

ANSWER WRITING MENTORSHIP PROGRAMME

PUB. AD. Q&A

COMPLETE SYLLABUS
through **CONCEPT CLASSES,**
ANSWER WRITING
& MENTORSHIP



Mentor:
ABHISHIEKH SAXENA



10

MAY, 2025



09:00 AM



**PROGRAMME
FEE**

₹ 17,000 +GST

- ✓ 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)
 - 02 Sectional Tests (20 questions)
 - 04 Full Mock Tests (As per UPSC standard)
- ✓ 9+ Hrs (18 Sessions) of PYQs Discussion
- ✓ 36+ Hrs of Topical Test Discussion and Post-Test Mentorship Sessions for Marks Improvement
- ✓ Copy checking strictly by faculty

Call for more information:



8448496262

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 10 MAY, 2025 | Approach to Public Administration Optional (Paper-I) | |
| APPROACH CLASS: 02 11 MAY, 2025 | Approach to Public Administration Optional (Paper-2) | |
| TREND ANALYSIS 13 MAY, 2025 | Trend Analysis of Public Administration (Paper 1 & 2) | |
| CONCEPT CLASS: 01 14 MAY, 2025 | 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 15 MAY, 2025 | Paper 1- Unit 1: Introduction | <ul style="list-style-type: none"> New Public Administration Good Governance: Concept and Application |
| PYQ 16 MAY, 2025 | Previous Year Questions (PYQs): 01 | |
| TOPICAL TEST 18 MAY, 2025 | Topical Test-1 | |
| CONCEPT CLASS: 03 19 MAY, 2025 | Paper 1 - Unit 1: Introduction | <ul style="list-style-type: none"> New Public Management Public Choice Approach Challenges of Liberalization Privatisation Globalisation |

| DATE | TOPIC | DESCRIPTION |
|--|---|--|
| CONCEPT CLASS: 04 20 MAY, 2025 | Paper 1 - Unit 2: Administrative Thought | <ul style="list-style-type: none"> ◦ Scientific Management and Scientific Management Movement ◦ Classical Theory |
| PYQ 23 MAY, 2025 | Previous Year Questions (PYQs): 02 | |
| POST TEST MENTORSHIP 24 MAY, 2025 | Mentorship Session: 01 | |
| TOPICAL TEST 25 MAY, 2025 | Topical Test-2 | |
| CONCEPT CLASS: 05 26 MAY, 2025 | Paper 1 - Unit 2: Administrative Thought | <ul style="list-style-type: none"> ◦ Weber's bureaucratic model – its critique ◦ Post-Weberian Developments |
| CONCEPT CLASS: 06 27 MAY, 2025 | 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 30 MAY, 2025 | Previous Year Questions (PYQs): 03 | |
| POST TEST MENTORSHIP 31 MAY, 2025 | Mentorship Session: 02 | |
| TOPICAL TEST 01 JUNE, 2025 | Topical Test-3 | |
| CONCEPT CLASS: 07 02 JUNE, 2025 | 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 03 JUNE, 2025 | Paper 1 - Unit 2: Administrative Thought | <ul style="list-style-type: none"> ◦ Participative Management (R. Likert, C.Argyris, D.McGregor). |
| PYQ 06 JUNE, 2025 | Previous Year Questions (PYQs): 04 | |

| DATE | TOPIC | DESCRIPTION |
|---|---|---|
| POST TEST MENTORSHIP 07 JUNE, 2025 | Mentorship Session: 03 | |
| TOPICAL TEST 08 JUNE, 2025 | Topical Test-4 | |
| CONCEPT CLASS: 09 09 JUNE, 2025 | 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 13 JUNE, 2025 | Previous Year Questions (PYQs): 05 | |
| POST TEST MENTORSHIP 14 JUNE, 2025 | Mentorship Session: 04 | |
| TOPICAL TEST 15 JUNE, 2025 | Topical Test-5 | |
| CONCEPT CLASS: 10 16 JUNE, 2025 | Paper 1 - Unit 3: Administrative Behaviour | <ul style="list-style-type: none"> ◦ Theories of Leadership: Traditional and Modern. |
| CONCEPT CLASS: 11 17 JUNE, 2025 | 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 20 JUNE, 2025 | Previous Year Questions (PYQs): 06 | |

| DATE | TOPIC | DESCRIPTION |
|---|---|---|
| POST TEST MENTORSHIP 21 JUNE, 2025 | Mentorship Session: 05 | |
| TOPICAL TEST 22 JUNE, 2025 | Topical Test-6 | |
| CONCEPT CLASS: 12 23 JUNE, 2025 | 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 24 JUNE, 2025 | 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 25 JUNE, 2025 | Paper 1 Unit 5 Accountability and control | <ul style="list-style-type: none"> ◦ Citizen's Charters ◦ Right to Information ◦ Social Audit |
| PYQ 27 JUNE, 2025 | Previous Year Questions (PYQs): 07 | |
| POST TEST MENTORSHIP 28 JUNE, 2025 | Mentorship Session: 06 | |
| TOPICAL TEST 29 JUNE, 2025 | Topical Test-7 | |
| CONCEPT CLASS: 15 30 JUNE, 2025 | Paper 1 Unit 6 Administrative Law | <ul style="list-style-type: none"> ◦ Meaning, Ccope and Significance ◦ Dicey on Administrative law ◦ Delegated Legislation ◦ Administrative Tribunals |
| CONCEPT CLASS: 16 01 JULY, 2025 | 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 |

| DATE | TOPIC | DESCRIPTION |
|---|---|--|
| PYQ 04 JULY, 2025 | Previous Year Questions (PYQs): 08 | |
| POST TEST MENTORSHIP 05 JULY, 2025 | Mentorship Session: 07 | |
| TOPICAL TEST 06 JULY, 2025 | Topical Test-8 | |
| CONCEPT CLASS: 17 07 JULY, 2025 | Paper 1 Unit 7 Comparative Public Administration | <ul style="list-style-type: none"> ◦ Ecology and Administration ◦ Riggsian Models and their critique. |
| CONCEPT CLASS: 18 08 JULY, 2025 | Paper 1 Unit 8 Development Dynamics | <ul style="list-style-type: none"> ◦ Concept of Development ◦ Changing Profile of Development Administration ◦ 'Anti-development Thesis' |
| PYQ 11 JULY, 2025 | Previous Year Questions (PYQs): 09 | |
| POST TEST MENTORSHIP 12 JULY, 2025 | Mentorship Session: 08 | |
| TOPICAL TEST 13 JULY, 2025 | Topical Test-9 | |
| CONCEPT CLASS: 19 14 JULY, 2025 | Paper 1 Unit 8 Development Dynamics | <ul style="list-style-type: none"> ◦ Bureaucracy and Development Strong State versus the Market Debate ◦ Impact of Liberalisation on Administration in Developing Countries ◦ Women and Development – the Self-Help Group Movement. |
| CONCEPT CLASS: 20 15 JULY, 2025 | Paper 1 Unit 9 Personnel Administration | <ul style="list-style-type: none"> ◦ Importance of Human Resource Development ◦ Recruitment, Training, Career Advancement, Position |

| DATE | TOPIC | DESCRIPTION |
|---|---|---|
| | | Classification, Discipline, Performance Appraisal, Promotion, Pay and Service Conditions • Employer–Employee Relations, Grievance Redressal Mechanism • Code of Conduct • Administrative Ethics |
| PYQ 18 JULY, 2025 | Previous Year Questions (PYQs): 10 | |
| POST TEST MENTORSHIP 19 JULY, 2025 | Mentorship Session: 09 | |
| TOPICAL TEST 20 JULY, 2025 | Topical Test-10 | |
| CONCEPT CLASS: 21 21 JULY, 2025 | Paper 1 Unit 10 Public Policy | • 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 25 JULY, 2025 | Previous Year Questions (PYQs): 11 | |
| POST TEST MENTORSHIP 26 JULY, 2025 | Mentorship Session: 10 | |
| TOPICAL TEST 27 JULY, 2025 | Topical Test-11 | |
| CONCEPT CLASS: 22 28 JULY, 2025 | Paper 1 Unit 11 Techniques of Administrative Improvement | • Organisation and Methods • Work Study and Work Management |

| DATE | TOPIC | DESCRIPTION |
|---|---|---|
| | | <ul style="list-style-type: none"> ◦ e-Governance and Information Technology ◦ Management Aid Tools like Network Analysis, MIS, PERT, CPM. |
| CONCEPT CLASS: 23 29 JULY, 2025 | 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 01 AUGUST, 2025 | Previous Year Questions (PYQs): 12 | |
| POST TEST MENTORSHIP 02 AUGUST, 2025 | Mentorship Session: 11 | |
| TOPICAL TEST 03 AUGUST, 2025 | Topical Test-12 | |
| POST TEST MENTORSHIP 09 AUGUST, 2025 | Mentorship Session: 12 | |
| SECTIONAL TEST 10 AUGUST, 2025 | Complete Revision Test for Paper-1 | |

| DATE | TOPIC | DESCRIPTION |
|---|---|---|
| CONCEPT CLASS: 24 11 AUGUST, 2025 | 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 ◦ Indianization of Public Services, Revenue Administration, District Administration, Local Self-Government |
| CONCEPT CLASS: 25 12 AUGUST, 2025 | Paper 2 - Unit 2: Philosophical & 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 14 AUGUST, 2025 | Previous Year Questions (PYQs): 13 | |
| POST TEST MENTORSHIP 16 AUGUST, 2025 | Mentorship Session: 13 | |
| TOPICAL TEST 17 AUGUST, 2025 | Topical Test-13 | |
| CONCEPT CLASS: 26 18 AUGUST, 2025 | 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 19 AUGUST, 2025 | 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 |

| DATE | TOPIC | DESCRIPTION |
|---|---|---|
| | | <ul style="list-style-type: none"> ◦ 'Indicative' planning Process of plan formulation at Union and State levels ◦ Constitutional Amendments (1992) and decentralized planning for economic development and social justice |
| PYQ 22 AUGUST, 2025 | Previous Year Questions (PYQs): 14 | |
| POST TEST MENTORSHIP 23 AUGUST, 2025 | Mentorship Session: 14 | |
| TOPICAL TEST 24 AUGUST, 2025 | Topical Test-14 | |
| CONCEPT CLASS: 28 25 AUGUST, 2025 | 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 26 AUGUST, 2025 | 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 29 AUGUST, 2025 | Previous Year Questions (PYQs): 15 | |
| CONCEPT CLASS: 30 01 SEPTEMBER, 2025 | Paper 2 Unit 6 - State Government & Administration | <ul style="list-style-type: none"> ◦ Union-State administrative, legislative and financial relations ◦ Role of the Finance Commission |

| DATE | TOPIC | DESCRIPTION |
|--|--|--|
| CONCEPT CLASS: 31 02 SEPTEMBER, 2025 | Paper 2 Unit 6 - State Government & Administration | <ul style="list-style-type: none"> ◦ Governor ◦ Chief Minister ◦ Council of Ministers ◦ Chief Secretary ◦ State Secretariat ◦ Directorates |
| PYQ 05 SEPTEMBER, 2025 | Previous Year Questions (PYQs): 16 | |
| POST TEST MENTORSHIP 06 SEPTEMBER, 2025 | Mentorship Session: 15 | |
| TOPICAL TEST 07 SEPTEMBER, 2025 | Topical Test-15 | |
| CONCEPT CLASS: 32 08 SEPTEMBER, 2025 | 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 09 SEPTEMBER, 2025 | 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 10 SEPTEMBER, 2025 | 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 |

| DATE | TOPIC | DESCRIPTION |
|--|---|---|
| PYQ 12 SEPTEMBER, 2025 | Previous Year Questions (PYQs): 17 | |
| POST TEST MENTORSHIP 13 SEPTEMBER, 2025 | Mentorship Session: 16 | |
| TOPICAL TEST 14 SEPTEMBER, 2025 | Topical Test-16 | |
| CONCEPT CLASS: 35 15 SEPTEMBER, 2025 | Paper 2 Unit 11 Rural Development | <ul style="list-style-type: none"> ◦ Institutions & Agencies since Independence ◦ Rural Development Programmes: Foci & Strategies ◦ Decentralization & Panchayati Raj ◦ 73rd Constitutional Amendment |
| CONCEPT CLASS: 36 16 SEPTEMBER, 2025 | Paper 2 Unit 12 Urban Local Government | <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 |
| PYQ 19 SEPTEMBER, 2025 | Previous Year Questions (PYQs): 18 | |
| POST TEST MENTORSHIP 20 SEPTEMBER, 2025 | Mentorship Session: 17 | |
| TOPICAL TEST 21 SEPTEMBER, 2025 | Topical Test-17 | |
| CONCEPT CLASS: 37 22 SEPTEMBER, 2025 | Paper 2 Unit 13 Law and Order Administration | <ul style="list-style-type: none"> ◦ British legacy ◦ National Police Commission ◦ Investigative agencies |

| DATE | TOPIC | DESCRIPTION |
|--|---|---|
| | | <ul style="list-style-type: none"> ◦ 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 23 SEPTEMBER, 2025 | 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 24 SEPTEMBER, 2025 | Paper 2- Unit 10 Administrative Reforms since Independence | <ul style="list-style-type: none"> ◦ Disaster management ◦ Major concerns ◦ Important Committees and Commissions ◦ Reforms in financial management and human resource development Problems of implementation. |
| PYQ 26 SEPTEMBER, 2025 | Previous Year Questions (PYQs): 19 | |
| POST TEST MENTORSHIP 27 SEPTEMBER, 2025 | Mentorship Session: 18 | |
| TOPICAL TEST 28 SEPTEMBER, 2025 | Topical Test-18 | |

| DATE | TOPIC | DESCRIPTION |
|--|------------------------------------|-------------|
| POST TEST MENTORSHIP 05 OCTOBER, 2025 | Mentorship Session: 19 | |
| SECTIONAL TEST 06 OCTOBER, 2025 | Complete Revision Test for Paper-2 | |
| 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) | |

CSE RESULT

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