

ANSWER WRITING MENTORSHIP PROGRAMME

PUB. AD. Q&A

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



Mentor:
ABHISHIEKH SAXENA



24

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 24 MAY, 2025	Approach to Public Administration Optional (Paper-I)	
APPROACH CLASS: 02 25 MAY, 2025	Approach to Public Administration Optional (Paper-2)	
TREND ANALYSIS 27 MAY, 2025	Trend Analysis of Public Administration (Paper 1 & 2)	
CONCEPT CLASS: 01 28 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 29 MAY, 2025	Paper 1- Unit 1: Introduction	<ul style="list-style-type: none"> ◦ New Public Administration ◦ Good Governance: Concept and Application
PYQ 30 MAY, 2025	Previous Year Questions (PYQs): 01	
TOPICAL TEST 01 JUNE, 2025	Topical Test-1	
CONCEPT CLASS: 03 02 JUNE, 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 03 JUNE, 2025	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> ◦ Weber's bureaucratic model – its critique ◦ Post-Weberian Developments
CONCEPT CLASS: 06 10 JUNE, 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 13 JUNE, 2025	Previous Year Questions (PYQs): 03	
POST TEST MENTORSHIP 14 JUNE, 2025	Mentorship Session: 02	
TOPICAL TEST 15 JUNE, 2025	Topical Test-3	
CONCEPT CLASS: 07 16 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 17 JUNE, 2025	Paper 1 - Unit 2: Administrative Thought	<ul style="list-style-type: none"> ◦ Participative Management (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	<ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> ◦ Theories of Leadership: Traditional and Modern.
CONCEPT CLASS: 11 01 JULY, 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 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	<ul style="list-style-type: none"> ◦ Concepts Of Accountability and Control ◦ Legislative, Executive and Judicial Control Over Administration ◦ Citizen and Administration
CONCEPT CLASS: 13 08 JULY, 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 09 JULY, 2025	Paper 1 Unit 5 Accountability and control	<ul style="list-style-type: none"> ◦ 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	Topical Test-7	
CONCEPT CLASS: 15 14 JULY, 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 15 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 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	<ul style="list-style-type: none"> ◦ Ecology and Administration ◦ Riggsian Models and their critique.
CONCEPT CLASS: 18 22 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 25 JULY, 2025	Previous Year Questions (PYQs): 09	
POST TEST MENTORSHIP 26 JULY, 2025	Mentorship Session: 08	
TOPICAL TEST 27 JULY, 2025	Topical Test-9	
CONCEPT CLASS: 19 28 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 29 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 01 AUGUST, 2025	Previous Year 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 Conceptualisation, Planning, Implementation, Monitoring, Evaluation and Review and Their Limitations • 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 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 12 AUGUST, 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 14 AUGUST, 2025	Previous Year 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 Revision Test for Paper-1	

DATE	TOPIC	DESCRIPTION
CONCEPT CLASS: 24 25 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 26 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 29 AUGUST, 2025	Previous Year Questions (PYQs): 13	
POST TEST MENTORSHIP 30 AUGUST, 2025	Mentorship Session: 13	
TOPICAL TEST 31 AUGUST, 2025	Topical Test-13	
CONCEPT CLASS: 26 01 SEPTEMBER, 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 02 SEPTEMBER, 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 05 SEPTEMBER, 2025	Previous Year Questions (PYQs): 14	
POST TEST MENTORSHIP 06 SEPTEMBER, 2025	Mentorship Session: 14	
TOPICAL TEST 07 SEPTEMBER, 2025	Topical Test-14	
CONCEPT CLASS: 28 08 SEPTEMBER, 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 09 SEPTEMBER, 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 12 SEPTEMBER, 2025	Previous Year Questions (PYQs): 15	
CONCEPT CLASS: 30 15 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 16 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 19 SEPTEMBER, 2025	Previous Year Questions (PYQs): 16	
POST TEST MENTORSHIP 20 SEPTEMBER, 2025	Mentorship Session: 15	
TOPICAL TEST 21 SEPTEMBER, 2025	Topical Test-15	
CONCEPT CLASS: 32 22 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 23 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 24 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 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	<ul style="list-style-type: none"> ◦ 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	<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 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	<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 07 OCTOBER, 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 08 OCTOBER, 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 10 OCTOBER, 2025	Previous Year Questions (PYQs): 19	
POST TEST MENTORSHIP 11 OCTOBER, 2025	Mentorship Session: 18	
TOPICAL TEST 12 OCTOBER, 2025	Topical Test-18	

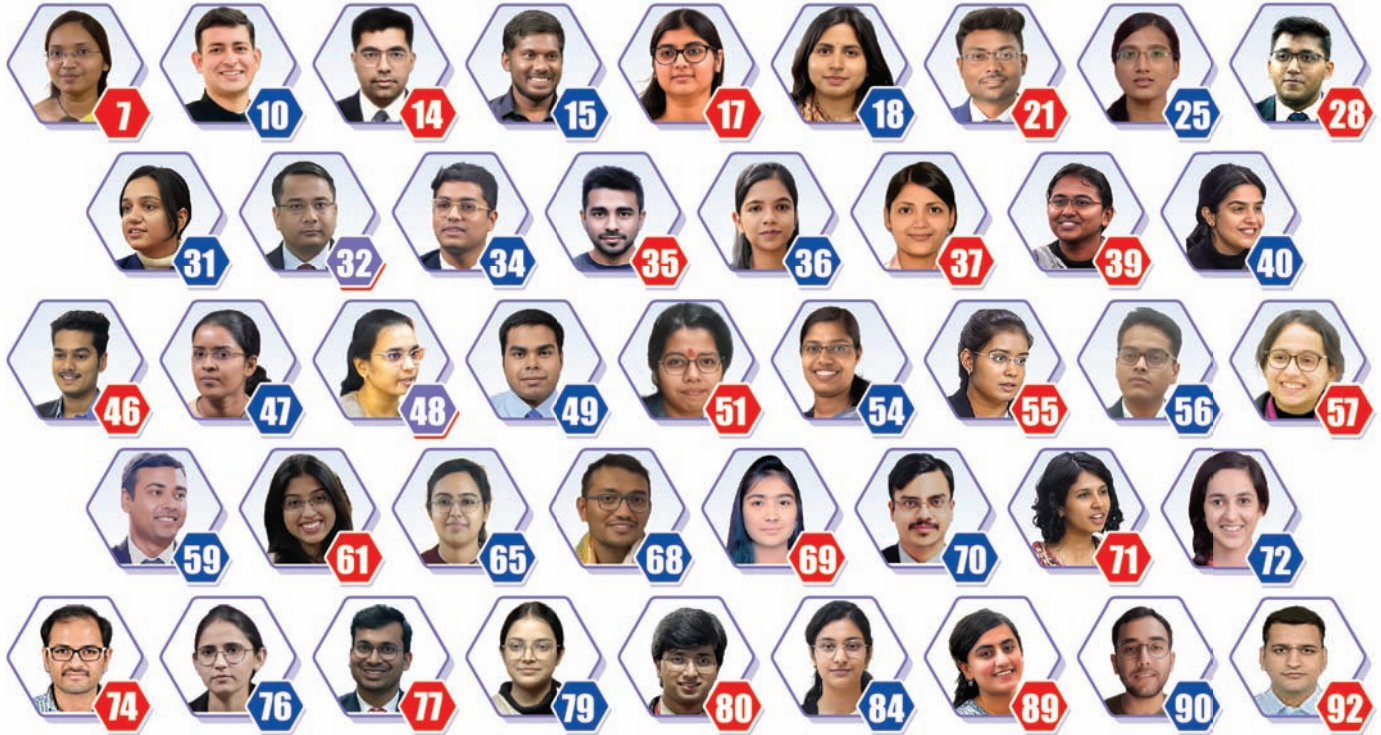
DATE	TOPIC	DESCRIPTION
POST TEST MENTORSHIP 18 OCTOBER, 2025	Mentorship Session: 19	
SECTIONAL TEST 19 OCTOBER, 2025	Complete Revision Test for Paper-2	
AFTER PRELIMS		
Mock - 1	PAPER - 1 (COMPLETE SYLLABUS)	
Mock - 2	PAPER - 2 (COMPLETE SYLLABUS)	
Mock - 3	PAPER - 1 (COMPLETE SYLLABUS)	
Mock - 4	PAPER - 2 (COMPLETE SYLLABUS)	

CSE RESULT

TOP 100 ALL INDIA RANKING UPSC-CSE 2024



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RESULT



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