - 2 (COMPLETE SYLLABUS)</b>	

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