

D-4738

Sub. Code

10613

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DEC 2020.

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 importance of communication.
2. Basic of English Grammar.
3. Essentials of Good Style.
4. Importance of Business Letter.
5. Channels of Communication.

6. Quotation – Meaning.
7. E-mail – Meaning.
8. Skills of oral communication.
9. Drafting of Minutes.
10. Bio-data – Meaning.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the purpose and process of communication.

Or

- (b) Explain the structure of business letter.

12. (a) List out the common barriers of Listening.

Or

- (b) Explain the importance of communication in organization.

13. (a) Bring out the differences between personal and business letters.

Or

- (b) Explain the structure and format of business letters.

14. (a) How did you overcome problems in e-mail communication?

Or

- (b) Explain the different types of business meetings.

15. (a) Examine the drafting of short-speeches.

Or

- (b) Describe the steps in making presentation.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the meaning, nature and scope of communication.
17. Describe the listening skills, process and classification.
18. Evaluate the internal and external communication.
19. Prepare application for employment and covering letter.

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

D-4739

Sub. Code

10614

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DEC 2020.

First Semester

Public Administration

INDIAN CONSTITUTION

(CBCS 2018–19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Composition of the Constituent Assembly.
2. Constitution – Meaning.
3. President Rule – Meaning.
4. Single Citizenship – Meaning.
5. Zonal Council – Short notes.

6. Composition of Lok Sabha.
7. Objectives of Parliamentary Forums.
8. Special status of Jammu and Kashmir.
9. Special provisions for Maharashtra and Gujarat.
10. Features of Union Territory.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a note on Crown Rule (1858–1947).

Or

- (b) Mention about the committees of the constituent Assembly.

12. (a) Discuss Fundamental Rights.

Or

- (b) Explain the characteristics of Parliamentary form of Government.

13. (a) Describe the salient features of the Constitution of India.

Or

(b) Discuss the fundamental duties mentioned in the Constitution.

14. (a) Give reasons why Financial Emergency is imposed.

Or

(b) Discuss the process of General Election of India.

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

Or

(b) Write a note on the special provisions for Delhi.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Critically examine the merits and demerits of Parliamentary form of Government.

17. Define Fundamental Rights and discuss it in detail.

18. Examine the President Rule with a suitable example.

19. Explain the composition and functions of Indian Parliament.

20. Discuss about the creation and administration of Union Territories in India.
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D-4740

Sub. Code

10623

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DEC 2020.

Second Semester

Public Administration

ADMINISTRATIVE THEORY

(CBCS 2018–19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Significance of Public Administration.
2. New Public Management Perspective.
3. Maslow's need hierarchy theory.
4. Departments – Meaning.
5. Role of Media – Meaning.
6. Work Study – Meaning.
7. Network Analysis – Explain.
8. Concept of Development – Meaning
9. Civil Society – Meaning.
10. Regulatory Authorities – Meaning.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Trace the evolution of the discipline.

Or

- (b) Explain the Minnow Brook Conference.

12. (a) Explain Classical theory.

Or

- (b) Styles of Leadership – Explain.

13. (a) Differences between Public Vs. Private Partnership.

Or

- (b) Explain the right to Information Act.

14. (a) Explain the Organisation and Methods.

Or

- (b) Describe the ecology and administration.

15. (a) Explain the Management Information System.

Or

- (b) Citizen and Administration – Explain.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the meaning, nature and scope of Public Administration.
17. Describe the contributions of H. Simon in decision making.
18. Explain the three types of control over public administration.
19. Explain the contribution of F.W. Riggression Model.
20. Changing life of administration – Comment.

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10624

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DEC 2020.

Second Semester

Public Administration

INDIAN ADMINISTRATION

(CBCS 2018–19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Explain the administrative system of Kautilya.
2. Administrative culture – Meaning.
3. Define Union Council of Ministers.
4. Autonomy of Public Sector Undertakings.
5. Cabinet Secretariat.
6. Examine the powers of Governor.
7. Define Specialist Administration in Indian bureaucracy.
8. What do you mean by Parliament?
9. Explain the concept of Federal System in India.
10. Trace the compact of Globalisation on administration.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Evaluate the evolution of Indian administration during British Period.

Or

- (b) Discuss the features of Parliamentary Democracy in India.

12. (a) Sketch the structure and functions of the Central Secretariat.

Or

- (b) What do you mean by All India Services?

13. (a) Describe the structure and functions of UPSC.

Or

- (b) Discuss the role and position of the Chief Minister.

14. (a) Examine the financial relations between Centre and States.

Or

- (b) Describe the meaning and importance of Civil Service training.

15. (a) Narrate the process of Lok Sabha.

Or

(b) Explain the impact of ICT in Indian Administration.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the features of Indian Administration.

17. Critically examine the leadership role of the Prime Minister.

18. Discuss elaborately the changing role of the District Collection.

19. Write an essay on Minister and Civil Servant relationship.

20. Examine the structure and functions of Tamil Nadu Legislative Assembly.

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10633

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DEC 2020.

Third Semester

Public Administration

PRINCIPLES OF MANAGEMENT

(CBCS 2018–19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write the nature of planning.
2. Write the importance of budgeting.
3. Define organization.
4. What do you mean by Decentralization?
5. Give the meaning of Motivation.
6. Write any two essential qualities of Leadership.
7. List the scope of Management.
8. Write the objective of controlling.
9. Define Audit.
10. Expand MIS.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Describe the various functions of Management.

Or

- (b) Write a brief note on Project and Budget.

12. (a) Briefly explain the importance of decision making.

Or

- (b) Highlight the purpose and kinds of organization.

13. (a) Describe the elements of staffing.

Or

- (b) Write a brief note on Delegation.

14. (a) Give a brief note on devices of control.

Or

- (b) Explain the principles of direction.

15. (a) Discuss the need for Management Audit.

Or

- (b) Explain the importance of MIS.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. What are the objective of planning? Illustrate with examples the process of planning at the enterprise level.
17. Critically examine the process and elements of decision making.

18. Explain McClelland's theory of motivation. Can achievement motives be developed?
 19. A successful leader is not necessarily effective. Discuss this statement.
 20. How do you distinguish verbal and non verbal communication? Discuss the advantage and disadvantage.
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10634

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DEC 2020.

Third Semester

Public Administration

ADMINISTRATIVE THINKERS

(CBCS 2018–19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Which ruler worked under Kautilya?
2. Write on the re-election 1916 of Woodrow Wilson.
3. What are the three component theory of Stratification?
4. Write the meaning of Taylorism.
5. What is the paradigm of Behaviourism?
6. Draw the diagram of F.W. Riggs Uni-Linear Path Prismatic Model.
7. What is Unity of Command?
8. Define human intelligence.

9. What are the three elements in organization said by C.I. Barnard?
10. What are the four management style of Rensis Likert?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Describe the economic policy of Woodrow Wilson.

Or

- (b) Discuss the management theory of Taylor.

12. (a) Explain the Protestant Ethic and Spirit of Capitalism.

Or

- (b) Write about the self-actualization.

13. (a) Explain the safety needs of Maslow.

Or

- (b) Explain the principles of coordination theory in management by Follet.

14. (a) Explain the theories of Cognitive Behaviour by Simon.

Or

- (b) Describe the Riggs “Fused Prismatic Diffracted” Model Process.

15. (a) Describe the Argyris basic Organisation Model.

Or

- (b) Describe the Rensis Likert Management Theory.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE out of Five questions.

16. Discuss the political writings of Woodrow Wilson.
17. Analyse the Max Weber theories of Religion.
18. Illustrate the principles of management by Henry Fayol.
19. Analyze the Simons different models of decision making.
20. Elaborate on the theoretical model and approaches of F.W. Riggs.

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10643

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DEC 2020.

Fourth Semester

Public Administration

ORGANISATIONAL BEHAVIOUR

(CBCS 2018–19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

All questions carry equal marks.

1. Write any two objectives of organisational behavior.
2. What do you mean by sensation?
3. What do you mean by attitude?
4. Write any two causes of stress among employees.
5. Write the meaning of organizational change.
6. What do you mean by power in an Organization?
7. Write any two advantages of emotional intelligence.
8. Write any two factors influencing individual behavior.
9. What do you mean by group decision?
10. Write any two determinants which influence personality.

SECTION B — (5 × 5 = 25 marks)

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

All questions carry equal marks.

11. (a) Write a brief note on the concept of organizational behavior.

Or

- (b) Explain the positive individual behavior.

12. (a) Write a short note on the influence of personality on behavior.

Or

- (b) Explain the functions of attitude of a human person.

13. (a) Bring out the clarity on the concept of stress-performance relationship.

Or

- (b) Comment on the merits and demerits of organizational development.

14. (a) Explain the impact of power, authority and influence in an organization.

Or

- (b) Briefly explain how we can manage emotions in our life.

15. (a) Write a short note on the conflict outcomes.

Or

- (b) How can we do evaluation and follow up on organizational development?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

All questions carry equal marks.

16. Sensation and perception are two intermingled process of behavior. Elaborate.
 17. Write an essay on the changing organizational culture in the present scenario.
 18. Critically examine the evaluation of career planning.
 19. Critically analyze the environmental factors which influence individual behavior.
 20. Groups in organization are an indispensable aspect – Elaborate.
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D-4745

Sub. Code

10644

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DEC 2020.

Fourth Semester

Public Administration

MODERN ADMINISTRATIVE SYSTEM

(CBCS 2018-19 Academic year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is meant by 'federalism'?
2. Write any two offices of the Executive Office of the President of the United States (EOP).
3. Write the meaning of Administrative system.
4. What is meant by Constitution?
5. What is an administrative trial?
6. What are the two branches of law in France?
7. What is direct democracy?
8. What is meant by Multi party system?
9. What is State Council Research office of China?
10. What is meant by civil rights?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a note on United States Congress.

Or

- (b) Explain about American Civil Service.

12. (a) Portray the administrative system of France.

Or

- (b) Elucidate the administrative system of Britain.

13. (a) Explain the functions of an administrative court.

Or

- (b) Portray the role of City Mayors of France.

14. (a) Write a short note on the political parties in Switzerland.

Or

- (b) Elucidate the composition and tenure of the standing committee of National People's Congress.

15. (a) Write the functions of the State Council of China.

Or

- (b) Write a note on the judicial system of Canada.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elaborate on the Constitution of USA.
 17. Elaborate on British Civil Service.
 18. Discuss the administrative system of Japan.
 19. Elaborate the constitutional structure of China.
 20. Describe the history of the Constitution of Canada.
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D-6438

Sub. Code

10651

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2020.

Fifth Semester

Public Administration

PUBLIC FINANCIAL ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Public Financial Administration – Definition.
2. Budget – Meaning.
3. Objectives of performance budgeting.
4. Public borrowings – meaning.
5. Sunset legislation – meaning.
6. Plan programme budgeting.

7. Accounting – Define.
8. Role of cabinet in budgeting.
9. PAC – meaning
10. Collection of public funds.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain the public financial administration.

Or

- (b) Describe the types of budget.

12. (a) Explain the zero base budgeting.

Or

- (b) Enumerate the plan programme budgeting growth and advantages.

13. (a) Explain the process of preparation of the budget.

Or

(b) Explain the Top-Down budget.

14. (a) Explain the deficit financing and impact of economy.

Or

(b) Enumerate the custody and disbursement of funds.

15. (a) Narrate the separation of accounts from auditing.

Or

(b) Explain the mobilisation of financial resources.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the principles of budget.

17. Describe the performance budgeting with its objectives, process and advantages.

18. Sketch about preparation, presentation and execution of budget.
 19. Explain about the organisation and functions of ministry of finance.
 20. Examine the role and functions of CAG.
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Sub. Code

10652

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2020.

Fifth Semester

Public Administration

HUMAN RIGHTS ADMINISTRATION IN INDIA.

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer All questions.

1. Human Rights-Definity.
2. League of Nations-Meaning.
3. Optional protocol to political.
4. United nations Human rights council.
5. Composition of National human rights in India.
6. Minorities-Explain
7. Bonded Labourers-Meaning.
8. Protection of civil liberties Act.
9. Non- Governmental organization.
10. Human rights court.

SECTION B — (5 × 5 = 25 marks)

Answer All questions. Choose either (a) or (b).

11. (a) Explain the classification of human rights.

Or

- (b) Describe the universal declaration of Human rights Act of 1948.

12. (a) Explain the International covenant on socio-economic and cultural rights.

Or

- (b) Explain the functions of U.Ns human right council.

13. (a) Powers of State Human rights in India.

Or

- (b) Human rights of Dalit – Explain.

14. (a) Enumerate the powers and functions of National commission for child.

Or

- (b) Right to education Act.

15. (a) Explain the Issues of Child Labourers.

Or

(b) Enumerate the human rights police station.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Trace the evolution of Human rights.
17. Narrate the fundamental rights of Indian constitution.
18. Examine the child labour abolition Act.
19. Explain the role of voluntary in protection of human rights in India.
20. Describe the National human rights commission composition, powers and functions.

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Sub. Code

10653

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2020.

Fifth Semester

Public Administration

DEVELOPMENT ADMINISTRATION IN INDIA

(CBCS – 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is Development?
2. Define Traditional Administration.
3. Discuss the significance of Development Administration.
4. Features of Rural Development Programme.
5. Define urban transport.

6. Micro - Level planning.
7. Panchayat Raj system.
8. Non-Govt. orgn. in Development Administration.
9. Suggest measures for poverty alleviation.
10. Explain United Nation Millennium Development goals.

PART B — (5 × 5 = 25 marks)

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

11. (a) Define the concept of development.

Or

- (b) Differentiate development with traditional development.

12. (a) Discuss the approaches of development administration.

Or

- (b) Bring out the challenges of Rural Development Programme.

13. (a) Examine the functioning of Housing Development in India.

Or

- (b) Bring out the importance of participatory approach in rural development.

14. (a) Describe district level machinery for development planning.

Or

- (b) Critically examine the Land Reforms Policy in India.

15. (a) Discuss the role of U.N. organisation in Development Administration.

Or

- (b) Examine the role and functions of International Monetary Fund.

PART A — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What do you mean by Development Administration and discuss its characteristics.

17. Examine the views of F.W. Riggs on Development Administration.
 18. Describe Rural Development Through Panchyat Raj System in India.
 19. Evaluate the United Nations Development Programme.
 20. Discuss the role of Asian Development Bank in Development.
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D-6441

Sub. Code

10654

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2020.

Fifth Semester

CITIZEN AND ADMINISTRATION

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Values in Public Services.
2. Lokpal-Meaning.
3. Peoples participation in Administration.
4. Social audit.
5. Pressure groups – meaning.
6. E-Governance – meaning.

7. Citizen charter – meaning.
8. CBI – Meaning.
9. Right to Information Act.
10. Good Governance Parameters.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain integrity in administration.

Or

- (b) Explain about accountability on administration.

12. (a) Enumerate the role of civil society.

Or

- (b) Explain the key contents of openness in administration.

13. (a) Explain the features and classification of interest groups.

Or

- (b) Elaborate the good governance features and application in India.

14. (a) Narrate the success story of E-governance in India.

Or

- (b) Explain about central vigilance commission.

15. (a) Explain legal framework of anti-corruption in India.

Or

- (b) Explain state grievance redressal mechanism.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the model of ombudsman in India.
17. Explain the mechanism and challenges of people participation in India.
18. Explain the citizen charter experience in India.

19. Describe the powers and functions of CBI.

 20. Explain the institutional framework of Anti-Corruption in India.
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