

# ANSWER WRITING MENTORSHIP PROGRAMME

# PUB. AD. QA

complete syllabus
through concept classes,
ANSWER WRITING
& MENTORSHIP



Mentor: ABHISHIEKH SAXENA



**10** 09:00 AM

- Approach & Trend Analysis Sessions for Paper I & II
- **50**<sup>+</sup> 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<sup>+</sup> Hrs (18 Sessions) of PYQs Discussion
- **I** 36<sup>+</sup> Hrs of Topical Test Discussion and Post-Test Mentorship Sessions for Marks Improvement
- Copy checking strictly by faculty

PROGRAMME FEE

₹ 17,000 +GST

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	
05 JULY, 2025	Optional (Paper-I)	
APPROACH CLASS: 02	Approach to	Public Administration
06 JULY, 2025	Optional (Paper-2)	
TREND ANALYSIS	Trend Analysis	of Public Administration
07 JULY, 2025	(	Paper 1 & 2)
		<ul><li>Meaning</li></ul>
CONCEPT CLASS: 01		<ul> <li>Scope and Significance of Public Administration</li> </ul>
08 JULY, 2025	Paper 1- Unit 1: Introduction	<ul><li>Wilson's vision of Public</li><li>Administration</li></ul>
		<ul><li>Evolution of the discipline and its present status;</li></ul>
CONCEPT CLASS: 02	Paper 1- Unit 1:	<ul><li>New Public Administration</li></ul>
09 JULY, 2025	Introduction	<ul><li>Good Governance: Concept and Application</li></ul>
PYQ 11 JULY, 2025	Previous Year Questions (PYQs): 01	
TOPICAL TEST  13 JULY, 2025	Topical Test-1	
		o New Public Management
CONCEPT CLASS: 03	Paper 1 - Unit 1:	<ul><li>Public Choice Approach</li></ul>
14 JULY, 2025	Introduction	<ul><li>Challenges of Liberalization</li></ul>
		Privatisation
		<ul><li>Globalisation</li></ul>





DATE	TOPIC	DESCRIPTION	
CONCEPT CLASS: 04 15 JULY, 2025	Paper 1 - Unit 2: Administrative Thought	<ul> <li>Scientific Management and Scientific Management Movement</li> <li>Classical Theory</li> </ul>	
PYQ 18 JULY, 2025	Previous Ye	Previous Year Questions (PYQs): 02	
POST TEST MENTORSHIP 19 JULY, 2025	Mento	orship Session: 01	
TOPICAL TEST 20 JULY, 2025	Т	opical Test-2	
CONCEPT CLASS: 05 21 JULY, 2025	Paper 1 - Unit 2: Administrative Thought	<ul> <li>Weber's bureaucratic model         <ul> <li>its critique</li> </ul> </li> <li>Post-Weberian Develop-         ments</li> </ul>	
CONCEPT CLASS: 06 22 JULY, 2025	Paper 1 - Unit 2: Administrative Thought	<ul> <li>Dynamic Administration (Mary Parker Follett)</li> <li>Human Relations School (El- ton Mayo and others)</li> </ul>	
PYQ 25 JULY, 2025	Previous Year Questions (PYQs): 03		
POST TEST MENTORSHIP 26 JULY, 2025	Mento	orship Session: 02	
TOPICAL TEST 27 JULY, 2025	Topical Test-3		
CONCEPT CLASS: 07 28 JULY, 2025	Paper 1 - Unit 2: Administrative Thought	<ul> <li>Functions of the Executive (C.I. Barnard)</li> <li>Simon's decision-making theory</li> </ul>	
CONCEPT CLASS: 08 29 JULY, 2025	Paper 1 - Unit 2: Administrative Thought	<ul> <li>Participative Manage- ment (R. Likert, C.Argyris, D.McGregor).</li> </ul>	
PYQ 01 AUGUST, 2025	Previous Year Questions (PYQs): 04		



DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP 02 AUGUST, 2025	Mentorship Session: 03	
TOPICAL TEST 03 AUGUST, 2025	Topical Test-4	
CONCEPT CLASS: 09 04 AUGUST, 2025	Paper 1 - Unit 3: Administrative Behaviour	<ul> <li>Process and techniques of decision-making</li> <li>Communication; Morale</li> <li>Motivation Theories – content, process and contemporary</li> </ul>
PYQ 08 AUGUST, 2025	Previous Year Questions (PYQs): 05	
POST TEST MENTORSHIP  09 AUGUST, 2025	Mentorship Session: 04	
TOPICAL TEST  10 AUGUST, 2025	Topical Test-5	
CONCEPT CLASS: 10 11 AUGUST, 2025	Paper 1 - Unit 3: Administrative Behaviour	<ul> <li>Theories of Leadership: Tra- ditional and Modern.</li> </ul>
CONCEPT CLASS: 11 12 AUGUST, 2025	Paper 1 Unit 4: Organisations	<ul> <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 14 AUGUST, 2025	Previous Year Questions (PYQs): 06	



DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP 16 AUGUST, 2025	Mentorship Session: 05	
TOPICAL TEST 17 AUGUST, 2025	Topical Test-6	
CONCEPT CLASS: 12 18 AUGUST, 2025	Paper 1 Unit 5 Accountability and control	<ul> <li>Concepts Of Accountability and Control</li> <li>Legislative, Executive and Judicial Control Over Ad- ministration</li> <li>Citizen and Administration</li> </ul>
CONCEPT CLASS: 13 19 AUGUST, 2025	Paper 1 Unit 5 Accountability and control	<ul><li>Role of Media</li><li>Interest Groups</li><li>Voluntary Organizations</li><li>Civil Society</li></ul>
CONCEPT CLASS: 14 20 AUGUST, 2025	Paper 1 Unit 5 Accountability and control	<ul> <li>Citizen's Charters         Right to Information         Social Audit</li> </ul>
PYQ 22 AUGUST, 2025	Previous Year Questions (PYQs): 07	
POST TEST MENTORSHIP  23 AUGUST, 2025	Mentorship Session: 06	
TOPICAL TEST  24 AUGUST, 2025	Т	opical Test-7
CONCEPT CLASS: 15 25 AUGUST, 2025	Paper 1 Unit 6 Administrative Law	<ul> <li>Meaning, Ccope and Significance</li> <li>Dicey on Administrative law</li> <li>Delegated Legislation</li> <li>Administrative Tribunals</li> </ul>
CONCEPT CLASS: 16 26 AUGUST, 2025	Paper 1 Unit 7 Comparative Public Administration	<ul> <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>



DATE	TOPIC	DESCRIPTION
PYQ 29 AUGUST, 2025	Previous Year Questions (PYQs): 08	
POST TEST MENTORSHIP 30 AUGUST, 2025	Mento	orship Session: 07
TOPICAL TEST 31 AUGUST, 2025	Topical Test-8	
CONCEPT CLASS: 17 01 SEPTEMBER, 2025	Paper 1 Unit 7 Comparative Public Administration	<ul> <li>Ecology and Administration</li> <li>Riggsian Models and their critique.</li> </ul>
CONCEPT CLASS: 18 02 SEPTEMBER, 2025	Paper 1 Unit 8 Development Dynamics	<ul> <li>Concept of Development</li> <li>Changing Profile of Development Administration</li> <li>'Anti-development Thesis'</li> </ul>
PYQ 05 SEPTEMBER, 2025	Previous Year Questions (PYQs): 09	
POST TEST MENTORSHIP 06 SEPTEMBER, 2025	Mentorship Session: 08	
TOPICAL TEST 07 SEPTEMBER, 2025	Т	opical Test-9
CONCEPT CLASS: 19 08 SEPTEMBER, 2025	Paper 1 Unit 8 Development Dynamics	<ul> <li>Bureaucracy and Development         Strong State versus the         Market Debate</li> <li>Impact of Liberalisation on         Administration in Developing         Countries</li> <li>Women and Development -         the Self-Help Group Move-         ment.</li> </ul>
CONCEPT CLASS: 20 09 SEPTEMBER, 2025	Paper 1 Unit 9 Personnel Administration	<ul> <li>Importance of Human Re- source Development</li> <li>Recruitment, Training, Ca- reer Advancement, Position</li> </ul>



DATE	TOPIC	DESCRIPTION
		Classification, Discipline, Performance Appraisal, Promotion, Pay and Service Conditions  Employer-Employee Relations, Grievance Redressal Mechanism  Code of Conduct Administrative Ethics
PYQ 12 SEPTEMBER, 2025	Previous Ye	ar Questions (PYQs): 10
POST TEST MENTORSHIP 13 SEPTEMBER, 2025	Mentorship Session: 09	
TOPICAL TEST 14 SEPTEMBER, 2025	Topical Test-10	
CONCEPT CLASS: 21 15 SEPTEMBER, 2025	Paper 1 Unit 10 Public Policy	<ul> <li>Models of Policy-Making and Their Critique</li> <li>Processes of Conceptuali- sation, Planning, Implemen- tation, Monitoring, Evaluation and Review and Their Limi- tations</li> <li>State Theories and Public Policy Formulation</li> </ul>
PYQ 19 SEPTEMBER, 2025	Previous Year Questions (PYQs): 11	
POST TEST MENTORSHIP 20 SEPTEMBER, 2025	Mentorship Session: 10	
TOPICAL TEST 21 SEPTEMBER, 2025	Topical Test-11	
CONCEPT CLASS: 22 22 SEPTEMBER, 2025	Paper 1 Unit 11 Techniques of Administrative Improvement	<ul><li>Organisation and Mmethods</li><li>Work Study and Work Man- agement</li></ul>



DATE	TOPIC	DESCRIPTION
		<ul> <li>e-Governance and Information Technology</li> <li>Management Aid Tools like Network Analysis, MIS, PERT, CPM.</li> </ul>
CONCEPT CLASS: 23 23 SEPTEMBER, 2025	Paper 1 Unit 12 Financial Administration and Paper 2 Unit 9 Financial Management	<ul> <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 26 SEPTEMBER, 2025	Previous Ye	ar Questions (PYQs): 12
POST TEST MENTORSHIP 27 SEPTEMBER, 2025	Mento	orship Session: 11
TOPICAL TEST 28 SEPTEMBER, 2025	Topical Test-12	
POST TEST MENTORSHIP 04 OCTOBER, 2025	Mentorship Session: 12	
SECTIONAL TEST 05 OCTOBER, 2025	Complete R	evision Test for Paper-1



DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 24 06 OCTOBER, 2025	Paper 2 Unit 1 Evolution of Indian Administration	<ul> <li>Kautilya's Arthashastra</li> <li>Mughal Administration</li> <li>Legacy of British Rule in Politics and Administration</li> <li>Indianization of Public Services, Revenue Administration, District Administration, Local Self-Government</li> </ul>
CONCEPT CLASS: 25 07 OCTOBER, 2025	Paper 2 - Unit 2: Philosophical & Constitutional framework of government	<ul> <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>
PYQ 10 OCTOBER, 2025	Previous Year Questions (PYQs): 13	
POST TEST MENTORSHIP 11 OCTOBER, 2025	Mentorship Session: 13	
TOPICAL TEST 12 OCTOBER, 2025	To	opical Test-13
CONCEPT CLASS: 26 13 OCTOBER, 2025	Paper 2 Unit 3 Public Sector Undertakings	<ul> <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>
CONCEPT CLASS: 27 14 OCTOBER, 2025	Paper 2 Unit 5 Plans and Priorities	<ul> <li>Machinery of planning</li> <li>Role, composition and functions of the Planning Commission and the National Development Council</li> </ul>



DATE	TOPIC	DESCRIPTION
		<ul> <li>'Indicative' planning         Process of plan formulation         at Union and State levels</li> <li>Constitutional Amendments         (1992) and decentralized         planning for economic de-         velopment and social justice</li> </ul>
PYQ 17 OCTOBER, 2025	Previous Ye	ar Questions (PYQs): 14
POST TEST MENTORSHIP 18 OCTOBER, 2025	Mento	orship Session: 14
TOPICAL TEST 19 OCTOBER, 2025	To	opical Test-14
CONCEPT CLASS: 28 20 OCTOBER, 2025	Paper 2 Unit 4 Union Government and Administration	<ul> <li>Executive, Parliament, Judiciary - structure, functions, work processes</li> <li>Recent trends</li> <li>Intragovernmental relations</li> </ul>
CONCEPT CLASS: 29 21 OCTOBER, 2025	Paper 2 Unit 4 Union Government and Administration	<ul> <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 24 OCTOBER, 2025	Previous Year Questions (PYQs): 15	
CONCEPT CLASS: 30 27 OCTOBER, 2025	Paper 2 Unit 6 - State Government & Administration	<ul> <li>Union-State administrative, legislative and financial relations</li> <li>Role of the Finance Commission</li> </ul>





DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 31 28 OCTOBER, 2025	Paper 2 Unit 6 - State Government & Administration	<ul> <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 31 OCTOBER, 2025	Previous Ye	ar Questions (PYQs): 16
POST TEST MENTORSHIP 01 NOVEMBER, 2025	Mentorship Session: 15	
TOPICAL TEST 02 NOVEMBER, 2025	Topical Test-15	
CONCEPT CLASS: 32 03 NOVEMBER, 2025	Paper 2 Unit 7 District Administration since Independence	<ul> <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 04 NOVEMBER, 2025	Paper 2 Unit 8 Civil Services	<ul> <li>Constitutional position</li> <li>Structure, recruitment, training and capacity-build- ing</li> <li>Good governance initiatives</li> </ul>
CONCEPT CLASS: 34 05 NOVEMBER, 2025	Paper 2 Unit 8 Civil Services	<ul> <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>



DATE	TOPIC	DESCRIPTION
PYQ 07 NOVEMBER, 2025	Previous Year Questions (PYQs): 17	
POST TEST MENTORSHIP 08 NOVEMBER, 2025	Mentorship Session: 16	
TOPICAL TEST 09 NOVEMBER, 2025	Topical Test-16	
CONCEPT CLASS: 35 10 NOVEMBER, 2025	Paper 2 Unit 11 Rural Development	<ul> <li>Institutions &amp; Agencies since Independence</li> <li>Rural Development Programmes: Foci &amp; Strategies</li> <li>Decentralization &amp; Panchayati Raj</li> <li>73<sup>rd</sup> Constitutional Amendment</li> </ul>
CONCEPT CLASS: 36 11 NOVEMBER, 2025	Paper 2 Unit 12 Urban Local Government	<ul> <li>Municipal governance: main features, structures, finance and problem areas</li> <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>
PYQ 14 NOVEMBER, 2025	Previous Year Questions (PYQs): 18	
POST TEST MENTORSHIP 15 NOVEMBER, 2025	Mentorship Session: 17	
TOPICAL TEST 16 NOVEMBER, 2025	Topical Test-17	
CONCEPT CLASS: 37 17 NOVEMBER, 2025	Paper 2 Unit 13 Law and Order Administration	<ul><li>British legacy</li><li>National Police Commission</li><li>Investigative agencies</li></ul>





DATE	TOPIC	DESCRIPTION
		<ul> <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>
CONCEPT CLASS: 38 18 NOVEMBER, 2025	Paper 2 -Unit 14 Significant issues in Indian Administration	<ul> <li>Values in public service         Regulatory Commissions         National Human Rights         Commission</li> <li>Problems of administration         in coalition regimes</li> <li>Citizen-administration         interface         Corruption and         administration</li> </ul>
CONCEPT CLASS: 39 19 NOVEMBER, 2025	Paper 2- Unit 10 Administrative Reforms since Independence	<ul> <li>Disaster management</li> <li>Major concerns</li> <li>Important Committees and Commissions</li> <li>Reforms in financial management and human resource development Problems of implementation.</li> </ul>
PYQ 21 NOVEMBER, 2025	Previous Ye	ar Questions (PYQs): 19
POST TEST MENTORSHIP 22 NOVEMBER, 2025	Mento	orship Session: 18
TOPICAL TEST 23 NOVEMBER, 2025	То	opical Test-18



DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP	Mentorship Session: 19	
29 NOVEMBER, 2025		
SECTIONAL TEST	Complete Revision Test for Paper-2	
<b>30 NOVEMBER, 2025</b>		
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)	

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### CSE RESUL

**TOP 100** ALL INDIA RANKING **UPSC-CSE 2024** 







Scan QR Code for detailed RESULT







