

D-1118

Sub. Code

11A

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./ B.B.A./B.B.A. (BANKING)/ B.C.A./
M.B.A. (5 Years Integrated) DEGREE EXAMINATION,
DECEMBER 2021.**

First Semester

Part I – TAMIL PAPER I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க.

1. மூடிவைத்த பாத்திரத்தில் எத்தனைப் படி நெய் இருந்தது?
2. கோபாலனின் குழலைக் கேட்டப் பசுக்கள் என்ன செய்தன?
3. கோபத்தில் ஆழ்ந்திருந்த ராதாவிடம் கண்ணன் தந்தது என்ன?
4. பட்டுக்கோட்டை கல்யாண சுந்தரம் பிறந்த ஊர் யாது?
5. ‘கண்ணன் என் விளையாட்டுப் பிள்ளை’ எனப் பாடியவர்?
6. ‘சிறுகதை ஆசான்’ எனப் போற்றப்படுபவர் யார்?
7. ‘குடிமக்கள் காப்பியம்’ எனப்படும் காப்பியம் எது?
8. கம்பராமாயணத்தின் எக்காண்டத்தில் மந்திரப் படலம் அமைந்துள்ளது?
9. ‘சீறத்’ - பெயர்காரணம் தருக.
10. தேம்பாவணி ஆசிரியரின் இயற்பெயரைக் குறிப்பிடுக.

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) ஆயர்பாடி மாளிகையில் கண்ணன் செய்தனவற்றை எழுதுக.

(அல்லது)

(ஆ) தொழிலின் சிறப்புகளைப் பட்டுக்கோட்டை கல்யாணசுந்தரம் உரைக்குமாற்றை விளக்குக.

12. (அ) ஏழை மற்றும் செல்வந்தரைப் பற்றிப் பாரதிதாசன் உரைப்பனவற்றை எழுதுக.

(அல்லது)

(ஆ) நோய்க்கு அறிகுறிகளாக நாமக்கல் கவிஞர் கூறுவனவற்றை விளக்குக.

13. (அ) பாரதத்தின் பெருமைகளைச் சிதைக்கும் நோய்கள் என நாமக்கல் கவிஞர் எவற்றைக் கூறுகிறார்?

(அல்லது)

(ஆ) வயிறு ஜீவனாக விளக்குவதைக் கவிஞர் ஷண்முக சுப்பையா எவ்வாறு விளக்குகிறார்?

14. (அ) கண்ணகி வாயில் காவலர்க்குத் தன்வரவினை உரைக்குமாற்றை எழுதுக.

(அல்லது)

(ஆ) இராமன் வருகையையும் நகரில் நடந்தனவற்றையும் கம்பர் எங்ஙனம் பாடுகிறார்?

15. (அ) சாந்தியின் வினாக்களுக்குத் தாய் மேரி அளித்த விடையாது? விளக்குக.

(அல்லது)

- (ஆ) 'இறைவனின் தூதன்' என்று சான்று காட்டிய நபிகளின் செயல்களை விவரிக்க.

பகுதி இ — ($3 \times 10 = 30$ மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. கண்ணன் - என் விளையாட்டுப் பிள்ளை எனப் பாரதியார் பாடுமாற்றை விவரிக்க.
17. பாரதிதாசன் உலகப்பன் பாட்டு வழிக் கூறும் உண்மைகளை எடுத்துரைக்க.
18. மோசிகீரனார் வரலாற்றை ஞானக்கூத்தன் எடுத்துரைக்குமாற்றை விவரிக்க.
19. பாண்டிமாதேவி கண்ட கனவினால் வினைந்தவைகளை விளக்கி எழுதுக.
20. அறபியை நபிகள் நாயகம் ஆட்கொண்ட திறத்தை விரித்துரைக்க.

D-1119

Sub. Code

11B

DISTANCE EDUCATION

Common for B.A. /B.Sc. /B.B.A. /B.B.A (Banking)/
B.C.A./M.B.A. (5 Year Integrated) DEGREE EXAMINATION,
DECEMBER 2021.

First Semester

Part I – COMMUNICATION SKILLS – I

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define Communication and its types.
2. Write the Principle of Effective Communication.
3. What are Preparation for speech in Oral Communication?
4. Write a few lines about Layout.
5. What is mean by sentence for motion?
6. Write the types of non-Verbal Communication.
7. What are the essential qualities of a Good Report?
8. Define Behavioural Skills.
9. Write the quality of content.
10. Explain the Purpose of Meeting.

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Write the Barriers of Effective Communication.

Or

- (b) What are the Importance of communication?

12. (a) Write about the Principles of Effective Oral Communication.

Or

- (b) Define Intonation and its Function.

13. (a) Write the Characteristics of an effective sentences.

Or

- (b) What are the advantages and uses of Words and Phrases?

14. (a) What are steps involved in the Essay writing?

Or

- (b) Define Outline and Layout.

15. (a) Write the Quality of Content.

Or

- (b) Explain the purpose of the meeting.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Write the barriers and principles of Effective Communication.

17. What are the Importance of Oral Communication?

18. Define Sentence Formation. Write the Characteristics of effective sentence.
 19. Explain Non-Verbal Communication.
 20. Write the Format of Report Writing.
-

D-1120

Sub. Code

12

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.B.A./
B.B.A. (Banking)/B.C.A./M.B.A. (5 Yrs Integrated) DEGREE
EXAMINATION, DECEMBER 2021.

First Semester

Part – II

ENGLISH PAPER-I

(CBCS 2018 – 19 Academic Year Onwards/
2021 Calendar Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. 'Alpha of the Plough' is the pseudonym of_____
2. What is the main theme of *Water the elixir of life*?
3. List out some main drawbacks of *Our Civilization*.
4. What are the causes and remedies of drug abuse?
5. Write a short note on *Minerals in Food*.
6. Define - Participles with examples.
7. Turn the sentence into Indirect Speech.

Kumar said, "I have not been able to finish my work this evening".

8. What is the purpose of précis writing?
9. State the importance of letter writing.
10. Develop the following

Ramu : Hello, How are you?

Somu : Hi, _____

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Write a paragraph on conversation of water.

Or

- (b) Write a short note on *Minerals in Food*.

12. (a) Explain - Art of letter writing.

Or

- (b) Bring out the significance of the title '*Food*'.

13. (a) What are sensual drugs and dangers of the abuse of sensual drugs?

Or

- (b) Write a paragraph on Our *Ancestors*.

14. (a) Fill in the blanks using suitable prepositions.

(i) Kathir goes _____ school every morning
_____ nine.

(ii) The seedling grew _____ a tree _____
just three years.

(iii) King Lear was written _____ Shakespeare who was born _____ 1564.

(iv) _____ the morning, father goes _____ a walk.

(v) I begin my day _____ a cup of coffee prepared _____ my mother.

Or

(b) Modal Auxiliary verbs

(i) My grandmother eighty-five, but she still reads and writes without glasses.

(ii) _____ I come with you?

(iii) _____ you help me with the housework, please?

(iv) There was a time when I _____ stay up very late.

(v) You _____ not lose any more weight. You are already slim.

15. (a) Write a paragraph on the major features of a computer.

Or

(b) Write a story using the hints given below:

Young man-riding a horse to town - on the way-lame beggar - "Please take me to town"- they reach town - "horse is mine" says beggar-they go to King's Officer - young man covers horse's head - "horse blind in one eye. Which one?". "left", says beggar - horse not blind-beggar punished.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. How does J.B.S. Haldane discuss the necessity and function of food?

17. Explain the process of evolution of mankind according to Carl Sagan.

18. Write a critical appreciation of C. E. Foad's *Our Civilization*.
19. Fill in the blanks with the appropriate forms of the verbs given in brackets: (Use the simple present or the present continuous or the simple past).
- (i) I ——(grow) a beard now.
 - (ii) I ____ (forget) to wind the clock last night.
 - (iii) Every year he ____ (spend) his holidays in Kashmir.
 - (iv) It _____ (rain), take your umbrella.
 - (v) Keep quiet, we ——(listen) to the music.
 - (vi) That silly fool always ____ (make) stupid remarks.
 - (vii) She ____ (hate) cats.
 - (viii) My friend ____ (come) to see me yesterday.
 - (ix) Who ____ (discover) America?
 - (x) What a noise! What on earth _____ (happen)?
20. Write a conversation of your own using the expressions "greeting and introducing yourself".
- _____

D-1183

Sub. Code

10613

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2021.

First Semester

BUSINESS COMMUNICATION

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Purpose of communication
2. Essentials of Good style writing
3. Communication in organization
4. Problems of communication
5. Insurance letters – Explain
6. Principles of E-mail
7. Explain the importance of business letter.
8. Bio-data – Meaning
9. Audience – Meaning
10. Business meetings – Meaning

PART B — (5 × 5 = 25 marks)

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

11. (a) Narrate about the process of communication.

Or

- (b) Explain the basics of English grammar.

12. (a) Explain the importance of communication in organization.

Or

- (b) List out the classification of listening.

13. (a) Explain the structure and format of business letters.

Or

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

14. (a) Write short notes on : confirmation and offers.

Or

- (b) Examine the types of business letters.

15. (a) Describe the steps in making presentation.

Or

- (b) Describe the overcoming problems in e-mail communication.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the definition, nature and importance of communication.

17. Explain the internal and external communication.

18. Discuss about the listening skills and process.
 19. Prepare a business letter and employment letter.
 20. Narrate about the principles of writing and skills to improve writing.
-

D-1184

Sub. Code

10614

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

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. Constitution of India.
2. Enactment of the constitution.
3. Fundamental rights.
4. Features of Union territory.
5. Zonal council.
6. Composition of Lok sabha.
7. Financial Emergency.
8. Parliamentary privileges.
9. Single citizenship.
10. Special provided for Manipur.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the composition of constituent assembly.

Or

- (b) Write a note on the crown rule (1858-1947).

12. (a) Explain the right to equality.

Or

- (b) Enumerate the Characteristics of parliamentary form of Government.

13. (a) Explain the difference between single citizenship and dual citizenship.

Or

- (b) Examine the fundamental duties mentioned in the constitution.

14. (a) Discuss the objectives of parliamentary forums.

Or

- (b) Explain the organizational structure of Indian parliament.

15. (a) Explain the special status provided to the state of Maharastra.

Or

- (b) Write a note on the administration of Union territories.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Write an essay on Interim Government (1946).
 17. Describe fundamental rights.
 18. Describe the citizenship act 1955.
 19. Explain the organization and functions of Lok Sabha.
 20. Critically examine the Indian Foreign policy.
-

D-1121

Sub. Code

21A

DISTANCE EDUCATION

Common for B.A./ B.Sc./B.B.A./B.B.A.(Banking)/B.C.A./
M.B.A. (5 Year Integrated) DEGREE EXAMINATION,
DECEMBER 2021.

Second Semester

Tamil

Part I – TAMIL – Paper – II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க

1. தேம்பாவணி என்ற சொல்லின் பொருளைத் தருக.
2. 'வான வீதியில்' தொகுதியில் இடம்பெற்றுள்ள சிறுகதைகளின் எண்ணிக்கை?
3. மதிற்போர் - குறிப்பு வரைக.
4. முதலெழுத்துக்கள் என்றால் என்ன?
5. அன்மொழித் தொகை - விளக்கம் தருக.
6. 'ஆறில் ஒரு பங்கு' என்னும் சிறுகதையை எழுதியவர்?
7. தமிழில் வெளிவரும் 'வார இதழ்கள்' இரண்டினைக் குறிப்பிடுக.
8. சிம்பொனி இசையமைத்த தமிழர் யார்?

9. பண்பலை வானொலி என்றால் என்ன?

10. 'தாண்டக வேந்தர்' எனப் போற்றப்படும் சைவக் குரவர்?

பகுதி ஆ — ($5 \times 5 = 25$ மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) சாந்தி உள்ளம் மகிழ்ந்து குழந்தை ஏசுவைப் போற்றுமாற்றை விவரிக்க.

(அல்லது)

(ஆ) வீரமாமுனிவர் வெளிப்படுத்தியுள்ள தமிழ்மரபுகளை எடுத்துரைக்க.

12. (அ) நீலபத்மநாபனின் 'வானவீதியில்' சிறுகதைச் சுருக்கத்தை எழுதுக.

(அல்லது)

(ஆ) இராமன் புரிந்த கன்னிப் போர் குறித்து விவரிக்க.

13. (அ) சார்பெழுத்துக்களின் வகைகளை விளக்கி வரைக.

(அல்லது)

(ஆ) விடைகள் எத்தனை வகைப்படும்? அவற்றை விளக்கி வரைக.

14. (அ) புதுக்கவிதையின் வளர்ச்சி வரலாற்றைச் சுருக்கி எழுதுக.

(அல்லது)

(ஆ) பாரதிதாசனின் தமிழ்ப்பற்றை விளக்கி வரைக.

15. (அ) திருஞானசம்பந்தரின் பக்தித் திறத்தைப் பாராட்டியுரைக்க.

(அல்லது)

(ஆ) மக்கள் வாழ்வியலில் இணையம் பெறும் முக்கியத்துவத்தை எடுத்துரைக்க.

பகுதி இ — ($3 \times 10 = 30$ மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. குழந்தை ஏகவை ஆயர்கள் எங்ஙனம் போற்றினர்? விளக்குக.
17. கம்பன் உரைக்கும் போர்க்களச் செய்திகளைத் தொகுத்துரைக்க.
18. தமிழ்ச் சொல்லமைப்பின் சிறப்புக்களை நும் பாடப் பகுதியால் விரிந்துரைக்க.
19. நாவல்கள் திரையாக்கம் பெறும் முறையை எடுத்துக்காட்டுகளுடன் விவரிக்க.
20. தமிழர்தம் இல்லற மாண்பினை பெரியபுராணம் வழிக் கட்டுரைக்க.

D-1122

Sub. Code

21B

DISTANCE EDUCATION

Common for B.A. /B.Sc. /B.C.A. /B.B.A. /B.B.A
(Banking)/M.B.A. (5 Year Integrated) DEGREE
EXAMINATION, DECEMBER 2021.

Second Semester

PART I – COMMUNICATION SKILLS – II

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. How do you define a code in communication?
2. What is known as the encoding process in communication?
3. What is the function of intonation?
4. What do you mean by brevity in a speech?
5. What do you mean by 'Emphatic listening'?
6. What is the significance of the profile of the audience in presentation?
7. What do you mean by stress interview?
8. What do you mean by probing questions in an interview?
9. What is the use of visual aids in a presentation?
10. What is the purpose of a circular?

PART B — (5 × 5 = 25 marks)

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

11. (a) Examine the different codes that we use in communication.

Or

- (b) Write a note on non-verbal communication.

12. (a) What are the guiding principles that make a speech successful?

Or

- (b) Draw a phonetic chart with illustrations.

13. (a) Write a note on the strategies to be followed in effective listening.

Or

- (b) Examine the importance of presentation skills in the present day scenario.

14. (a) What are the contents of a good Resume?

Or

- (b) Write a note on the advantages of telephonic interview.

15. (a) Write a note on the function of a memo.

Or

- (b) What are the characteristics of a good report?

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE of the following.

16. Discuss the strategies to develop communication skills.
 17. Attempt an essay on the pronunciation etiquette in communication skills.
 18. Listening helps you to speak better – Comment.
 19. Bring out the use of appropriate visual aids in a presentation.
 20. Discuss the modalities to be followed in effective business writing.
-

D-1123

Sub. Code

22

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.B.A./ B.B.A.
(Banking)/B.C.A./M.B.A. (5 Years Integrated) DEGREE
EXAMINATION, DECEMBER 2021.**

Second Semester

English

PART – II ENGLISH PAPER – II

**(CBCS 2018 – 19 Academic Year Onwards/
CBCS 2021 Calendar Year Onwards)**

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write a note on the city of London as Wordsworth describes it in Poem “Lines Composed upon Westminster Bridge”?
2. How does John Keats establish the connection with ancient art?
3. What does the express train symbolize in the poem the Express?
4. What does Gitanjali mean?
5. Why is the sea called mother in the poem Coromandel fishers?
6. Who is Tubal in The Merchant of Venice?

7. Is shylock is Villain or Victim?
8. How does Portia get back her ring?
9. Write the importance of Essay Writing
10. What is a Report?

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Write the dramatic Monologue in Robert Brownings
Andrea del Sarto.

Or

- (b) Why does words worth invoke God in his poem?
What does he mean by “that mighty heart”?
12. (a) Write the symbolism used in the Poem “The Road
Not taken”.

Or

- (b) Write the critical appreciation of the Poem
Coromandel Fisher.
13. (a) Explain the Indian Philosophical aspects and the
theme of Devotion in Tagore’s Gitanjali.

Or

- (b) Write a note on “Titanic wars” as referred is Wilfred
Owen’s Strange Meeting.
14. (a) Explain the relationship between compassion and
Justice in the play “The Merchant of Venice”.

Or

- (b) Justify – Is shylock a villain?

15. (a) What is Note Making? What are the Advantages of Note Making?

Or

- (b) What are the processes of Report Writing?

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Elaborate various themes used in the Poem 'Ode on a Grecian Urn'.
17. How Tagore's philosophy of life is reflected in the Gitanjali?
18. What are the Poetic Devices used in 'The Road not Taken'?
19. Describe the circumstances that led to the signing of the bond by Antonio and its consequences.
20. Distinguish the difference between the Report writing and essay writing.
-

D-1185

Sub. Code

10623

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Second Semester

Public Administration

ADMINISTRATIVE THEORY

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Scope of public administration.
2. New public management – Meaning.
3. Public corporation – Meaning.
4. Explain role of media.
5. Work study.
6. Concept of development.
7. Citizen charter
8. Regulatory authorities – meaning
9. Qualities of good leadership.
10. Field relationship.

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Explain the systems theory.

Or

- (b) Explain the state Vs market debate.

12. (a) Enumerate the style of leadership.

Or

- (b) Explain about the work management.

13. (a) Explain the impact of globalization on public administration.

Or

- (b) Explain the F.W. Riggsian model.

14. (a) Narrate about the citizen and administration.

Or

- (b) Organisation and method – comment.

15. (a) Discuss about the right to information act.

Or

- (b) Explain classical theory.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the meaning, nature and significance of public administration.
17. Describe the scientific management theory.

18. Explain the types of control over administration.
 19. Enumerate the changing role of development administration.
 20. Describe the Minnow Brook conference.
-

D-1186

Sub. Code

10624

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Second Semester

Public Administration

INDIAN ADMINISTRATION

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Administrative culture.
2. Fundamental duties
3. Autonomy of Public Sector undertakings.
4. Field offices
5. Powers of Governor
6. Parliament
7. Generalist
8. ICT
9. Council of Ministers
10. Types of training in Public Services.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the administrative system of Kautilya.

Or

- (b) Explain the parliamentary democracy in India.

12. (a) Bring out the forms of Public undertakings.

Or

- (b) Sketch the structure and functions of The Central Secretariat.

13. (a) Examine the role and powers of The Chief Minister.

Or

- (b) Explain the financial relations between Centre and State.

14. (a) Explain the changing role of District Collector.

Or

- (b) Explain the functions of Chief Secretary.

15. (a) Explain the State Public Service Commission.

Or

- (b) Explain the relationship between Generalist Vs Specialist.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Trace the evolution of British Period.
 17. Describe the powers and functions of Prime Minister.
 18. Enumerate the All India Services in India.
 19. Explain the impact of Information Communication technology in Administration.
 20. Describe about The Cabinet Secretariat.
-

D-1124

Sub. Code

31A

DISTANCE EDUCATION

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2021.**

Third Semester

Tamil

Part I – TAMIL – Paper – III

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க

1. ஐங்குறுநூற்றின் குறிஞ்சிப் பாடல்களைப் பாடியவர் யார்?
2. ‘நெஞ்சாற்றுப்படை’ என அழைக்கப்படும் எட்டுத்தொகை நூல் யாது?
3. பட்டினப்பாலை யாரால் பாடப்பட்டுள்ளது?
4. பரணர் பாடியப் பாடல்களின் எண்ணிக்கையைத் தருக.
5. அறத்தொடு நின்றல் என்றால் என்ன?
6. கையறு நிலை - சிறுகுறிப்பு வரைக.
7. திருக்குறளை முதன்முதலில் ஆங்கிலத்தில் மொழிபெயர்த்தவர்?
8. அகில் எதன் வயிற்றில் பிறக்கும்?
9. வேங்கி நாட்டு இளவரசனின் பெயரைக் குறிப்பிடுக.
10. சுவடுகள் நாவலில் வரும் கணக்குப்பிள்ளையின் பெயர் என்ன?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) பாசறை அமைப்புக் குறித்து முல்லைப்பாட்டின் வழி விளக்குக.

(அல்லது)

- (ஆ) ஐங்குறுநூற்றைத் தொகுத்தோன், தொகுப்பித்தோன் வரலாற்றைச் சுருக்கி எழுதுக.

12. (அ) குறிஞ்சித்திணையின் முப்பொருட்களைப் பட்டியலிடுக.

(அல்லது)

- (ஆ) நற்றிணையின் சிறப்புகளை நும் பாடப்பகுதியால் விளக்கி வரைக.

13. (அ) அகநானூற்று நூல் பகுப்பின் சிறப்புகளை எடுத்துரைக்க.

(அல்லது)

- (ஆ) மாறோகத்து நப்பசலையார் பற்றிக் குறிப்பு வரைக.

14. (அ) வள்ளுவர் உரைக்கும் வாழ்க்கைத் துணை நலம் குறித்த செய்திகளை எழுதுக.

(அல்லது)

- (ஆ) நல்லார் பிறக்கும் குடியை அறிவார் யார்? விளம்பிநாகனார் தரும் விளக்கம் யாது?

15. (அ) இராசராசசோழன் நாடகத்தில் இடம்பெற்றுள்ள பாத்திரப் படைப்புகள் குறித்து விவரிக்க.

(அல்லது)

- (ஆ) சுவடுகள் என்னும் நாவலின் கதைச் சுருக்கத்தை எழுதுக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. 'குறிஞ்சிக்குக் கபிலர்' என்பார் கூற்றை நும் பாடப் பகுதியால் விளக்குக.
17. வினைமுற்றி மீளும் தலைவன் மழையை வாழ்த்துமாற்றைப் பெருங்கௌசிகனார் எங்ஙனம் புலப்படுத்துகிறார்?
18. தலைமகன் பாசறையிலிருந்து சொல்லிய செய்திகளைச் சேந்தம்பூந்தனார் வழி விவரிக்க.
19. அறிவுடையார் அறிவிலார் குறித்து வள்ளுவர் உரைக்குமாற்றை எடுத்துரைக்க.
20. சுவடுகள் நாவலின் 'இராசாத்தி' பாத்திரப் படைப்பை விரிந்துரைக்க.

D-1125

Sub. Code

31B

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2021.**

Third Semester

PART – I – HUMAN SKILLS DEVELOPMENT – I

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define Interpersonal Behaviour.
2. Write the merits of good habits.
3. What is mean by Self-Esteem?
4. How to build the Positive Personality?
5. Define Dias Etiquette.
6. Write the structure of Negotiating Skills.
7. How to manage the Stress?
8. What is the importance of Change Resistance?
9. Write the characteristics of Leadership.
10. Define Counselling.

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) What is Human Skills? Explain its Types.

Or

- (b) Write the importance of Interpersonal Relationship.

12. (a) What are the ways for developing personality?

Or

- (b) Distinguish between Self Concept and Self- Esteem.

13. (a) What is Goal Setting? Write the importance of Goal Setting.

Or

- (b) Explain Decision Making Skills.

14. (a) Define Negotiating skills and its structure.

Or

- (b) Write the canons of good human relations.

15. (a) What is stress? Write the cause and effect of Stress?

Or

- (b) Write the consequences of Anger Management.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Define interpersonal Relationship and Interpersonal Behaviour.
17. What is Personality? Write the Needs and Factors of influencing Personality.

18. Define Decision Makings Skills with its types.
 19. Explain the attitudes and its importance with types.
 20. What is conflict? Write the cause and effects of Conflicts?
-

D-1126

Sub. Code

32

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2021.**

Third Semester

Part – II – ENGLISH PAPER – III

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What was the talent of the new Vicar?
2. Write about swami's father?
3. Who is Ivan Vassiliyitch Lomov?
4. What is the main problem of Philip?
5. What was the invention of Prof. Corrie?
6. What is pathos?
7. Note on Gaultier's Dinner with Mayor in "The Pie and the Tart".
8. Who are four friends in the Reunion?
9. Define Refugee.
10. Define Adjective.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write the conflict between swami and his father.

Or

- (b) Describe how a verger gets success after his dismissal from the church.

12. (a) What is the theme of the proposal by Anton Chekhov?

Or

- (b) What is the importance of dream in the play “The Boy Comes Home”?

13. (a) What are the features of Carrie’s new invention?

Or

- (b) Sketch the characters of Mr. and Mrs. Pryde in ‘The Silver Idol’.

14. (a) Explain the Gamier’s Dinner with Mayor.

Or

- (b) Write the Ideological Conflict in Asif Currimbhoy’s The Refugee.

15. (a) Briefly explain verb and its types.

Or

- (b) How do you write minutes for a meeting?

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. How loneliness is depicted in The Postmaster?
17. Write a critical appreciation of 'The Silver Idol'.
18. Sketch the characters of Gaultier and Marion in 'The Pie and the Tart'.
19. Write an essay on Margaret Wood's 'A Kind of Justice'.
20. What are the formats for a descriptive writing?

D-1187

Sub. Code

10633

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Third Semester

Public Administration

PRINCIPLES OF MANAGEMENT

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Planning premises
2. Projects
3. Informal Organization
4. Staffing
5. Objectives of Management Audit
6. Span of Control
7. Essential qualities of leadership
8. Importance of Direction
9. Co-ordination
10. MIS

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Explain the methods of planning.

Or

- (b) Explain about the rules and budgets.

12. (a) Explain the kinds of organization.

Or

- (b) Enumerate the importance of motivation.

13. (a) Explain the problems of delegation.

Or

- (b) Enumerate the Centralization.

14. (a) Explain the types of Communication.

Or

- (b) Evaluate the special control techniques.

15. (a) Explain the authority and responsibility.

Or

- (b) Explain the techniques of direction.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the meaning, nature, scope and functions of management.
 17. Explain the importance and strategy of planning.
 18. Explain the Herzberg theory of motivation.
 19. Explain the theories of leadership.
 20. Explain the objectives, importance and process of MIS.
-

D-1188

Sub. Code

10634

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Third Semester

Public Administration

ADMINISTRATIVE THINKERS

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Principles of Arthashastra
2. Bio-data of Woodrow Wilson
3. Taylor's concept of management
4. Max Weber Bureaucracy
5. Physiological need
6. Chris Argris formal organization
7. Ecological approach
8. Y. Dror – barriers of policy science
9. Organizational loyalties of Herbert A. Simon.
10. Theory of authority by Chester I. Bernard.

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Explain the politics and administration of Woodrow Wilson.

Or

- (b) Explain the six groups of Henry Fayol in industrial activities.

12. (a) Explain the M.P. Follet contribution.

Or

- (b) Describe the Maslow's need hierarchy theory.

13. (a) Narrate the F.W. Taylor's principles of scientific management.

Or

- (b) Enumerate the Chester I. Barnard Chief Executive functions.

14. (a) Write about the Rensis Likert.

Or

- (b) Explain the Hawthorne studies of Elton Mayo.

15. (a) Enumerate the Kautilya's in Arthashastra.

Or

- (b) Explain the Simon rationality in decision making.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Describe the Henry Fayol's principles of management.
 17. Explain the contribution of F.W. Taylor in management.
 18. Explain the contribution of F.W. Riggs.
 19. Explain the Max Weber model of Bureaucracy.
 20. Narrate the Y. Dror, Models of Public policy making.
-

D-1127

Sub. Code

41A

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2021.**

Fourth Semester

PART – I : TAMIL PAPER IV

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க

1. அடி எத்தனை வகைப்படும்? யாவை?
2. படிமம் - சிறுகுறிப்பு வரைக.
3. உடன்போக்கு எத்திணைக்குரிய துறை?
4. வரைவு கடாதல் என்றால் என்ன?
5. தற்குறிப்பேற்ற அணியை விளக்குக.
6. திருமுருகாற்றுப்படையை இயற்றியவர் யார்?
7. திருக்குறளுக்கான சிறப்புப் பெயர்கள் இரண்டினைத் தருக.
8. பெரிய புராணத்தின் ஆசிரியர் யார்?
9. 'பாண்டியன் பரிசு' காப்பியத்தின் கதைத் தலைவன்?
10. பாஞ்சாலி சபதம் - ஆசிரியர் குறிப்பு வரைக.

பகுதி ஆ — ($5 \times 5 = 25$ மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) தளை என்றால் என்ன? அதன் வகைகளை விளக்கி வரைக.

(அல்லது)

(ஆ) ஆசிரியப்பாவின் இலக்கணத்தைச் சான்று காட்டி விளக்குக.

12. (அ) களவில் 'அறத்தொடு நின்றல்' பெறும் முக்கியத்துவத்தை நிறுவுக.

(அல்லது)

(ஆ) கையறுநிலை என்பதை விளக்கிச் சான்று காட்டுக.

13. (அ) சிலேடை அணி இலக்கணத்தை வகைகளுடன் விளக்குக.

(அல்லது)

(ஆ) மொழி நடையில் காற்புள்ளி எவ்வெவ்விடங்களில் பயன்படுத்த வேண்டும்?

14. (அ) ஐங்குறுநாறு குறித்த செய்திகளைத் தொகுத்துரைக்க.

(அல்லது)

(ஆ) திருக்குறள் நூல் பகுப்புமுறைகளை விளக்கி எழுதுக.

15. (அ) கம்பராமாயணத்தின் தனிச்சிறப்புகளைப் புலப்படுத்துக.

(அல்லது)

(ஆ) சிற்பியின் 'மௌன மயக்கங்கள்' கவிதைகளை மதிப்பிடுக.

பகுதி இ — ($3 \times 10 = 30$ மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. தொடை வகைகளைச் சான்றுகளுடன் கட்டுரைக்க.
17. புறத்திணையை வகைகளுடன் தொகுத்துரைக்க.
18. செய்யுள் படைப்பில் அணி இலக்கணம் பெறுமிடத்தை எடுத்துரைக்க.
19. வள்ளுவரின் கவித்திறத்தைச் சான்றுகளுடன் விரிந்துரைக்க.
20. பாஞ்சாலி சபதத்தின் படைப்பு நோக்கத்தைப் புலப்படுத்துக.

D-1128

Sub. Code

41B

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2021.**

Fourth Semester

PART – I — HUMAN SKILL DEVELOPMENT – II

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Who need counselling?
2. How can you create attention among people?
3. Mention the importance of conceptual skills.
4. What are the procedures for technical skills?
5. What is the role of planning in presentation skills?
6. Who is known as leader?
7. What is the basic structure of group discussion?
8. Define understanding skills.
9. How do we face society in a difficult situation?
10. Why do we co-up with community?

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Write a short note on techniques of counselling.

Or

- (b) Discuss the need of managerial skill.

12. (a) What are the tools used in technical skills? Explain briefly.

Or

- (b) Write a note on planning and preparation in presentation skills.

13. (a) Write some multi-tasking skills for handling the organization properly.

Or

- (b) What are the qualities of a community group?

14. (a) Mention some do's to be followed by a member in a group interaction.

Or

- (b) What are the important techniques in problem solving skills?

15. (a) Write a short note on cooperative learning skills.

Or

- (b) Write some causes for making social responsibilities.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Write an essay on role and importance of counsellor.
 17. List out the types of technical skills.
 18. What are the qualities of a good leader? Explain.
 19. Explain the different ways of interactions in undertaking skills.
 20. Explain the role of handling and facing in problem solving skills.
-

D-1129

Sub. Code

42

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2021.**

Fourth Semester

PART – II ENGLISH PAPER – IV

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Why did Lalajee come to Mokameh Ghat?
2. Write about the two old men in Leo Tolstoy's 'Two Old Men'.
3. Who is Van Bommel in 'Boy who wanted more Cheese'?
4. Who is Swaminathan?
5. Does Eliza improve her Self-Confidence in 'Pygmalion'?
6. How is Romeo affected by Balthazar's news?
7. Note on Antonio.
8. What was the role of Proserpina in Shakespeare's 'The Winter's Tale'?
9. Who is Martin Luther King?
10. Expand the proverb: Covert all, Lose all.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the literary elements found in 'A Day's Wait'?

Or

- (b) Sketch the character of Klaas Van Bommel.

12. (a) Write about the innocence of youth in Swami and Friends.

Or

- (b) Explain the Higgins' attitude towards Eliza's feeling.

13. (a) What are the main differences in spoken English between the upper and lower class in Pygmalion?

Or

- (b) What is the main theme of Romeo and Juliet?

14. (a) Who is Antagonist in the play 'The Merchant of Venice'? Explain his Characteristics.

Or

- (b) What sort of discrimination did Luther King fight against?

15. (a) Differentiate Phrase and Clause.

Or

- (b) Write a short note Group discussion.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Write an essay on the theme of 'Little Girls Wiser than Men' by Tolstoy.
17. Summarize the short story 'Boy Who wanted more cheese'.
18. How does Bernard Shaw represent transformation of a poor and uneducated girl into a daiches in Pygmalion?
19. Explain theme of Jealousy in Shakespeare's 'The Winter's Tale'.
20. Expand the following proverbs:
 - (a) Where there is a will there is a way.
 - (b) Trust Yourself to get success.

D-1189

Sub. Code

10643

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Fourth Semester

Public Administration

ORGANIZATIONAL BEHAVIOUR

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Objectives of organizational behaviour
2. Environmental factor
3. Personality
4. Nature of values
5. Individual decisions
6. Causes of stress
7. Positive Individual Behaviour
8. Psychology
9. Organizational development
10. Sensation

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the personality development.

Or

- (b) Enumerate about the functions of attitude.

12. (a) Explain the types of group.

Or

- (b) Explain the organizational factors.

13. (a) Explain the determinants of organizational culture.

Or

- (b) Explain the types of emotions.

14. (a) Enumerate the organisational politics.

Or

- (b) Explain the factors influencing organizational change.

15. (a) Explain the evaluation and follow-up of organizational development.

Or

- (b) Explain the need for career planning.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Describe about the positive and negative individual behaviour.
 17. Explain the meaning, characteristics and stages of groups.
 18. Describe about the different stages of conflict and its outcomes.
 19. Explain the dimensions of emotional intelligence and its merits.
 20. Explain the internal and external factors of organisational change.
-

D-1190

Sub. Code

10644

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

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. British Cabinet
2. Congress of USA
3. Administrative Courts of Finance
4. Cantonal Government
5. British Parliamentary Commissioner
6. State Council of China
7. Canada Constitution
8. Political parties in Switzerland
9. Central Personnel Agency of Japan
10. Treasury.

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Explain the British Civil Service.

Or

- (b) Enumerate the American Constitution.

12. (a) Enumerate the French Civil Service.

Or

- (b) Explain the Constitutional Monarchy of Japan.

13. (a) Explain the Federal Legislature of Switzerland.

Or

- (b) Enumerate the standing committee of China.

14. (a) Explain the Constitution of Canada.

Or

- (b) Enumerate the powers of Prime Minister of Japan.

15. (a) Explain the Dominion Executive of Canada.

Or

- (b) Explain the American Civil Service.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Describe the British Constitution and Administrative system.
 17. Enumerate the French President.
 18. Explain the powers of The President and its Executive Office.
 19. Enumerate the Administrative system and China President.
 20. Describe about the Japan Constitution and its Organisation.
-

D-1191

Sub. Code

10651

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Fifth Semester

Public Administration

PUBLIC FINANCIAL ADMINISTRATION

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — ($10 \times 2 = 20$ marks)

Answer ALL questions.

1. Budget
2. Sunset legislation
3. Audit
4. Role of opposition in budget
5. Objectives of performance budgeting
6. Estimates committee
7. Deficit financing
8. Collection of public funds
9. Scope of public financial administration
10. Public borrowings

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Explain the meaning and nature of public financial administration.

Or

- (b) Explain the principles of budget.

12. (a) Explain the plan programming budgeting.

Or

- (b) Explain the zero base budgeting.

13. (a) Explain the top-down budgeting.

Or

- (b) Explain the collection and custody of public funds.

14. (a) Explain the separation of accounts and audit system.

Or

- (b) Explain the source of financial resources.

15. (a) Explain the execution of budget.

Or

- (b) Explain the social and economic implications.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Describe the preparation and presentation of budget.
17. Explain the performance budgeting.

18. Enumerate the ministry of finance.
 19. Explain the committees to control public fund.
 20. Examine the role and functions of CAG.
-

D-1192

Sub. Code

10652

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Fifth Semester

Public Administration

HUMAN RIGHTS 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. Nature of human rights
2. League of Nations
3. Optional protocol to civil rights
4. U.N. human rights council powers
5. State human rights commission in India
6. Dalit – meaning
7. Domestic workers
8. Right to education act
9. Non-Government organisation
10. Human right police station

PART B — (5 × 5 = 25 marks)

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

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

Or

- (b) Narrate the international covenant on political and civil rights.

12. (a) Describe the universal declaration of human rights act of 1948.

Or

- (b) Explain the optional protocol to socio-economic rights.

13. (a) Evaluate the human right courts.

Or

- (b) Explain about minorities and old age in India.

14. (a) Narrate the national commission for women.

Or

- (b) Explain about child labour abolition act.

15. (a) Explain the issues of bonded labourers.

Or

- (b) Narrate the role of voluntary in protection of human rights in India.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. List out the fundamental rights of Indian constitution.
 17. Describe the National human rights commission in India.
 18. Trace the evolution of human rights.
 19. Write brief notes on child labourers, protection of civil liberties act and national commission for child.
 20. Explain the meaning, nature and classification of human rights.
-

D-1193

Sub. Code

10653

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

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. Define development administration.
2. Role of bureaucracy in development administration.
3. Issue areas in development administration.
4. Traditional administration – meaning.
5. Explain the policy of housing development in India.
6. Micro level planning – Meaning.
7. Participatory approach for rural development.
8. Examine the co-operation policy in India.
9. Suggest measures for poverty alleviation.
10. Explain the role and functions of World Bank.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the emergence of development administration.

Or

- (b) Differentiate between development administration and traditional administration.

12. (a) Evaluate the significance of development administration.

Or

- (b) Bring out the key features of rural development programmes.

13. (a) Discuss the role of Panchayat Raj in rural development.

Or

- (b) Describe the central level machinery for development planning.

14. (a) Critically examine the agricultural policy in India.

Or

- (b) Find some measures to overcome the problem of malnutrition in India.

15. (a) Discuss the role of NGO in development administration.

Or

- (b) Examine the role of International Monetary Fund for promoting development.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss various approaches to the study of development administration.
 17. Examine the views of F.W. Riggs on development administration.
 18. Write a detailed note on health policy of India.
 19. Examine the role of United Nations Millennium development goals.
 20. Evaluate the role of International organisations in promoting development administration.
-

D-1194

Sub. Code

10654

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Fifth Semester

Public Administration

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. Ethics in public services
2. Lok Ayukta
3. Social audit – Meaning
4. Interest groups – Meaning
5. Accountability – Explain
6. Central vigilance commission
7. E-Governance
8. Right to information act
9. Grievances – Meaning
10. Anti-corruption – Meaning

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Explain values in public services.

Or

- (b) Enumerate the Lok Pal.

12. (a) Explain about popular control over administration.

Or

- (b) Discuss the role of civil society.

13. (a) Explain the classification of pressure groups.

Or

- (b) Explain the meaning and features of good governance.

14. (a) Explain about evolution of citizen charter.

Or

- (b) Narrate the success story of E-Governance in India.

15. (a) Elaborate the Central grievance redressal mechanism.

Or

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

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Examine the model of Ombudsman in India.
17. Describe about the good governance features, application and parameters in India.

18. Explain the powers and functions of CBI.
 19. Describe the mechanism and challenges in people participation administration.
 20. Examine the legal and institutional framework of anti-corruption in India.
-

D-1195

Sub. Code

10661

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2021.**

Sixth Semester

COMPUTERS AND DATA PROCESSING

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Digital computer – Meaning.
2. Name any two secondary storage devices.
3. Expand ENIAC.
4. What are the data processing application types?
5. What is Top down programming techniques?
6. Components of data processing.
7. Direct Access File System (DAFS).
8. Two types of file organization.
9. What is online entry control?
10. Define packages.

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) How digital computer differs from analog computers?

Or

- (b) What is CD-ROM? Mention its merits.

12. (a) Explain any two data processing applications.

Or

- (b) Explain the data processing cycle.

13. (a) Explain serial indexed – sequential file organization.

Or

- (b) Explain direct access storage devices.

14. (a) Explain symbols used for flow chart.

Or

- (b) Explain the online processing controls.

15. (a) Explain management stores with an example.

Or

- (b) Explain the challenges of building real time application.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Discuss the storage devices hard disk and magnetic tape.
17. Discuss various data processing methods.

18. Discuss about direct access storage device.
 19. Discuss flowchart with an example.
 20. Explain online business application with an example.
-

D-1196

Sub. Code

10662

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Sixth Semester

Public Administration

PUBLIC PERSONNEL ADMINISTRATION

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Personnel Administration – Definition.
2. Current status of HRD.
3. Objectives of training.
4. Functions of State Public Service Commission.
5. Political activities of public servants.
6. Employee Benefits – Meaning.
7. Conduct and Discipline
8. Trade Union – Meaning
9. Elements of Administrative ethics
10. Morale in civil service.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the scope and importance of Human Resource Development.

Or

- (b) Explain the Constitutional provisions of Civil servants.

12. (a) Explain the techniques of training.

Or

- (b) Enumerate the position classification.

13. (a) Evaluate the Whitleyism in India.

Or

- (b) Explain about strikes and political affiliation in trade union.

14. (a) Explain the importance of administrative ethics.

Or

- (b) Comment about All India Service Promotion System.

15. (a) Narrate about the Staff Selection Commission.

Or

- (b) Explain the politicisation of Higher Civil Services in India.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the meaning, objectives and importance of personnel administration.
 17. Describe the process and methods of recruitment.
 18. Enumerate the pay and compensation structure in India.
 19. Describe the composition and functions of UPSC.
 20. Trace the evolution of Civil Service in India.
-

D-1197

Sub. Code

10663

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Sixth Semester

Public Administration

PUBLIC POLICY ANALYSIS

(CBCS 2018 – 19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define Public Policy.
2. Assumptions of policy science
3. Optimum model – Meaning.
4. Electoral pledges – Explain
5. Elements in implementation
6. Constraints to Rationality model
7. Challenges to Farmers – Explain
8. Role of Bureaucrats in policy science
9. Policy analysis – Explain
10. Bottom-up model – Meaning.

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Explain the importance of Public policy.

Or

- (b) Explain Systems model for policy analysis.

12. (a) Explain Normative model of rational policy making.

Or

- (b) Explain the role of Citizen and Media to make policy.

13. (a) Examine the role of legislature to make policy.

Or

- (b) Narrate the approaches of policy implementation.

14. (a) Explain the criteria for evaluation.

Or

- (b) Comment about present educational system.

15. (a) Explain the steps of policy analysis.

Or

- (b) Evaluate the institutional approach to policy analysis.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the meaning, nature, scope and aspects of policy science.
17. Describe the Y. Dror's rational policy making.

18. Elaborate the forces in policy making process.
 19. Evaluate the health care policy in India.
 20. Describe the agricultural policy of India.
-

D-1198

Sub. Code

10664

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2021.

Sixth Semester

Public Administration

LOCAL SELF GOVERNMENT 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. Scope of Local Self Government
2. Features of Ashok Mehta Committee
3. Zila Parishad
4. Town Panchayat – Meaning
5. State Election Commission Power
6. Social Audit – Meaning
7. Borrowings – Meaning
8. Central Council of Local Self Govt.
9. Block Development Officer – Explain
10. Causes for failures of Panchayat Institution.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the importance of Local Self Government.

Or

- (b) Explain the community development programme.

12. (a) Examine the three tier structure of Panchayat Raj Institutions.

Or

- (b) Explain the three forms of Urban Institution.

13. (a) Enumerate the Personnel Administration in Local Self Govt.

Or

- (b) Explain about the Extension Officer Unit – IX.

14. (a) Explain about the source of income of Rural Local Self Government.

Or

- (b) Explain about the State Control over Urban Government.

15. (a) Examine the role of State Election Commission.

Or

- (b) Explain the challenges of Rural Development Programme.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain about the evolution of Local Self Government.
 17. Describe the features of 73rd Amendment Act of 1992.
 18. List out the various Committees of LSG.
 19. Describe the features of 74th Amendment Act, 1992.
 20. Explain about the Panchayat Raj Institution issues and challenges.
-