

Commerce DAW (Daily Answer Writing)

Key objective of Daily Answer Writing:

1. Providing daily study goal of revising one chapter with focus on answer writing.

Other objectives:

2. Helping student become aware of strengths and weaknesses in reading and writing, presenting answers and need for improvement.
3. Providing students 288 questions that are of UPSC level and having potential of being asked by UPSC in upcoming mains examination of Commerce.

Features:

- Total duration around 4 months. May take 15 days extra to cover tests well. Or accommodate some holidays.
- **Starting with Paper II** (duration around 60 days) from 21st October 2024 to be finished by 20th Dec'24. Total 48 tests(12 in OT, 12 in OB, 12 in HRM, 12 in IRs).
- **Theory tests of Paper I** (Duration around 60 days) from 21st December 2024 to 20th February 2025. Total 48 Theory Tests in Paper I.
- **Numerical tests of paper I** to be conducted alongside Paper II and Paper I(theory) mentioned above. @ 3 tests per week. Starting 22ND October on TTS with Financial Management. Total 48 numerical Tests.
- **Summary:** total 144 tests (48+48+48) over 4 months.
- Each test containing 2 questions as per UPSC standards and trend. Such as 20+10 markers in Paper II and 20+15 markers in Paper I.
- **Model answers/solutions** to be provided on app. Non-downloadable in interests of students. Available till Mains examination and more.
- All model answers/solutions prepared/reviewed by CA RS Agrawal.
- Evaluation within 24 to 48 Hours with detailed remarks and marks.
- **Students may join** starting with any week. Tests passed by will be conducted again and evaluated.
- Suitable for those having read commerce once (or coaching taken) and **plan to revise and do answer writing at faster pace**. Those looking for tests at moderate pace should join our Intensive Test Series-cum-Mentorship course at same cost.
- Test schedule for paper II given on separate page. Test schedule for paper I coming soon.

Fee:

New Students	= Rs. 25,000
Existing students (Classroom course or Test Series)	= Rs. 20,000
Existing Students (Postal Course)	= Rs. 22,500

For any query or more information, write or call Mr. Manjeet Rai at 9818368018

Test Schedule: Daily Answer Writing

Paper II: Total 48 Tests, starting 21st October 2024

Organisation Theory: Total 12 Tests

Date	Topic/Chapter
21/10/2024	Nature of organisations: Mening, definitions, features, significance etc(all except environment and thinkers on environment)
22/10/2024	Nature of Organisation: their environment and environment Thinkers + PYQs on Nature chapter
23/10/2024	Organisation Goals (Except MBO and PYQs)
24/10/2024	Organisation Goals: MBO + PYQs on Organisation Goals
25/10/2024	Evolution of Organisation Theory: Classical and Neo-Classical Thinkers
26/10/2024	Evolution of Organisation Theory: Modern Thought, Most Modern thought & PYQs
28/10/2024	Organisation Design: Four Challenges+ Mechanistic & Organic structure + PYQs
29/10/2024	Organisation Design: Three Structural Challenges + PYQs
30/10/2024	Types of Organisation Structures +PYQs
31/10/2024	Power Structure & Politics + PYQs
01/11/2024	Organisation Culture (all Except Significance, Management of culture & Thinkers on Culture)
02/11/2024	Organisation Culture (Significance, Management of culture & Thinkers on Culture)+PYQs

Organisation Behaviour: total 12 Tests

04/11/2024	Nature of Organisation Behaviour (complete chapter) +PYQs
05/11/2024	Personality (complete chapter) +PYQs
06/11/2024	Perception (complete chapter) +PYQs
07/11/2024	Motivation (Nature & other basics, Content Thinkers+ Job Characteristics Theory +Social Cognitive Model)
08/11/2024	Motivation (Process theories + other concepts + PYQs)
09/11/2024	Leadership (Nature & Other Basics+ Traits Theories + Behavioural Theories)
11/11/2024	Leadership (Situational Theories, Other theories+ PYQs)
12/11/2024	Quality of Work Life & Quality circles + PYQs
13/11/2024	Conflict Management + PYQs
14/11/2024	Transactional Analysis + PYQs
15/11/2024	Organisational Effectiveness + PYQs
16/11/2024	Change Management + PYQs

Human Resource Management: Total 12 Tests										
18/11/2024	Nature of HRM+PYQs									
19/11/2024	HR Planning (all other than Job Analysis, JD, JS & Modern Techniques of Job Analysis)									
20/11/2024	HR Planning (Job Analysis, JD, JS & Modern Techniques of Job Analysis) +PYQs									
21/11/2024	Recruitment + Selection Process (including various Tests)									
22/11/2024	Selection (Validity & Reliability of Tests, Stay Interview etc) + Employee Orientation, Placement, + PYQs									
23/11/2024	Employee Training (Basics + Types & Techniques of Training)									
25/11/2024	Executive Development +PYQs on Training Chapter									
26/11/2024	Performance Appraisal (basics, traditional techniques of Performance Appraisal)									
27/11/2024	Performance Appraisal (Modern Techniques of Performance Appraisal+ 360-degree feedback)									
28/11/2024	Salary & Wage Administration (whole chapter except Job Evaluation & Incentive Plans)									
29/11/2024	salary & Wage Administration (Job Evaluation & Incentive Plans + PYQs)									
30/11/2024	Employee Welfare, transfer, promotion etc + PYQs									
Industrial Relations: Total 10 Tests										
01/12/2024	Nature of Industrial relations +PYQs									
02/12/2024	Trade Unionism (all except Problems of Trade Unionism in India)									
03/12/2024	Trade Unionism (Problems of Trade Unionism in India) + PYQs									
04/12/2024	Industrial Disputes (basics + prevention +grievance handling)									
05/12/2024	Industrial Disputes (Settlement of Industrial disputes) +PYQs									
06/12/2024	Workers Participation in Management +PYQs									
08/12/2024	Collective Bargaining +PYQs									
09/12/2024	Industrial Relations in Public Sector Enterprises +PYQs									
10/12/2024	Labour Turnover & Absenteeism +PYQs									
11/12/2024	ILO & India + PYQs									

Note: Two tests kept in reserve for some topics that may require more tests. There may be **some minor changes** in above schedule in the interests of students or as per suggestions received from students.

Recommended source Material for Paper II

1. Organisation Theory and Behaviour by BP SINGH & TN CHHABRA
2. Organisation behaviour by: SP Robbins & Seema Sanghi
3. Human Resource Management by CB Gupta
4. Industrial Relations by Memoria & Memoria

In place of above four sources: Student may rely upon Latest Study Material of Rankers Classes (To-the-Point Notes)

Value added Material Provided by Rankers Classes to students enrolled in DAW:

1. Corporate examples on OT, OB, HRM & IRs.
2. Powerful Quotation on Paper II.
3. Current Affairs on commerce