



Under the Guidance of **Ajay Kumar Singh** (B.Tech. IIT Roorkee , Director & Founder : Vision IAS)

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

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

-Team Vision IAS

+ Value Addition material - Summary: 2nd ARC Report + Relevant Articles: IJPA Journal + relevant current Affairs: interlinked with Public Administration etc.

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)

Starting on: February 5 , 2012

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

TEST No.	Date of Mock Test Schedule A Schedule B	Topics covered	Primary (Essential) Sources [Generally all students appearing in mains read these books]	Secondary (Desirable) Sources [Generally high scorers also cover these books]	Tertiary (Optional/Additional) Sources
Test 1	February 5 2012 February 5 2012	<ul style="list-style-type: none"> • 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, Globalization; 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). 	<ul style="list-style-type: none"> • M. Laxmikanth : Pub.Adm • SHARMA & SADANA : Public Administration • Adm thinkers-prasad and Prasad • Mohit Bhattacharya: New Horizons of Public Administration 	<ul style="list-style-type: none"> • Nicholas Henry : Public Administration and Public Affairs • Special Issues of Indian Journal of Public Administration • IGNOU NOTES(MA) 	<ul style="list-style-type: none"> • FADIA & FADIA : Public Administration

<p>Test 2</p>	<p>February 26 2012</p> <p>February 19 2012</p>	<ul style="list-style-type: none"> • Administrative Behaviour: Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern. • Organizations: 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 • 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. 	<ul style="list-style-type: none"> • SHARMA & SADANA : Public Administration • Stephen P. Robbins : Organisational behaviour • Mohit Bhattacharya: New Horizons of Public Administration 	<ul style="list-style-type: none"> • IGNOU NOTES(BA) • FADIA & FADIA : Public Administration 	<ul style="list-style-type: none"> • S. L. Goel : Personnel Administration in India. • Glenn :Stahl : Public Personnel Administration
<p>Test 3</p>	<p>March 18 2012</p> <p>March 4 2012</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Adm thinkers-prasad and Prasad • Mohit Bhattacharya • M. Laxmikanth • SHARMA & SADANA 	<ul style="list-style-type: none"> • R.K. Arora : Comparative Public Administration 	<ul style="list-style-type: none"> • Ferrel Heady : Public Administration-A Comparative Perspective
<p>Test 4</p>	<p>April 8 2012</p> <p>March 18 2012</p>	<ul style="list-style-type: none"> • 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. • 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 	<ul style="list-style-type: none"> • SHARMA AND SADNA • Mohit Bhattacharya : New Horizons of Public Administration 	<ul style="list-style-type: none"> • Special Issues of Indian Journal of Public Administration on Accountability • IGNOU (MA) 	<ul style="list-style-type: none"> • M.P. Jain :Administrative Law
<p>Test 5</p>	<p>April 29 2012</p> <p>April 1 2012</p>	<ul style="list-style-type: none"> • 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. • Financial Administration: Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit. 	<ul style="list-style-type: none"> • M. Laxmikanth • Mohit Bhattacharya : New Horizons of Public Administration • SHARMA & SADANA • IGNOU(BA) 	<ul style="list-style-type: none"> • IGNOU(MA) 	<ul style="list-style-type: none"> • R. K. Sapru : Public Policy • G.S. Lal :Financial Administration in India

<p>Test 6</p>	<p>May 20 2012 April 15 2012</p>	<ul style="list-style-type: none"> • 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. • Philosophical and constitutional framework of government: salient features and value premises , constitutionalism, political culture, bureaucracy and democracy, bureaucracy and development • 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. 	<ul style="list-style-type: none"> • M. Laxmikant - Indian polity / D D basu • Arora & Goel : Indian Public Administration • 2nd ARC recommendations • Punchhi Commission recommendations 	<ul style="list-style-type: none"> • THE HINDU • IGNOU(BA) 	<ul style="list-style-type: none"> • B.N.Puri Administrative History of India (Vol. I, II and III) • S.L. Goel Personnel Administration in India
<p>Test 7</p>	<p>June 10 2012 April 29 2012</p>	<ul style="list-style-type: none"> • 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. • 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. • 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. 	<ul style="list-style-type: none"> • Fadia & Fadia • 2nd ARC recommendations • Punchhi Commission recommendations 	<ul style="list-style-type: none"> • Avasthi Central Administration • Yojana and Kurukshetra 	<ul style="list-style-type: none"> • IGNOU • R. K. Jain Public Sector Undertakings • M. J. K. Thavaraj Financial Administration • Annual Survey on Public Sector of Department of Public Enterprises
<p>Test 8</p>	<p>July 1 2012 May 13 2012</p>	<ul style="list-style-type: none"> • 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. • State government and administration: union-state administrative , legislative, financial relation, governor, chief minister , council of minister, chief secretary, state secretariat , directorates. • District administration since independence: changing role of collector , union-state-local relations, imperatives of development management and law and order administration. 	<ul style="list-style-type: none"> • M.Laxmikant/D.D. Basu • Arora Goel • 2nd ARC recommendations • Punchhi Commission recommendations 	<ul style="list-style-type: none"> • Special Issue of Indian Journal of Public Administration on District Administration • THE HINDU • Fadia & Fadia 	<ul style="list-style-type: none"> • A.Avasthi Central Administration • J.D. Shukla State Administration • T.N. Chaturvedi District Administration
<p>Test 9</p>	<p>July 22 2012 May 27 2012</p>	<ul style="list-style-type: none"> • Rural development: institutions and agencies since independence, rural development programmes, foci and strategies, decentralisation and panchayati raj, 73rd constitutional amendment • 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. • Miscellaneous topics: decentralised planning for economic development and social justice, district administration and democratic decentralisation. 	<ul style="list-style-type: none"> • M.Laxmikant/D.D. Basu • Arora Goel • 2nd ARC recommendations • Punchhi Commission recommendations 	<ul style="list-style-type: none"> • Yojana and Kurukshetra • THE HINDU 	<ul style="list-style-type: none"> • IIPA journals • S.R. Maheswari Local Government in India

Test 10	August 12 2012 June 10 2012	<ul style="list-style-type: none"> • 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. • Signifant 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. 	<ul style="list-style-type: none"> • Arora Goel • Fadia & Fadia • 2nd ARC recommendations • Punchhi Commission recommendations 	<ul style="list-style-type: none"> • Special Issue of Indian Journal of Public Administration on Administrative Reforms • THE HINDU 	<ul style="list-style-type: none"> -P.R. Dubbashi Administrative Reforms -INTERNET -K. K. Sharma Law and Order Administration in India -K. J. Guha Roy, District Policing -S. R. Maheswari Administrative Reforms
Test 11	Sept. 2 2012 June 24 2012	Complete syllabus of Paper I (Full Length Test)			
Test 12	Sept. 23 2012 July 8 2012	Complete Syllabus of Paper II (Full Length Test)			
Test 13	October 14 2012 July 22 2012	Complete syllabus of Paper I & II (Full Length Test)			
Note: Remaining Full length Mock test papers will be conducted after Civil Service Prelim 2013 (CSAT 2013) exam.					
Test 14	June 16 2013 June 16 2013	Complete Syllabus of Paper I (Full Length Test)			
Test 15	July 14 2013 July 14 2013	Complete Syllabus of Paper II (Full Length Test)			
Test 16	August 11 2013 August 11 2013	Complete syllabus of Paper I (Full Length Test)			
Test 17	Sept. 8 2013 Sept. 8 2013	Complete Syllabus of Paper II (Full Length Test)			

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

DOWNLOAD: Analysis / Approach / Source / Strategy: Public Administration Mains 2011 ~ www.visionias.wordpress.com

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.

EVALUATION INDICATORS	QUESTION No. Score (1 – 5)
1. Alignment Competence	
2. Context Competence	
3. Content Competence :	
4. Language Competence	
5. Introduction Competence	
6. Structure – Presentations Competence	
7. Conclusion Competence	
MARKS	

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

**REGISTRATION
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INTERACTIVE LEARNING PROGRAMME

[STUDY MATERIAL & MAINS TEST SERIES]

Answer Writing Evaluation Programme

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() Distance Learning Program

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Public Adm

Geography

Philosophy

Psychology

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By Team Vision IAS

(General Studies , Sociology , Public Administration , Geography , Philosophy , Psychology & Hindi Lit. , GS PRELIM & APTITUDE TEST)

NATURE : Flexible, cyclic, Personalized Interactive Discussion

TIMING: Every Saturday & Sunday , 10 AM

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