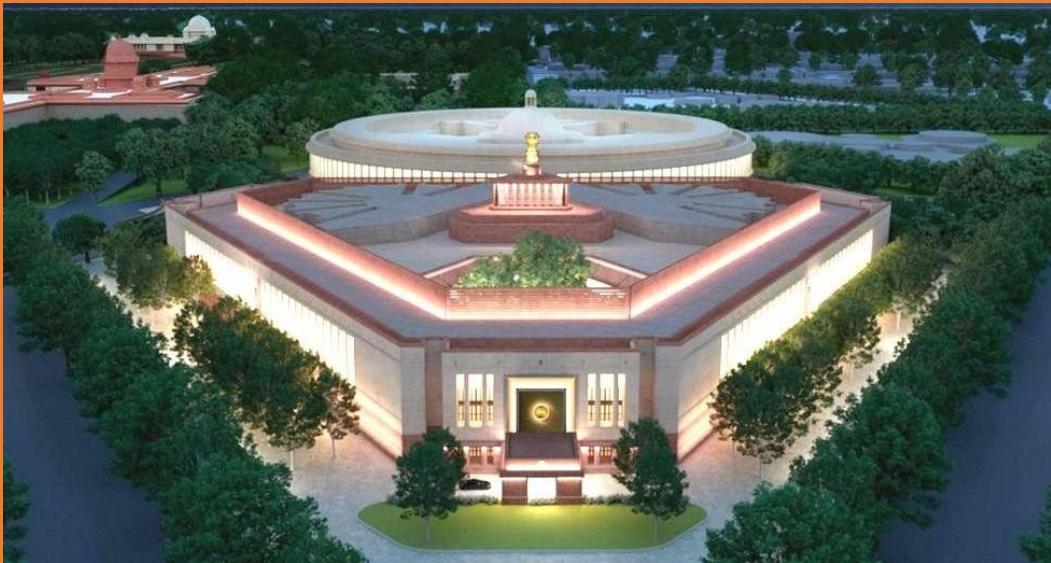




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COURSE BROUCHER



PUBLIC ADMINISTRATION

FOUNDATION BATCH 2025-26

JUNE-OCTOBER SESSIONS

U.P.S.C. CIVIL SERVICES EXAMINATION

Available Mode LIVE-Online



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PUBLIC ADMINISTRATION

(The Art and Science of Administration)

Welcome to EPISTEME IAS

Public Administration foundation course is led by experienced subject domain experts and interdisciplinary scholars who push the boundaries of knowledge of public administration optional subject for your UPSC examination preparation.

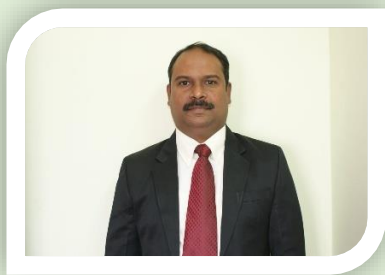
Public Administration being one of the most popular optional subject among the aspirants in civil services main examination the right approach with an organised study plan can help you to understand the subject easily, Public Administration is all about comprehending and understanding the subject its terminology, understanding the theoretical and practical nature of question's which deal with day-to-day affairs of the government and governance which will immensely help in General Studies Papers as well.

Mastering the answer writing through regular mock tests, by maintaining word limit, with lucid writing style and subject content demanded by examiner in your answer booklet, needs a specialised mentoring. Through right kind of guidance and mentoring will help you get good score in your mains exam.

The syllabus of public administration which is divide in to two papers, Administrative Theory, paper-1, which consists of 12-units & Indian Administration paper-2, which consists 14, units. Should be dealt with systematic subject approach, by focusing on the fundamentals of subject.

It's our high desire at our institute to impart the prime component of pedagogy, answer writing practice strictly form examination point of view, we at our institute seek to deliver to aspirants with a rigorous set of main examination model test series prepared form the previous question papers and provide answer writing explanatory sessions by our domain experts.

Learning the overall fundamentals of subject and religiously focusing on regular making answer writing sessions and your own personalised study notes is key to your success.



Dr. Paul Sugandhar
Director & Sr. Faculty

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About the Foundation Course features

- Course commencement – 09th June 2025.
- Mode – LIVE-online.
- Medium - English.
- Course Duration – @ 17 weeks.
- Classes & Time –weekdays (Monday-Friday: 5:00 PM – 7:00 PM.)
- Admissions in to our course is on first-cum-first-served basis.
- Complete syllabus coverage of Paper-I & Paper-II.
- Printed Study Material of Paper-I&II
- Special booklet on ETHICS
- Coverage of current issues in governance and public administration.
- Unit wise previous years questions (PYQ's) analysis.
- Answer writing practice (AWP) through Mock tests
- ONE online grand tests of Paper-I and Paper-II.
- Online Tests must be written during the course duration only.
- Access to the recorded lectures through student login ID, during the course duration only.
- Validity of videos will be only during the course.
- The video extension requests will be decided on a case-to-case basis by the management.
- The discretion to provide admission rests solely with the management.
- After admission to any of the course, if there is any indiscipline or misbehaviour on the part of the students, they may be expelled, without any explanation.
- The right to rusticate rests solely with the management.
- Admission shall be confirmed by EPISTEME IAS STUDY CIRCLE, on payment of the prescribed full fee Only.
- In case of sharing or sale of videos which amounts to infringement of copyright under Section 63 of The Copyright Act 1957 and Copyright Rules 1958.
- Illegal sale or possession of the videos amount to copyright infringement under Section 63 of The Copyright Act 1957 and Copyright Rules 1958.
- The management will not be responsible for any oral/unwritten request made with any office staff.
- Only written submissions will be acceptable emailed to infoesc.hyd@gmail.com ; enquiries@epistemeias.com.
- *Fee Once Paid will not be Refunded.*
- A student hereby submits himself/herself for admission accepting the above terms and conditions.

PUBLIC ADMINISTRATION SYLLABUS

PAPER-I Administration Theory

- 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.
- **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.)
 - **3. Administrative Behaviour:** Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern.
 - **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.
 - **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.
 - **6. Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.
 - **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.
 - **8. 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.
 - **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.

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

• **PAPER-II Indian Administration**

- **1. Evolution of Indian Administration:** Kautilya Arthashastra; Mughal administration; Legacy of British rule in politics and administration Indianization of Public services, revenue administration, district Administration, local self-Government.
- **2. Philosophical and Constitutional framework of Government:** Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.
- **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.
- **4. Union Government and Administration:** Executive, Parliament, Judiciary-structure, functions, work processes; Recent trends; Intra-governmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.
- **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.
- **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.
- **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.
- **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.
- **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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- **10. Administrative Reforms since Independence:** Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.
- **11. Rural Development:** Institutions and agencies since Independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.
- **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.
- **13. Law and Order Administration:** British legacy; National Police Commission; Investigative agencies; Role of Central and State Agencies including para military forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.
- **14. Significant issues in Indian Administration:** Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen administration interface; Corruption and administration; Disaster management.

PUB.AD. FOUNDATION BATCH TEST SERIES

TEST	SYLLABUS/TOPIC	NO OF QUESTIONS
Test-01	Chaper-1: Introduction	05 Questions
Test -02	Chaper-2: Administrative Thought	10 Questions
Test-03	Chaper-3: Administrative Behavior	05 Questions
Test-04	Chaper-4: Organisations	05 Questions
Test-05	Chaper-5: Accountability and Control	10 Questions
Test-06	Chaper-6: Administrative Law & Chaper-11: Techniques of Administrative Improvement	05 Questions
Test-07	Chaper-7: Comparative Public Administration	10 Questions
Test-08	Chaper-8: Development Dynamics	05 Questions
Test-09	Chaper-9: Personnel Administration	05 Questions
Test-10	Chaper-10: Public Policy	05 Questions

Test-11	Chaper-12: Financial Administration	05 Questions
PAPER-2	PAPER-2	PAPER-2
Test-12	Chaper-1: Evolution of Indian Administration. & Chaper-2: Philosophical and Constitutional Framework of Government	10 Questions
Test-13	Chaper-4: Union Government and Administration	10 Questions
Test-14	Chaper-6: State Government and Administration	05 Questions
Test-15	Chapter-3: Public Sector Undertakings Chapter-5: Plans and Priorities	10 Questions
Test-16	Chapter-7: District Administration Since Independence Chapter-11: Rural Development	10 Questions
Test-17	Chaper-12: Urban Local Government	05 Questions
Test-18	Chaper-13: Law and Order Administration Chaper-14: Significant Issues in Indian Administration	10 Questions
	'ONE' GRAND TEST OF PAPER I & II	

ETHICS FOUNDATION BATCH

JUNE -2025

GS PAPER IV

LIVE - ONLINE CLASSES

BATCH STARTS FROM, 16 JUNE 2025

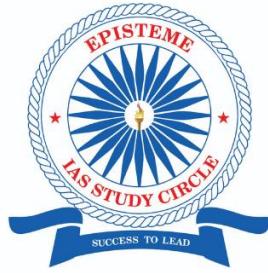
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- Mode : Live Online
- Medium: English
- Time : 11:AM - 01:PM
- Mon-Thu (04 days a week)
- Batch Duration: 40 days
- Video validity for online students: 60 days



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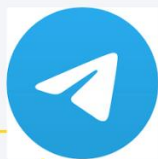
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