

PUBLIC ADMINISTRATION



CLASSROOM



ONLINE



23

MAY, 2022

PROGRAMME
FEE



20,000/-
(including GST)

- ✓ Complete Pub. Ad. Optional through Questions & Answer
- ✓ Syllabus Revision through 40+ Concept Classes
- ✓ 18 PYQs Discussion Sessions
- ✓ Answer Writing and Mock Test through 300+ Questions
- ✓ Doubt Clearing Session after test for mark improvement.



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www.iasscore.in

Mentor: NEERAJ KUMAR

PROGRAMME FEATURES

01

Exclusive programme to cover complete syllabus of Public Administration Optional through Concept Building classes, Answer Writing Practice sessions & discussions.

02

Specially curated interlinked approach in order to maximize attempts and score 300+ marks in Pub. Ad. Optional.

03

Classes will focus on conceptual clarity and Application of different approaches mentioned in syllabus

04

Classes will be followed by Topical Test (5 Questions)

05

Topic Wise PYQs discussions will be provided

06

Sectional test to be conducted after completion of a section of syllabus and Mock Test will be conducted after Prelims

07

Sectional & Mock Tests will be based on UPSC pattern & evaluation will be done by Experts and Faculty only.

08

Regular doubt clearing sessions will be conducted for personalized mentoring & performance improvement.

SESSION PLAN

| DATE | TOPIC | DESCRIPTION |
|--|---|---|
| SESSION - 1 19 MAY, 2022 | Approach to Public Administration Optional | |
| SESSION - 2 20 MAY, 2022 | | |
| SESSION - 3 23 MAY, 2022 | 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; |
| SESSION - 4 24 MAY, 2022 | Paper 1- Unit 1: Introduction | <ul style="list-style-type: none"> ◦ New Public Administration ◦ Good Governance: Concept and Application |
| SESSION - 5 26 MAY, 2022 | PYQ | |
| SESSION - 6 29 MAY, 2022 | Topical Test-1 | |
| SESSION - 7 01 JUNE, 2022 | 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 |
|-------------------------------|--|--|
| SESSION - 08 02 JUNE, 2022 | Paper 1 - Unit 2: Administrative Thought | <ul style="list-style-type: none"> Scientific Management and Scientific Management Movement Classical Theory |
| SESSION - 09 03 JUNE, 2022 | PYQ | |
| SESSION - 10 05 JUNE, 2022 | Topical Test-2 | |
| SESSION - 11 06 JUNE, 2022 | Paper 1 - Unit 2: Administrative Thought | <ul style="list-style-type: none"> Weber's bureaucratic model – its critique Post-Weberian Developments |
| SESSION - 12 08 JUNE, 2022 | Paper 1 - Unit 2: Administrative Thought | <ul style="list-style-type: none"> Dynamic Administration (Mary Parker Follett) Human Relations School (Elton Mayo and others) |
| SESSION - 13 10 JUNE, 2022 | PYQ | |
| SESSION - 14 12 JUNE, 2022 | Topical Test-3 | |
| SESSION - 15 14 JUNE, 2022 | Paper 1 - Unit 2: Administrative Thought | <ul style="list-style-type: none"> Functions of the Executive (C.I. Barnard) Simon's decision-making theory |
| SESSION - 16 15 JUNE, 2022 | Paper 1 - Unit 2: Administrative Thought | <ul style="list-style-type: none"> Participative Management (R. Likert, C.Argyris, D.McGregor). |
| SESSION - 17 17 JUNE, 2022 | PYQ | |
| SESSION - 18 19 JUNE, 2022 | Topical Test-4 | |

| DATE | TOPIC | DESCRIPTION |
|-------------------------------|--|---|
| SESSION - 19 21 JUNE, 2022 | 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 |
| SESSION - 20 23 JUNE, 2022 | PYQ | |
| SESSION - 21 26 JUNE, 2022 | Topical Test-5 | |
| SESSION - 22 28 JUNE, 2022 | Paper 1 - Unit 3: Administrative Behaviour | <ul style="list-style-type: none"> Theories of Leadership: Traditional and Modern. |
| SESSION - 23 29 JUNE, 2022 | 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. |
| SESSION - 24 01 JULY, 2022 | PYQ | |
| SESSION - 25 03 JULY, 2022 | Topical Test-6 | |
| SESSION - 26 04 JULY, 2022 | 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 |

| DATE | TOPIC | DESCRIPTION |
|-------------------------------|---|---|
| SESSION - 27 05 JULY, 2022 | Paper 1 Unit 5 Accountability and control | <ul style="list-style-type: none"> Role of Media Interest Groups Voluntary Organizations Civil Society |
| SESSION - 28 06 JULY, 2022 | Paper 1 Unit 5 Accountability and control | <ul style="list-style-type: none"> Citizen's Charters Right to Information Social Audit |
| SESSION - 29 08 JULY, 2022 | PYQ | |
| SESSION - 30 10 JULY, 2022 | Topical Test-7 | |
| SESSION - 31 12 JULY, 2022 | Paper 1 Unit 6 Administrative Law | <ul style="list-style-type: none"> Meaning, Ccope and Significance Dicey on Administrative law Delegated Legislation Administrative Tribunals |
| SESSION - 32 13 JULY, 2022 | 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 |
| SESSION - 33 15 JULY, 2022 | PYQ | |
| SESSION - 34 17 JULY, 2022 | Topical Test-8 | |
| SESSION - 35 19 JULY, 2022 | Paper 1 Unit 7 Comparative Public Administration | <ul style="list-style-type: none"> Ecology and Administration Riggsian Models and their critique. |

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| SESSION - 36 20 JULY, 2022 | Paper 1 Unit 8 Development Dynamics | <ul style="list-style-type: none"> ◦ Concept of Development ◦ Changing Profile of Development Administration ◦ 'Anti-development Thesis' |
| SESSION - 37 22 JULY, 2022 | PYQ | |
| SESSION - 38 24 JULY, 2022 | Topical Test-9 | |
| SESSION - 39 26 JULY, 2022 | 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. |
| SESSION - 40 27 JULY, 2022 | 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 |
| SESSION - 41 29 JULY, 2022 | PYQ | |
| SESSION - 42 31 JULY, 2022 | Topical Test-10 | |

| DATE | TOPIC | DESCRIPTION |
|---|--|---|
| SESSION - 43 02 AUGUST, 2022 | 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 |
| SESSION - 44 04 AUGUST, 2022 | PYQ | |
| SESSION - 45 07 AUGUST, 2022 | Topical Test-11 | |
| SESSION - 46 09 AUGUST, 2022 | 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. |
| SESSION - 47 10 AUGUST, 2022 | 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 |

| DATE | TOPIC | DESCRIPTION |
|---|---|---|
| | | <ul style="list-style-type: none"> ◦ Audit ◦ Role Of Controller General of Accounts and Comptroller and Auditor General of India |
| SESSION - 48 12 AUGUST, 2022 | PYQ | |
| SESSION - 49 14 AUGUST, 2022 | Topical Test-12 | |
| SESSION - 50 21 AUGUST, 2022 | Complete Revision Test for Paper-1 | |
| SESSION - 51 23 AUGUST, 2022 | 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 |
| SESSION - 52 25 AUGUST, 2022 | 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. |
| SESSION - 53 26 AUGUST, 2022 | PYQ | |
| SESSION - 54 28 AUGUST, 2022 | Topical Test-13 | |
| SESSION - 57 30 AUGUST, 2022 | Paper 2 Unit 3 Public Sector Undertakings | <ul style="list-style-type: none"> ◦ Public sector in modern India |

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|--|--|--|
| | | <ul style="list-style-type: none"> Forms of Public Sector Undertakings Problems of autonomy, accountability and control Impact of liberalization and privatization. |
| SESSION - 58 01 SEPTEMBER, 2022 | 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 |
| SESSION - 59 02 SEPTEMBER, 2022 | PYQ | |
| SESSION - 60 04 SEPTEMBER, 2022 | Topical Test-14 | |
| SESSION - 61 05 SEPTEMBER, 2022 | 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 |
| SESSION - 62 06 SEPTEMBER, 2022 | 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 |

| DATE | TOPIC | DESCRIPTION |
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| | | <ul style="list-style-type: none"> ◦ Attached Offices ◦ Field Organizations |
| SESSION - 63 07 SEPTEMBER, 2022 | PYQ | |
| SESSION - 64 08 SEPTEMBER, 2022 | 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 |
| SESSION - 65 09 SEPTEMBER, 2022 | 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 |
| SESSION - 66 10 SEPTEMBER, 2022 | PYQ | |
| SESSION - 67 11 SEPTEMBER, 2022 | Topical Test-15 | |
| SESSION - 68 13 SEPTEMBER, 2022 | 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 |
| SESSION - 69 14 SEPTEMBER, 2022 | Paper 2 Unit 8 Civil Services | <ul style="list-style-type: none"> ◦ Constitutional position ◦ Structure, recruitment, training and capacity-building ◦ Good governance initiatives |
| SESSION - 70 15 SEPTEMBER, 2022 | Paper 2 Unit 8 Civil Services | <ul style="list-style-type: none"> ◦ Code of conduct and discipline |

| DATE | TOPIC | DESCRIPTION |
|--|--|---|
| | | <ul style="list-style-type: none"> ◦ Staff Associations Political Rights ◦ Grievance Redressal Mechanism ◦ Civil Service Neutrality ◦ Civil Service Activism |
| SESSION - 71 16 SEPTEMBER, 2022 | PYQ | |
| SESSION - 72 18 SEPTEMBER, 2022 | Topical Test-16 | |
| SESSION - 73 20 SEPTEMBER, 2022 | Paper 2 Unit 11 Rural Development | <ul style="list-style-type: none"> ◦ Institutions and agencies since independence ◦ Rural development programmes: foci and strategies ◦ Decentralization and Panchayati Raj 73rd Constitutional amendment |
| SESSION - 74 21 SEPTEMBER, 2022 | 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 |
| SESSION - 75 23 SEPTEMBER, 2022 | PYQ | |

| DATE | TOPIC | DESCRIPTION |
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| SESSION - 76 25 SEPTEMBER, 2022 | Topical Test-17 | |
| SESSION - 77 26 SEPTEMBER, 2022 | 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 |
| | | <ul style="list-style-type: none"> ◦ Criminalisation of politics and administration ◦ Police-public relations ◦ Reforms in Police. |
| SESSION - 78 27 SEPTEMBER, 2022 | Paper 2 Unit 14 Significant issues in Indian Administration and Paper 2 Unit 10 Administrative Reforms since Independence | <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 |
| SESSION - 79 28 SEPTEMBER, 2022 | | <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. |
| SESSION - 80 29 SEPTEMBER, 2022 | PYQ | |

| DATE | TOPIC | DESCRIPTION |
|--|---|-------------|
| SESSION - 81 01 OCTOBER, 2022 | Topical Test-18 | |
| SESSION - 82 09 OCTOBER, 2022 | Complete Revision Test for Paper-2 | |
| AFTER PRELIMS | Mock 1 Paper -1 | |
| | Mock 2 Paper -2 | |
| | Mock 3 Paper -1 | |
| | Mock 4 Paper -2 | |
