

MMP MAINS MENTORSHIP PROGRAMME

PUBLIC ADMINISTRATION

Revision & Answer Writing
through Mentorship in

2.5
MONTHS

50⁺
Hrs.

(39 SESSIONS) OF
CONCEPT CLASSES

09⁺
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

10
TEST STARTS
DECEMBER

TIME
9:00 AM
ONWARDS

COURSE FEE
₹ 15,000 (+GST)



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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"> ◦ Meaning ◦ Scope and Significance of Public Administration ◦ Wilson's vision of Public Administration ◦ Evolution of the discipline and its present status;
	CONCEPT CLASS: 02	Paper 1- Unit 1: Introduction <ul style="list-style-type: none"> ◦ New Public Administration ◦ Good Governance: Concept and Application
	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"> ◦ New Public Management ◦ Public Choice Approach ◦ Challenges of Liberalization ◦ Privatisation ◦ Globalisation
	CONCEPT CLASS: 04	Paper 1- Unit 2: Administrative Thought <ul style="list-style-type: none"> ◦ Scientific Management and Scientific Management Movement ◦ Classical Theory

	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"> ◦ Weber's bureaucratic model – its critique ◦ Post-Weberian Developments
	CONCEPT CLASS: 06	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	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"> ◦ Functions of the Executive (C.I. Barnard) ◦ Simon's decision-making theory
	CONCEPT CLASS: 08	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> ◦ Participative Management (R. Likert, C.Argyris, D.McGregor).
	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"> ◦ Process and techniques of decision-making Communication; Morale ◦ Motivation Theories – content, process and contemporary
	PYQ	Previous Year Questions (PYQs): 05	

	SESSION	TOPIC	DESCRIPTION
WEEK: 03	POST TEST MENTORSHIP	Mentorship Session: 04	
	TOPICAL TEST	Topical Test-5	
	CONCEPT CLASS: 10	Paper 1 - Unit 3: Administrative Behaviour	<ul style="list-style-type: none"> ◦ Theories of Leadership: Traditional and Modern.
	CONCEPT CLASS: 11	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.
	PYQ	Previous Year Questions (PYQs): 06	
	POST TEST MENTORSHIP	Mentorship Session: 05	
	TOPICAL TEST	Topical Test-6	
WEEK: 04	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
	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
	CONCEPT CLASS: 14	Paper 1 Unit 5 Accountability and control	<ul style="list-style-type: none"> ◦ Citizen's Charters ◦ Right to Information ◦ Social Audit

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

	SESSION	TOPIC	DESCRIPTION
WEEK: 05			<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	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	Previous Year Questions (PYQs): 10	
	POST TEST MENTORSHIP	Mentorship Session: 09	
	TOPICAL TEST	Topical Test-10	
WEEK: 06	CONCEPT CLASS: 21	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	Previous Year Questions (PYQs): 11	
	POST TEST MENTORSHIP	Mentorship Session: 10	
	TOPICAL TEST	Topical Test-11	

SESSION		TOPIC	DESCRIPTION
WEEK: 06	CONCEPT CLASS: 22	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	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	Previous Year Questions (PYQs): 12	
	POST TEST MENTORSHIP	Mentorship Session: 11	
	TOPICAL TEST	Topical Test-12	
	POST TEST MENTORSHIP	Mentorship Session: 12	
	SECTIONAL TEST	Complete Revision Test for Paper- 1	
W: 07	CONCEPT CLASS: 24	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

SESSION	TOPIC	DESCRIPTION
WEEK: 07		<ul style="list-style-type: none"> ◦ Indianization of Public Services, Revenue Administration, District Administration, Local Self-Government
	CONCEPT CLASS: 25	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	Previous Year Questions (PYQs): 13
	POST TEST MENTORSHIP	Mentorship Session: 13
	TOPICAL TEST	Topical Test-13
	CONCEPT CLASS: 26	Paper 2 Unit 3 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.
	CONCEPT CLASS: 27	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	Previous Year Questions (PYQs): 14

	SESSION	TOPIC	DESCRIPTION
W: 07	POST TEST MENTORSHIP	Mentorship Session: 14	
	TOPICAL TEST	Topical Test-14	
WEEK: 08	CONCEPT CLASS: 28	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	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
	PYQ	Previous Year Questions (PYQs): 15	
	CONCEPT CLASS: 30	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	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	Previous Year Questions (PYQs): 16	
	POST TEST MENTORSHIP	Mentorship Session: 15	
	TOPICAL TEST	Topical Test-15	

	SESSION	TOPIC	DESCRIPTION
WEEK: 08	CONCEPT CLASS: 32	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	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	Paper 2 Unit 8 Civil Services	<ul style="list-style-type: none"> ◦ Code of conduct and discipline ◦ Staff Associations ◦ Political Rights ◦ Grievance Redressal Mechanism ◦ Civil Service Neutrality ◦ Civil Service Activism
	PYQ	Previous Year Questions (PYQs): 17	
	POST TEST MENTORSHIP	Mentorship Session: 16	
	TOPICAL TEST	Topical Test-16	
WEEK: 09	CONCEPT CLASS: 35	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	Paper 2 Unit 12 Urban Local Government	<ul style="list-style-type: none"> ◦ Municipal governance: main features, structures, finance and problem areas

SESSION		TOPIC	DESCRIPTION	
WEEK: 09			<ul style="list-style-type: none"> ◦ 74th Constitutional Amendment ◦ Global-local debate ◦ New localism ◦ Development dynamics, politics and administration with special reference to city management 	
		PYQ	Previous Year Questions (PYQs): 18	
		POST TEST MENTORSHIP	Mentorship Session: 17	
		TOPICAL TEST	Topical Test-17	
		CONCEPT CLASS: 37	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	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	Paper 2- Unit 10 Administrative Reforms since Independence	<ul style="list-style-type: none"> ◦ Disaster management ◦ Major concerns ◦ Important Committees and Commissions

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



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