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CREDESCENCE IAS

AN INSTITUTE FOR CIVIL SERVICE EXAMINATION

Target KAS-2020

Public Administration Test Series – 12 Test

Online Test Series is also available

CREDESCENCE IAS has proved its credentials again!!
“It is the Best Coaching Centre for KAS in Karnataka”.

More than **100** Selections in KAS - 2015 batch.

AC – 11, DYSP -6, ACCT-20, Tahasildar -16

Focus & Objective:

The aim of KAS Mains 2020 Test Series is to improve the Writing Skills of the students and to help them in writing Quality Enriched Answers within the specified time. This exercise will equip the students with necessary expertise to score more than 400 marks very easily. Our experts provide step by step guidance to aspirants for understanding the concepts of the subject and prepare them for effective answer writing.

Test Format:

- **Total: 12Tests** [8 Sectional Test + 4 Full Syllabus Tests].
- Detailed and comprehensive time bound evaluation.
- Tests to be held as per schedule.
- Simulation of KPSC examination environment.
- Questions in accordance with KPSC pattern with thorough coverage of the entire syllabus.

Mentorship and Discussion:

- Personalized one to one feedback for continuous improvement.
- Detailed model answers and test discussion by subject experts.
- Performance analysis after every consecutive test.
- Support through telephonic calls and WhatsApp.

Flexibility:

- Flexibility of self-scheduling can be availed, but POSTPONE only.
- Flexibility of opting online or offline mode.

Last Date: 15 days before Mains.

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PUBLIC ADMINISTRATION TEST SERIES

12 Test – 8 sectional + 4 full Length

Sl.N o.	Date	SYLLABUS FOR EACH TEST	Reference
1	25 th Jan 2pm	<p>Administrative Theory Basic Premises, Meaning, Scope and signification of Public administration; Private and Public administration; its role in developed and developing societies; Ecology of administration-Social, economic, cultural political and legal; Evolution of Public administration as a discipline; Public Administration as an art and a Science; New Public Administration.</p> <p>Principles of Organisation: Hierarchy, Unity of Command, Authority and Responsibility, Co-ordination, Span of Control, Supervision, Centralization and decentralization, delegation.</p>	<p>Laxminkant. Polinaidu.</p> <p>Advanced reference: PRASAD AND PRASAD</p> <p>FADIA AND FADIA</p>
2	3 th Feb 2pm	<p>Theories of Organisation : Scientific management (Taylor and his associates); The Bureaucratic theory of organization (Weber) Classical theory of Organisations (Henri Favol, Luther Gulik and others); The Human Relations Theory of Organisations (El on Mayo and his Colleagues); Behavioural approach, Systems Approach; Organisational Effectiveness.</p> <p>Administrative Behaviour: Decision making with Special-Reference to the contribution of Herber Simon. Theories of Leadership; communication; Morale; Motivation (Maslow and Herzberg)</p>	
3	17 th Feb 2pm	<p>Personnel Administration: Bureaucracy and Civil Services; Position Classification; Recruitment; Training; Career Development; performance Appraisal; Promotion; pay and Service Conditions Retirement Benefits; Discipline; Employer-Employee Relations, Integrity in Administration; Generalists and Specialists Neutrality and Anonymity.</p> <p>Structure of Organisations : Chief Executive; Types of Chief Executive and their functions; Line, Staff and Auxiliary agencies; Departments; Corporations, Companies, Boards and Commissions. Head-quarters and field relationship</p>	<p>Laxminkant. Polinaidu.</p> <p>Advanced reference: PRASAD AND PRASAD</p> <p>FADIA AND FADIA</p>
4	2 nd March 2pm	<p>Financial Administration: Concept of Budget, Preparation and Execution of the Budget; Performance Budgeting; Legislative Control, Accounts and Audit.</p> <p>Accountability and Control: The Concepts of Accountability and Control; Legislative Executive and Judicial Control over Administration, Citizen and Administration.</p> <p>Administrative Reforms: O & M; Work Study, Work Measurement; Administrative Reforms; Processes and Obstacles.</p> <p>Administrative Law: Importance of Administrative Law; Delegated Legislation; Meaning, Types, Advantages, Limitations, Safeguards, Administrative tribunals.</p>	<p>Laxminkant. Polinaidu.</p> <p>FADIA AND FADIA</p>
5	16 th March 2pm	<p>Comparative and Development Administration: Meaning, Nature and Scope of Comparative Public Administration, Contribution of Fred Riggs with particular reference to the Prismatic Sale model. The Concept, Scope and significance of Development Administration. Political Economic and Socio-Cultural Context of Development Administration. The concept of Administrative Development. XII. Public Policy : Relevance of Policy making</p>	<p>Laxminkant. Polinaidu.</p> <p>FADIA AND FADIA</p>

		in Public Administration. The process of Policy Formulation and Implementation	
6	30 th March 2pm	<p>Evolution of Indian Administration: Kautilya; Mughal period; British period.</p> <p>Environmental Setting: Constitution, Parliamentary, Democracy, Federalism Planning, Socialism.</p> <p>Political Executive at the Union Level : President, Prime Minister, Council of Ministers, Cabinet Committees.</p> <p>Structure of Central Administration: Secretariat, Cabinet Secretariat, Ministries and departments, Boards and commissions, Field organisations.</p>	<p>Laxmikanth Ramesh k & Rajini Goyal</p> <p>Must read ARC reports and Sarkaria and punchhi Commission report</p>
7	13 th April 2pm	<p>Centre-State Relations: Legislative, Administrative, Planning and Financial.</p> <p>Public Services: All India Services, Central Services, State Services, Local Civil Services, Union and State Public Service Commission's Training Civil Services.</p> <p>Machinery for Planning: Plan Formulation at the National Level; National Development Council; Planning Commission; Plan Machinery at the State and District Levels.</p> <p>Public Undertakings : Forms, Management, Control and Pror</p> <p>Control of Public Expenditure: Parliamentary Control; Role of the Finance Ministry; Comptroller and Auditor General.</p>	<p>Laxmikanth Ramesh k & Rajini Goyal</p> <p>Must read ARC reports and Sarkaria and Punchhi Commission report Current affairs.</p>
8	25 th April 2pm	<p>Administration of Law and Order: Role of Central and State Agencies in Maintenance of Law and Order.</p> <p>State Administration: Governor; Chief Minister; Council of Ministers; Secretariat, Chief Secretary, Directorates.</p> <p>District and Local Administration: Role and Importance; District Collector; land and revenue, law and order and developmental functions. District Rural Development Agency; Special Development Programmes.</p> <p>Local Administration: Panchayath Raj; Urban Local Governor gestures, Forms, Problems, Autonomy of Local Bodies.</p> <p>Administration for Welfare: Administrator for the Welfare of weaker Sections with particular Reference to Scheduled Caste Scheduled Tribes and Programmes for the Welfare of Women.</p> <p>Issue Areas In Indian Administration: Relationship between Political and Permanent Executives. Generalists and Specialists in Administration. Integrity in Administration, People's Participation in Administration. Redressal of Citizens Grievances. Lok Pal and Lokayuktas, Administrative Reforms in India.</p>	<p>Laxmikanth Ramesh k & Rajini Goyal</p> <p>Must read 2nd ARC reports and Sarkaria and M M Punchhi Commission report. Current affairs.</p>
Study holiday for Prelims			
9		PAPER- 1 FULL SYLLABUS	
10		PAPER -2 FULL SYLLABUS	
11		PAPER -1 FULL SYLLABUS	
12		PAPER -2 FULL SYLLABUS	