



ZETA IAS

YOUR ZEAL • OUR EXPERTISE

Daily Quest



— Daily Answer Writing —

*Daily 4 Questions for 55 Days +
ZETA "Z" Mocks = 280+ Questions*

** Some days there can be more
than 4 questions **

Public Administration



- ✓ UPSC-Aligned Questions
- ✓ Multidimensional Practice
- ✓ Teacher = Mentor
- ✓ Doubt Support Anytime
- ✓ Enriched Test Discussion
- ✓ 1:1 Post-Evaluation Feedback



**313, 3rd Floor, 4-B Grover Chambers, Pusa Road,
Near Karol Bagh Metro Station, Old Rajendra Nagar, New Delhi**

Course Features

1. **Questions:** Questions are specifically designed according to the latest UPSC trends and follow the cyclical approach used by UPSC in setting questions.
2. **Quality of Questions:** The questions are multilayered, multidimensional, and demand interlinking across topics and papers (Paper 1 and Paper 2).
3. **Feedback:** Customized, detailed feedback is provided. Since each student has a different writing style and varying strengths and weaknesses in understanding and answering questions, feedback is tailored accordingly.
4. **Mentoring:** Unified role of teacher and mentor — your teacher is also your mentor. This dual role ensures continuity in assessment and feedback, customized to the student's level. For instance, a student who has just started Public Administration will face different challenges than one who has written multiple Mains exams but is still unable to improve.
5. **Model Answers:** Answers to each and every layer of the question will be provided in an organic manner, along with interlinkages and topical examples. These will serve as content enrichment and help differentiate your answers in the Mains.
6. **Cyclic Mentorship:**
 - **Before answer writing:** Freely interact with Sir for strategy orientation and discussion based on your preparation level.
 - **During answer writing:** One-to-one interaction after paper evaluation to analyze performance.
 - **After completion of the course:** Students are free to ask doubts whenever they wish.

Course Details

1. Daily Answer Writing Practice (Monday to Saturday – FLEXIBLE) : Minimum of 4 questions per day (some days may have more), for 55 days, including ZETA "Z" MOCKS – totaling 280+ questions.
2. Time-bound analysis and genuine feedback will be provided for every answer.
3. Answer evaluation within 1–2 days (maximum).
4. Expert feedback with minute details to improve your answer writing skills.
5. One-to-one interaction – Post paper evaluation, aspirants can interact with Sir to analyze their performance.
6. Aspirants are free to interact with Sir for doubts or queries during working hours, based on a pre-scheduled time.
7. Comprehensive test discussions will be held along with model answers, enriched with topical examples and interlinking of subjects. These go beyond coaching class notes and traditional textbooks, providing added value for Mains preparation.

SCHEDULE

PAPER 1

DAY 1 : INTRODUCTION

- Meaning, scope and significance of Public Administration

DAY 2 : INTRODUCTION

- Wilson's vision of Public Administration; Evolution of the discipline and its present status;

DAY 3 : INTRODUCTION

- New Public Administration; Public Choice approach;

DAY 4 : INTRODUCTION

- Good Governance: concept and application, New Public Management
- Challenges of liberalization, Privatisation, Globalisation

DAY 5 : 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

DAY 6 : INTRODUCTION

- Good Governance: concept and application, New Public Management
- Challenges of liberalization, Privatisation, Globalisation

DAY 7 : INTRODUCTION (ENTIRE CHAPTER)

DAY 8 : ADMINISTRATIVE THOUGHT

- Scientific Management and Scientific Management movement; Classical Theory.

DAY 9 : ADMINISTRATIVE THOUGHT

- Weber's bureaucratic model – its critique and post-Weberian Developments

DAY 10 : ADMINISTRATIVE THOUGHT

- Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others)

DAY 11 : ADMINISTRATIVE THOUGHT

- Functions of the Executive (C.I. Barnard); Simon's decision-making theory

DAY 12 : ADMINISTRATIVE THOUGHT

- Participative Management (R. Likert, C. Argyris, D. McGregor).

DAY 13 : ADMINISTRATIVE THOUGHT (ENTIRE CHAPTER)

DAY 14 : INTRODUCTION + ADMINISTRATIVE THOUGHT (8 Questions)

DAY 15 : ADMINISTRATIVE BEHAVIOUR (6 Questions)

- Morale; Motivation Theories - content, process and contemporary

DAY 16 : ADMINISTRATIVE BEHAVIOUR (6 Questions)

- Theories of Leadership: Traditional and Modern.
- Process and techniques of decision-making; Communication

DAY 17 : 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

DAY 18 : 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

DAY 19 : ACCOUNTABILITY AND CONTROL + ADMINISTRATIVE LAW

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 Charter

ADMINISTRATIVE LAW

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

DAY 20 : ACCOUNTABILITY AND CONTROL + ADMINISTRATIVE LAW

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 Charter

ADMINISTRATIVE LAW

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

DAY 21 : COMPARATIVE PUBLIC ADMINISTRATION

- Historical and sociological factors affecting administrative systems; Administration and politics in different countries;
- Current status of Comparative Public Administration

DAY 22 : COMPARATIVE PUBLIC ADMINISTRATION

- Ecology and administration; Riggsian models and their critique

DAY 23 : DEVELOPMENT DYNAMICS

- Concept of development; Changing profile of development administration; 'Anti development thesis'

DAY 24 : DEVELOPMENT DYNAMICS

- Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries; Women and development - the self-help group movement.

DAY 25 : PUBLIC POLICY

- Models of policy-making and their critique

DAY 26 : PUBLIC POLICY

- Processes of conceptualisation, planning, implementation, monitoring, evaluation and review, and their limitations; State theories and public policy formulation.

DAY 27 : TECHNIQUES OF ADMINISTRATIVE IMPROVEMENT

- Organization and methods, Work study and work management
- e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

DAY 28 : FINANCIAL ADMINISTRATION (P 1) + FINANCIAL MANAGEMENT (P 2)

FINANCIAL ADMINISTRATION

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

FINANCIAL MANAGEMENT

- Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in the monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.

DAY 29 : FINANCIAL ADMINISTRATION (P 1) + FINANCIAL MANAGEMENT (P 2)

FINANCIAL ADMINISTRATION

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

FINANCIAL MANAGEMENT

- Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in the monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.

DAY 30 : FINANCIAL ADMINISTRATION (P 1) + FINANCIAL MANAGEMENT (P 2)

FINANCIAL ADMINISTRATION

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

FINANCIAL MANAGEMENT

- Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in the monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.

DAY 31 : PERSONNEL ADMINISTRATION (PAPER 1) + CIVIL SERVICES (PAPER 2)

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.

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

DAY 32 : PERSONNEL ADMINISTRATION (PAPER 1) + CIVIL SERVICES (PAPER 2)

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.

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

DAY 33 : PERSONNEL ADMINISTRATION (PAPER 1) + CIVIL SERVICES (PAPER 2)

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.

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

PAPER 2

DAY 34 : EVOLUTION OF INDIAN ADMINISTRATION

- Kautilya's Arthashastra; Mughal administration

DAY 35 : 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

DAY 36 : PHILOSOPHICAL & CONSTITUTIONAL FRAMEWORK OF GOVERNMENT

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

DAY 37 : PUBLIC SECTOR UNDERTAKINGS

- The public sector in modern India; Forms of Public Sector Undertakings;

DAY 38 : PUBLIC SECTOR UNDERTAKINGS

- Problems of autonomy, accountability, and control Impact of liberalization and privatization on psu

DAY 39 : UNION GOVERNMENT AND ADMINISTRATION

- Executive, Parliament, Judiciary – structure, functions, work processes; Recent trends; Intragovernmental relations;

DAY 40 : UNION GOVERNMENT AND ADMINISTRATION

- Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

DAY 41 : UNION GOVERNMENT AND ADMINISTRATION (ENTIRE CHAPTER)

- 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.

DAY 42 : 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

DAY 43 : STATE GOVERNMENT AND ADMINISTRATION

- Union-State administrative, legislative and financial relations; Role of the Finance Commission;

DAY 44 : STATE GOVERNMENT AND ADMINISTRATION

- Governor; Chief Minister; Council of Ministers;
- Chief Secretary; State Secretariat; Directorates.

DAY 45 : DISTRICT ADMINISTRATION SINCE INDEPENDENCE

- Changing role of the Collector; Union state-local relations;

DAY 46 : DISTRICT ADMINISTRATION SINCE INDEPENDENCE

- Imperatives of development management and law and order administration; District administration and democratic decentralization

DAY 47 : ADMINISTRATIVE REFORMS SINCE INDEPENDENCE

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

DAY 48 : RURAL DEVELOPMENT

- Institutions and agencies since independence; Rural development programs: foci and strategies;

DAY 49 : RURAL DEVELOPMENT

- Decentralization and Panchayati Raj; 73rd Constitutional amendment.

DAY 50 : URBAN LOCAL GOVERNMENT

- Municipal governance: main features, structures, finance, and problem areas; 74th Constitutional Amendment;

DAY 51 : URBAN LOCAL GOVERNMENT

- Global local debate; New localism; Development dynamics, politics, and administration with special reference to city management.

DAY 52 : 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

DAY 53 : LAW AND ORDER ADMINISTRATION

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

DAY 54 : SIGNIFICANT ISSUES IN INDIAN ADMINISTRATION

- Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes

DAY 55 : SIGNIFICANT ISSUES IN INDIAN ADMINISTRATION

- Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration Disaster management



ZETA IAS

YOUR ZEAL • OUR EXPERTISE

Our Toppers & Testimonials



Madhav Agarwal



Suramya Sharma



Sahil



Abhinandan

(Public Administration)



Gaurav Singh

Thank you, Monish Sir, for your consistent guidance. Your daily feedback on my GS 2 and GS 4 answers helped me identify gaps and improve steadily. Greatful for your time and support.

- Madhav Agarwal, AIR 16, CSE 2024

Expressing my gratitude to Monish Sir. I wrote daily GS 2 and GS 4 answers before prelims under his guidance. It helped me to identify mistakes early on.

- Suramya Sharma, AIR 281, CSE 2023

Monish Sir helped me improve the quality of my answers. The personal attention given by Sir on my answer copies with detailed feedbacks helped me a lot. I thank Sir for my success.

- Gaurav Singh, AIR 859, CSE 2023



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Mains 2025

Test Series

UNDER THE GUIDANCE OF

MR. MONISH BHAWALE

AND TEAM ZETA

COVERAGE

GENERAL STUDIES

PUBLIC ADMINISTRATION

OUR COURSE

ZETA DAILY QUEST

ZETA MAINS MATRIX

ZETA ESSAY PRISM

ZETA "Z" MOCKS

Your teacher will also be your mentor. We believe there is no divide between teaching and mentorship. Every test will be followed by an in depth discussion, designed to help candidates unlock their full potential

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