D–2931

Sub. Code
10613

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2019.

First Semester

Public Administration

BUSINESS COMMUNICATION

(CBCS 2018-19 Academic Year onwards)

Time : Three hours
Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Explain the nature of communication.

2. Common barriers in listening.

3. Techniques of writing skills.

4. Communication in organization meaning.

5. Confirmation - meaning.

6. Principles of E-mail.

7. Draft application for employment.

8. Importance of business meetings.

9. Audience - meaning.

10. Importance of Business letter.

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

11. (a) Explain the process of communication.

Or

(b) Explain the essentials of communication.

12. (a) List out the classification of listening.

Or

(b) Bring out the barriers and problems of communication.

13. (a) Examine the types of business letter.

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Or

(b) Write short notes on trade references and letter of inquiry.

14. (a) Explain the different types of business meetings.

Or

(b) Explain the oral communication skills.

15. (a) Write short notes on drafting of minutes and reports.

Or

(b) Explain the overcoming problems in E-mail communication.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What is communication and explain its importance and purpose?

17. Describe the listening skills and process in detail.

18. Describe the principles of writing and skills to improve writing.

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19. Draft bio-data and covering letter to apply for job.

20. Evaluate the internal and external communication.

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10614

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2019.

First Semester

INDIAN CONSITUTION

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours　　　　　　Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Role of the Drafting committee.

2. Briefly discuss the enactment of the constitution.

3. Define president rule.

4. Double Citizenship.

5. Inter – State council – Short notes.

6. Composition of Rajya Sabha.

7. Preamble of the constitution of India.

8. Define Parliamentary privileges.

9. Features of Union territory.

10. Special provisions for Nagaland.

PART B — (5 × 5 = 25 marks)

Answer ALL questions choosing either (a) or (b).

11. (a) Write a note on company rule (1773 – 1858).

Or

(b) Examine the committees of the constituent assembly.

12. (a) Discuss the Directive principles of state policy.

Or

(b) Examine the merits and demerits of parliamentary form of Government.

13. (a) Discuss the salient features of the constitution of India.

Or

(b) Examine the fundamental rights mentioned in the constitution.

14. (a) Bring out the types of constitutional Amendments.

Or

(b) Discuss the meaning and significance of citizenship.

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15. (a) Examine the special status provided to Jammu and Kashmir.

Or

(b) Write a note on the Nuclear Doctrine of India.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the formation and functioning of Interim Government.

17. Discuss fundamental rights and duties.

18. Discuss the composition of Bicameral Legislature at centre.

19. Write an essay on special provisions for Delhi.

20. Discuss the main objectives of Indian Foreign.

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	10623

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2019.

Second Semester

Public Administration

ADMINISTRATIVE THEORY

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours   Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1.   Define Public Administration.

2.   What do you mean by 'Field Relationship'?

3.   Define "Executive".

4.   Who are citizen?

5.   What is civil society?

6.   "Work Management'.' — Explain.

7.   Mention any two Management Tools.

8.   Define the term "Ecology".

9.   What do you mean by Good Governance?

10. Define "Globalization".

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

11. (a) Differentiate State Vs Market debate.

Or

(b) Write a short note on Scientific Management theory.

12. (a) Write a short note on Decision making.

Or

(b) "Public Corporations and Government Companies" — Explain.

13. (a) What is Head Quarters? Explain.

Or

(b) Give details of Public-Private Partnership.

14. (a) "Management Information System" — Discuss.

Or

(b) 'Ministries and Departments' — Explain.

15. (a) Write about the Tools of Management.

Or

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(b) Changing role of development management. Explain.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the scope, significance of Public Administration.

17. Bring out the motivation theories of leadership.

18. Give the details of Right to Information Act.

19. Comment the impact of Globalization on Public Administration.

20. "Ecology and Administration" — F.W. Riggessian model– Give the details.

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DISTANCE EDUCATION

B.A (Public Administration) DEGREE EXAMINATION,
DECEMBER 2019.

Second Semester

INDIAN ADMINISTRATION

(CBCS 2018–19 Academic year onwards)

Time : Three hours   Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1.   Write any two salient features of Indian Administration.

2.   Mention any two power of president.

3.   What do you understand by administrative culture.

4.   Mention any two State ministers of Council.

5.   Mention any two public sector undertaking.

6.   List any two function of public service commission.

7.   What do mean by Council.

8.   Define Autonomy.

9.   What do you mean by parliamentary democracy.

10. Write the importance of state assembly.

PART B — (5 × 5 = 25 marks)

Answer ALL questions choosing either (a) or (b).

11. (a) Discuss the evolution of Indian Administration during the British Rule.

Or

(b) Explain the functions and position of the President of India.

12. (a) Describe the structure and functions of the Rajya Sabha.

Or

(b) Explain the composition, powers and functions of the Supreme Court of India.

13. (a) Bring out the role of Council of Ministers in the central administration.

Or

(b) Point out the powers and functions of the Union Public Service Commission.

14. (a) Discuss the role of public Administration in India.

Or

(b) Explain the powers and functions of the Prime Minister of India.

15. (a) Explain the role of Governor in the state Administration.

Or

(b) Write short notes on impact of information and communication technology in India administration.

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PART C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Explain the Links between Kautilyan Administration, Modem Personnel Administration and Public Administration.

17. Council of Ministers at Centre play a vital role — Discuss.

18. Elaborate the power and position of Governor in India.

19. Discuss the Center – State administrative relations in India.

20. Discuss the role and functions of Indian Parliament.

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