

D-6658

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.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

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. பாரத போர் முடிக்க கண்ணன் எடுத்தது யாது?
2. ஆயர்பாடியில் தாய்மடியில் மாயக்கண்ணன் தூங்கியது எவ்வாறு?
3. இருக்கிறதெல்லாம் பொதுவாய்ப் போனால் என்ன நடக்காது ?
4. 'பாதரமாதா திருப்பள்ளி எழுச்சி' பாடியவர் ?
5. நாமக்கல் கவிஞரின் இயற்பெயரைக் குறிப்பிடுக.
6. 'எதற்காக' என்ற கவிதையின் ஆசிரியர் யார் ?
7. சிலப்பதிகாரம் எத்தனைக் காதைகளால் அமைந்துள்ளது ?

8. தயரதன் மந்திர ஆலோசனை நடத்த காரணம் யாது ?
9. உமறுப்புலவர் - சிறு குறிப்பு வரைக.
10. தேம்பாவணி நூல் குறிப்புத் தருக.

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

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) கண்ணன் புகழ் பாடும் இயற்கைப் பொருட்களைக் கண்ணதாசன் எங்ஙனம் விளங்குகிறார்?  
(அல்லது)  
(ஆ) 'நெஞ்சில் குடியிருக்கும்' என்ற பாடலில் காதலர்கள் உரையாடுமாற்றை விவரிக்க.
12. (அ) பாரதியார் கூறும் 'உலக வழக்கம்' குறித்த செய்திகளை எடுத்துரைக்க.  
(அல்லது)  
(ஆ) பிறைநிலவுப் பற்றி கவிஞர் பெ.தூரன் கவிப்பாடுமாற்றை எழுதுக.
13. (அ) பாரதத்தின் பெருமையும் நோயின் வலிமையும் என நாமக்கல் கவிஞர் எவற்றைக் கூறுகிறார்?  
(அல்லது)  
(ஆ) மீராவின் பவிதைகள் தரும் கருத்துக்களை எழுதுக.
14. (அ) வாயில் காவலர்க்குத் தன்வரவினைக் கண்ணகி எங்ஙனம் உரைத்தாள்?  
(அல்லது)  
(ஆ) தசரதன் இராமனுக்கு உரைத்த அறிவுரைகளை எடுத்தெழுதுக.

15. (அ) ஆயர்கள் கன்னித்தாயை வணங்கி வரவேற்ற நிகழ்வை விளக்கி எழுதுக.

(அல்லது)

- (ஆ) நபிகள் ஈத்தங்குலை வரவழைத்தமைக்கான காரணத்தை எழுதுக.

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

பின்வரும் வினாக்களுக்கு மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. பாரத மாதாவின் திருப்பள்ளி எழுச்சிச் சிறப்பை விவரிக்க.
17. பாரதிதாசன் உலகிற்குக் காட்டும் வழியை நும் பாடப்பகுதியால் எடுத்துரைக்க.
18. சிற்பி, 'சர்ப்ப யாகம்' கவிதை வழி உரைக்கும் செய்திகளை விரிந்துரைக்க.
19. கண்ணகி வழக்குரைத்த பாங்கை இளங்கோவடிகள் பாடுமாற்றை எழுதுக.
20. தேம்பாவணி காட்சிப் படலச் செய்திகளைத் தொகுத்துரைக்க

**D-6659**

**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 Years Integrated) DEGREE EXAMINATION.**

**MAY 2021 EXAMINATION**

**&**

**MAY 2020 ARREAR EXAMINATION**

**First Semester**

**PART - I**

**COMMUNICATION SKILLS - I**

**(CBCS 2018 - 2019 Academic Year Onwards)**

**Time : Three hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL the questions.**

- 1. State the importance of Communication.**
- 2. What are Principles of Effective Communication?**
- 3. Define Oral Communication.**
- 4. Write the Functions of intonation**
- 5. What are the advantages and uses of Words and Phrases?**
- 6. Bring out the types of Non-Verbal Communications.**
- 7. Explain the Report Writing.**

8. Briefly explain Layout.
9. Define Logical Presentation.
10. Mention any two steps that involved in Written Communication.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a short note on Effective communication.

Or

- (b) What are types of communication?

12. (a) Explain the forms of Oral Communication and its Importance.

Or

- (b) Write about the Preparation of speech.

13. (a) State the characteristics of an effective sentence.

Or

- (b) Define Final Draft.

14. (a) Write about body language and postures in Non-Verbal Communication.

Or

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

15. (a) Define Logical Presentation.

Or

- (b) Write the steps involved in the application for Employment and curriculum vitae.

**PART C — (3 × 10 = 30 marks)**

**Answer any THREE questions.**

16. Write an essay on Communication and its importance.
  17. Define Intonation and how its function important in Oral Communication.
  18. What is mean by Written Communication and write the advantage of words and phrases
  19. Distinguish between the paragraph writing and Essay Writing.
  20. Explain Group discussion in Official Communication.
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<b>D-6660</b>
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<b>Sub. Code</b>
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<b>12</b>
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DISTANCE EDUCATION

COMMON For B.A/B.Sc/ BBA/ BBA (Banking)/B.C.A/M.B.A  
(5 Years Integrated) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

First Semester

Part II- ENGLISH PAPER –I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Why water is called as the Elixir of life?
2. What is the irony in Mrs. Packletide's Tiger?
3. How did Carl Sagan change the world?
4. What are the effects of sensual drugs?
5. Define Gerund.
6. What is the difference between models & Semi modals?
7. What are the two basic rules for Direct and Indirect speech?

8. Define tenses and its types.
9. What is descriptive paragraph?
10. Define Dialogue Writing.

PART B — (5 × 5 = 25 marks)

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

11. (a) What makes water one of the most powerful and wonderful thing on the earth?

Or

- (b) In what way did the villagers help Mrs. Packletide shoot the tiger?
12. (a) What is the authors view is essential to Indian civilization?

Or

- (b) What are the impacts of Drug Abuse.
13. (a) Define Articles and its types with examples.

Or

- (b) Write a short notes on modals.
14. (a) Briefly explain Preposition with suitable examples.

Or

- (b) What are rules for Direct and Indirect speech?
15. (a) Bring out the format of Formal Letter Writing.

Or

- (b) List out the features of Paragraph writing.



PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Illustrate the concept of “The Cat” by Catharine M. Willson.
17. “The Hazards of Drug Abuse” in Dangers of Drug Abuse.
18. Analyse the idea of “Our Civilization” by C.E. Foad.
19. Define transformation of sentences Write its types with example
20. Develop the following hints into a readable passage and give a suitable title.

A rich farmer - lot of land - cattle and servants - two sons - happy life - After some years younger son unhappy - asked for his share of the property - wouldn't listen to father's advice - got his share - sold them all - went away to another country-fell into bad ways - soon all money gone - poor - no one to help him - understood his mistake.

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**D-6685**

**Sub. Code**

**10613**

DISTANCE EDUCATION  
B.A. (PA) DEGREE EXAMINATION.  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION

First Semester

Public Administration

BUSINESS COMMUNICATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define communication.
2. Examine the essentials of good style.
3. What do you mean by channels of communication?
4. Explain the importance of business letter.
5. Quotation- meaning.
6. Common barriers in listening – Explain.

7. Draft application for employment.
8. E-Mail – meaning.
9. Drafting of minutes.
10. Oral communication skills.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the importance of communication.  
Or  
(b) Evaluate the structure of business letter.
12. (a) Explain the common barriers in listening.  
Or  
(b) Describe the communication process.
13. (a) Explain the differences between personal and business letters.  
Or  
(b) Write short notes on orders and trade references.
14. (a) Write short notes on E-mail etiquette and sales letters.  
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 — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Explain the meaning, nature, scope and importance of communication.
  17. Explain the principles of writing and improving writing skills.
  18. Enumerate the communication process and barriers in detail.
  19. Draft a bio-data with covering letter for applying a job.
  20. Describe the listening skills, process and classification.
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**D-6686**

**Sub. Code**

**10614**

DISTANCE EDUCATION  
B.A. (PA) DEGREE EXAMINATION.  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION

First Semester

Public Administration

INDIAN CONSTITUTION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Assembly.
2. Parliament.
3. Preamble of the Constitution of India.
4. Adult Franchise.
5. Three features of the Constitution of India.
6. Single Citizenship.

7. Parliamentary Privileges.
8. Special Provision for Delhi.
9. Features of Union Territory.
10. Indian Foreign Policy.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Examine the Political Developments during crown Rule.

Or

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

12. (a) Critically examine the Directive principles of State Policy.

Or

- (b) Write a note on the President's Rule.

13. (a) Describe the different types of parliamentary committees.

Or

- (b) Discuss the fundamental duties.

14. (a) Write a note on Special Provisions for Nagaland.

Or

- (b) Discuss the administration of Union territories.
15. (a) Explain the objectives of Indian Foreign Policy.

Or

- (b) Examine the Nuclear Doctrine of India.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Write an essay on the East India Company.  
Rule (1773-1858)
17. Describe the fundamental rights in India.
18. Narrate about the types of Constitutional amendment.
19. Explain the composition and functions of Lok Sabha.
20. Critically examine the Special status of Jammu and Kashmir.
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**D-6661**

**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 Years Integrated) DEGREE EXAMINATION.**

**MAY 2021 EXAMINATION**

**&**

**MAY 2020 ARREAR EXAMINATION**

**Second Semester**

**Part I – TAMIL PAPER – II**

**(CBCS 2018 – 19 Academic year onwards)**

**Time : Three hours**

**Maximum : 75 marks**

**பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)**

**அனைத்து வினாக்களுக்கும் விடையளிக்க.**

1. வீரமாமுனிவரின் பிற நூல்கள் யாவை?
2. வீரமாமுனிவர் சூசையப்பரை எவ்வாறு அழைக்கிறார்?
3. உழிஞைப் போர் என்றால் என்ன?
4. தாய் கதையின் மையக்கரு எது?
5. முதலெழுத்துக்கள் யாவை?
6. வினைச்சொல் என்றால் என்ன?
7. தமிழுக்குத் தொண்டு செய்த கிறித்துவ தமிழறிஞர்கள் சிலரைக் குறிப்பிடுக.
8. புதினம் என்றால் என்ன?
9. ந. பிச்சமூர்த்தி குறிப்பு வரைக.
10. பெரிய புராணம் எதனை விளக்குகிறது?



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

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) இறைவன் பொறை, மீடி, தாழ்வு கொண்டதன் காரணங்கள் யாவை?

(அல்லது)

(ஆ) நற்பலன் தருபவன் இறைவன் எனும் கூற்றினை வீரமாமுனிவர் வழி நின்று விவரி.

12. (அ) வானவீதியின் – சிறுகதையில் காணலாம் சமுதாயச் செய்திகளைத் தருக.

(அல்லது)

(ஆ) இகல் மதில் குடிமி கொண்ட மண்ணு மங்கலம் பற்றி நீவிர் அறிவது யாது?

13. (அ) அல்வழிப்புணர்ச்சியை சான்றுடன் விளக்குக.

(அல்லது)

(ஆ) மொழி இறுதியெழுத்து பற்றி நீவிர் அறிவது யாது?

14. (அ) இதழ்கள் தமிழுக்கு ஆற்றிவரும் செய்திகள் எவை? விளக்குக.

(அல்லது)

(ஆ) பெரிய புராணத்தில் தரப்படும் செய்திகள் எவை? விளக்குக.

15. (அ) இருபதாம் நூற்றாண்டில் உரைநடை வளர்ச்சிக்குப் பங்களிப்பு செய்த எவரேனும் இருவர் குறித்த செய்திகளைத் தருக.

(அல்லது)

(ஆ) சமண சமயத்தவர்கள் தமிழுக்கு ஆற்றிய தொண்டுதனை சுருக்கித் தருக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் **மூன்றனுக்குக்** கட்டுரை வடிவில் விடை தருக.

16. நும் பாடப் பகுதியில் அமைந்துள்ள தேம்பாவணி காட்சிப்படலத்தில் வீரமாமுனிவர் காட்டும் இறை பக்தியை விளக்குக.
  17. கம்பன் புறத்திணையில் காணப்படும் தும்பைப் போர் குறித்து கட்டுரை வரைக.
  18. ஆகுபெயரின் இலக்கணம் கூறி அதன் வகைகளைச் சான்றுகளுடன் விளக்குக.
  19. வைணவர்கள் தமிழுக்கு ஆற்றிய தொண்டு குறித்து கட்டுரை வரைக.
  20. இக்கால இலக்கியங்களில் புதுக்கவிதையின் தோற்றம் வளர்ச்சி குறித்து கட்டுரை வரைக.
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<b>D-6662</b>
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<b>Sub. Code</b>
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<b>21B</b>
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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.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Second Semester

Part I — COMMUNICATION SKILLS – II

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What are the codes of communication?
2. Explain the process of responding a communication.
3. Bring out the ways to improve one's fluency in spoken English.
4. Define labio-dental sounds with examples.
5. Explain the back vowels.
6. What is the significance of listening?
7. What is meant by emotional mode on conversation?
8. What is a reference in a resume?

9. Give details of goodwill letters.
10. Bring out the importance of technical writing.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Discuss the process of encoding and decoding a language in communication.

Or

- (b) Write a note on the various responses of communication.

12. (a) Write a note on the articulation of the consonants of English.

Or

- (b) Define and explain triphthongs.

13. (a) Give a brief account of presentation skills.

Or

- (b) What is the significance of telephonic interview?

14. (a) What are the guidelines to be followed while attending an interview?

Or

- (b) Write a paragraph on the topic “Health is Wealth”.

15. (a) Discuss the guidelines to publish an article in a newspaper.

Or

- (b) Enumerate the role played by an editor in a journal.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE of the following questions.

16. 'Communication skills allow you to understand and be understood by the others' – Discuss.
  17. Discuss the salient features of speaking English effectively.
  18. Write an essay on the types of purposes of writing.
  19. You are annoyed by the milk supply of the State Dairy Corporation. Write to the Chairman.
  20. Take a book you know well and write an alternate ending that is the exact opposite of the real ending.
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<b>D- 6663</b>
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<b>Sub. Code</b>
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<b>22</b>
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DISTANCE EDUCATION

COMMON FOR BA/B.SC/BBA/BBA(BANKING)/BCA/MBA  
FIVE YEAR INTEGRATED DEGREE EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Second Semester

PART II – ENGLISH PAPER – II

(CBCS – 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Why did Wordsworth compose the poem “Lines” composed upon Westminster Bridge?
2. Describe the urn in the poem “Grecian Urn”.
3. What are the symbolic elements in “The Road Not Taken”?
4. Describe the war elements in “Strange Meeting”.
5. Why is “Gitanjali” considered as a song offering?
6. What is the relation between Antonio and Shylock in “The Merchant of Venice”?

7. Explain two types of essays.
8. What is the purpose of writing a report?
9. When do you write a Newsletter?
10. Write two significant Characteristics of interview skills.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Consider Shakespeare as a sonneteer.

Or

- (b) Discuss the character of Lucrezia in “Andrea Del Sarto”.

12. (a) Consider Wilfred Owen as a war poet in “Strange Meeting”.

Or

- (b) Discuss the theme of “Gitanjali”.

13. (a) Critically analyse Sarojini Naidu’s “The Coromandel Fishers”.

Or

- (b) Enumerate the background of the poem “The Express”.

14. (a) Discuss the “Pound of Flesh” scene in “The Merchant of Venice”.

Or

- (b) Discuss the character of Bassanio in “The Merchant of Venice”.

15. (a) Write a report on the recently celebrated college day function.

Or

- (b) Write a letter to the principal complaining about the lack of library facilities.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Critically appreciate “Grecian Urn” by John Keats.
17. Consider “The Road Not Taken” as an allegory.
18. Justify the title “The Coromandel Fishers” by Sarojini Naidu.
19. Consider “The Merchant of Venice” as a Romantic comedy.
20. Attempt a creative writing on the topic: “If you could be any famous person for a day, who would you want to be? Why?”
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**D-6687**

**Sub. Code**

**10623**

DISTANCE EDUCATION  
B.A. (PA) DEGREE EXAMINATION.  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION

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. Public Administration – Definition.
2. State Vs Market Debate.
3. Qualities of Good Leadership.
4. Public Corporation–Meaning.
5. Interest Groups – Meaning.
6. Work study– Meaning.
7. Management tools – Meaning.
8. Concept of Development.

9. Field Relationship–Meaning.
10. Citizen charter–Meaning.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Explain the New Public Administration.  
Or  
(b) Explain the systems theory.
12. (a) Narrate the types of Decision Making.  
Or  
(b) Frederick Herzberg Motivation Theory.
13. (a) Explain Right to Information Act.  
Or  
(b) Citizen and Administration–Comment.
14. (a) Explain the changing role of administration.  
Or  
(b) Bringout the Management Information system.
15. (a) Explain the impact of Globalization  
Or  
(b) Organization and Methods – Explain.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Critically examine The Minnov Brook conference.

17. Describe the contribution of F.W. Taylor.
  18. Explain the concept of Good Governance and application.
  19. Enumerate the Three type of control over Public Administration.
  20. Describe the Ecology and Administration.
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<b>D-6688</b>
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<b>Sub. Code</b>
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<b>10624</b>
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DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Second Semester

Public Administration

INDIAN ADMINISTRATION

(CBCS 2018 – 2019 Academic year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Fundamental Duties-meaning.
2. Explain the position of the president of India.
3. Give an example of Govt. Department.
4. Autonomy of public sector undertakings.
5. Highlight the appointment of Governor.
6. Functions of field offices.
7. Generalist-meaning.
8. What do you mean by parliament?

9. Bring out the functions of state legislative assembly.
10. Trace the impact of ICT in administration.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Describe the evolution of Indian administration during mughal period.

Or

- (b) What do you mean by written constitution?

12. (a) Sketch the structure of the union council of ministers.

Or

- (b) Bring out the forms of public undertakings.

13. (a) Explain the features of central services

Or

- (b) Discuss the role and position of Governor.

14. (a) Examine the functions of chief secretary.

Or

- (b) Describe the functions of state public service commission.

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

Or

- (b) Discuss the impact of Globalisation of Indian administration.

SECTION C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Discuss the salient features of Indian administration.
  17. Examine the role and functions of the Prime Minister.
  18. Critically examine the discretionary powers of the Governor.
  19. Evaluate the legislative relations between centre and states.
  20. Discuss the impact of information and communication technology in Indian administration.
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**D-6664**

**Sub. Code**

**31A**

**DISTANCE EDUCATION**

**Common for B.A./B.Sc./B.C.A./M.B.A. (5 Year Integrated)  
DEGREE EXAMINATION.**

**MAY 2021 EXAMINATION**

**&**

**MAY 2020 ARREAR EXAMINATION**

**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. முல்லைப்பாட்டின் ஆசிரியர் பெயரைத் தருக.
2. 'நெடுந்தொகை' என அழைக்கப்படும் எட்டுத் தொகை நூல் எது?
3. குறிஞ்சித்திணைக்கான உரிப்பொருளைக் குறிப்பிடுக.
4. பரணர் பாடியப் பாடல்களின் எண்ணிக்கையைத் தருக.
5. நற்றிணை – பெயர்க்காரணம் கூறுக.
6. பாசறை – சிறுகுறிப்பு வரைக.

7. பாடாண்திணையை வரையறு.
8. திருக்குறள் எப்பா வகையால் இயற்றப்பட்டுள்ளது?
9. நான்மணிக்கடிகையின் ஆசிரியர் யார்?
10. இராசராசனின் தமக்கையார் பெயரை எழுதுக.

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

பின்வரும் வினாக்களுக்கு ஒருபக்க அளவில் விடை தருக.

11. (அ) ஐங்குறுநூற்றைப் பற்றி விரிவாக எழுதுக.

(அல்லது)

(ஆ) குறிஞ்சித் திணையின் சிறப்புகளைத் தொகுத்துரைக்க.

12. (அ) பரணரின் புலமைத் திறத்தைப் பாராட்டியுரைக்க.

(அல்லது)

(ஆ) அகநானூற்று நூலின் அமைப்பும் பகுப்பும் குறித்து எழுதுக.

13. (அ) நற்றிணையில் சிலப்பதிகாரச் சாயல் அமைந்த பாடலை எடுத்துரைக்க.

(அல்லது)

(ஆ) கையறுநிலையைத் துறைகளுடன் விளக்குக.

14. (அ) அறிவுடையார் குறித்து வள்ளுவர் உரைக்குமாற்றை எழுதுக.

(அல்லது)

(ஆ) யார் யார் உயிர் வாழ மாட்டார்கள் என நான்மணிக்கடிகை கூறுகின்றது?



15. (அ) இராசஇராசசோழன் நாடகத்தின் சதைச்சுருக்கத்தை எழுதுக.

(அல்லது)

(ஆ) சுவடுகள் நாவலின் 'இராசாத்தி' பாத்திரப் படைப்பை மதிப்பிடுக.

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

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. முல்லைநில இயல்புகளை முல்லைப்பாட்டின் வழி விரித்துரைக்க.
17. குறிஞ்சிக்குக் கபிலர் என்பார் கருத்தை நும் பாடப் பகுதியால் விளக்குக.
18. நப்பசலை பாடல்களின் கருத்துக்களைத் தொகுத்துரைக்க.
19. தலைமகன் பாசறையிலிருந்து பேசுமாற்றைச் சேந்தம்பூதனார் வழி விளக்குக.
20. 'சுவடுகள்' என்னும் நாவலின் கதைக்கருவை விளக்கி வரைக.

**D-6665**

**Sub. Code**

**31B**

**DISTANCE EDUCATION**

**COMMON FOR B.A./B.Sc./B.C.A./M.B.A (5 yrs Integrated)  
DEGREE EXAMINATION.**

**MAY 2021 EXAMINATION**

**&**

**MAY 2020 ARREAR EXAMINATION**

**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 the questions.**

1. Define Interpersonal Behaviour.
2. Write about developing Skills.
3. What is mean by Etiquette?
4. What are significance of thinking ahead?
5. What is Self-acceptance?
6. What are the types of Goat Setting?
7. Write the importance of change Resistance.
8. Define Competitive Negotiation.

9. What are the canons of good human relations?
10. What is mean by stress?

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the merits of good habits?

Or

- (b) Write the features of Interpersonal Behaviour?

12. (a) Write the Difference between Self-Concept and Self-Esteem.

Or

- (b) What are the Etiquettes in using mobile and telephones?

13. (a) Write the characteristic and style of leadership.

Or

- (b) Explain the importance of Goal setting.

14. (a) Write the structure and style of Negotiating skills?

Or

- (b) How to develop the positive attitudes?

15. (a) Write about the conflict Management.

Or

- (b) Explain the consequences of Anger Management.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Write about Human skills and its Habits.
  17. Explain about self-concept and its Meanings.
  18. What is mean by Decision Making Skills and what are the steps involved in Decision Making?
  19. Define Attitudes and How to develop the Positive attitude?
  20. Elaborate Human Relation Skill and the Need of good human relations.
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<b>D-6666</b>
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<b>Sub. Code</b>
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<b>32</b>
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DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.C.A./MBA (5 Yrs. Integrated)  
DEGREE EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Third Semester

English

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 the questions.

1. What method does Swami used to get out of his father's challenge?
2. Who is Ratan?
3. What is the Verger's Opinion about reading?
4. How does Mr. James change his attitude?
5. Who was Eddie and how was he killed?
6. What sort of proposal is Anton Chekhov play the proposal about?
7. Write a short analysis of 'Progress' by St. John Ervine.

8. Who are Jean and Pierre in 'The Pie and the Tart'?
9. What are the travail in "The Refugee"?
10. Define Noun with examples.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the Sense of Belonging and separation in 'Post Master'.

Or

- (b) What happened between the vicar and the Verger?
12. (a) How does Philip prove himself a mature and responsible man?

Or

- (b) How differently professor Henry Corrie and Mrs. Meldon think about war?
13. (a) Discuss the clash of tradition and modernity as presented in the boy comes here.

Or

- (b) Explain the James R. Waugh 'The Silver Idol'.
14. (a) Write the Jean's trick in 'The pie and the Tart'.

Or

- (b) Give a note on four friends experience in Reunion.

15. (a) Explain Parts of Speech.

Or

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

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. What is the central idea of the story The Diamond Necklace?
17. Why marriage proposal important to all the characters in “The Proposal” by Anton Chekhov.
18. Sketch the character of Gaultier from ‘The Pie and the Tart’.
19. Explain the political, Economical issues in Asif Currimbhoy’s ‘The Refugee’.
20. Differentiate verb and adverb with suitable examples.

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<b>D-6689</b>
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<b>Sub. Code</b>
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<b>10633</b>
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DISTANCE EDUCATION

B.A.(Public Administration) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Third Semester

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. Define Management.
2. Objectives of Planning.
3. Strategies.
4. Formal organization.
5. Staffing.
6. MIS.
7. Management Audit
8. Hierarchy.
9. Effective delegation.
10. Elements of Decision Making.



PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Explain the meaning and functions of administration.

Or

- (b) Explain the methods of Planning.

12. (a) Explain the bases of organization.

Or

- (b) Explain the Line and Staff functions.

13. (a) Explain the Maslow's Need Hierarchy Theory.

Or

- (b) Explain the principles of Direction.

14. (a) Enumerate the styles of Leadership.

Or

- (b) Explain the Co-ordination.

15. (a) Explain the barriers of Communication.

Or

- (b) Explain the Devices of control.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Describe the nature, importance and strategy of planning.

17. Enumerate the importance, types and decision making.
  18. Explain the meaning, types and process of Communication.
  19. Enumerate the process and advantages of MIS.
  20. Describe about the Centralisation and Decentralisation.
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<b>D-6690</b>
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<b>Sub. Code</b>
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<b>10634</b>
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DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

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. Administrative science of Woodrow Wilson.
2. Name the key functions of Henry Fayol.
3. Mental revolution.
4. Follet - Bases of Organisation.
5. Ecological Approach.
6. Organisational Loyalties.

7. Theory of Authority by Bernard.
8. Formal organisation by Chris Argris.
9. Esteem need.
10. Herbert Simo

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the Kautilya's Arthashastra. .

Or

- (b) Explain the administrative science and comparative method of W. Wilson. .

12. (a) Explain the criticism of Fayol's ideas. .

Or

- (b) Narrate about the M.P. Follet.

13. (a) Describe the chief executive functions of C.I. Bernard.

Or

- (b) Explain the management system of Rensis Likert.

14. (a) Describe about the F.W. Taylor's principles of scientific management .

Or

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

15. (a) Write about the Simon.

Or

(b) Explain the Y. Dror, Rationality Model.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Narrate about the scientific management theory of F.W. Taylor.
  17. Explain the Weberian model of Bureaucracy.
  18. Enumerate the Maslow's need hierarchy theory.
  19. Explain the principles of management by Fayol.
  20. Explain the F.W. Riggs 'Riggarsian Model'.
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**D-7172**

**Sub. Code**

**41A**

**DISTANCE EDUCATION**

**Common for B.A/B.Sc/B.C.A DEGREE EXAMINATION.**

**MAY 2021 EXAMINATION**

**&**

**MAY 2020 ARREAR EXAMINATION**

**Fourth Semester**

**PART I TAMIL PAPER IV**

**(CBCS 2018-19 Academic year onwards)**

**Time : Three hours**

**Maximum : 75 marks**

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க.

1. அந்தாதித் தொடை - குறிப்பு வரைக.
2. அகவற்பா எனப்படும் பா யாது?
3. கீர்த்தனை எத்தனைப் பகதிகளைக் கொண்டது?
4. பெருத்திணை என்றால் என்ன?
5. கையறுநிலை - கொருள் விளக்கம் தருக.
6. பிறிது மொழிதல் அணியை விளக்குக.
7. 'புலவலாற்றப்படை' எனக் குறிப்பிடப்படும் ஆற்றுப்படை நூல் யாது?

8. இரட்டைக் காப்பியங்கள் எவை?
9. இயேசு காவியம் - ஆசிரியர் குறிப்பு வரைக.
10. 'பாஞ்சாலி சபதம்' காப்பியத்தின் முதன்மைப் பாத்திரம் யார்?

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

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

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

(அல்லது)

(ஆ) வெண்பாவின் இலக்கணத்தைச் சான்று காட்டி விளக்குக.

12. (அ) அன்பின் ஐந்திணைகளுக்கான விளக்கங்களை எழுதுக.

(அல்லது)

(ஆ) 'செவியறிவுறாஉ' என்பதை விளக்கிச் சான்று காட்டுக.

13. (அ) உவமை அணி இலக்கணத்தை வகைகளுடன் விளக்குக.

(அல்லது)

(ஆ) மொழி நடையில் நிறுத்தல் குறிகளை எவ்வெவ்விடங்களில் பயன்படுத்த வேண்டும்?

14. (அ) அகநானூறு குறித்த செய்திகளைத் தொகுத்துரைக்க.

(அல்லது)

(ஆ) திருக்குறள் பெருமைகளை நும் பாடப் பகுதியால் எடுத்துரைக்க.

15. (அ) சிலப்பதிகாரத்தின் 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. காஞ்சித்திணையின் துறைகளைச் சான்றுகள் காட்டி விளக்குக.

18. செய்யுள் படைப்பில் அணி இலக்கணம் பெறுமிடத்தை எடுத்துரைக்க.

19. சங்க இலக்கியங்களின் வெவ்விதத் தன்மைகளை விரித்துரைக்க.

20. பாஞ்சாலி பாத்நிரப் படைப்பில் பாரதியார் காட்டும் முக்கியத்துவத்தைக் கட்டுரைக்க.



<b>D-7173</b>
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<b>Sub. Code</b>
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<b>41B</b>
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DISTANCE EDUCATION  
COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION  
MAY 2021 EXAMINATION  
&  
MAY 2020 ARREAR EXAMINATION  
Fourth Semester

PART – I HUMAN SKILLS DEVELOPMENT - II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What are the roles of counsellor?
2. What is mean by communication?
3. Explain Organization skills.
4. What are the causes of Multi tasking skills?
5. Define leader.
6. What are the technical skills?
7. Explain the human system understanding skills.
8. Write about the organization and their major interaction.

9. How do you plan your Presentation?
10. What are the importances of problem solving skills?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Define counselling and state the techniques of counselling.

Or

- (b) Give description about attention.

12. (a) Explain the conceptual skills.

Or

- (b) Write about the organization skills and its importance.

13. (a) What are the qualities of a good leader?

Or

- (b) Write the preparing and planning for presentation skills.

14. (a) Define society and their major interaction.

Or

- (b) What are the major interactions in human system with organisation?

15. (a) Define problem solving skills.

Or

- (b) What is mean by cooperative learning skills?

SECTION C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Write the importance and techniques of counselling.
  17. Define technical skills. What are the tools and procedure of technical skills?
  18. Explain the causes and responsibilities of multi-tasking skills.
  19. Elaborate the understanding skills in human system.
  20. What are the causes of making social responsibilities?
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<b>D-7174</b>
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<b>Sub. Code</b>
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<b>42</b>
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DISTANCE EDUCATION

Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Fourth Semester

PART II ENGLISH PAPER - IV

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Who is Schatz in 'A Day's wait'?
2. Write about Efim and Elisha in "Two old Men"
3. What happens during the Ambassador's garden party in 'Pygmalion'?
4. Discuss Swami's character as youthful.
5. How Romeo is affected by Balthazar's news?
6. Who is Polixenes?
7. Who is Leontes in Shakespeare's The Winter's tale?
8. Define phrase with examples.

9. What are the Concord rules?
10. What is question tag?

SECTION B — ( $5 \times 5 = 25$  marks)

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

11. (a) Why does the boy tell his father to leave the sickroom in "A Day's wait"?

Or

- (b) Explain the central theme of 'Two old men'.
12. (a) In 'Pygmalion', how does Higgins display his passion and respect for the English language?

Or

- (b) Why does Higgins agree to educate the flower girl in Shaw's 'Pygmalion'?
13. (a) Write about the "Predators" Hallucination in 'Swami and friends'.

Or

- (b) Compare and contrast the Venice and Belmont in "The Merchant of Venice".
14. (a) Write the opening scene of the play "The Winter's Tale".

Or

- (b) Why is Nehru's speech called as Captivator of hearts?

15. (a) What is the significance of the first meeting held by Nehru?

Or

- (b) Expand the following proverb: The child is father of the man.

SECTION C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Write a critical appreciation of Jim Corbett's 'Lalajee'.
17. How are Victorian social classes represented in Pygmalion?
18. Write about Bassano's reaction to Antonio's willingness to sign the bond.
19. Write an essay on Phrase and Clause with suitable examples.
20. What are the skills required for group discussion?

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<b>D-7206</b>
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<b>Sub. Code</b>
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<b>10643</b>
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DISTANCE EDUCATION

B.A. (PUBLIC ADMINISTRATION) DEGREE EXAMINATION

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Fourth Semester

ORGANIZATIONAL BEHAVIOUR

(CBCS 2018 – 2019 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 the definition of organizational behaviour.
2. What do you mean by negative individual behaviour?
3. Write the definition of personality.
4. Write the definition of perception.
5. Write the definition of values.
6. Give the meaning of groups in organization.
7. What do you mean by work stress?
8. Give the meaning of career planning.

9. Write the definition of emotional intelligence.
10. Write the definition of organizational conflict.

SECTION B — ( $5 \times 5 = 25$  marks)

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

All questions carry equal marks

11. (a) Write a short note on the importance of organizational behaviour.

Or

- (b) Explain the factors influencing individual behaviour.

12. (a) Briefly explain the determinants of personality.

Or

- (b) Write a note on the characteristics of attitude.

13. (a) Bring out the characteristics of groups in organization.

Or

- (b) Explain the psychological problems faced by personnel in organization.

14. (a) Comment on the internal and external factors in organizational change.

Or

- (b) Write a note on the organizational culture.

15. (a) Bring out the different stages of conflict in organization.

Or

- (b) Spell out the need for career planning.



SECTION C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

All questions carry equal marks

16. Elaborately explain the impact of emotional intelligence in organizational behaviour.
  17. Write an essay on the idea of organizational politics.
  18. Personality development is an inevitable aspect for organizational development – Elaborate.
  19. Critically comment on the concept of work stress and performance relationship.
  20. Elucidate on the merits and demerits of organizational development.
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<b>D-7207</b>
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<b>Sub. Code</b>
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<b>10644</b>
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Fourth Semester

MODERN ADMINISTRATIVE SYSTEM

(CBCS 2018 – 2019 Academic Year Onwards)

Time : 3 hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is meant by 'republicanism'?
2. What is 'veto'?
3. What do you mean by 'Electoral college'?
4. Write the meaning of administrative system.
5. What legal system does France have?
6. What does an administrative court do?
7. Write the meaning, of standing committee of the National Peoples Congress (NPC).
8. What is meant by coalition government?

9. What is Communist Party of China (CPC)?
10. What is meant by political rights?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a note on the selection process of the President of America.

Or

- (b) Briefly explain about the American Civil service.

12. (a) Explain the responsibilities of British parliamentary commissioner.

Or

- (b) Write the administrative system of France.

13. (a) Elucidate the civil service system of Japan.

Or

- (b) Explain the organisation of the Government of Japan.

14. (a) Explain the features of Swiss Federal legislative.

Or

- (b) Portray the responsibilities of Federal Council of Switzerland.

15. (a) Write the sources of the constitution of Canada.

Or

- (b) Write a note on the organization of the state council of China.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Discuss the legislative and executive branches of federal government of the united states.
  17. Elaborate the powers and duties of the President of America.
  18. Analyse the functions of the Prime Minister.
  19. Elaborate on the present administrative system of France.
  20. Describe the executive, legislative and judicial power of the Canadian crown.
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<b>D-7208</b>
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<b>Sub. Code</b>
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<b>10651</b>
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Fifth Semester

PUBLIC FINANCIAL ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Importance of financial administration.
2. Budget – meaning.
3. Zero based budget.
4. Sunset legislation.
5. Estimates committee – meaning.
6. Advantages of plan programme budget system.
7. Audit – meaning.
8. Deficit financing – meaning.

9. Role of opposition in budget.
10. Disbursement of public funds.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the social and economic implications.

Or

- (b) Narrate the principles of budget.

12. (a) Describe the performance budgeting.

Or

- (b) Explain the plan programme budgeting system.

13. (a) Explain the presentation of the budget.

Or

- (b) Enumerate the top-down budgeting.

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

Or

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

15. (a) Explain the types of budget.

Or

- (b) Write short notes on Borrowings and role of comptroller general of India.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Explain the meaning, nature, scope and importance of financial administration.
  17. Describe the preparation, presentation and execution of the budget.
  18. Explain the central Ministry of finance.
  19. Narrate about the comptroller audit general of India.
  20. Explain the composition, powers and functions of public accounts committee.
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<b>D-7209</b>
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<b>Sub. Code</b>
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<b>10652</b>
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Fifth Semester

HUMAN RIGHTS ADMINISTRATION IN INDIA

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. League of Nations.
2. Optimal protocol to political.
3. Domestic workers.
4. Human right court.
5. Protection of civil liberties Act.
6. Dalits.
7. Powers of state human rights commission.
8. Human right police station.



9. Concept of human rights.
10. U.N. Human rights council.

PART B — (5 × 5 = 25 marks)

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

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

Or

- (b) Explain the classification of human rights.

12. (a) Explain the universal declaration of human rights Act of 1948.

Or

- (b) Evaluate the human rights courts.

13. (a) Enumerate the National commission for women.

Or

- (b) Explain about the minorities in India.

14. (a) Explain the composition and functions of state human rights commission.

Or

- (b) Explain the functions of U.N. Human right council.

15. (a) Describe about the right to education act.

Or

- (b) Explain the issues of child labourers.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Trace the evolution of human rights.
  17. Describe the National human rights commission in India.
  18. Narrate about the fundamental rights of Indian constitution.
  19. Explain the role of NGOs in protection of human rights in India.
  20. Explain about the National commission for child.
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<b>D-7210</b>
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<b>Sub. Code</b>
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<b>10653</b>
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Fifth Semester

DEVELOPMENT ADMINISTRATION IN INDIA

(CBCS 2018 – 2019 Academic Year Onwards)

Time : 3 hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Significance of development administration.
2. Emergence of development administration.
3. Concept of development administration.
4. Rural development programme.
5. Land reforms policy.
6. Role of urban transport.
7. Participatory approach.
8. Malnutrition in India.

9. Asian development bank.
10. Poverty alleviation policy.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Differentiate between development and traditional administration.

Or

- (b) Explain the features of development administration.

12. (a) Write a note on planning.

Or

- (b) Examine the views of F.W. Riggs on development administration.

13. (a) Explain the role of bureaucracy in development administration.

Or

- (b) Examine the key features in rural development.

14. (a) Explain the measures to overcome the problem of mal nutrition.

Or

- (b) Explain the nutrition policies in India.

15. (a) Explain the role of international organization.

Or

- (b) Discuss the functions of International monetary fund.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Describe the various approaches of development administration.
17. Explain about the health policy of India.
18. Examine the role of U.Ns. Millennium development goals.
19. Describe the role of Non-Governmental organization in development administration.
20. Explain the objectives and significance of poverty alleviation programme.
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<b>D-7211</b>
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<b>Sub. Code</b>
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<b>10654</b>
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

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MAY 2020 ARREAR EXAMINATION

Fifth Semester

CITIZEN AND ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : 3 hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Integrity in administration.
2. Social audit.
3. Lok pal.
4. Citizen charter.
5. Right to information act.
6. Good Governance parameters.
7. Pressure groups.
8. CVC – meaning.

9. Grievances redressal.
10. Accountability.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain ethics in public services.

Or

- (b) Explain the machinery to control over corruption.

12. (a) Explain the key contents of openers in administration.

Or

- (b) Narrate about the popular control over administration.

13. (a) Elaborate the meaning and features of good governance.

Or

- (b) Explain the classification of interest groups.

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

Or

- (b) Enumerate the state level grievance redressal mechanism.

15. (a) Explain about the CBI.

Or

- (b) Narrate about the success story of e-governance in India.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Describe the mechanism and challenges of people participation in India.
17. Enumerate about the evolution and experience of citizen charter in India.
18. Describe the model of ombudsman in India.
19. Narrate about the applications and parameters of good governance.
20. Explain about the legal and institutional framework of anti-corruption in India.
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<b>D-7212</b>
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<b>Sub. Code</b>
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<b>10661</b>
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

&

MAY 2020 ARREAR EXAMINATION

Sixth Semester

COMPUTERS AND DATA PROCESSING

(CBCS 2018 – 2019 Academic Year Onwards)

Time : 3 hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Name any two auxiliary storage devices.
2. Define software.
3. Computer – meaning.
4. Define data capture.
5. Top – down programming techniques.
6. What is direct storage access?
7. What is hash file organization?
8. Give two symbols used for flow chart.

9. What is real time business?
10. What is online business transactions?

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Explain the function of PROM and EPROM.

Or

- (b) Explain the use of removable hard disk.

12. (a) Explain the data processing tool calculation and analysis.

Or

- (b) Explain the data processing cycle.

13. (a) What is file organization, explain in detail.

Or

- (b) Discuss sequential file organization and its advantages.

14. (a) Discuss flowchart with an example.

Or

- (b) Explain the online processing controls.

15. (a) Discuss real time business applications.

Or

- (b) Explain online business transaction.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Explain the functional units of computers with block diagrams.
  17. Explain data processing style.
  18. Discuss different types of computer files.
  19. Discuss various data processing applications.
  20. Discuss online business transaction with example.
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<b>D-7213</b>
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<b>Sub. Code</b>
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<b>10662</b>
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

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MAY 2020 ARREAR EXAMINATION

Sixth Semester

PUBLIC PERSONNEL ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Functions of personnel administration.
2. Meaning of HRD.
3. Meaning of training.
4. Compensation – meaning.
5. Elements of administrative ethics.
6. Conduct and discipline.
7. Internal promotion – meaning.
8. Trade union.

9. Whitley council.
10. Morale in civil service.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the current status of HRD.

Or

- (b) Discuss about the importance of personnel administration.

12. (a) Explain the methods of recruitment.

Or

- (b) Enumerate the staff selection commission.

13. (a) Explain the political activities of public servants.

Or

- (b) Discuss about the pay structure in India.

14. (a) Describe about the promotion system in all India services.

Or

- (b) Discuss the functions of Bureaucracy.

15. (a) Comment about politicisation of higher civil services in India.

Or

- (b) Explain hindrances of administrative ethics.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Explain the constitutional provisions of civil service.
  17. Describe about the types and techniques of training.
  18. Explain about the UPSC.
  19. Briefly explain about the pay allowances and whitleyism in India.
  20. Explain about the recruitment procedure of IAS.
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<b>D-7214</b>
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<b>Sub. Code</b>
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<b>10663</b>
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION.

MAY 2021 EXAMINATION

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MAY 2020 ARREAR EXAMINATION

Sixth Semester

PUBLIC POLICY ANALYSIS

(CBCS 2018 – 2019 Academic Year Onwards)

Time : 3 hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Scope of public policy.
2. Define policy science.
3. Issues of policy analysis.
4. Electoral pledges.
5. Challenges to farmers.
6. Top-up model.
7. Role of Bureaucrats in policy science.
8. Nonmative model.

- 9. Element in implementation.
- 10. Policy evaluation.

PART B — (5 × 5 = 25 marks)

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

- 11. (a) Explain the importance of public policy.

Or

- (b) Elaborate the institutional approach.

- 12. (a) Explain optimum model of rational policy making.

Or

- (b) Explain the role of citizen to make policy.

- 13. (a) Describe the approaches of policy implementation.

Or

- (b) Explain the role of legislative to make policy.

- 14. (a) List out the steps of policy analysis.

Or

- (b) Enumerate the present health care policy.

- 15. (a) Discuss about the criteria for policy evaluation.

Or

- (b) Name the forces in policy making process.



PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Describe the y - Dror's rational policy.
  17. Narrate about the formulation of policy making.
  18. Describe the meaning, nature, scope and importance of policy science.
  19. Elaborately explain about the agricultural policy in India.
  20. Explain about the educational policy in India.
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**D-7215**

**Sub. Code**

**10664**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION.**

**MAY 2021 EXAMINATION**

**&**

**MAY 2020 ARREAR EXAMINATION**

**Sixth Semester**

**LOCAL SELF GOVERNMENT ADMINISTRATION IN INDIA**

**(CBCS 2018 – 2019 Academic Year Onwards)**

**Time : 3 hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Types of local self Govt.
2. Features of Ashok Mehta Committee.
3. Panchayat Samitti.
4. Grants in aid.
5. Township.
6. Social audit.
7. Electoral rolls.

8. Central council of LSG.
9. Causes for failures of Panchayat Raj institution.
10. Role of commissioner.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Explain the community development programme.

Or

- (b) Explain about Ashok Mehta Committee report.

12. (a) Explain the duties and responsibilities of state election commission.

Or

- (b) Explain about the extension officer unit – IX.

13. (a) Enumerate any three types of urban government.

Or

- (b) Explain about the source of income of rural local self Govt.

14. (a) Elaborate the municipal personnel administration.

Or

- (b) Explain the controlling tool of LSG by state Government.

15. (a) Explain about the challenges in P.R. Institutions.

Or

- (b) List out the issues in rural development programme.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Trace the evolution of local self Government.
17. Describe about the 73<sup>rd</sup> Amendment Act of 1992.
18. Critically examine the financial resources of local self Govt.
19. Explain the 74<sup>th</sup> Amendment Act of 1992.
20. Comment about the present status of local self Government.
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