

Brochure of Public Administration Online Coaching

**For Any Query call us - +91 7827687693
(10 AM to 7 PM)**

Public Administration as an optional you are covering 1100 marks in Mains examination

Why only Public Administration as an optional ?

- ü In year 2012 almost half of the candidates qualified finally for the Civil Services examination had Public Administration as an optional (it has 2 in top 10, 6 in top 20, 21 in top 50, 44 in top 100 & 434 out of 910 selections)
- ü Public Administration not only covers an optional but also almost 60% of General Studies syllabus in terms of content and marks allotted
- ü Every year able to cover an essay from the 'Polity, Governance and Democracy' section.
- ü Interview has always been testing the candidates' suitability for Civil Service and Public Administration deals with the government in action or the Civil Service and that is what the civil service examination is all about.

In the light of recent changes in the syllabus of General Studies in year 2013, Public Administration if opted as an optional subject is going to place a student with cutting edge and a student without this subject as an optional is going to lack that competitive advantage.

One actually would prepare for 1100 marks = (500 marks for Public Administration as an optional subject + more than 50% of the General studies (i.e. 400 marks) as discussed below + 200 marks of Essay).

Link Between Public Administration and General Studies II, III and IV – A Survey

Public Administration- I and II (500 Marks)

The topics indicated in General Studies Paper II, III, and IV covered within Paper – II of Public Administration (Indian Administration) and certain chapters of Paper-I Administrative Behaviour, Accountability and Control, Public Policy, Financial Administration, Administrative Law, Development Dynamics, and Organisations.

General Studies – II (250 Marks)

Public Administration studies Constitution, Polity & Governance, Governance is exclusive area under Public Administration

- ü Indian Constitution- historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- ü Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- ü Separation of powers between various organs, Dispute Redressal Mechanisms and institutions.
- ü Comparison of the Indian constitutional scheme with that of other countries
- ü Parliament and State Legislatures - structure, functioning, conduct of business, powers & privileges and issues arising out of these.
- ü Structure, organization and functioning of the Executive and the Judiciary-Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- ü Salient features of the Representation of People's Act.
- ü Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.
- ü Statutory, regulatory and various quasi-judicial bodies.
- ü Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- ü Development processes and the development industry- the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- ü Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- ü Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources.
- ü Issues relating to poverty and hunger.
- ü Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures.
- ü Role of civil services in a democracy.

General Studies – III (250 Marks)

Disaster Management, Planning and Budgeting have been given special area of study under Public Administration.

- ü Issues relating to planning
- ü Inclusive growth and issues arising from it.
- ü Government Budgeting.
- ü Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth.
- ü Environment
- ü Disaster and disaster management.
- ü Role of external state and non-state actors in creating challenges to internal security.

- ü Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention
- ü Security challenges and their management in border areas; linkages of organized crime with terrorism
- ü Various Security forces and agencies and their mandate.

General Studies – IV (250 Marks)

Ethics, Integrity, Attitude and Emotional Intelligence etc. are also studied in Philosophy, Psychology and Sociology but its application in governance and administration is studied in public administration – this is what the essence of the new syllabus of 2013.

- ü Aptitude and foundational values of Civil Services, integrity, impartiality and non-partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker sections. (Topics studied only in 'Personnel Administration' chapter of Public Administration)
- ü Emotional intelligence-concepts, and their utilities and application in administration and governance. (The General Studies syllabus requires their application in Public Administration or Government only)
- ü Public/Civil service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance. (Covered under the Administrative ethics section of Public Administration)
- ü Probity in Governance: Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption. (Part of 'Accountability and Control' chapter of Public Administration)

Topics which are related to the core value of Public Administration

- ü Ethics and Human Interface: Essence, determinants and consequences of Ethics in - human actions; dimensions of ethics; ethics - in private and public relationships. Human Values - lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values.
(Without knowing the foundational concept of Administrative values & ethics of Public Administration, you cannot crack this topic)

- ü Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
- ü Case Studies on above issues

ESSAY (200 Marks)

Besides, a student of Public Administration will always find a favourable topic in Essay from 'Polity, Governance and Democracy'.

For Example, You can review previous years papers :

- ü Public Private Partnership (IAS 2012)
- ü Formation of smaller states, and it's implication on Administration, finance and development. (IAS 2011)
- ü Preparedness of our society for India's Global leadership role (IAS 2010)
- ü Globalization versus Nationalism. (IAS 2009)
- ü Role of media in Good Governance. (IAS 2008)
- ü Evaluation of Panchayati Raj System in India from the point of view of eradication of poverty to power to people (IAS 2007)
- ü Protection of Ecology and Environment is Essential for Sustained Economic Development(2006)
- ü Justice must reach the poor(2005)
- ü Judicial Activism and Indian Democracy (IAS 2004)
- ü How should a Civil Servant conduct himself ? (IAS 2003)
- ü Liability of Media in Democracy. (IAS 2002)
- ü What did we learn from Democracy (IAS 2001)
- ü Implication of Globalization on India (IAS 2000)
- ü India needs a better Disaster Management system (IAS 2000)
- ü Judicial Activism. (IAS 2000)
- ü Reservation, Politics and Empowerment (1999)
- ü The language problem in India: Its past, present and prospects(1998)
- ü Judicial Activism(1997)
- ü Need for Transparency in Public Administration. (IAS 1996)
- ü Whither Indian Democracy. (IAS 1995)
- ü Politics, Business and Bureaucracy – a fatal triangle(1994)
- ü The Challenges before a Civil Servant today(1994)
- ü Ecological considerations need not hamper development(1993)

Do not miss either of them if you want to take cutting edge in Public Administration , General Studies and Essay Paper

- (1) Gist of Important Articles from Indian Journal of Public Administration (For Public Administration optional , GS Paper II,III and IV and Essay paper)
- (2) Gist of Important National Committees Report(For Public Administration optional and GS Paper II,III and IV)

NOTE:

Both of the above-mentioned booklets are free with our (i)Online Course on Public Administration Mains and (ii)Study kit on Public Administration for Mains examination

For Any Query Related to Public Administration or This Programme call Course Director - +91 7827687693 (10 AM to 7 PM)

Our Online Course on Public Administration: An Introduction

This online course in Public Administration has been designed with keeping in view the best study material with a summary of the chapter in the slide presentation, comprehensive reference material (Administrative Reports, Categorized Papers of IAS Mains, Case Studies, Diagrams and Charts, Solved Papers of IAS Mains and Gist of IIPA Journals),online interaction with course director on discussion forum, and continuous evaluation through a regular online writing session in every chapter.

Both online discussion forum and evaluation page will give you insight to utilize the online study material & how to present your answers with the assistance of the Course Director. Although Participation in discussion forum and evaluation page is voluntary but we will encourage all our registered users to make active participation in both places with Course Director for generating various views of opinions so that in Mains examination you never fall short of words and concepts.

This online course in Public Administration is unique in itself and no other course in resemblance to it is available in online or offline market. It is simply 'The Ocean in Pot'.

Although this course is designed for UPSC- IAS but aspirants preparing for State Public Service Commission can also get advantage from it and can improve their overall understanding of the subject,depths and final marks in the examination.

This course is going to start at All India Level on first week of September and going to end on last week of November. Any aspirant preparing for UPSC-IAS and State Civil Services Examination and have even no background in Public Administration can join and easily understand this comprehensive course.

Our fees are always very nominal only to meet our course development and management expenses.

FEE FOR THIS COURSE- 1499/-

STRUCTURE OF THE COURSE

1. Public Administration Online Reading Material
2. Slide Presentation of the Summary of Every Chapter
3. Summary of Administrative Committees Recommendations(National and International) like Santhanam Committee on prevention of corruption, Sarkaria Committee, Punchhi Commission, Baswan Report and many more.
4. Gist of Selected Journals of IIPA (Indian Institute of Public Administration, New Delhi) of last 25 years(As per your requirements in the exam, which we know better)- This section will help you to improve your quality of answers of comments and long and short questions.
5. Categorized Unit and Sub-Unit Wise Question Papers of Public Administration of last 24 years
6. Solved papers of Public Administration of IAS-Mains of last 2 years
7. Case Studies on Public Administration-Collected from National and International Journals and Newspapers - Examples of case studies improve the quality of your long answers.
8. List of Useful Diagrams and Charts- While answer writing in Public Administration always pictorial presentations with explanations(of Diagrams and Charts) pay rich returns. We will provide you the list of few diagrams and charts with explanation and on the same pattern you have to develop exhaustive list.
9. Strategy and Suggested Reading - It is full of tips on areas of emphasis, caution while reading and writing ,how to write the answer (?) and Suggested Reading on Public Administration.
10. Overview of Main Linkages- In Public Administration in your answer you have to form linkages from five to six topics. This is shortest key to get high score in Public Administration. We will provide you the list of few main linkages and on the same pattern you have to develop exhaustive list.

NOTE- Serial No - 3 to 10 will given to the enrolled candidates before the completion of course (In November).

How to Target IAS/State Services Mains through our Online Coaching (?)

Public Administration is all that you see around you. It affects your life from the cradle to the grave. While the books that one refers to are by and large the same the difference lies in the approach, and for getting good marks in IAS/State Services Mains exam you have to improve your approach and for that we launched this online course .

In Paper One the students should develop a command over the first three chapters-Introduction, Administrative Thought and Administrative Behaviour as I feel these three chapters determine what PA is all about. The other use of linkages would mean that you apply what you study in paper I in paper II and vice-versa. Let's say for instance the first chapter "Introduction" in paper I consists of GOOD GOVERNANCE which we can apply in 'KAUTILYA ADMINISTRATION' of paper II. Another example would be to say apply Marry Parkar Follets theory of constructive criticism (Paper I) to solve the problem between Centre and States or between the political and administrative executives. This ability of linking concepts and topics from the two topics will definitely help to get very high marks and in this online course we will train you for this.

AREAS OF EMPHASIS FOR MAINS

- Administrative Thinkers such as Weber, Fayol, Simon, and Riggs.
- Organizational Theories
- Citizen and Administration
- Public Choice approach in Administration
- Good Governance
- PPP Model
- Challenges of LPG
- Bureaucracy and Development Administration
- Administrative Reforms
- PSUs
- Significant Issues in Indian Administration
- Urban and Rural Local Self Government

(eGov cliché: Why stand INLINE when you can be ONLINE)

100% COVERAGE OF SYLLABUS IN ONLINE PUBLIC ADMINISTRATION MAINS COURSE

ONLINE PUBLIC ADMINISTRATION MAINS COURSE is a very detailed and pinpointed analysis of every topics and sub-topics. No core definitions, sub-topics and inherent points are missing in our ONLINE PUBLIC ADMINISTRATION MAINS EXAMINATION READING MATERIAL. Notes are presented in pointwise form and for more clarity diagrams and charts are given at appropriate places.

NOW THE QUESTION IS.....

HOW WE ARE BETTER THAN OTHER ONLINE/OFFLINE COACHINGS AND PUBLICATIONS ?

Because we touched syllabus 100 % in our ONLINE PUBLIC ADMINISTRATION MAINS EXAMINATION COURSE.

Most of the coaching notes and books for Public Administration Mains Exam I found that they have either no understanding or vague understanding of following topics. As a result those topics are either missing or wrongly interpreted.

- (1) Ad hoc and Advisory Bodies
- (2) Regulatory Authorities
- (3) Anti-development Thesis
- (4) Code of Conduct in Personnel Administration
- (5) State Theories and public policy formulation
- (6) Network Analysis
- (7) Work Management
- (8) Union-State-Local Relations
- (9) Civil Services Activism
- (10) Global-Local Debate
- (11) Development dynamics
- (12) Politics and Administration with special reference to City Management
- (13) Criminalisation of politics and administration(No mention of Criminalisation of administration most of the places)
- (14) Police-public relations
- (15) Problems of administration in coalition regimes and few more topics

But we worked hard while developing the online Public Administration Mains Exam kit and came out of those mistakes committed by others. Now we can affirm you again that we touched syllabus 100 % in full clarity and explanation in our ONLINE PUBLIC ADMINISTRATION MAINS EXAMINATION COURSE KIT.

Do not misguided by the wrong approach and poor quality of books/notes.

WORK HARD....BEST OF LUCK

APPLY THESE TRICKS IN PUBLIC ADMINISTRATION MAINS EXAMINATION FOR SECURED HIGH MARKS (?)

Dear Candidates,

There are certain ways to catch the questions in Mains examination. Apply following tricks in your Mains examination for getting secured high marks.

1. Recognise the context of question- It may be.....
Parliamentary vs Presidential Government
Fact vs Value Debate
Informal vs Formal Organisation etc.
(It is part of our course curriculum)
2. Recognise the Statement Giver- This way you can....
....Guardians of traditions..... - Paul Pigors
....moral act and moral agent.... - Ordway Tead
.....various kinds of theories have grown around.... - Peter Self
....discipline is in jeopardy ,order disturbed and stability threatened.... -Henri Fayol
.....quasi-federal.... - K C Wheare
(In our online course we will give you complete list on it)
3. Recognise the key words of question-
e.g.
Question-"In a hierarchy every employee tends to rise his level of incompetence."Comment.
It is Peter Principal(Statement Giver) and the context of the question is Training (level of incompetence requires an employee to be trained)and key words are hierarchy,employee,level of incompetence. Make an interlinkages of all these three words and start writing your answer.
(A) Explain the meaning of all keywords of your question.
(B) Explain correlation of keyword with the understanding of entire sentence.
(In our online course we will train you for this)
4. Analyse your answer- In the light of following concepts
(A) (Administrative) Structure
(B) (Administrative) Process

(C) (Administrative) Behaviour

(C) (Administrative or Others) Ecological Frameworks

(In our online course we will develop your understanding and writing capability along these parameters.)

5. Go for Linkages – Linkages in question below can be

Question-“In a hierarchy every employee tends to rise his level of incompetence.” Comment.

Linkages-

- (a) Training and Employee
- (b) Training and Hierarchy
- (c) Training and level of incompetence
- (d) Training and Promotion

(In our online course we will give you complete list of Linkages)

6. Update your answer with latest developments of Seminars/Conferences related to Public Administration, enrich your answers with the administrative committees reports –National and International and Journals of Indian Institute of Public Administration(IIPA).

(In our online course we will give you gist of Journals of Indian Institute of Public Administration(IIPA), Gist of the reports of administrative committees and your study materials will be updated with such all Administrative Seminars/Conferences)

7. Use Diagram and Charts in your answer- It should be explained as per the requirements of the question.

(In our online course we will give you complete list of diagrams and charts)

Work Hard with these Tricks. Have a Nice Day.

Online IAS Coaching for Public Administration Mains Exam

- 100% Syllabus Covered
- 5 Days Free Trial Classes
- Course Duration 12 Months



For Any Query Call our Course Co-Ordinators at: +91 7827687693, 011 - 45151781

What you will Get (?)

- Public Administration (Paper - I & II) Online 100 % Reading Material of the Syllabus (Which Can be saved easily)
- Slides (For Giving Summary of Each Chapters) - PDF COPY
- Gist of National Administrative Committees Reports - PDF COPY
- Gist of Important Articles from the Journals of IIPA of last 25 years (Indian Institute of Public Administration, New Delhi)- PDF COPY
- Categorized Unit and Sub-Unit Wise Question Papers of Public Administration- PDF COPY
- [Current Public Administration, A Monthly Magazine](#)- PDF COPY
- List of Useful Diagrams and Charts- In Public Administration always pictorial presentations with explanations pay rich returns.- PDF COPY
- [Weekly Mains Exam Answer Writing Challenge](#)- Public Administration- PDF COPY
- Model Question and Answer - PDF COPY
- Test as per UPSC- Mains examination requirement, proper evaluation of answer sheet and feedback.
- Strategy and Suggested Reading - It is full of tips on areas of emphasis, caution while reading and writing ,how to write the answer (?) and Suggested Reading on Public Administration.
- Overview of Main Linkages- In Public Administration in your answer you have to form linkages from five to six topics. This is shortest key to get high score in Public Administration.
- Online and Telephonic interaction with the Course Co-ordinator, and continuous evaluation through a regular online writing session in every chapter.
- The regular support in the form of sharing with you updates, articles, reports and book briefing related to Public Administration. The purpose is to give you cutting edge over others.

For Full Information Click Here:

<http://iasexamportal.com/civilservices/courses/ias-mains-pub-ad>

MEANING OF 'LINKAGES' IN PUBLIC ADMINISTRATION

As we all know Public Administration is most interdisciplinary among all social sciences as a result it is highly dynamic and analytical.

Linkages are very important in the context of Public Administration. Since Public Administration is highly analytical, 'Linkages' mean thrust should be on applying the related concepts of Paper I in Paper I and II and ; related concepts of Paper II in Paper II and I. It is also known as 'Concept of Overlappings'.

In comments section you have required to form linkages from three to four topics , in 30 marks question five to six topics and in 60 marks question eight to nine topics. This one is key for getting high marks in Public Administration.

Read this one also.....

<http://www.iasexamportal.com/civilservices/courses/ias-mains-pub-ad/tips-tricks>

Question-“In a hierarchy every employee tends to rise his level of incompetence.” Comment. (20 Marks)

Linkages-

- (a) Training and Employee
- (b) Training and Hierarchy
- (c) Training and level of incompetence
- (d) Training and Promotion

Question-Elaborate the World Bank's Concept of Good Governance. (30 Marks)

Linkages-

- (a) Good Governance and Kautilya
- (b) Good Governance and Parliamentary Democracy
- (c) Good Governance and Human Rights
- (d) Good Governance and E-Governance
- (e) Good Governance and Civil Society
- (f) Good Governance and Public Service

Question-Democracy and good governance are contradictions in terms. Discuss with examples.(60 Marks)

Linkages-

- (a) Good Governance and Misgovernance
- (b) Good Governance and Rule of Law
- (c) Good Governance and Responsible Democracy
- (d) Good Governance and good government of society
- (e) Good Governance and Sustainable Environment
- (f) Good Governance and Transparency
- (g) Good Governance and Decentralization
- (h) Good Governance and Education for All

The search for good governance is an endless one. In today's complex world , government alone is not capable of coping with myriad problems. Democracy is most popular form of the government although it was never method of governance which was ever regarded as Good.

Frequently Asked Questions (FAQs)- About IASEXAMPORTAL online Public Administration Mains Examination Course & Public Administration Study Kit

1Q. How can this course will help a working professional ?

This course has been designed keeping in view the demands of both working professionals and (non-working) students. Since here there is no boundation of timings so every useful for working professionals. Here everything on page either online(online course on Public Administration Mains Examination) and offline(our printed study material for Public Administration Mains Exam).

<http://www.iasexamportal.com/coaching/how-it-works>

2Q. What is the structure of online Public Administration Mains Examination Course ?

STRUCTURE OF THE COURSE

1. Public Administration Online Reading Material
2. Slide Presentation of the Summary of Every Chapter
3. Summary of Administrative Committees Recommendations(National and International) like anthanam Committee on prevention of corruption, Sarkaria Committee, Punchhi Commission, Baswan Report and many more.
4. Gist of Selected Journals of IIPA (Indian Institute of Public Administration, New Delhi) of last 25 years(As per your requirements in the exam, which we know better)- This section will help you to improve your quality of answers of comments and long and short questions.
5. Categorized Unit and Sub-Unit Wise Question Papers of Public Administration of last 24 years
6. Solved papers of Public Administration of IAS-Mains of last 2 years
7. Case Studies on Public Administration-Collected from National and International Journals and Newspapers - Examples of case studies improve the quality of your long answers.
8. List of Useful Diagrams and Charts- While answer writing in Public Administration always pictorial presentations with explanations(of Diagrams and Charts) pay rich returns. We will provide you the list of

Printed Study Kit for Public Administration for IAS Mains Exams

<http://www.iasexamportal.com/civilservices/study-kit/ias-mains-public-administration>

few diagrams and charts with explanation and on the same pattern you have to develop exhaustive list.

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For more visit <http://www.iasexamportal.com/civilservices/courses/ias-mains-pub-ad>

3Q. Can online/printed study material is sufficient for Public Administration IAS Mains ?

No, with these materials we are providing you 24x 7 e-platform for live-chat or forums for discussions and queries.

<http://www.iasexamportal.com/coaching/chat>

<http://www.iasexamportal.com/coaching/forum>

4Q. I have some confusion regarding 'online course' and 'printed study material' (?) Please help.

Here 'online course' and 'printed study material' for Public Administration Mains Examination are two different concepts but purpose is same to serve you. LET ME Elaborate...

When you join our online course for Public Administration Mains at a very economic price of rupees 1499/- you will get all the study materials of Public Administration Paper I & II online with chat forum, e-discussion, home assignments and slide presentation of whole syllabus.

Please visit for knowing more <http://www.iasexamportal.com/civilservices/courses/ias-mains-pub-ad>

Link for paid registration ... <http://store.kalinjar.com/courses-ias-mains-pub-ad-id-247332.html>

Link for free registration-DEMO (Only for limited period)...

<http://www.iasexamportal.com/coaching/demo>

On the other hand our Printed Study materials course for Public Administration Mains Examination are not part of our online course. The price of our printed study materials are Rs.3999/- only. Although we have special discounts on printed materials for our online members. Please visit....

<http://www.iasexamportal.com/coaching/hard-copy> and all the services provided to an online member is free for those who subscribes our printed study materials at the price of Rs.3999/- only.

Structure of Materials and Privileges in subscribing 'Printed Study Materials Course of Public Administration Mains' at the Price of Rs.3999/- (Delivered through Post):

Online Coaching for Public Administration for IAS Mains

<http://www.iasexamportal.com/civilservices/courses/ias-mains-pub-ad>

1. Public Administration (Paper I and Paper II) - Printed Reading Material covering whole syllabus (No need of book reading is required thereafter)
2. Summary of Administrative Committees Recommendations (National and International) like Santhanam Committee on prevention of corruption, Sarkaria Committee, Punchhi Commission, Baswan Report, Second Administrative Reforms Commission, and many more National and International Committees.
3. Gist of Selected Journals of IIPA (Indian Institute of Public Administration, New Delhi) of last 25 years (As per your requirements in the exam, which we know better) - This section will help you to improve your quality of answers of comments and long and short questions.
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10. All the privileges of an online member.

Schedule of First Batch:-

<http://www.iasexamportal.com/civilservices/courses/ias-mains-pub-ad/schedule>

<http://www.iasexamportal.com/civilservices/courses/ias-mains-pub-ad>

Printed Study Materials:-

All the printed study materials for Public Administration Mains Examination is ready.

5Q. How can I ask questions in Online Course ?

You can ask your questions in live chat and forums.

Printed Study Kit for Public Administration for IAS Mains Exams

<http://www.iasexamportal.com/civilservices/study-kit/ias-mains-public-administration>

Online Coaching for Public Administration for IAS Mains

<http://www.iasexamportal.com/civilservices/courses/ias-mains-pub-ad>

<http://iasexamportal.com/coaching/chat>

<http://iasexamportal.com/coaching/forum>

You can post Public Administration questions to your COURSE DIRECTOR for ANSWER

<http://iasexamportal.com/coaching/forum/ask-your-questions-public-administration-course-director>

You will be given Home Assignments in every chapter by your COURSE DIRECTOR and will be evaluated by him.

<http://iasexamportal.com/coaching/demo/ias-mains-pubad-questions>

For Technical Issues,online related queries,postal delivery status and overall support:-

Email-You can contact us via [email](#)

Call our Moderators(11 AM to 6 PM)- [+91 011 - 45151781](tel:+9101145151781)

6Q. What are the Timings for classes?

Our 24x7 e-learning platform allows you to read materials anytime and at your own pace.

7Q. Is there any VIDEO Classes?

There are no video classes. Slides and Text Materials will be provided. ([Demo](#))

8Q. I dont have internet Banking, how can I pay offline?

yes. click here to [offline payment Options](#).

9Q. I want to see the Demo of classes, before i enroll.

[click here for demo classes..](#)

10Q. How much time it takes to activate Login Details?

within 48 Hours after payment confirmation from bank.

11Q. Can i Join in between the Batch?

Yes, See schedule and if you can cover last days classes, you can join.

12Q. What will Happen after Course is Over?

After course, your account will be active as free account and will be able to access only limited content.

Printed Study Kit for Public Administration for IAS Mains Exams

<http://www.iasexamportal.com/civilservices/study-kit/ias-mains-public-administration>

Comparison of Our Study Kit Contents with The Public Administration Mains Syllabus

The objective is to provide the clear cut information about our study kit contains, so that you can evaluate the standard & relevance of our study kit. We hope you all infer this right conclusion after reading the comparison list. For further clarification and query call our course director.

PAPER I

UPSC SYLLABUS:-

1. 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.

CONTENTS OF OUR STUDY KIT:-

Chapter: 1 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
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:-

2. 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).

CONTENTS OF OUR STUDY KIT:

Chapter: 2 Administration 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).
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UPSC SYLLABUS:

3. Administrative Behavior:

Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.

CONTENTS OF OUR STUDY KIT:

Chapter: 3 Administrative Behavior

- Process and techniques of decision-making;
- Communication;
- Morale;
- Motivation Theories – content, process and contemporary;
- Theories of Leadership: Traditional and Modern.
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UPSC SYLLABUS:

4. 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.

CONTENTS OF OUR STUDY KIT:

Chapter: 4 Organisation

- 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.
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UPSC SYLLABUS:

5. 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.

CONTENTS OF OUR STUDY KIT:

Chapter: 5 Accountability & 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.
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UPSC SYLLABUS:

6. Administrative Law:

Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

CONTENTS OF OUR STUDY KIT:

Chapter: 6 Administrative Law

- Meaning, scope and significance;
- Dicey on Administrative law;
- Delegated legislation;
- Administrative Tribunals
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UPSC SYLLABUS:

7. 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.

CONTENTS OF OUR STUDY KIT (CPA):

Chapter: 7 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.
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UPSC SYLLABUS:

8. Development Dynamics:

Concept of development; Changing profile of development administration; 'Antidevelopment 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.

CONTENTS OF OUR STUDY KIT:

Chapter: 8 Development Dynamics

- Concept of development;
- Changing profile of development administration
- 'Antidevelopment 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.
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UPSC SYLLABUS:

9. 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.

CONTENTS OF OUR STUDY KIT:

Chapter: 9 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.
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UPSC SYLLABUS:

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.

CONTENTS OF OUR STUDY KIT:

Chapter: 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

11. 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.

CONTENTS OF OUR STUDY KIT:

Chapter: 11 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

12. Financial Administration:

Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.

CONTENTS OF OUR STUDY KIT:

Chapter: 12 Financial Administration

- Monetary and fiscal policies;
- Public borrowings and public debt
- Budgets - types and forms;
- Budgetary process;
- Financial accountability;
- Accounts and audit.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

PAPER II

UPSC SYLLABUS:

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.

CONTENTS OF OUR STUDY KIT:

Chapter: 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

2. Philosophical and Constitutional framework of government:

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

CONTENTS OF OUR STUDY KIT:

Chapter: 2 Philosophical and Constitutional framework of government

- Salient features and value premises;
- Constitutionalism;
- Political culture;
- Bureaucracy and democracy;
- Bureaucracy and development.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

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.

CONTENTS OF OUR STUDY KIT:

Chapter: 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

4. Union Government and Administration:

Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

CONTENTS OF OUR STUDY KIT:

Chapter: 4 Union Government and Administration

- Executive, Parliament, Judiciary - structure, functions, work processes; recent trends; Intragovernmental relations;
- Cabinet Secretariat;
- Prime Minister's Office;
- Central Secretariat;
- Ministries and Departments;
- Boards; Commissions;
- Attached offices;
- Field organizations.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

5. Plans and Priorities:

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.

CONTENTS OF OUR STUDY KIT:

Chapter: 5 Plans and Priorities

- 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

6. State Government and Administration:

Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.

CONTENTS OF OUR STUDY KIT:

Chapter: 6 State Government and Administration

- Union-State administrative, legislative and financial relations;
- Role of the Finance Commission;
- Governor;
- Chief Minister;
- Council of Ministers;
- Chief Secretary;

- State Secretariat;
- Directorates.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

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.

CONTENTS OF OUR STUDY KIT:

Chapter: 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

8. Civil Services: Constitutional position:

Structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism.

CONTENTS OF OUR STUDY KIT:

Chapter: 8 Civil Services

- Structure, recruitment-civil services
- training and capacity-building;
- Good governance initiatives;
- Code of conduct and discipline;
- Staff associations;
- Political rights;
- Grievance redressal mechanism;

- Civil service neutrality;
- Civil service activism.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

9. Financial Management:

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.

CONTENTS OF OUR STUDY KIT:

Chapter: 9 Financial Management

- 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.
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UPSC SYLLABUS:

10. Administrative Reforms since Independence:

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

CONTENTS OF OUR STUDY KIT:

Chapter: 10 Administrative Reforms since Independence

- Major concerns of Administrative Reforms;
- Important Committees and Commissions;
- Reforms in financial management and human resource development;
- Problems of implementation

- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

11. Rural Development:

Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.

CONTENTS OF OUR STUDY KIT:

Chapter: 11 Rural Development

- Institutions and agencies since independence;
- Rural development programmes: foci and strategies;
- Decentralization and Panchayati Raj;
- 73rd Constitutional amendment.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

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.

CONTENTS OF OUR STUDY KIT:

Chapter: 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

13. Law and Order Administration:

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; Criminalisation of politics and administration; Police- public relations; Reforms in Police.

CONTENTS OF OUR STUDY KIT:

Chapter: 13 Law and Order Administration

- 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;
- Criminalisation of politics and administration;
- Police- public relations;
- Reforms in Police.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

UPSC SYLLABUS:

14. Significant issues in Indian Administration:

Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen- dministration interface; Corruption and administration; Disaster management.

CONTENTS OF OUR STUDY KIT:

Chapter: 14 Significant issues in Indian Administration

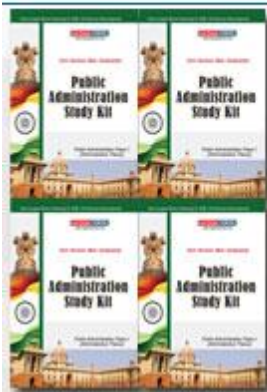
- Values in public service;
- Regulatory Commissions;
- National Human Rights Commission;
- Problems of administration in coalition regimes;
- Citizen- dministration interface;
- Corruption and administration;
- Disaster management.

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