

GS SCORE

An Institute for Civil Services

IAS 2022

PUBLIC ADMINISTRATION FOUNDATION 2022

BY: ASHUTOSH PANDEY

BATCH
STARTS

17
MAY, 2021

Visit:  www.iasscore.in



Programme **HIGHLIGHTS**

01



4.5 Months Comprehensive Classes.

02



Complete UPSC Syllabus of Public Administration.

03



Coverage of Paper 2 through 2nd ARC based issues and Current Perspectives, including Various Journals

04



Test Series including 8 Tests (6 Sectional and 2 Mock)

05



Comprehensive study material along with IIPA Notes, 2nd ARC Gist and relevant articles that are in Contemporary Debate

06



Discussion of Previous Year UPSC Question Papers & Most Important Areas for Mains 2021

07



Innovative Methodology, through the Study of Approaches for Paper 1 & Paper 2



Public Administration As Optional

Civil Services Examination selects the candidates who form the steel frame of the country. Selecting an optional is a crucial aspect for a candidate's strategy to succeed in this examination.

An optional for all seasons and an optional which is most relevant both from the perspective of the examination as well as what the successful candidates will do after selection is Public Administration.

It is one of the most scoring optionals and provides a substantial number of final selections in the order of merit.

Its overlapping nature along with the General Studies, provides a candidate with Public Administration a headstart and help him/her to leapfrog in scoring marks, which not only improves chances of selection, but also to get ahead in the merit list.

The empirical and analytical yet simple nature of syllabus positions Public Administration at a unique spot, wherein a single optional helps the candidate score well in GS, ethics as well in front essay and gives the candidate's preparation an edge above the lot. It also acts as a boost with regards to Personality Test, where knowledge of the intricacies of administration helps one answer the practical problems posed better.

With a finite, well defined syllabus from which questions largely revolve around the major heads given in the syllabus, along with its generalist approach helps Public Administration to get chosen by candidates from diverse backgrounds.

You can be one too, like many others who succeeded in this examination with the help of Public Administration. Not just get selected but be among a number of toppers who chose Public Administration.



Programme APPROACH

About the Course

This course has been specially designed for those who are

- ▶ Interested in opting public administration as optional without Academic Background of the subjects.
- ▶ Having roadblocks in understanding concepts and its applicability
- ▶ Even for those who have studied the subject but can not apply their knowledge as per the requirements of the UPSC
- ▶ Studied the subject on their own and facing problem in writing standard answer.

Study Material

We will provide comprehensive study material. The nature of study material will be two fold, one which will work as supplementary material to class lectures and second basic material of the subject. Though class notes would be enough to have a fair understanding of the subject and write authentic answers that can fetch high marks.

Tests

There will be 8 Tests including 7 Sectional Test and 1 Mock Test for self practice for which answers and discussions would be provided. The class will itself cover almost all the previous year questions along with practice questions.

Faculty

We at GS-SCORE have a team of capable and experienced faculty from eminent institutions such as JNU and IITs. The teaching methodology of Mr Ashutosh Pandey who is well known for his peculiar style and conceptual analysis, focuses on the subject's latest developments. He is a thorough academician with Masters in Technology from IIT, and having wide experience of UPSC with PA as an optional subject. He provides ample opportunity to clear doubts in the class itself. By his unique pedagogy, he has helped more than 1000 aspirants in fulfilling their dreams. The class proceeds by regularly given practice via class tests and feedback on their performance.

Ashutosh Pandey consistently makes an endeavour to develop the ability in students to interlink various topics in all sections of syllabus. This ability is suitably tested by our Test series program where students are thoroughly evaluated. one to one interaction is also provided by the Institute. Overall, the faculty maintains a balanced interaction-based teaching, careful monitoring of progress of students along with personal and detailed guidance for answer writing.

Why GS Score

The selection of the right coaching institute plays a vital role in IAS exams journey. The institute helps in developing the necessary skills required to qualify one of the most prestigious Civil service Examination. When it comes to finding BEST PUBLIC ADMINISTRATION Coaching in Delhi students tend to get confused.

To make your journey of UPSC exam outstanding, we at GS SCORE provide excellent guidance to aspirants for PUBLIC ADMINISTRATION Optional Classes for UPSC Mains.

The course is conducted under the mentorship and guidance of renowned faculty ASHUTOSH PANDEY. The faculty at GS SCORE always make an endeavour to develop the ability in students to interlink various topics in all sections of syllabus.

For the students who are unable to attend classroom program in Delhi we have launched dedicated PUBLIC ADMINISTRATION Online Classes which is one of the best Public Administration COACHING in Delhi.

Our programme includes identification of the core strength and weakness of the aspirants and to bank upon their strength and to minimzise the weakness. It also involves several psychometric tools for evaluation and constant motivation as well as monitoring of the aspirants.

Highlights of PUBLIC ADMINISTRATION Optional Classes:

- Detailed coverage of both political science paper I & II for UPSC mains exam
- Interlinking of various topics and its overlap with GS -esp PAPER 2 & PAPER 4
- Personalised attention
- Comprehensively updated classroom lectures
- Special lecture series on answer writing practice Printed and class notes
- Extensive answer writing practice
- Mock Tests

GS SCORE holds a tremendous record of successful candidates from PUBLIC ADMINISTRATION Coaching in the past many years continuously. Many students from our PUB AD Coaching for UPSC Mains by Ashutosh Pandey were able to achieve 300 Plus in PUBLIC AMINISTRATION Optional. To give you a real hand experience you can download the answer script of the PUBLIC ADMINISTRATION optional topper from our website Toppers Test Copy Section.



Procedure for **ONLINE CLASSES**

ONLINE CLASSES

- To enroll student has to register on the website using Registration Form or Google Login or Facebook Login.
- If already registered login with your username and password which you have used for registration.
- Account for Online Classes will be activated within one working day of Enrollment or before batch Starts.
- Classes will be conducted online as per the class schedule.
- Weekly Class Schedule will be uploaded into students account with session plan and doubt clearing sessions schedule.
- Study Material is into two formats i.e. printed and pdf.
- Printed Study Material, if any will be dispatched by courier within a week of enrollment.
- Soft Copy notes will be uploaded in PDF format into your account.

DOUBT CLEARING

- One on one doubt clearing session will be conducted with concern faculties on Google Meet as per schedule.
- Students can put their doubts in chat box given into their account with each session.
- Students can also interact with faculty though phone or whatsapp for doubt clearing.
- After evaluation of mains test copy, one on one discussion with respective faculty will be done on phone.

MAINS TEST SERIES

- ◉ Tests will be uploaded in PDF format in your account.
- ◉ To write the test students have to download the PDF of test paper booklet or write the test in A4 sheet with proper spacing as per UPSC pattern. After writing the test send us back scanned copy in pdf format for evaluation.
- ◉ Further evaluated test copy will be sent back to the students within 15 days after receiving the answer sheet.
- ◉ Test discussion video will be uploaded into your account on the scheduled test date.
- ◉ Once student will receive evaluated copy, one to one discussion with concerned faculty/experts will be arranged via phone call or live interaction.



Pub. Adm. SYLLABUS

PART-1

ADMINISTRATIVE THEORY

- ▶ **Introduction:** Meaning, scope and significance of Public Administration; Wilson's vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice approach; Challenges of liberalization, Privatisation, Globalisation; Good Governance: concept and application; New Public Management.
- ▶ **Administrative Thought:** Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model – its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C.Argyris, D.McGregor).
- ▶ **Administrative Behaviour:** Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.
- ▶ **Organisations:** 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.
- ▶ **Accountability and control:** Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.
- ▶ **Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

- ▶ **Development Dynamics:** Concept of development; Changing profile of development administration; 'Anti-development thesis'; 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.
- ▶ **Personnel Administration:** 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.
- ▶ **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.
- ▶ **Techniques of Administrative Improvement:** Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.
- ▶ **Financial Administration:** Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.

PART-2

INDIAN ADMINISTRATION

- ▶ **Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.
- ▶ **Comparative Public Administration:** Historical and sociological factors affecting administrative systems; Administration and politics in different countries; Current status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique.
- ▶ **Development Dynamics:** Concept of development; Changing profile of development administration; 'Anti-development thesis'; 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.

- **Personnel Administration:** 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.
- **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.
- **Techniques of Administrative Improvement:** Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.
- **Financial Administration:** Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.



Extended TOPICS COVERED

1. EVOLUTION OF PUBLIC ADMINISTRATION

- **Public Administration as Theory and Practice**
- **Models of Evolution:**
 - Golembiewski
 - Nicholas Henry
 - Nigro, Dimock and others
- **Contribution of Wilson, Critique and other theorists**
- **Simon Waldo Debatee**
- **Modern Approaches to the study of Public Administration**
 - Public Policy
 - Systems
 - Contingency
 - Post-Modernism
 - Governance
 - ◆ Gender Perspective
 - ◆ Post-Positivism
 - ◆ Post-Behaviouralism
 - ◆ Deconstructivism
 - ◆ Humanistic-Phenomenology
- **Model of Critique of Traditional**

Public Administration

- Public Choice
- Marxist Approach
- Neo-Marxist
- New Public Administration. [NPA-I, II, III]
- New Public Management [NPM]
- Blacksburg Manifesto
- Neo-Weberian State
- Post-Modern Governance
- E-Governance Models and Issues
- Governmentality and Community Power Approach
- Case Studies from Asian and Other Perspectives

➤ Other Contemporary Developments/Debate

- Neo-liberal State Debate
- Ethics in Administration Normative Concerns and Rationality
- Agendas of reform [Also Covers Topics from 2nd ARC]

2. THEORIES IN PUBLIC ADMINISTRATION

- ▶ **Approaches:** Wilson, Goodnow, White, Waldo, Taylor, Follet, Weber, Gulick and Urwick, Peter Drucker, Easton, Peter SengeBehaviourism in Public Administration:
 - Organizational Behavior & Characteristics
 - Leadership
 - Motivation
 - Communication
 - Emotional Intelligence
 - Methodology and Critique

3. PUBLIC POLICY

- ▶ **Approaches**
- ▶ **Contributors:**
 - Easton
 - Dror
 - Simon
 - Lindblom
 - Others
- ▶ Issues in Public Policy
- ▶ Case – Studies [IIPA etc.]
- ▶ Changing perspective in Policy Making in India

4. COMPARATIVE PUBLIC ADMINISTRATION

- ▶ **Methodology and Approaches**
- ▶ **Contributions of Riggs, Ferrel Heady, Weidner and Wilson**
- ▶ **Development Administration[DA]:**
 - Role of Public Administration in Development Administration
 - Post-Developmentalism and Critique
 - of Development Administration
 - Community Development Models
 - Sustainable Development
 - Role of Non-State Actors in Development and Issues:
 - ◆ NGOs

- ◆ SHG
- ◆ Civil Society
- ◆ Corporates
- Developmental Policies/Laws:
 - ◆ Environmental
 - ◆ Social
- ◆ Industrial
- **Global Issues in Development**
 - Conservation, Pollution, etc.
- **Role of Institutions**
 - Local Governments
 - Quasi-Judicial bodies etc.

5. ADMINISTRATIVE REFORMS

- **Civil Services**
 - Issues in Reforms
 - ◆ Personnel Management
 - ◆ Global Perspective
 - ◆ Judicial
- **Reforms in Criminal Justice System**
 - Judiciary
 - Police
 - Security Agencies
- **Administrative Perspective on New**
- **Problems of governance like**
 - Terrorism
- Naxalism
- Cyber Crimes
- Social Media Reforms
- Human Rights
- Women Issues
- **Role of Media & Administrative Reforms**
- **2nd ARC – Recommendations**
- **World Bank, UNPAN, Report**
- **discussions**
- **Role of District Administration: Need for Changes**

6. POLITICAL INSTITUTIONS AND THEIR ROLE

- **Reforms at the Institutional Level**
- **Centre-State Relations**
- **Issues in Federalism:**
 - Role of Niti Aayog
 - Governor
 - Expert/Constitutional bodies
 - CSS
- **Role of Audit and CAG**
- **Electoral Reforms:**
 - Issues.
 - Recommendations
- **Executive Vs Legislative**
- **Judicial Reforms:**
 - **Structural**
 - **Procedural**

TOP 100 ALL INDIA RANKING CSE 2019									
TOP 100 ALL INDIA RANKING CSE 2018									
TOP 100 ALL INDIA RANKING CSE 2017									
TOP 100 ALL INDIA RANKING CSE 2016									
TOP 100 ALL INDIA RANKING CSE 2015									

SUCCESS IS A PRACTICE WE DO!

GS SCORE
An Institute for Civil Services

1B, 2nd Floor, Pusa Road Karol Bagh, New Delhi-110005, (Adjacent to Karol Bagh Metro Gate No. 8)

91 8448496262 info@iasscore.in /iasscore