VISION IAS™
www.visionias.in
www.visionias.wordpress.com

TARGET 2012

INNOVATIVE ASSESSMENT SYSTEM™

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

INTERACTIVE PUBLIC ADMINISTRATION MAINS TEST SERIES 2012: MODULE I (10 MOCK TESTS)

ONLINE   CLASSROOM   DISTANCE LEARNING

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 / online program / class room program focusing on sincere IAS Aspirants who will appear in Civil Service Exam 2012. 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.

ADMISSION OPEN FROM   22 MAY

Number of Mock Tests   : **10**
Fee   : **Rs 8000**
Nature   : **Flexible** -**Date of dispatch**: Reschedule on the demand of the aspirants [**schedule A (Interval: 15 Days), Schedule B (Interval : 15 Days) 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) : www.visionias.in

What you will get:

- Login id & Password for performance analysis of aspirants (**I**nnovative **A**ssessment **S**ystem)
- Mock Test Papers & answer sheet (10 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.

STARTING ON

Plan A (Schedule A : June 3 , 2012)
Plan B (Schedule B : June 17 , 2012)
Plan C (Schedule C: Personalized Scheduling)
Note: # Aspirants can join any Plan (schedule) based on their requirement.
 # Classroom Tests: Every Saturday & Sunday, 10 AM & 2 PM

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 Schedule A Schedule B Schedule C	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	June 3 2012 June 17 2012	• **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.	• **M. Laxmikanth :** Pub.Adm • **SHARMA & SADANA :** Public Administration • **Adm thinkers-prasad and Prasad**	• **Nicholas Henry :** Public Administration and Public Affairs • **Special Issues of Indian Journal of Public**	• **FADIA & FADIA :** Public Administration

		• **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.	• **Mohit Bhattacharya: New Horizons of Public Administration** • **Stephen P. Robbins** : Organisational behaviour	Administration IGNOU NOTES(MA)	
Test 2	**June 17 2012** **July 1 2012** **Schedule C (Personalized scheduling : reschedule the date of Mock tests based on aspirant's plan)**	• **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. • **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.	• **SHARMA & SADANA :** Public Administration • **Stephen P. Robbins** : Organisational behaviour • **Mohit Bhattacharya:** New Horizons of Public Administration • **Adm thinkers-prasad and Prasad** • Mohit Bhattacharya • **M. Laxmikanth** • **SHARMA & SADANA**	• **IGNOU NOTES(BA)** • **FADIA & FADIA :** Public Administration **R.K. Arora** : Comparative Public Administration	• **S. L. Goel** : Personnel Administration in India. • **Glenn :Stahl** : Public Personnel Administration **Ferrel Heady :** Public Administration-A Comparative Perspective
Test 3	**July 1 2012** **July 15 2012**	• **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 • **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.	• **SHARMA AND SADNA** • **Mohit Bhattacharya :** New Horizons of Public Administration • **M. Laxmikanth** • **IGNOU(BA)**	• Special Issues of **Indian Journal of Public Administration** on Accountability • IGNOU (MA)	• **M.P. Jain** :Administrative Law • R. K. Sapru : Public Policy • **G.S. Lal** :Financial Administration in India

Test 4	July 15 2012 July 29 2012	• **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. • **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.	• **M. Laxmikant -** Indian polity / D D basu • **Arora & Goel :** Indian Public Administration • **2nd ARC recommendations** • Punchhi Commission recommendations • Fadia & Fadia	• THE HINDU • IGNOU(BA) • Yojana and Kurukshetra	• **B.N.Puri** Administrative History of India (Vol. I, II and III) • **S.L. Goel** Personnel Administration in India
Test 5	July 29 2012 August 12 2012	• **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. • **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. • **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.	• Fadia & Fadia • **2nd ARC recommendations** • Punchhi Commission recommendations • **M.Laxmikant/D.D. Basu** • **Arora Goel** • **2nd ARC recommendations** • Punchhi Commission recommendations	• **Avasthi** Central Administration • **Yojana and Kurukshetra** • Special Issue of Indian Journal of Public Administration on District Administration • **THE HINDU** • **Fadia & Fadia**	• IGNOU • **R. K. Jain** Public Sector Undertakings **M. J. K. Thavaraj** Financial Administration • Annual Survey on Public Sector of Department of Public Enterprises • **A.Avasthi** Central Administration • **J.D. Shukla** State Administration • **T.N. Chaturvedi** District Administration

3

Test	Date	Topics			
Test 6	**August 5 2012** **August 19 2012**	• **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. • **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.	• **M.Laxmikant/D.D. Basu** • **Arora Goel** • **2nd ARC recommendations** • Punchhi Commission recommendations • **Arora Goel** • **Fadia & Fadia** • **2nd ARC recommendations** • Punchhi Commission recommendations	• **Yojana and Kurukshetra** • **Special Issue of Indian Journal of Public Administration on Administrative Reforms** • **THE HINDU**	• IIPA journals • **S.R. Maheswari** Local Government in India **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 7	**August 19 2012** **August 26 2012**	**FULL LENGTH TEST (COMPLETE SYLLABUS OF PAPER I)**			
Test 8	**August 26 2012** **Sept. 2 2012**	**FULL LENGTH TEST (COMPLETE SYLLABUS OF PAPER II)**			
Test 9	**September 9 2012**	**FULL LENGTH TEST (COMPLETE SYLLABUS of PAPER I)** **Timing : 10 AM TO 1 PM**			
Test 10	**September 9 2012**	**FULL LENGTH TEST (COMPLETE SYLLABUS OF PAPER II)** **TIMING : 3 PM TO 6 PM**			

Schedule C (Personalized scheduling): Aspirants can reschedule the date of Mock tests based their requirement.
+ Printed material will be sent via First Flight Couriers Ltd.

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)**

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

INTERACTIVE LEARNING PROGRAMME
[STUDY MATERIAL & MAINS TEST SERIES]

Classroom Program   **Distance Learning Program**   **Online**

General Studies   # Sociology   # Public Adm   # Geography

Philosophy   # Psychology   # Hindi Lit.

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

 # Essay &Interview Enrichment Programme

 # One year Integrated Programme   # Two Years Integrated programme

ADMISSION OPEN