



PUBLIC ADMINISTRATION

BROCHURE



PUBLIC
ADMINISTRATION

by Ashutosh Pandey

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VVR EDUCATION SERVICES, (INDIA)
A Group of Popular Education Brands

TMS
INSTITUTE OF MATHEMATICAL SCIENCES

TMS
e-LEARNING

textVVR
PUBLICATION

VVR
research foundation

ASCENDENCE IAS

About Us

VVR is the vision conceptualized by top most bureaucrats and educationalist of premier education institutes of the country. The institute came into inception to work as an associate of Institute of Mathematical Sciences (IMS). In a short span of its life, the untiring efforts of team VVR has brought glory and touched the lives of aspiring students who were able to make their dreams come true. As an associate of IMS, VVR has been working in shadows to prove a fundamental role in churning out bureaucrats with top ranks.

The pioneering educationalists and sharp brains of team VVR are committed towards superior quality and result oriented strategies to make a way up towards the foremost jobs of the nation. The driving force behind this educational institution lies in the basic concept of true and honest hard work to bring a real revolution in the trends of coaching domains.

Our years of sheer hard work, a think-tank of vast experience, a country-wide knowledge network of eminent educationalists, unending story of selections in Civil services and state services Exams, a gigantic annual base of students and above all, the trust of thousands of aspirants have together made our strength for focused and quality exam preparation.

From the Director's Desk

The UPSC Civil Services Examination is feared by many as an invincible dragon, but yes even the most daunting challenges can be defeated. What is required is Self-belief and proper guidance. While the former is dependent on a number of internal and external factors, the latter is purely external, and this is where we excel. The credentials of the great Arjuna were beyond doubt, but even he required Lord Krishna to act as a friend, philosopher and guide to achieve his true potential.

In essence, the need of a credible and knowledgeable GURU is an imperative and cannot be understated throughout this arduous journey of becoming a Civil Servant.

We, as a group of highly committed individuals take a lot of pride in assisting bright young aspirants in achieving their dream. We provide an able platform to guide students in the best possible way at every point in their preparation. Unlike various other institutes we do not promise a selection and milk our students for a false hope. But yes, what we promise is a sincere and dedicated effort by every member of our team. We promise that we understand the requirements of this exam and hence will give students what is relevant for the exam. We promise an environment that is extremely conducive to take on the rigours of this exam and make this painful process a one to enjoy and cherish. The outcome is an experience for the students that will certainly exceed their expectations.

Hence, we equip our students with all the essentials in their repertoire to believe that they are ready for the exam. Our teaching methodology thus hinges on instilling the self belief in our students which is utmost important in defeating the dragon and eventually succeeding in the exam.

– K. VENKANNA
(DIRECTOR IMS & VVR)

Why should you join VVR?

ANALYTICAL AND RESEARCH BASED APPROACH: VVR presents multilayered analytical and research based approach towards the exam. The thorough strategy of VVR focuses on analysis of each topic of the syllabus from different dimensions by the experts of different subjects. It bring a complete outlook of the topic with an in-depth coverage and interlinking of different subjects. It surely reduces the efforts of students given in self study and also the time spent in the exam hall for the analysis and interlinking of different topics into one.

HIGHLY QUALIFIED AND TRAINED FACULTY: The faculty of VVR coming from the top most educational institutes of the country; they have a vast arena of teaching experience. Exhaustive, Relevant and Original Study Material and Test Papers: The study material and test papers are designed on the latest pattern of the exam by the conversant writers under the personal guidance of the experienced faculty and is reviewed by panel of experts comprised of bureaucrats and educationalist of premier education institutes of the country.

INTEGRATED APPROACH OF TEACHING: We employ “Integrated Teaching Methodologies” in order to prepare the aspirants for all phases of exam simultaneously. This outstanding approach of training has borne splendid outcome .

AMAZING RESULTS: In most recent years VVR with its associate IMS has produced ranks in top 10 in the civil services examination. Our student Mr. Himanshu Gupta has made us proud by bagging AIR-7 in IAS and AIR-5 in IFoS in UPSC exams-2011. Beside this students like Ajay Singh (AIR-88, IAS 2011), Awakash Kumar (AIR-168, IAS 2011), Gulneet Singh (AIR-220, IAS 2011), Ajeet Pratap (AIR-228, IAS 2011), Jai Yadav (AIR-372, IAS 2011), Ravi Verma (AIR-485, IAS 2011), Megha Agarwal (AIR-538, IAS 2011), Ramesh Ranjan (AIR-76, IAS 2012), Ankit Verma (AIR-247, IAS 2012), B. Sashi Kant (AIR-329, IAS 2012), Krishan Kant (AIR-550, IAS 2012), Vishal Garg (AIR-560, IAS 2012), Pradeep Mishra (AIR-633, IAS 2012), Ketan Bansal (AIR-655, IAS 2012), Sanjay Kr. Jain (AIR-667, IAS 2012), Santosh Kumar (AIR-849, IAS 2012), Meet Kumar (AIR-944, IAS 2012) have added up to the list of recent achievers at VVR and its associate IMS.

ADVANCED IPBP FOR CUTTING EDGE PREPARATIONS: The programmes of VVR are based on the advanced idea of “Integrated Psychological Buildup Programme (IPBP). It aims to bring parity among the students irrespective of their intelligence quotients. It not only equips the students with a psychological backup but also helps even the average students to emerge as toppers like the brilliant ones. It imparts quality education among the students in such a manner that they may have an edge over others. We believe in Mind training rather than cramming.

BILINGUAL STUDY AIDS: We believe in providing the teaching in the easiest of the manner to the students. Hence classroom teaching programme by the faculty is based on such a mode which is effortless to understand. Even the study material is provided in both English and Hindi Mediums whenever it is required by the students.

SPECIAL REVISION CLASSES: These classes serve as start engine for non-serious and shy students just before the exam. During these classes special attention is given to the students for their revision and for raising doubts that they come across during their studies. This special session boosts the confidence, enhancing the knowledge quotient of even average students parallel to that of toppers and also motivates them to perform like the toppers.

COMPENSATORY CLASSES: If a student misses out certain chapter or a particular class, we at VVR ensure that he/she does not drag in the next lecture hence, we provide him/her the opportunity to attend the video lecture of the same so that he/she may ride parallel to others.

Competitive Environment at VVR motivate the students for determined learning resulting into majestic accomplishments.

INNOVATIVE INITIATIVES: We believe in bringing best for our students, hence we always try to bring innovative ideas to help our students. The special programmes comprising special writing skill enhancement programmes, mind training sessions, online test series programme, attendance reporting and test score detailing, audio video interactive and animated classes etc are also conducted for better clarity of students.

Know it all

Public Administration has emerged as one of the most in demand as well as a demanding subject for UPSC as an optional subject. Since its inception as an optional in 1987 it has tremendously transformed itself into a dependable ally in the pursuit of civil services exam. Though the recent crisis in the subject has mainly been due to superficial treatment of the subject, mostly oriented towards a mere Factual and elementary treatment of the subject. This approach has taken away the valuable subject away from its roots ... the political science and management. We being contemporary with regard to the needs and requirement of the current scenario of UPSC understand this dilemma of the students.

Strength of public administration as an optional for civil services:

- (1) Conceptual in orientation, no requirement of rote learning.
- (2) Practical relevance to the functioning of the administration.
- (3) Ease of material availability.
- (4) Around 40% coverage of General Studies.
- (5) Relative contribution in essay paper.
- (6) Associated with day to day commonsense knowledge.
- (7) Subject is secular i.e. prior background has no bearing as far as scoring potential is concerned.



Salient Features of Classroom Coaching and Test Series

FOR GENERAL STUDIES & OPTIONALS

- 3 Innovative teaching methodology targeted to concept building & skills enhancement.
- 3 Proper coverage, conceptual and in depth analysis of the syllabus.
- 3 Proper strategy and guidance in answer writing skill development.
- 3 To the point and very effective study material.
- 3 Every week one module-wise test equipped with doubt session, feedback and one to one interaction.
- 3 Time to time interaction with successful candidates

SALIENT FEATURES OF TEST SERIES

- 3 Tests on each topic through mock tests will be more in line with the expected question of UPSC IAS examination.
- 3 Proper attention to each candidate by giving them feedback and solid guidance.
- 3 Proper and in-depth analysis of each test.
- 3 Time to time interaction with successful candidates.
- 3 Discussion class after the test.

SYLLABUS

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PAPER-I

(ADMINISTRATIVE 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, Privatization, Globalization; 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. 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.

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; 'Antidevelopment thesis'; 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.

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 conceptualization, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation.

11. 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.

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's 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; Intergovernmental 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.

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 paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalization 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.

Reference Materials

Paper-I

1. New Horizons of Public Administration-Mohit Bhattacharya.
2. Public Administration and Public Affairs-Nicholas Henry (Selected topics).
3. Public Administration -Rumki Basu
4. Organisational behaviour---Stephen P Robbins
5. Comparative public administration---R.K.arora
6. Comparative public administration---Ferrel Heady
7. Social theory and developmental ethics---Mohit Bhattacharya
8. Selected articles from IIPA journals, JSTOR, Frontline and down to earth.
9. Administrative theory---Prasad and Prasad,
10. Introduction to the Administrative Theory--- Maheshwari

Paper-II

1. Indian Administration -Awasthi and Maheshwari
2. Indian Administration -Jayapalan and Jayapalan
3. 2nd Administrative Reforms Commission reports
4. Punchhi Commission report on centre state relation
5. IIPA Journals (selected articles)
6. Yojana (case studies)
7. India Development and participation-Amartya Sen and Jean Dreze
8. Indian Constitutional law--MP Jain
9. Selected websites like Press Information Bureau, Lok Sabha, Rajya Sabha, undp, oecd, ministry of rural development etc.

OUR RESULTS

Under the guidance of Ashutosh Pandey



DEEPAK SHUKLA
(IT BHU)
RANK-415 (2012)

PHOTO
Not available

PRIYANKA PATEL
RANK-669 (2012)

PHOTO
Not available

SIDDHARTHA JAISWAL
(B. tech IIT, Delhi)
RANK-699 (2012)



SACHIN RANA
(B. Tech IIT Delhi)
RANK-411 (2011)
RANK-896 (2012)

PHOTO
Not available

ASHWANI PANDEY
(B. Tech NIT Warangal)
RANK-415 (2011)



AJAY BARTH WAL
(B. Tech NIT Warangal)
RANK-545 (2012)

And Many More.....

Courses Offered & Fee Structure

Programmes	Session	FEE
1. Concept Building Foundation Course	June – July Oct. – Nov.	37,500/-
2. Mains Special Crash Course	Aug. – Sept.	16,500/-
3. Mains Special Test Series	July – Aug. Oct. – Nov.	8,500/-
4. Special Module Course	– –	4,000/-
5. Special Answer Writing Skill Development Programme	July – Aug. Oct. – Nov.	3,500/-

VVR Eduassist™ Scholarship Programme

VVR Eduassist programme has been designed and developed to acknowledge the worth of the wisdom and intellect. It is our inimitable action to reciprocate an appreciation for intelligence and knowledge of the aspirants. We also take an account that there are many social and individual backdrops that may compel even the brightest of the minds to take a step back from their preparations. Hence VVR Eduassist programme has been developed to provide a concession in the fee structure in segments so as to promote the brilliance of sparkling brains and to support those who confront the hard circumstances.

For Optionals Batch – Eduassist test are conducted at the start of every session. The test paper would be comprised of subjective type questions. Eduassist scholarships would be given to students securing top scores as a concession in fee for admission in optional courses.

Following Eduassist scholarships would be awarded to the students of VVR Eduassist Test. The Eduassist scholarships are broadly divided into two categories

A. Merit Scholarships

1. Grand scholar: These Eduassist scholarships are awarded to students securing 90% or above score in VVR-ET. Scholarship is upto 45% fee rebate.
2. Master scholar: These Eduassist scholarships are awarded to students securing 80% or above score in VVR-ET. Scholarship is upto 40% fee rebate.
3. Top scholar: These Eduassist scholarships are awarded to students securing 70% or above score in VVR-ET. Scholarship is upto 30% fee rebate.
4. Best scholar: These Eduassist scholarships are awarded to students securing 60% or above score in VVR-ET. Scholarship is upto 20% fee rebate.
5. Super scholar: These Eduassist scholarships are awarded to students securing 50% or above score in VVR-ET. Scholarship is upto 15% fee rebate.
6. Mega scorer: These Eduassist scholarships are awarded to students scoring 85% or above marks in UG or PG courses. Scholarship is upto 25% fee rebate.
7. Star scorer: These Eduassist scholarships are awarded to students scoring 75% or above marks in UG or PG courses. Scholarship is upto 15% fee rebate.
8. Prelims Qualifier: These Eduassist scholarships are awarded to those students who have qualified UPSC Prelims Exam atleast once. Scholarship is upto 20% fee rebate.
9. Mains Achiever : These Eduassist scholarships are awarded to those students who have qualified UPSC Mains Exam and faced the interview. Scholarship is upto 45% fee rebate.

B. Special Scholarships would be given also in following cases

1. Children of IAS/IPS/ UPSC Allied services employee /Ex-Army man/Ex-Navy man/ Ex-Air force officers /Teachers – 15 % fee rebate
2. Siblings and friends of ex-student IMS/VVR – 15% fee rebate
3. Children of Army man/Police man/ Home guards/ Special forces who lost their life during any operation/ war– 90% fee rebate
4. Woman candidates – 5% fee rebate
5. SC/ST student – 15% fee rebate
6. Ex- student of IMS / VVR – Those how completed their study in 2011, 2012 – 25% less
Those how completed their study in 2010, 2011 – 25% less



GENERAL STUDIES

ONE YEAR FOUNDATION COURSE

PRELIMS || MAINS (ALL PAPERS) || ESSAY || CSAT || INTERVIEW

- ✓ Comprehensive & to the Point Study Program.
- ✓ Team of Best & Specialist Teachers. ✓ Indepth Content Covering all the subjects as according to the needs of UPSC exams., ✓ Advanced IPBP Methodology of Prep. ✓ Unlimited & Rigorous Practice & Tests.

GENERAL STUDIES

WEEKEND also available for working professional & College Students

Special

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MAINS: ALL PAPERS

Optional **SUBJECTS** Programme

PUBLIC ADMIN. FOUNDATION || CRASH COURSE || MAIN TEST SERIES *by Ashutosh Pandey*

PHILOSOPHY FOUNDATION || CRASH COURSE || MAIN TEST SERIES *by Dr. Ambuj Srivastava*

HISTORY FOUNDATION || CRASH COURSE || MAIN TEST SERIES *by Piyush Kumar*

SOCIOLOGY FOUNDATION || CRASH COURSE || MAIN TEST SERIES *by Nitin Taneja*

BOTANY FOUNDATION || CRASH COURSE || MAIN TEST SERIES *by Dr. Saurabh Kumar*

NOTE: All courses are available in English & Hindi Mediums.

Course powered by IPBP*. Eduassist Scholarship available for Details log on to www.vvriias.com

*Integrated Psychological Build-up Programme

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