

ANSWER WRITING MENTORSHIP PROGRAMME

PUB. AD. QA

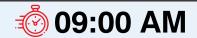
complete syllabus
through concept classes,
ANSWER WRITING
& MENTORSHIP



Mentor: ABHISHIEKH SAXENA



MAY, 2025



- **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
- **I** 36⁺ Hrs of Topical Test Discussion and Post-Test Mentorship Sessions for Marks Improvement
- Copy checking strictly by faculty

PROGRAMME FEE



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	Approach to Public Administration	
24 MAY, 2025	Optional (Paper-I)	
APPROACH CLASS: 02	• •	Public Administration
25 MAY, 2025	Optional (Paper-2)	
TREND ANALYSIS	Trend Analysis	of Public Administration
27 MAY, 2025	(Paper 1 & 2)
		Meaning
CONCEPT CLASS: 01	Danar 1 Unit 1	Scope and Significance of Public Administration
28 MAY, 2025	Paper 1- Unit 1: Introduction	Wilson's vision of Public Administration
		 Evolution of the discipline and its present status;
		· · · · · · · · · · · · · · · · · · ·
CONCEPT CLASS: 02	Paper 1- Unit 1:	New Public Administration
29 MAY, 2025	Introduction	 Good Governance: Concept and Application
PYQ	Previous Ye	ar Questions (PYQs): 01
30 MAY, 2025	110110110	
TOPICAL TEST	т	opical Test-1
01 JUNE, 2025	Topical Test-1	
		 New Public Management
CONCEPT CLASS: 03	Paper 1 - Unit 1:	Public Choice Approach
02 JUNE, 2025	Introduction	Challenges of Liberalization
		Privatisation
		Globalisation



DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 04 03 JUNE, 2025	Paper 1 - Unit 2: Administrative Thought	 Scientific Management and Scientific Management Movement Classical Theory
PYQ 06 JUNE, 2025	Previous Year Questions (PYQs): 02	
POST TEST MENTORSHIP 07 JUNE, 2025	Mentorship Session: 01	
TOPICAL TEST 08 JUNE, 2025	Topical Test-2	
CONCEPT CLASS: 05 09 JUNE, 2025	Paper 1 - Unit 2: Administrative Thought	 Weber's bureaucratic model its critique Post-Weberian Develop- ments
CONCEPT CLASS: 06 10 JUNE, 2025	Paper 1 - Unit 2: Administrative Thought	 Dynamic Administration (Mary Parker Follett) Human Relations School (El- ton Mayo and others)
PYQ 13 JUNE, 2025	Previous Year Questions (PYQs): 03	
POST TEST MENTORSHIP 14 JUNE, 2025	Mento	orship Session: 02
TOPICAL TEST 15 JUNE, 2025	Topical Test-3	
CONCEPT CLASS: 07 16 JUNE, 2025	Paper 1 - Unit 2: Administrative Thought	Functions of the Executive (C.I. Barnard)Simon's decision-making theory
CONCEPT CLASS: 08 17 JUNE, 2025	Paper 1 - Unit 2: Administrative Thought	 Participative Manage- ment (R. Likert, C.Argyris, D.McGregor).
PYQ 20 JUNE, 2025	Previous Year Questions (PYQs): 04	



DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP 21 JUNE, 2025	Mentorship Session: 03	
TOPICAL TEST 22 JUNE, 2025	Topical Test-4	
CONCEPT CLASS: 09 23 JUNE, 2025	Paper 1 - Unit 3: Administrative Behaviour	 Process and techniques of decision-making Communication; Morale Motivation Theories – content, process and contemporary
PYQ 27 JUNE, 2025	Previous Year Questions (PYQs): 05	
POST TEST MENTORSHIP 28 JUNE, 2025	Mentorship Session: 04	
TOPICAL TEST 29 JUNE, 2025	Topical Test-5	
CONCEPT CLASS: 10 30 JUNE, 2025	Paper 1 - Unit 3: Administrative Behaviour	 Theories of Leadership: Tra- ditional and Modern.
CONCEPT CLASS: 11 01 JULY, 2025	Paper 1 Unit 4: Organisations	 Theories – systems, continagency 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 04 JULY, 2025	Previous Year Questions (PYQs): 06	



DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP 05 JULY, 2025	Mentorship Session: 05	
TOPICAL TEST 06 JULY, 2025	Topical Test-6	
CONCEPT CLASS: 12 07 JULY, 2025	Paper 1 Unit 5 Accountability and control	 Concepts Of Accountability and Control Legislative, Executive and Judicial Control Over Ad- ministration Citizen and Administration
CONCEPT CLASS: 13 08 JULY, 2025	Paper 1 Unit 5 Accountability and control	Role of MediaInterest GroupsVoluntary OrganizationsCivil Society
CONCEPT CLASS: 14 09 JULY, 2025	Paper 1 Unit 5 Accountability and control	 Citizen's Charters Right to Information Social Audit
PYQ 11 JULY, 2025	Previous Year Questions (PYQs): 07	
POST TEST MENTORSHIP 12 JULY, 2025	Mentorship Session: 06	
TOPICAL TEST 13 JULY, 2025	Т	opical Test-7
CONCEPT CLASS: 15 14 JULY, 2025	Paper 1 Unit 6 Administrative Law	 Meaning, Ccope and Significance Dicey on Administrative law Delegated Legislation Administrative Tribunals
CONCEPT CLASS: 16 15 JULY, 2025	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



DATE	TOPIC	DESCRIPTION
PYQ 18 JULY, 2025	Previous Year Questions (PYQs): 08	
POST TEST MENTORSHIP 19 JULY, 2025	Mentorship Session: 07	
TOPICAL TEST 20 JULY, 2025	Topical Test-8	
CONCEPT CLASS: 17 21 JULY, 2025	Paper 1 Unit 7 Comparative Public Administration	 Ecology and Administration Riggsian Models and their critique.
CONCEPT CLASS: 18 22 JULY, 2025	Paper 1 Unit 8 Development Dynamics	 Concept of Development Changing Profile of Development Administration 'Anti-development Thesis'
PYQ 25 JULY, 2025	Previous Year Questions (PYQs): 09	
POST TEST MENTORSHIP 26 JULY, 2025	Mentorship Session: 08	
TOPICAL TEST 27 JULY, 2025	Т	opical Test-9
CONCEPT CLASS: 19 28 JULY, 2025	Paper 1 Unit 8 Development Dynamics	 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 29 JULY, 2025	Paper 1 Unit 9 Personnel Administration	 Importance of Human Re- source Development Recruitment, Training, Ca- reer 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 01 AUGUST, 2025	Previous Ye	ar Questions (PYQs): 10
POST TEST MENTORSHIP 02 AUGUST, 2025	Mentorship Session: 09	
TOPICAL TEST 03 AUGUST, 2025	Topical Test-10	
CONCEPT CLASS: 21 04 AUGUST, 2025	Paper 1 Unit 10 Public Policy	 Models of Policy-Making and Their Critique Processes of Conceptuali- sation, Planning, Implemen- tation, Monitoring, Evaluation and Review and Their Limi- tations State Theories and Public Policy Formulation
PYQ 08 AUGUST, 2025	Previous Year Questions (PYQs): 11	
POST TEST MENTORSHIP 09 AUGUST, 2025	Mentorship Session: 10	
TOPICAL TEST 10 AUGUST, 2025	Topical Test-11	
CONCEPT CLASS: 22 11 AUGUST, 2025	Paper 1 Unit 11 Techniques of Administrative Improvement	Organisation and MmethodsWork Study and Work Man- agement



DATE	TOPIC	DESCRIPTION
		 e-Governance and Information Technology Management Aid Tools like Network Analysis, MIS, PERT, CPM.
CONCEPT CLASS: 23 12 AUGUST, 2025	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 14 AUGUST, 2025	Previous Ye	ar Questions (PYQs): 12
POST TEST MENTORSHIP 16 AUGUST, 2025	Mentorship Session: 11	
TOPICAL TEST 17 AUGUST, 2025	Topical Test-12	
POST TEST MENTORSHIP 23 AUGUST, 2025	Mentorship Session: 12	
SECTIONAL TEST 24 AUGUST, 2025	Complete R	evision Test for Paper-1



DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 24 25 AUGUST, 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 26 AUGUST, 2025	Paper 2 - Unit 2: Philosophical & Constitutional framework of government	 Salient Features and Value Premises Constitutionalism Political Culture Bureaucracy and Democracy Bureaucracy and Development.
PYQ 29 AUGUST, 2025	Previous Year Questions (PYQs): 13	
POST TEST MENTORSHIP 30 AUGUST, 2025	Mentorship Session: 13	
TOPICAL TEST 31 AUGUST, 2025	To	opical Test-13
CONCEPT CLASS: 26 01 SEPTEMBER, 2025	Paper 2 Unit 3 Public Sector Undertakings	 Public sector in modern India Forms of Public Sector Undertakings Problems of autonomy, accountability and control Impact of liberalization and privatization.
CONCEPT CLASS: 27 02 SEPTEMBER, 2025	Paper 2 Unit 5 Plans and Priorities	 Machinery of planning Role, composition and functions of the Planning Commission and the National Development Council



DATE	TOPIC	DESCRIPTION
		 'Indicative' planning Process of plan formulation at Union and State levels Constitutional Amendments (1992) and decentralized planning for economic de- velopment and social justice
PYQ 05 SEPTEMBER, 2025	Previous Ye	ar Questions (PYQs): 14
POST TEST MENTORSHIP 06 SEPTEMBER, 2025	Mento	orship Session: 14
TOPICAL TEST 07 SEPTEMBER, 2025	Topical Test-14	
CONCEPT CLASS: 28 08 SEPTEMBER, 2025	Paper 2 Unit 4 Union Government and Administration	 Executive, Parliament, Judiciary - structure, functions, work processes Recent trends Intragovernmental relations
CONCEPT CLASS: 29 09 SEPTEMBER, 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
PYQ 12 SEPTEMBER, 2025	Previous Year Questions (PYQs): 15	
CONCEPT CLASS: 30 15 SEPTEMBER, 2025	Paper 2 Unit 6 - State Government & Administration	 Union-State administrative, legislative and financial relations Role of the Finance Commission





DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 31 16 SEPTEMBER, 2025	Paper 2 Unit 6 - State Government & Administration	 Governor Chief Minister Council of Ministers Chief Secretary State Secretariat Directorates
PYQ 19 SEPTEMBER, 2025	Previous Ye	ar Questions (PYQs): 16
POST TEST MENTORSHIP 20 SEPTEMBER, 2025	Mentorship Session: 15	
TOPICAL TEST 21 SEPTEMBER, 2025	То	opical Test-15
CONCEPT CLASS: 32 22 SEPTEMBER, 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 23 SEPTEMBER, 2025	Paper 2 Unit 8 Civil Services	 Constitutional position Structure, recruitment, training and capacity-build- ing Good governance initiatives
CONCEPT CLASS: 34 24 SEPTEMBER, 2025	Paper 2 Unit 8 Civil Services	 Code of conduct and discipline Staff Associations Political Rights Grievance Redressal Mechanism Civil Service Neutrality Civil Service Activism



DATE	TOPIC	DESCRIPTION
PYQ 26 SEPTEMBER, 2025	Previous Year Questions (PYQs): 17	
POST TEST MENTORSHIP 27 SEPTEMBER, 2025	Mentorship Session: 16	
TOPICAL TEST 28 SEPTEMBER, 2025	Topical Test-16	
CONCEPT CLASS: 35 29 SEPTEMBER, 2025	Paper 2 Unit 11 Rural Development	 Institutions & Agencies since Independence Rural Development Programmes: Foci & Strategies Decentralization & Panchayati Raj 73rd Constitutional Amendment
CONCEPT CLASS: 36 30 SEPTEMBER, 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 03 OCTOBER, 2025	Previous Year Questions (PYQs): 18	
POST TEST MENTORSHIP 04 OCTOBER, 2025	Mentorship Session: 17	
TOPICAL TEST 05 OCTOBER, 2025	Topical Test-17	
CONCEPT CLASS: 37 06 OCTOBER, 2025	Paper 2 Unit 13 Law and Order Administration	British legacyNational Police CommissionInvestigative agencies





DATE	TOPIC	DESCRIPTION
		 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 07 OCTOBER, 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 08 OCTOBER, 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 10 OCTOBER, 2025	Previous Ye	ar Questions (PYQs): 19
POST TEST MENTORSHIP 11 OCTOBER, 2025	Mentorship Session: 18	
TOPICAL TEST 12 OCTOBER, 2025	To	opical Test-18



DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP	Mentorship Session: 19	
18 OCTOBER, 2025	•	
SECTIONAL TEST 19 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)	

TOP 100 ALL INDIA RANKING







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