INTERACTIVE PUBLIC ADMINISTRATION MAINS TEST SERIES 2013: MODULE I (17 MOCK TESTS)

ANSWER WRITING EVALUATION PROGRAMME
(Experts Support: Telephonic Discussion / Email Interaction)

Program Objective:
This is a comprehensive and intensive ‘interactive’ distance learning program focusing on sincere IAS Aspirants who will appear in Civil Service Exam 2013. Our experts provide step by step guidance to aspirants for understanding the concepts of the subject and preparing them for effective answer writing.

Approach & Strategy:
Our simple, practical and focused approach will help aspirants understand the demand of UPSC exam effectively. Our strategy is to constantly innovate to keep the preparation process dynamic and give personalized attention to individual aspirants based on factors like core competence, availability of time and resource and the requirement of Civil Service Exam. Our Interactive Learning approach (Email / Telephonic Discussion: Experts with Aspirants) will continuously improve aspirant’s performance and move their preparation in the right direction.

Number of Mock Tests: 17
Fee: Rs 11000
Nature: Flexible

Date of dispatch: Reschedule on the demand of the aspirants [Schedule A (Interval: 21 Days), Schedule B (15 Days) and Schedule C (Personalized scheduling)]

MODE of dispatch: Printed material via airmail / PDF material via email / download material from Vision IAS Mains test Series Platform (Login/password)

What you will get:
- Login id & Password for performance analysis of aspirants (Innovative Assessment System)
- Mock Test Papers & answer sheet (17 Tests)
- Evaluated Answer Booklet by experts with proper feedback, comments & guidance
- Answer format (Synopsis) of Mock Test paper
- Analysis of Mock Test papers based on difficulty level & nature of questions.
- Comprehensive analysis of previous year questions.
- Value Addition material - Summary: 2nd ARC Report + Relevant Articles: IJPA Journal + relevant current Affairs: interlinked with Public Administration etc.

INNOVATIVE ASSESSMENT SYSTEM:
- Static & dynamic Potential of Mock test papers (Scoring Potential); Macro & Micro performance Analysis of aspirants, Section wise analysis, Comparison of your Marks vs Potential of each Question, Difficulty Analysis, All India Rank, comparison with toppers, Geographical Analysis, Integrated Score Card, Analysis of Mock Test papers based on difficulty level & nature of questions etc.
- Potential - Potential of the Question will be determined by difficulty level (E, M, D, VD) & nature of questions (F, CA, FCA), Expert Experience Value and Previous Year Data base Value

SCHEDULE, CONTENT & REFERENCE

<table>
<thead>
<tr>
<th>TEST No.</th>
<th>Date of Mock Test</th>
<th>Topics covered</th>
<th>Primary (Essential) Sources</th>
<th>Secondary (Desirable) Sources</th>
<th>Tertiary (Optional/Additio nal) Sources</th>
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</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>February 5 2012</td>
<td>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).</td>
<td>M. Laxmikanth: Pub.Adm; SHARMA &amp; SADANA: Public Administration; Adm thinkers-prasad and Prasad; Mohit Bhattacharya: New Horizons of Public Administration</td>
<td>Nicholas Henry: Public Administration and Public Affairs; Special Issues of Indian Journal of Public Administration; IGNOU NOTES(MA)</td>
<td>FADIA &amp; FADIA: Public Administration</td>
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<td>February 5 2012</td>
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<td>Test 2</td>
<td>February 26 2012</td>
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<td>• Administrative Behaviour: Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.</td>
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<td>• 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</td>
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<td>• 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.</td>
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<td>• Stephen P. Robbins: Organisational behaviour</td>
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<td>• Mohit Bhattacharya: New Horizons of Public Administration</td>
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<td>• S. L. Goel: Personnel Administration in India.</td>
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<td>• Glenn :Stahl: Public Personnel Administration</td>
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<td>Test 3</td>
<td>March 18 2012</td>
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<td>• 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; Riggian models and their critique.</td>
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<td>• 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.</td>
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<td>• R.K. Arora: Comparative Public Administration</td>
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<td>• Ferrel Heady: Public Administration-A Comparative Perspective</td>
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<td>Test 4</td>
<td>April 8 2012</td>
<td>March 18 2012</td>
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<td>• 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.</td>
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<td>• Administrative Law: Meaning, scope and significance; Apte on Administrative law; Delegated legislation; Administrative Tribunals.</td>
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<td>• 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</td>
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<td>• Mohit Bhattacharya: New Horizons of Public Administration</td>
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<td>• Special Issues of Indian Journal of Public Administration on Accountability</td>
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<td>• M.P. Jain: Administrative Law</td>
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<td>Test 5</td>
<td>April 29 2012</td>
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<td>• 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.</td>
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<td>• Financial Administration: Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.</td>
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<td>• R. K. Sapru: Public Policy</td>
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<td>• G.S. Lal: Financial Administration in India</td>
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<tr>
<th>Test 6</th>
<th>May 20 2012</th>
<th>Evolution of Indian administration: Kautilya’s Arthashastra, Mughal administration, legacy of British rule in politics and administration, Indianisation of public services, revenue administration, district administration, local self-government.</th>
<th>M. Laxmikant - Indian polity / D D Basu</th>
<th>THE HINDU</th>
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<tbody>
<tr>
<td>April 15 2012</td>
<td>Philosophical and constitutional framework of government: salient features and value premises, constitutionalism, political culture, bureaucracy and democracy.</td>
<td>Arora &amp; Goel: Indian Public Administration</td>
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<td>B.N.Puri Administrative History of India (Vol. I, II and III)</td>
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<td>Civil services: constitutional position, structure, recruitment, training, and capacity building, good governance initiatives, code of conduct, discipline, staff associations, political rights, grievance redressal mechanism, civil service neutrality, civil service activism.</td>
<td>2nd ARC recommendations</td>
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<td>S.L. Goel Personnel Administration in India</td>
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<td>• M. Laxmikant - Indian polity / D D Basu</td>
<td>Punchhi Commission recommendations</td>
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<td>• Arora &amp; Goel: Indian Public Administration</td>
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<td>Punchhi Commission recommendations</td>
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<td>• • • • Arora Goel</td>
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<td>• Public sector undertakings: public sector in modern india, forms of public sector under takings, problems of autonomy, accountability and control, impact of liberalisation and privatisation.</td>
<td>Fadia &amp; Fadia</td>
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<td>• • • • 2nd ARC recommendations</td>
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<td>Test 7</td>
<td>June 10 2012</td>
<td>Plans and priorities: machinery of planning, role, composition and functions of the planning commission and the national development council, role of finance commission, indicative planning, process of plan formulation at union and state levels.</td>
<td>Punchhi Commission recommendations</td>
<td>• • • • Avasthi Central Administration</td>
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<td>April 29 2012</td>
<td>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, role of CAG.</td>
<td>2nd ARC recommendations</td>
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<td>• • • • Yojana and Kurukshetra</td>
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<td>• Public sector undertakings: public sector in modern india, forms of public sector undertakings, problems of autonomy, accountability and control, impact of liberalisation and privatisation.</td>
<td>Fadia &amp; Fadia</td>
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<td>• Plans and priorities: machinery of planning, role, composition and functions of the planning commission and the national development council, role of finance commission, indicative planning, process of plan formulation at union and state levels.</td>
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<td>• • • • Yojana and Kurukshetra</td>
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<td>Test 8</td>
<td>July 1 2012</td>
<td>Union government and administration: executive, parliament, judiciary- structure, functions, work process, recent trends, intragovernmental relation, cabinet secretariat, prime minister office, central secretariat, ministers and departments, boards and commissions, attached offices, field organisations.</td>
<td>M.Laxmikant/D.D. Basu</td>
<td>• • • • A.Avasthi Central Administration</td>
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<tr>
<td>May 13 2012</td>
<td>State government and administration: union-state administrative, legislative, financial relation, governor, chief minister, council of minister, chief secretary, state secretariat, directorates.</td>
<td>Arora Goel</td>
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<td>• • • • J.D. Shukla State Administration</td>
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<td>District administration since independence: changing role of collector, union-state-local relations, imperatives of development management and law and order administration.</td>
<td>2nd ARC recommendations</td>
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<td>• • • • T.N. Chaturvedi District Administration</td>
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<td>Punchhi Commission recommendations</td>
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<td>• • • • T.N. Chaturvedi District Administration</td>
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<td>• District administration since independence: changing role of collector, union-state-local relations, imperatives of development management and law and order administration.</td>
<td>Arora Goel</td>
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<td>• • • • J.D. Shukla State Administration</td>
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<td>Test 9</td>
<td>July 22 2012</td>
<td>Rural development: institutions and agencies since independence, rural development programmes, foci and strategies, decentralisation and panchayati raj, and constitutional amendment</td>
<td>M.Laxmikant/D.D. Basu</td>
<td>• • • • IIPA journals</td>
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<td>May 27 2012</td>
<td>Urban local government: main features, structures, finance and problem areas, 74th constitutional act, global – local debate, new localism, development dynamics, politics and administration with special reference to city management.</td>
<td>Arora Goel</td>
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<td>• • • • S.R. Maheswari Local Government in India</td>
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<td>Miscellaneous topics: decentralised planning for economic development and social justice, district administration and democratic decentralisation.</td>
<td>2nd ARC recommendations</td>
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<td>• • • • Yojana and Kurukshetra</td>
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<td>• Rural development: institutions and agencies since independence, rural development programmes, foci and strategies, decentralisation and panchayati raj, and constitutional amendment</td>
<td>Punchhi Commission recommendations</td>
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<td>• • • • Arora Goel</td>
<td>2nd ARC recommendations</td>
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| Test 10 | August 12 2012  
June 10 2012 |
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| **• Administrative reforms since independence:** major concerns, important committees and commissions, reforms in financial management and human resource development, problems of implementation.  
**• Law and order administration:** British legacy, national police commission, investigative agencies, role of central and state agencies including paramilitary forces, criminalisation of politics and administration, police-public relation, reforms in police.  
**• Significant issues in Indian administration:** values in public service, regulatory commission, NHRC, problems of administration in coalition regime, citizen-administration interface, corruption and administration, disaster management. |
| Test 11 | Sept. 2 2012  
June 24 2012 |
| Test 12 | Sept. 23 2012  
July 8 2012 |
| Test 13 | October 14 2012  
July 22 2012 |
| Test 14 | June 16 2013  
June 16 2013 |
| Test 15 | July 14 2013  
July 14 2013 |
| Test 16 | August 11 2013  
August 11 2013 |
| Test 17 | Sept. 8 2013  
Sept. 8 2013 |
| **• Arora Goel  
• Fadia & Fadia  
• 2nd ARC recommendations  
• Punchhi Commission recommendations  
• Special Issue of Indian Journal of Public Administration on Administrative Reforms  
• THE HINDU** |

**Note:** Remaining Full length Mock test papers will be conducted after Civil Service Prelim 2013 (CSAT 2013) exam.
FOCUS: Answer writing skill development, Structure & presentation of answer, How to present facts, information & knowledge in the answer, Understanding actual requirement (key words, Context & Content) of the UPSC in the different marks types questions (30 Marks, 20 marks, 15 marks, 12 marks, 10 marks) and which questions should be attempted for good score (strategy & approach), Understanding your current state preparedness & required action plans and Framing your mind towards actual pattern, toughness and timing of the actual UPSC Examination.

PHILOSOPHY: The pattern of UPSC Mains exam is very dynamic and unpredictable. Therefore Mock Test papers should be designed based on latest pattern of UPSC. Our team frame the questions (F, CA, FCA, U) with different difficulty level (E, M, D, V) in the Mock test papers. So that the aspirants can simulate the UPSC exam in real sense, understand the demand of the exam and develop effective writing skills.

Difficulty Level (DL): Easy (E), Medium (M), Difficult (D), Very Difficult (V)
Nature of Question (Nature): Fundamental /Conceptual /Conventional (F), Current Affairs (CA), Fundamental + Current Affairs (FCA) and Unconventional (U)

Concept behind designing Mock Test Question paper with proper consideration of latest pattern of UPSC

UPSC CRITERIA: Criteria for assessment of candidate performance in the written IAS exam as per UPSC instruction:
“The main Examination is intended to assess the overall intellectual traits and depth of understanding of candidates rather than merely the range of their information and memory”. -Union Public Service Commission (UPSC)

METHODOLOGY: Methodology for evaluation of Answer sheet:
Our expert will evaluate aspirant’s answer sheet on following indicators and their experience in the field UPSC.

<table>
<thead>
<tr>
<th>EVALUATION INDICATORS</th>
<th>QUESTION No. Score (1 – 5)</th>
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<tr>
<td>1. Alignment Competence</td>
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<td>2. Context Competence</td>
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<td>3. Content Competence</td>
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<td>4. Language Competence</td>
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<td>5. Introduction Competence</td>
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<td>6. Structure – Presentations Competence</td>
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<td>7. Conclusion Competence</td>
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Score: Scale: 1- 5: 5 – Outstanding 4 – Excellent 3 – Good 2 – Average 1 - Poor

- Total Marks in the question has been given on proper consideration of weightage of every evaluation indicators based on nature of the questions and UPSC experience of the expert.
- The score of every indicator for any question will highlight candidate’s competence performance (for understanding of the level of quality of the question and required action plans).

BASIC UNDERSTANDING OF FOLLOWING DESIGNED COMPETENCES:

♦ Alignment Competence:
  - Writing the answer according to the actual requirement of the questions
  - Focus on Key words & Tail words effectively (Elucidate – Explain, Comment, Examine, Critically examine, Discuss, Analyze, Illustrate, Review, Argue, Justify etc.)
◆ **Context Competence:**
  - Contextual understanding of the Questions
  - Present relevant information, choice of words and proper statement

◆ **Content Competence:**
  - Content of the answer in the contextual framework

◆ **Language Competence:**
  - Optional Subject Specific Language not used general words in the optional paper (but in General Studies language should be simple and clear)
  - Appropriate words at proper place, Word limits

◆ **Structure – Presentation Competence:**
  - Proper systematization in the structure of the answer, Proper consideration of priority and focus of given ideas
  - Logical structure of sentence and their connectivity
  - Proper visibility of idea through facts, data, diagram, figure, illustration according to the requirement of the question

◆ **Introduction – Conclusion Competence:**
  - Impressive beginning and ending of the answer, Give your opinion only when asked for it
  - Incorporate your opinion from different perspective in a balance manner

---

**INTERACTIVE LEARNING PROGRAMME**

[STUDY MATERIAL & MAINS TEST SERIES]

**Answer Writing Evaluation Programme**

()- Classroom Program

# General Studies  # Sociology  # Public Adm  # Geography
# Philosophy  # Psychology

()- Distance Learning Program

# CSAT (G.S. PRE. & APTITUDE TEST)

Essay & Interview Enrichment Programme

# One year programme
# Two Years Integrated programme

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**~ ONLINE ~**

~ DISTANCE LEARNING ~

**IAS MAINS / PRELIM TEST SERIES**

~ CLASSROOM ~

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