ProdEgyIAS

Democratizing Education

COURSES
PROSPECTUS

www.prodegyias.com

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Founder's Message

Dear Students,

It gives us great pleasure to welcome you to ProdEgyIAS, where we believe that success is not just a destination, but a journey. Our institute is committed to providing you with the best guidance, resources, and support to help you achieve your dream of becoming a civil servant.

At ProdEgyIAS, we understand that the road to success is not easy. It requires hard work, dedication, and perseverance. That's why we have a team of experienced faculty who are not just experts in their fields, but also passionate about teaching and mentoring young minds. Our faculty members have a track record of producing successful candidates year after year.

We believe that every student is unique and has their own strengths and weaknesses. Therefore, we offer personalised coaching and mentoring to help you identify your strengths and work on your weaknesses. Our study materials are comprehensive and up-to-date, and we use the latest teaching methodologies to make learning enjoyable and effective.

At ProdEgyIAS, we don't just prepare you for the IAS exam, but also for life. We believe in nurturing well-rounded individuals who are not just academically strong, but also socially responsible and ethical. Our institute provides a supportive learning environment that fosters critical thinking, problem-solving, and leadership skills.

We invite you to join ProdEgyIAS and be a part of our success story. Together, let's make your dreams a reality.

Thank you.

Mr. Ashutosh Pandey
Founder, ProdEgyIAS

Mrs. Reena Pandey
Co-Founder, ProdEgyIAS

Vision
Behind ProdEgyIAS

ProdEgy IAS is committed to democratizing education by providing quality coaching to aspirants from all sections of society. Our vision is to create an inclusive and diverse learning community that nurtures the potential of every student and empowers them to succeed in the civil services examination.

Our mission is to provide personalized guidance and mentoring to each student, helping them develop the knowledge, skills, and mindset required for success. We strive to create a learning environment that is supportive, engaging, and fosters a sense of community among our students.

ProdEgy IAS stands out in terms of imparting quality education by leveraging technology to provide access to a wide range of resources, including study materials, online lectures, and mock tests. Our experienced faculty members use innovative teaching methods to cater to the individual needs of each student, ensuring that they achieve their full potential.

In terms of inclusive growth, we offer scholarships and financial assistance to deserving students from economically disadvantaged backgrounds, ensuring that everyone has equal access to quality education. Our commitment to diversity is reflected in the diverse student community we have created.

ProdEgyIAS
DEMOCRATIZING EDUCATION

Courses

Public Administration Foundation

Comprehensive coverage of Public Administration optional in 5 months. online and offline mode.
New batch in June and October

Public Administration Crash Course

Revise the content & concepts of Public Administration optional in just 35 days.
Online and Offline hybrid mode
New Batch in June after Prelims

Test series: PROTSAHAN GS and optional

Format of test; Essence of Revision. For Public Administration and General Studies. Art of answer writing through Daily answer writing practice
Online only; Batches from June onwards.

Prabodhan

A course for Ethics foundation and crash course.
Online and offline mode.
New Batches: June onwards.

Quality Revision Program (QRP)*

A Theme based coverage of GS syllabus. Focus on contemporary issues New Batches from October.

PRE-ZM*

A Prelims test series cum mentorship program
Mode: Online and offline.
New Batches from November.

*To be launched in October; Details will be provided on the website later

Hybrid mode Online/Offline

Innovative Pedagogy

Comprehensive coverage

Hand Holding

Conceptual Clarity

Focus on Presentation

Public Administration Foundation

Course duration: 5 Months

Prerequisite: understanding of English language and a willingness to learn.

Coverage: Entire Syllabus of Public Administration optional along with coverage of contemporary issues and answer writing skills.

Test series: 6 Class tests as per the coverage of syllabus and 2 Full length mock tests.

Additional Material : Reference Handouts, class handouts and BRIDGE magazine for current issues.

Class Mode: Online and Offline

The foundation programme is designed considering a fresh aspirant preparing for the civil services examination. Thus, in the foundation programme, the pedagogy is kept to establish a dialogue with the aspirants.

Initially the focus is on building a conceptual foundation on while layers of analysis are added. Overall, the approach is to enable the aspirant to develop an independent thinking mind to formulate issue based opinion and then ability to articulate that in best possible words. This will ensure maximum marks in the optional to secure a desired rank in the final merit list.

Paper 1

Syllabus

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.

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DEMOCRATIZING EDUCATION

Syllabus

Paper 2

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; Intragovernmental 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; 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.

Public Administration Advantage

Public Administration has been one of the **most preferred** optional among the civil services aspirants. With a consistent success rate around 9%, Public Administration is among the **consistently performing** optional.

Students prefer Public Administration optional due to it's **conceptual** nature and **overlap** of syllabus with the General studies. The topics on from paper 1 such as,

1. Accountability and control
2. Administrative law
3. Personnel administration
4. Public Policy

Have direct overlap with GS paper 2 on Polity and governance. While the topic on

- Financial administration
- financial management
- Public policy

Have an overlap with GS paper 3.

On top of it, the comprehensive understanding from Public Administration helps in analysing various case studies asked in the GS paper 4.

Thus, By studying Public Administration an aspirant develops a conceptual framework to understand certain topics of GS paper 2, 3 and 4. This also helps candidate in writing great essay as well as while appearing in the interview.

In ProdEdgyIAS we discuss the topics in such a manner that aspirant develops a conceptual clarity which can be later used to analyse contemporary issues. With this, aspirant develops solution finding attitude which is sought by the UPSC.

Integrated Teaching

We follow a pedagogy where our focus is on developing a conceptual clarity without compromising on the coverage of the syllabus. Therefore while teaching the syllabus of Public Administration we create a unique mix of topics such that the important concepts are revisited multiple times during the classroom teaching. We have designed the handouts and classroom notes in such a manner that they will provide complete coverage of the entire syllabus of Public Administration optional.

Paper 1 Topics	Paper 2 Topics
Wilson's Vision	Constitutionalism in India
Governance, NPM, NPS	Applied aspects in India
Organization	Chapter 4,6,7 of paper 2
Accountability and control	Applied aspects (CAG,PSE)
Administrative law	Delegated legislations, Tribunals
Comparative Public Administration	Perspectives on administration-
Development Dynamics	citizen interface issues
	Rural Development In India
Personnel Administration	Civil services In India
Financial Administration	Financial Management In India
Public Policy	Policy making in India: applied.

And more...

The overlap helps in creating INTERLINKAGES not only between the chapters of paper one and paper two but also helps in consolidating continuity in concepts of each papers. The examples discussed in the classroom also broadens the horizons of GS subjects.

Extended topics

Once a strong foundation of Public Administration basics is established we offer a separate program PROTSAHAN for sharper your answer writing skills. PROTSAHAN is more than a test series; its a handholding approach to revision. We provide weekly personal interactions with the mentors to improve upon the answer writing skills and concepts.

PROTSAHAN is designed in a question - answer format and here we provide additional coverage with respect to new emerging topics as well as clarity on fringe areas which were asked in the UPSC such as phenomenology, post modernism, Marxist approach etc. There are not explicitly mentioned in the syllabus, nevertheless for a comprehensive understanding of syllabus, aspirants need to be familiar with these concepts.

PROTSAHAN

TEST SERIES

PUBLIC ADMINISTRATION

Course duration: 10-12 Weeks

Prerequisite: Must have studied Public Administration optional at least once. (self study or coaching from any institute)

Coverage: Revision of entire syllabus with 120+ questions. additional coverage of past 5 years UPSC Public administration PYQ.

Mock Tests: Aspirant can opt for only daily answer writing practice or a package with 4 mock tests.

Study Material: Model answers, Analysis of last 5 year's PYQ, handouts on important terms, additional reading material.

Mode: Online only.

Mentorship: Weekly interaction with a faculty and Monthly interaction with Mr. Ashutosh Pandey.

PROTSAHAN is a handholding approach to the revision of public administration optional. It is a 10/12 weeks program to enrich your content with concise model answers cum handouts. The focus is to provide you with an approach to break down any difficult question and then arrange your answer as per the precise needs of the question.

Nature of the programme:
Aspirant will receive 2 question from Monday to Friday/Saturday on their registered email. Aspirants are supposed mail their answers in designated format within 24 hours. Within 48 hours we will evaluate the answer and provide the model answer.

Doubt clearing: Every week zoom meeting will be held to discuss the topics of past week and inform the aspirants about next week's topics.

PROTSAHAN

TEST SERIES

SAMPLE MODEL ANSWER

QUESTION W8.D5. Q2	Do you think that the new localism relegate the spirit of 74th constitutional Amendment Act, 1992? comment (15)

P R O T S A H A N

TOPIC: URBAN LOCAL GOVERNANCE

CONCEPT

New Localism is about handholding approach where the local initiatives are aligned with the national goals. Here the local bodies do not feel left out in the developmental process.

CONTEXT:

New localism is perceived as an important step towards strengthening local government and giving it the autonomy to make decisions for the benefit of the local population. While the urban local bodies are set up to enable deliberative democracy and encourage participation in the governance processes.

Through collective dialogue the local bodies can tap into their local potentials and create economic and developmental initiatives which can be replicated at national level. Thus it is about aligning efforts towards the larger goal of nation building.

CONTENT

The 74th Constitutional Amendment Act of 1992 was a landmark piece of legislation that aimed to bring about a devolution of power from central to state and local governments. This amendment aimed to ensure that the power to make decisions and determine policies on local matters was vested in local bodies.

The concept of "new localism" is an extension of this idea, and it emphasises the need for local authorities to be empowered and to take ownership of the decisions that affect their communities. It also emphasises the importance of collaboration and partnership between local, state and central government to develop policies and programmes that are tailored to the needs of the local population.

For example, the government has also been promoting local innovation and entrepreneurship, with initiatives such as the Atal Innovation Mission, the Make in India campaign and not Aatmanirbhar bharat initiative. Furthermore, the government has also been pushing for the creation of local employment opportunities by encouraging the development of small and medium enterprises.
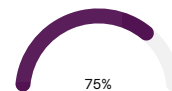
New localism doesn't impose any obligation or compulsion on the local government to act in certain way rather it encourages and incentivises local initiatives. therefore, these two ideas are not antagonistic in nature.

VANTAGE POINT

The concept of new localism has been adopted by several states in India, with initiatives such as the 'Smart Cities' project. These programmes seek to improve the delivery of public services at the local level, and to empower local communities to have a greater say in their own development.

At the same time, India has also adopted a 'bottom-up' approach to policy implementation, in which citizens are encouraged to participate in decision-making. This has been facilitated by the use of technology such as mobile phones, which have helped to empower citizens and allow them to have their voices heard.

SIGNIFICANCE BASED ON PYQ

75%

PERSPECTIVE

The applied aspects of new localism are quite large and you can use this concept and initiatives there in to indicate significance of local governance.

ProdEgyIAS
DEMOCRATIZING EDUCATION

Rapid Revision Program
(Public Administration crash course)

Course duration: 35 Days

Prerequisite: Must have studied Public Administration optional at least once.

Coverage: Classroom teaching of crucial areas of syllabus. Additional coverage of past 5 years UPSC Public administration PYQ. Discussion of advanced areas as per latest pattern of UPSC.

Mock Tests: Aspirant can opt for mock tests separately.

Study Material: Running notes, Analysis of last 5 year's PYQ, handouts on important terms, additional reading material.

Mode: Online mode only.

About the Program:

Rapid revision program is designed for maximising your score in the optional. The classroom teaching will focus on revising the critical concepts. Additionally with PYQ discussion, you can confidently attempt the mains and score 250+ in the optional.

The course also includes discussion of current issues for Paper 2 of optional. Discussion of PYQ will be integral part of the course so that aspirants will feel comfortable in using the classroom discussion for writing quality answers.

ProEdge

of

Optional

to General

Studies

Higher order thinking skills (HOTS) and UPSC

Higher order thinking skills (HOTS) are crucial for success in current trend of UPSC examination pattern. The HOTS are the cognitive processes involved in critical reasoning, problem-solving, decision-making, innovation, and creativity. In simple terms, UPSC is looking for creative, inquisitive and problem solving minds. Individuals with these skills are able to think critically, analyse complex problems, and generate creative solutions.

In today's knowledge-based world, information is readily available on the web. The challenge is not what to read, rather what not to read! In a world where we are continually bombarded with information from a variety of sources, the ability to evaluate information and make informed decisions is crucial. HOTS provide you that filter to process information. Being a skill, one can acquire HOTs. At ProdEgyIAS our teaching method is designed to make the aspirants think, to imagine and to articulate their ideas in most appropriate words.

With new syllabus for the civil services examination, the questions of mains exam has become more dynamic. Rather than asking factual questions, UPSC is expecting tailor-made answers which the aspirants has to curate within the crucial 3 hour period. Unless the aspirants has dissected a topic previously, it is not practical to write good answers consistently.

To overcome this, we are providing the students with ready to use 'tool' and 'techniques' to attempt any question based on some rudimentary understanding of the topic. The HOTS further enable the candidate to develop his unique way of presentation.

Beyond the main exam, HOTS are essential for personal growth as well. They facilitate independent thought, the formation of one's own opinions and ideas, and effective communication which matters in interviews. These skills are also essential for lifelong learning because they enable individuals to continue learning and developing throughout their lives.

Concealing Complexity

" Intelligence is an art to simplify complex matters without losing the integrity of that matter"

Preparation of Prelims and Mains takes place in an integrated manner. From a basic understanding, it can be observed that what aspirant studies for GS paper 1 of Prelims, forms a base for mains.

The paper 1 of prelims is objective in nature thus emphasis is given on retention of the information. This information comes in handy for The analysis expected in subjective answer writing for mains. Additionally, you need to apply this information to understand the current issues.

The questions of Mains have contemporary relevance i.e., UPSC tends to frame questions on issues that have application in real life administrative scenario.

Although prelims is the first stage of this exam, the preparation for civil services examination takes place in an integral manner.

Thus, ideally aspirant need to start their preparation right from the basic books that are relevant for the syllabus. Thus, getting hold on the content is not the real challenge. *The real challenge is mastering the art of preparation.*

'Art is the elimination of the unnecessary.'

You need not know it all perfectly, but you need to know it adequately to analyse an issue in hand. In ProdEgyIAS we will provide you precise content, without burying you under the avalanche of study material.

Quality Revision Program (QRP) For GS

More than 50 Themes
to cover contemporary issues,
Discussion of more than 120 Questions to boost
your score in the main exam,
Smart handouts for the Static topics

In QRP we are breaking the entire GS mains syllabus into 50+ themes to avoid redundancy and bring focus in your preparation. These themes are selected based on meticulous analysis of previous year questions so that you will have ready to use facts, definitions and analysis.

Details will be provided on the
Website: https://www.prodegyias.com

Prabodhan

From ignorance towards truth

Ethics for Mains

Probodhan is specifically designed to deliver the concepts from GS paper 4 in the most lucid manner. Beyond that we aspire to build a thought process for the aspirant so that he will be able to solve the case studies with conviction.

In the strategy of GS preparation for main exam, Paper 4 plays a crucial role in giving fillip to overall score. With clarity of thought and ability to articulate own ideas in the most appropriate manner, a candidate can secure more than 120 marks in GS paper 4 quite easily.

Probodhan: Foundation

Course duration: 10 Weeks

Prerequisite: English language.

Coverage: Entire syllabus with 25 case studies and 4 Class tests.

Mock Tests: Two Mock tests included.

Study Material: Class handouts

Mode: Online and Offline.

PYQ discussion: Included.

Probodhan: Mains quality Revision

Course duration: 7 Weeks

Prerequisite: English language.

Coverage: Entire syllabus with 25 case studies.

Mock Tests: Two Mock tests included.

Study Material: Class handouts

Mode: Online and Offline.

PYQ discussion: Included.

Topics from Syllabus

- **Ethics and Human Interface**: Essence, Determinants and Consequences of Ethics in - Human Actions; Dimensions of Ethics; Ethics - in Private and Public Relationships. Human Values - Lessons from the Lives and Teachings of Great Leaders, Reformers and Administrators; Role of Family Society and Educational Institutions in Inculcating Values.

- **Attitude:** Content, Structure, Function; its Influence and Relation with Thought and Behaviour; Moral and Political Attitudes; Social Influence and Persuasion.

- **Aptitude and Foundational Values** for Civil Service, Integrity, Impartiality and Non-partisanship, Objectivity, Dedication to Public Service, Empathy, Tolerance and Compassion towards the weaker-sections.

- Emotional Intelligence-Concepts, and their Utilities and Application in Administration and Governance.

- Contributions of Moral Thinkers and Philosophers from India and World.

Essence of Topics:

Evaluation of human action within and with respect to the outside world; What shapes our Understanding of right and wrong?

How we perceive the reality? What makes us react to situations around us in a particular way?

Which essential qualities a civil servant must posses? The training is going to further enhance this base.

How to use emotions effectively in decision making? The art of Balancing emotions and rationality.

Perspectives of scholars across the world on determining what is right or wrong.

- Public/Civil Service Values and Ethics in Public Administration: Status and Problems; Ethical Concerns and Dilemmas in Government and Private Institutions; Laws, Rules, Regulations and Conscience as Sources of Ethical Guidance; Accountability and Ethical Governance; Strengthening of Ethical and Moral Values in Governance; Ethical Issues in International Relations and Funding; Corporate Governance.

- Probity in Governance: Concept of Public Service; Philosophical Basis of Governance and Probity; Information Sharing and Transparency in Government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work Culture, Quality of Service Delivery, Utilization of Public Funds, Challenges of Corruption.

- Case Studies on above issues.

This chapter provides perspectives on What determines ethics in public services? How a civil servant should conduct himself in the service. (Applied aspect of previous chapters)

Probity provides tools and system by which accountability is ensured. This chapter provides understanding of accountability mechanism in the government and assesses its effectiveness.

Application of ethics in analysing Real life situation. The purpose of case studies is to assess integrity in candidates thought process.

Your Guides

Teachers

Ashutosh Pandey
Director, Faculty
12+ years Experience

Sanyal Kurtadkar
Faculty, mentor
5+ years experience

Mentors

Nisha Vidhyarthi
Qualified for
interview 2023

Sunil Shekhawat
Qualified for 3
mains

Apoorva Shukla
LLB, LLM

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