

D-7120

Sub. Code

11A/13711

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 2022.

First Semester

Part I – TAMIL PAPER – I

(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year onwards)

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க.

1. ஸ்ரீ கிருஷ்ண கானம் யாரால் பாடப்பட்டது?
2. பாரதியாரின் இயற்பெயர் என்ன?
3. தீராத விளையாட்டுப் பிள்ளை யார்?
4. பெ.தூரன் 'தளிர்க் கீற்று' என்று எதனைக் குறிப்பிடுகிறார்?
5. வல்லிக் கண்ணன் பிறந்த ஊர் எது?
6. மீரா. வின் படைப்புகள் இரண்டினைக் கூறுக.
7. கவிஞர் ஞானக்கூத்தனுக்கு மோசிகீரனார் மேல் அன்பு தோன்றக் காரணமென்ன?
8. சிலப்பதிகாரக் காண்டங்கள் எத்தனை? அவை யாவை?

9. “தேரா மன்னா செப்பு வ துடையேன்” - யார் கூற்று? யாரைக் கூறியது?

10. சீறாப்புராணத்தை இயற்றியவர் யார்?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க.

11. (அ) “குருவாயூருக்கு வாருங்கள்” பாடலின் கருத்துக்களை விளக்குக.

(அல்லது)

(ஆ) செய்யும் தொழிலின் மேன்மையைப் பட்டுக்கோட்டையார் வழி நின்று விளக்குக.

12. (அ) பாரத மாதாவின் பழம் பெருமைகளை விளக்குக.

(அல்லது)

(ஆ) ‘உலகப்பன் பாட்டு’ வழிப் பாரதிதாசனின் பொதுவுடைமைக் கருத்துக்களை விவரி.

13. (அ) ‘நிலாப்பிஞ்சு’ கவிதையில் பெ.தூரனின் இயற்கை வருணனையை விளக்குக.

(அல்லது)

(ஆ) வெறும் புகழால் என்ன பயன் என்பதை வல்லிக்கண்ணன் கவிதை வழி விளக்குக.

14. (அ) ‘கண்ணும் எழுதேம்’ கவிதையில் அப்துல் ரகுமானின் கவிச்சிறப்பை ஆராய்க.

(அல்லது)

(ஆ) கண்ணகியின் வரவை வாயிலோன் உரைத்த திறம் குறித்து எழுதுக.

15. (அ) தயரதன் வினாவும் மன்னர்கள் மறுமொழியும் குறித்து விளக்குக.

(அல்லது)

(ஆ) வீரமாமுனிவரின் தமிழிலக்கியத் தாக்கத்தைத் தேம்பாவணி வழி விளக்குக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

எவையேனும் மூன்றனுக்கு விடையளிக்க.

16. கண்ணனைக் குழந்தையாகப் பாவித்த கண்ணதாசனின் பாடற்கருத்துக்களைத் தொகுத்து எழுதுக.

17. நாமக்கல் கவிஞரின் நோயற்ற வாழ்வு குறித்துக் கட்டுரை வரைக.

18. பாரதிதாசனின் உலகப்பன் பாட்டு - விளக்கும் சமத்துவ சமுதாயத்தைக் கட்டுரைக்க.

19. வழக்குரை காதை கூறும் செய்திகளைத் தொகுத்து எழுதுக.

20. ஈத்தங்குலை வரவழைத்த படலக் கருத்துக்களை விளக்கி எழுதுக.

D-7121

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, DECEMBER 2022.

First Semester

English

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. What are the components of communication?
2. Define rhetorical communication.
3. How does intonation affect the meaning?
4. How does stress and intonation improve spoken communication?
5. What is the accentual function of intonation?
6. What is topic sentence of a paragraph?
7. What are the steps to be followed while drafting the matter?

8. Why is eye contact important in non-verbal communication?
9. What is dynamic posture and static posture?
10. Mention some important techniques for presentation skills.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a short note on Intra-personal communication and Inter-personal communication.

Or

- (b) How is communication a dynamic process? Explain.

12. (a) What are the advantages and disadvantages of oral communication?

Or

- (b) Are tone and intonation important for communication? Discuss.

13. (a) Who is considered as 'effective speaker'? What are the points to be kept in mind while evaluating the ability of the speaker?

Or

- (b) Write a paragraph on "Impact of Covid-19 on world economy".

14. (a) Write about some facial expressions.

Or

- (b) Write an application for the post of Peon in a private bank.

15. (a) Write a report on 'Pongal Celebration' at your college.

Or

- (b) Which is the very important aspect of body language?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. What are the types of communication? Explain.
17. Give detailed distinction between informal oral communication and formal oral communication.
18. What are the four types of essays? Explain.
19. What are the types of reports? Explain.
20. How do you write the purpose and objective of a meeting?
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D-7122

Sub. Code

12/13712

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 2022.

First Semester

Part II – ENGLISH PAPER – I

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

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions

1. Write about the power and beauty of the element, "Water".
2. How does the end of Mr. Packletide's big-game shooting?
3. List out Carl Sagan's notions of the emergence of human ancestors.
4. How is the picture of Gandhi portrayed in *A Hero on Probation*?
5. Write a short note on the deficiency diseases.
6. Define Gerunds. Give examples.
7. What are called prepositions?
8. Fill in the blanks with suitable auxiliary verbs:
 - (a) _____ I speak to Principal, please?
 - (b) _____ I use your pen, please?
9. Fill in the blanks with appropriate articles:
 - (a) John eats _____ fruits in your garden.
 - (b) There were many flowers in the park. One flower was _____ Rose.
10. Write a short note on formal letter.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write briefly about the conservation and utilization of water which is fundamental for human welfare.

Or

- (b) Bring out the reasons why Gardiner considers letter writing as a art which is lost.

12. (a) Write a short note on body building.

Or

- (b) Consider 'A Dead of Bravery' as a tale of courage of an ordinary villager demonstrated in rescuing his friend from the jaws of death.

13. (a) Comment on the title *A Hero on Probation*.

Or

- (b) Give an account of *Our Civilization*

14. (a) Fill in the blanks with suitable preposition:

I do not want _____ feed a typewriter
_____ streets _____ paper
_____ lose the use _____ my legs
_____ travelling always _____ car, or
_____ be summoned, _____ or
_____ warning.

Or

- (b) Fill in the blanks with suitable articles:

_____ unusual occurrence in _____ Chambal
Valley of _____ Madhya Pradesh has baffled
_____ government officials. _____
Elephant from _____ reserve forest that had
strayed out walked into _____ old and
abandoned railway station building _____
week ago. Ever since then it has refused to move
out. All efforts by _____ forest officials to persuade
_____ tusker to go back into _____
forest.

15. (a) Write a letter to your friend about your recent tour to Ooty.

Or

- (b) Change the voice
- (i) The company requires staff to watch a safety video every year.
 - (ii) The teacher always answers the students' questions.
 - (iii) A forest fire destroyed the whole suburb.
 - (iv) The children have broken the window glass.
 - (v) Rita will be invited by Seetha.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Write a brief note on the character of the cat by Katharine M. Wilson?
17. How does A.G. Gardiner argue for the preservation of the art of letter writing? Elaborate.
18. Write an essay on the dangers of drug abuse.
19. Turn the following sentences into indirect speech.
- (a) The poor man exclaimed, 'Will none of you help me?'
 - (b) Azar said to the magician, 'What have I done to deserve so severe a punishment?'
 - (c) 'Have you anything to say on behalf of the accused?' said the judge finally.
 - (d) 'The king was impressed with the magician and asked, 'What can I do for you?'
 - (e) She asked, 'What is it that makes you stronger and braver than other men?'
20. Read the following and write a summary of it. Suggest a title.

There are two problems that cause great worry to our educationists, the problem of religious and moral instruction in a land of many faiths, and the problem arising out of a large variety of languages. Taking up the education of children, we see that they should be trained

to love one another, to be kind and helpful to all, to be tender to the lower animals, and observe and think aright. The task of teaching them how to read and write and to count and calculate is important, but it should not make us lose sight of the primary aim of moulding personality in the right way. For this it is necessary to call into aid culture, tradition and religion. But in our country we have, in the same school, to look after boys and girls born in different faiths and belonging to families that live diverse ways of life and follow forms of worship associated with different denominations of religion. It will not do to tread the easy path of evading the difficulty by attending solely to physical culture and intellectual education. We have to evolve a suitable technique and method for servicing the spiritual needs as school children practise different faiths. We would thereby promote an atmosphere of mutual respect, a fuller understanding and helpful co-operation among the different communities in our society. Again, we must remain as one people, and we have therefore to give basic training in our schools to speak and understand more languages than one and to appreciate and respect the different religions prevailing in India. It is not right for us in India to be dissuaded from this by considerations as to overtaxing the young mind. What is necessary must be done. And it is not in fact too great a burden.

D-7189

Sub. Code

10613

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2022.

First Semesters

Public Administration

BUSINESS COMMUNICATION

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Formal Communication
2. Courtesy
3. Empathetic Listening
4. Analytical Writing
5. Cultural Barriers
6. Communication
7. Collection Letters
8. Orders
9. Visual Aids
10. Meeting

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the importance of Communication in brief.

Or

- (b) List out the basic rules of Grammar in English

12. (a) Describe the ways to overcoming barriers in Active Listening.

Or

- (b) What are the ways to improve the Writing Skills?

13. (a) Mention about the types of Communication and explain it.

Or

- (b) Illustrate the problems of Communication process.

14. (a) Describe the qualities of a Business Letter.

Or

- (b) Illustrate the basic features of E-mail Etiquette.

15. (a) Write a sample for Bio-data form for job application.

Or

- (b) How to write effective Meeting Minutes?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the structural components of a Business Letter.
 17. Distinguish the difference between Language and Communication.
 18. Describe the elements in the process of Communication.
 19. Explain the ways to overcome the drawbacks of E-mail Communication.
 20. Illustrate the steps to make a successful Presentation.
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D-7190

Sub. Code

10614

DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, DECEMBER 2022.

First Semester

INDIAN CONSTITUTION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Magna Carta
2. Queen's proclamation
3. Right to religion
4. Trafficking
5. Cabinet
6. Zero hour
7. Cease - fire
8. GST
9. NPT
10. Non - interference

PART B — (5 × 5 = 25 marks)

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

11. (a) Examine the advantages of Raj empire.

Or

- (b) Describe the functions of Drafting Committee.

12. (a) Discuss about the rigid nature of Indian Constitution.

Or

- (b) Describe about prohibition.

13. (a) Examine the functions of Speaker.

Or

- (b) Write a note on the role of Member of Parliament.

14. (a) Give a brief account on “Separation”.

Or

- (b) Write a note on the role of Media in J and K.

15. (a) Discuss the role of Nehru in NAM.

Or

- (b) Exemplify the basic tenant of foreign policy of India.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the role of Interim Government during British regime.
 17. Examine the merits of Parliamentary form of Government.
 18. Write a note on the functions of Cabinet Secretariat.
 19. Critically evaluate the role of Separatist Movements in J and K.
 20. Write a summary on the Nuclear Policy of India.
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D-7123

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 2022.

Second Semester

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 - ஆசிரியர் குறிப்புத் தருக.
2. நீலபத்மநாபன் எழுதிய 'தாய்' என்னும் கதையின் மையப் பாத்திரம் யார்?
3. உழிஞைத்திணை - குறிப்பு வரைக.
4. சார்பெழுத்துகளின் வகைகளைச் சுட்டுக.
5. அன்மொழித்தொகை - விளக்கம் தருக.
6. 'ஆறில் ஒரு பங்கு' என்னும் சிறுகதையை எழுதியவர்?
7. ஓரங்க நாடகம் - குறிப்பு வரைக.
8. இந்தியாவின் முதல் வானொலி நிலையம் எங்கு அமைக்கப்பட்டது?

9. பெரியபுராணத்தின் காப்பிய நாயகன் யார்?
10. பெண்களின் பாதுகாப்பிற்காகத் தமிழகக் காவல்துறை உருவாக்கியுள்ள 'செயலி' யாது?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) சாந்தி உள்ளம் உருகிப் போற்றி நின்றதை வீரமாமுனிவர் எங்ஙனம் விவரிக்கின்றார்?

(அல்லது)

(ஆ) இறைவன் பொறை, மிடி, தாழ்வு கொண்டதன் காரணங்களைத் தேம்பாவணி வழி விளக்குக.

12. (அ) நீலபத்மநாபனின் 'சாளரத்தின் ஊடே' சிறுகதைச் சுருக்கத்தை எழுதுக.

(அல்லது)

(ஆ) தடாகை வதையால் இராமன் பெற்ற பயன்கள் யாவை?

13. (அ) ஆகுபெயர் வகைகளை எடுத்துக்காட்டுகளுடன் விவரிக்க.

(அல்லது)

(ஆ) மொழிமுதல் எழுத்துக்களைச் சான்றுகளுடன் விளக்கி எழுதுக.

14. (அ) மகாகவி பாரதியாரின் தேசப்பற்றைப் பாராட்டியுரைக்க.

(அல்லது)

(ஆ) தமிழ்ச் சிறுகதை வரலாற்றை நும் பாடப்பகுதியால் சுருக்கி வரைக.

15. (அ) குணங்குடி மஸ்தான் படைப்புகளின் சிறப்புகளைத் தருக.

(அல்லது)

(ஆ) சமூக வளர்ச்சியில் வானொலியின் பங்கு குறித்து விளக்கிடுக.

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

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. சாந்தி உள்ளம் மகிழ்ந்து குழந்தை ஏசுவைப் போற்றுமாற்றை விவரிக்க.
17. நீலபத்மநாபனின், 'விமோசன்' கதை உணர்த்தும் பெண்கள் நிலையைக் கட்டுரைக்க.
18. ஒற்றெழுத்து மிகுதல் மிகாமைக்கான வரையறைகளை விளக்கி வரைக.
19. கம்பராமாயணத்தில் காணப்படும் போர் குறித்த செய்திகளைத் தொகுத்துரைக்க.
20. மக்கள் வாழ்வியல் பயன்பாட்டில் இணையத்தின் பங்கு குறித்து விவரித்து எழுதுக.

D-7124

Sub. Code

21B

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 2022.

Second Semester

Part I – COMMUNICATION SKILLS - II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What are the basic elements of communication?
2. Explain the process of encoding.
3. What are the ways to improve one's pronunciation?
4. Explain front vowels.
5. Define plosive sounds with examples.
6. What are the sub-skills of listening?
7. What is meant by informational mode of conversation?
8. What is an opening statement in a resume?
9. Explain problem letters with illustrations.
10. What is the importance of interview skills?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a note on the significance of communication skills.

Or

- (b) Discuss the different types of codes of communication skills.

12. (a) What are the ways to improve fluency of speaking English.

Or

- (b) Write a note on diphthongs.

13. (a) Elaborate the barriers of listening skills.

Or

- (b) Enumerate the significance of soft skills.

14. (a) Write a paragraph on the topic "COVID 19".

Or

- (b) Explain the structure of an interview.

15. (a) Discuss the guidelines that are to be followed in writing business letters.

Or

- (b) Comment on the role played by the Chief-Editor of a leading newspaper.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Write an essay on the stimulus and response adopted while communicating.
 17. Elaborate on the pronunciation etiquetes in communication.
 18. Discuss the different modes of conversations.
 19. You are building a house. Place an order for supplying electric fittings with a firm in Hyderabad.
 20. Write a resume for the post of a sub-editor in a sports magazine.
-

D-7125

Sub. Code

22/13722

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 2022.

Second Semester

Part II – ENGLISH PAPER – II

(CBCS 2018-19 Academic Year Onwards/
2021 Calendar Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions

1. Discuss the structure of “Lines composed upon Westminister Bridge” by William Wordsworth.
2. What is an ode?
3. Describe the setting of the poem “The Road Not Taken”.
4. What is the symbolic element of Stephen Spender’s “The Express”.
5. How is Shylock punished for seeking to take Antonio’s life?
6. What does Bassanio offer the young law clerk who saves Antonio? Why?

7. Mention two tips to write an essay effectively.
8. What is a report?
9. Who is Andrea? What is the meaning of the title “Andrea Del Sarto”.
10. What is the basic idea of the poem ‘Gitanjali’.

PART B — (5 × 5 = 25 marks)

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

11. (a) Comment on the Characteristics of a sonnet.

Or

- (b) Discuss the themes of “Lines composed upon Westminster Bridge”.

12. (a) Write a note on the symbolic elements of “The Road Not Taken”.

Or

- (b) Bring out the message of “Strange meeting”.

13. (a) Discuss the character of Portia in “The Merchant of Venice”.

Or

- (b) Analyse the trial or court scene of “The Merchant of Venice”.

14. (a) Write a report on the road accident that you have witnessed.

Or

- (b) Discuss the structure of note-making.

15. (a) Write an essay on the topic “COVID 19”.

Or

(b) Discuss the different forms of writing reports.

PART C — (3 × 10 = 30 marks)

Answer any THREE of the following

16. Consider “Andrea Del Sarto” as a dramatic monologue.

17. In what way is “Gitanjali” considered a song offering.

18. Critically analyse Sorojini Naidu’s “The coromandel Fishers”.

19. Discuss the background and themes of “The Merchant of Venice”.

20. Opera refers to a dramatic art form, originating in Europe, in which the emotional content is conveyed to the audience as much through music, both vocal and instrumental, as it is through the lyrics. By contrast, in music theatre an actor’s dramatic performance is primary, and the music plays a lesser role. The drama in opera is presented using the primary elements of theatre such as scenery, costumes, and acting. However, the words of the opera, or libretto, are sung rather than spoken. The singers are accompanied by a musical ensemble ranging from a small instrument ensemble to a full symphonic orchestra.

(a) What is the importance of an opera?

(b) We can understand from the reading that

- (i) People are captivated more by opera than musical theatre.
 - (ii) Drama in opera is more important than the music
 - (iii) Orchestra in operas can vary considerably in size
 - (iv) Musical theatre relies above all on music.
 - (v) There is argument over whether the music is important to the words in opera.
- (c) How is the acting in opera displayed?
- (d) Discuss the performance in an opera.
- (e) Give a suitable title and justify it.
-

D-7191

Sub. Code

10623

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2022.

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. Private Administration
2. Management
3. Administrative Executive
4. Motivation
5. Corruption in Administration
6. NGOs
7. RTI
8. Position Classification
9. Sustainable Development
10. Organs of Government.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the significance of Public Administration.

Or

- (b) Discuss the outcomes of 'Minnow Brook Conferences'.

12. (a) Identify the merits and demerits of Civil Services.

Or

- (b) Identify barriers in Decision making in Administration.

13. (a) Discuss the concept Transparency and Accountability with examples.

Or

- (b) Write a note on the role of social media in Administration.

14. (a) Bring out the main issues in Organisation.

Or

- (b) What do you mean by Network Analysis?

15. (a) Examine the features of F.W. Riggsian Model.

Or

- (b) Identify the major thrust areas of Development Administration.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Analyse the present status of Public Administration.
 17. Estimate the features and drawbacks in Scientific Management theory.
 18. Write an essay on the features and significance of Citizen Charter.
 19. Examine the need for judicial control over Administration in India.
 20. Critically evaluate the ecological influence on Public Administration.
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D-7192

Sub. Code

10624

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2022.

Second Semester

Public Administration

INDIAN ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Democracy
2. Parliamentary System
3. Cabinet Secretary
4. Federal System
5. UPSC
6. PMO
7. NITI Aayog
8. Financial Autonomy
9. State Civil Services
10. E-Governance

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the nature of administration during Mughal Period.

Or

- (b) Give an account on Division of Powers.

12. (a) Bring out the legislative powers of President of India.

Or

- (b) Discuss the powers and functions of Cabinet.

13. (a) Write a note on State Legislature.

Or

- (b) Discuss the powers and functions of Chief Secretary.

14. (a) Discuss federal features as enshrined in the Constitution.

Or

- (b) Write a short note on State Public Service Commission.

15. (a) Explain the merits of Specialists.

Or

- (b) Brief about the features of Governance.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the characteristics features of Indian Constitution.
17. Estimate the role of Prime Minister in Union Administration.
18. Analyse the role of Election Commission in conducting free and fair elections in India.
19. Elucidate the structure and functions of State Secretariat.
20. Bring out the status of Indian Administration during Globalisation era.

D-7126

Sub. Code

31A/13731

DISTANCE EDUCATION

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2022.**

Third Semester

Part I – TAMIL PAPER III

**(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year onwards)**

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)
அனைத்து வினாக்களுக்கும் விடையளிக்க.

1. ஐங்குறுநூற்றின் குறிஞ்சித்திணைப் பாடல்களைப் பாடியவர் யார்?
2. 'நெடுந்தொகை' என்னும் சிறப்புப் பெயர் கொண்ட சங்க இலக்கியம் யாது?
3. நற்றிணை - பெயர்க்காரணம் கூறுக.
4. பாசறையின் வகைகளைக் குறிப்பிடுக.
5. சங்க இலக்கியத்தில் அதிகப் பாடல்களைப் பாடியவர்?
6. 'இற்செறிப்பு' என்றால் என்ன?
7. புறநானூறு - நூற் குறிப்பு வரைக.
8. திருக்குறளின் சிறப்புக்களைப் போற்றி எழுந்த நூல்?
9. இராசராசசோழன் நாடகத்தை இயற்றியவர் யார்?
10. சுவடுகள் நாவலில் காந்தியக் கொள்கையைப் பேசும் பாத்திரம்?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) ஊடல் பொருளுக்கான திணை யாது? ஐங்குறுநூற்றின் வழி விளக்குக.

(அல்லது)

(ஆ) கபிலர் பாடல்களின் தனிச் சிறப்புகளைத் தொகுத்துரைக்க.

12. (அ) ஐங்குறுநூற்று நூல் தொகுப்பு வரலாற்றை எடுத்துரைக்க.

(அல்லது)

(ஆ) அகநானூற்றின் நூல் அமைப்பும் பகுப்பும் குறித்து விளக்கி வரைக.

13. (அ) நற்றிணையில் காணப்படும் மணிமணியான கருத்துக்களைத் தொகுத்துரைக்க.

(அல்லது)

(ஆ) தலைமகன் பாசறையிலிருந்து சொல்லிய செய்தியைச் சேந்தம்பூந்தனார் வழி விளக்குக.

14. (அ) அறிவுடையார் குறித்து வள்ளுவர் உரைக்குமாற்றை எழுதுக.

(அல்லது)

(ஆ) நான்மணிக்கடிகையிலுள்ள எளிமையான கருத்துக்களை எடுத்துரைக்க.

15. (அ) இராசராசசோழன் நாடகக் கதைக்களத்தைச் சுருக்கி வரைக.

(அல்லது)

(ஆ) சுவடுகள் நாவல் கதைக்கருவை விளக்கி எழுதுக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. கபிலரின் கவித்திறத்தை நும் பாடப் பகுதியால் நிறுவுக.
17. மஞ்ஞைப்பத்துப் பாடல்களின் கருத்துக்களைத் தொகுத்துரைக்க.
18. அகநானூற்றுப் பாடல்களால் அறியவரும் வரலாற்றுச் செய்திகளை விவரிக்க.
19. திருக்குறளின் அமைப்பும் சிறப்பும் குறித்துக் கட்டுரை வரைக.
20. சுவடுகள் நாவலின் ராசாத்தி பாத்திரப் படைப்பைச் சான்றுகளுடன் பாராட்டியுரைக்க.

D-7127

Sub. Code

31B

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2022.

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. What are the different types of human skills?
2. What is meant by interpersonal relationship?
3. Mention any two factors for building positive personality.
4. Define self-esteem.
5. Why the goal setting skill is important?
6. What are the steps to be followed in decision making skills?
7. What is the structure of negotiating skills?
8. How can you create positive attitudes in human relations?

9. What are the different types of stress?
10. Write any two qualities of a good leader.

PART B — (5 × 5 = 25 marks)

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

11. (a) Differentiate interpersonal relationship and interpersonal behaviour.

Or

- (b) Write a short note on significance of thinking ahead.

12. (a) Write short note on self efficacy.

Or

- (b) Illustrate the importance of goal setting skills.

13. (a) What are the basic elements of negotiating skills?

Or

- (b) Write a note on the types of attitudes.

14. (a) Why coping with change is necessary for the development of human relations?

Or

- (b) What are the different styles of selecting a leader?

15. (a) What are the duties of a counsellor?

Or

- (b) Write a note on anger management.

PART C — (3 × 10 = 30 marks)

Answer any THREE of the following

16. Write an essay on different levels of mind functions.
 17. Explain the need of developing personality and the ways of developing personality.
 18. Explain briefly about different types of skills in developing personality.
 19. Write briefly on the qualities of a good leader.
 20. What is meant by conflicts? Explain its types and causes.
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D-7128

Sub. Code

32/13732

DISTANCE EDUCATION

COMMON FOR B.A. / B.Sc. / B.C.A. DEGREE
EXAMINATION, DECEMBER 2022.

Third Semester

Part – II ENGLISH PAPER - III

(CBCS 2018 – 2019 Academic Year Onwards /
2021 Calender years Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Why did Swami feel relieved at the end?
2. What did Matilda suffer from?
3. What kind of person is Lomov in “The Proposal”?
4. Write a few lines about the character of Mrs. Meldon.
5. Who opens the door when Jean goes to get the tart?
6. What is the main idea of “The Refugee”?
7. Who are all the friends in the play “Reunion”?
8. Who is the author of the play “A Kind of Justice”?
9. Define verb with examples.
10. What is Agenda?

PART B — (5 × 5 = 25 marks)

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

11. (a) Narrate how a coward boy Swami became a hero overnight?

Or

- (b) Describe the circumstances under which the verger had to lose his job.

12. (a) What is the importance of dream in the play “The Boy Comes Home”?

Or

- (b) Write a brief character sketch of Lomov from “The proposal”?

13. (a) Sketch the character Betty in “The Silver Idol”?

Or

- (b) What happened at Comilla University?

14. (a) Describe how Jean and Pierre managed to get the Pie.

Or

- (b) Write a short note on the treatment of Partition in “The Refugee”.

15. (a) How do you prepare minutes of a meeting?

Or

- (b) What are the basic formats for writing an essay?

PART C — (3 × 10 = 30 marks)

Answer any THREE of the following questions.

16. Discuss the comic elements in the play “The Boy comes Home”.
 17. Write an essay on the Westerner’s view of Eastern countries as illustrated in “The Silver Idol”?
 18. Comment on the view of justice according to Margaret Wood in “A King of Justice”.
 19. To what extent does yassin become a representative of all refugees?
 20. Write an essay on advantages and disadvantages of Mobile – Phone.
-

D-7193

Sub. Code

10633

DISTANCE EDUCATION

BA (PA) DEGREE EXAMINATION, DECEMBER 2022.

Third Semester

Public Administration

PRINCIPLES OF MANAGEMENT

(CBCS - 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Universality
2. Procedures
3. Organization
4. Hierarchy
5. Extrinsic Motivation
6. Adaptive Leadership
7. Integral Control
8. Unity of Command
9. Management Audit
10. Strategic Alliances

PART B — (5 × 5 = 25 marks)

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

11. (a) Briefly explain the nature of Planning.

Or

- (b) Describe the stages of Decision-Making Process.

12. (a) Write a short note on Formal Organization.

Or

- (b) Explain the factors governing Centralization and Decentralization.

13. (a) Explore the elements involved in the Communication Process.

Or

- (b) Mention the essential qualities of a Leader.

14. (a) Narrate about the objectives of Control.

Or

- (b) Explain the various elements involved in Direction.

15. (a) Explain the scope of Management Audit.

Or

- (b) Write a brief note on various techniques of Brainstorming.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the nature and scope of Management.
 17. Explain the bases of organization in an Administration.
 18. Illustrate the features of Trait theories of Leadership.
 19. Analyze the various techniques of Controlling.
 20. Examine the types of Strategic Alliances.
-

D-7194

Sub. Code

10634

DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, DECEMBER 2022.

Third Semester

ADMINISTRATIVE THINKERS

(CBCS 2018-2019 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Arthasashtra
2. Wilsonian Dichotomy
3. Charismatic Leadership
4. Physiological needs
5. Organizational behaviour
6. Power
7. Cognition
8. Hawthorne experimentation
9. Social Psychology
10. System Analysis

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the qualities of King, to Kautilya?

Or

- (b) Examine Political Science - Public administration Dichotomy.

12. (a) Write a note on essentialities of Bureaucracy.

Or

- (b) What does it mean by Self actualization needs?

13. (a) Examine the concept of “Managerial Skills”.

Or

- (b) What are the qualities of Leadership, to Follett?

14. (a) What is the outcome of Hawthorne experiment?

Or

- (b) Write a note of ecological approach of Riggs.

15. (a) Describe Social Psychology in Administration.

Or

- (b) Write a short note on Behavioural Science.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Give a brief account on 14 points of Woodrow Wilson.

17. Examine “Need hierarchical theory” in motivation.

18. What is the contributions of Barnard for a good organization?
 19. Explain the administrative model for developing societies by Riggs.
 20. What are the contributions of Yeskel Dror towards policy analysis?
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D-7129

Sub. Code

41A/13741

DISTANCE EDUCATION

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2022.**

Fourth Semester

Part I: TAMIL PAPER – IV

**(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year onwards)**

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க.

1. யாப்பியல் கூறும் அசை வகைகளை எழுதுக.
2. அகவல் பா என அழைக்கப்படும் 'பா' எது?
3. சிந்து எத்தனை இசை உறுப்புகளால் ஆனது?
4. ஊடல் சார்ந்த நிகழ்ச்சிகளைப் பேசும் அகத்திணை யாது?
5. கையறுநிலை - குறிப்பு வரைக.
6. மதி போன்ற முகம் - இத்தொடரில் உவமை எது?
7. ஐங்குறுநூற்றில் மருதப் பாடல்களைப் பாடியவர் யார்?
8. புலவராற்றுப்படை என அழைக்கப்படும் நூல் யாது?
9. 'இராமாவதாரம்' என்னும் காப்பியத்தை இயற்றியவர் யார்?
10. 'பாண்டியன் பரிசு' காப்பியத்தின் கதைத் தலைவன்?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) சீர் எத்தனை வகைப்படும்? அவற்றைச் சான்றுகளுடன் விளக்குக.

(அல்லது)

- (ஆ) படிமம் என்றால் என்ன? புதுக்கவிதையில் பெறுமிடத்தைச் சுட்டி வரைக.

12. (அ) முல்லைத்திணையின் கருப்பொருட்களைப் பட்டியலிடுக.

(அல்லது)

- (ஆ) ஆநிரை கவர்தல் என்றால் என்ன? அத்திணையை விரிந்துரைக்க.

13. (அ) எல்லா விளக்கும் விளக்கல்ல சான்றோர்க்குப் பொய்யா விளக்கே விளக்கு - இக்குறளில் பயின்று வரும் அணியை விளக்குக.

(அல்லது)

- (ஆ) சிலேடை அணியைச் சான்று காட்டி விளக்கி வரைக.

14. (அ) தொல்காப்பியம் தமிழரின் அடையாளமாக விளங்குவதை நிறுவுக.

(அல்லது)

- (ஆ) நாலடியார் நூல் வரலாற்றையும் சிறப்பியல்புகளையும் எழுதுக.

15. (அ) ஐம்பெருங்காப்பியங்கள் யாவை? அவற்றின் சிறப்புகளை எழுதுக.

(அல்லது)

- (ஆ) இயேசு காவியம் கூறும் செய்திகளை எடுத்துரைக்க.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. வெண்பாவின் இலக்கணத்தை வகைகளுடன் விளக்குக.
17. அன்பின் ஐந்திணைகள் குறித்த செய்திகளைத் தொகுத்துரைக்க.
18. தற்குறிப்பேற்ற அணியின் இலக்கணத்தைச் சான்றுகள் காட்டி விவரிக்க.
19. சிலப்பதிகாரம் ஏன் தமிழ்க்காப்பியம் என்று அழைக்கப்படுகின்றது? விவரிக்க.
20. பாஞ்சாலி சபதத்தின் கதைக் களத்தை விரிந்துரைக்க.

D-7130

Sub. Code

41B

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2022.

Fourth Semester

Part I – HUMAN SKILLS DEVELOPMENT – II

(CBCS–2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions

1. What are the different types of counselling techniques?
2. Why managerial skill is important for human skills development?
3. What are the ways to develop our communication skills?
4. Define conceptual skills.
5. Mention any two practices in developing technical skills.
6. What is the role of preparation in presentation skills?
7. What are the various types of organizational skills?
8. How can you select a leader?
9. What are the major qualities for formal interactions?
10. What is the role of eye contact in problem solving skills?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a short note on the salient aspects of counselling.

Or

- (b) Differentiate interpersonal and intrapersonal communication.

12. (a) Illustrate the tools and procedure in technical skills.

Or

- (b) Write the function of delivery in presentation skills.

13. (a) What are the important qualities of a multi-tasking skills?

Or

- (b) Write some ways to select a leader for a HR organization.

14. (a) Write a note on the etiquettes of interactions in a group discussion.

Or

- (b) What are the salient aspects of understanding skills in developing human relationships?

15. (a) What is the role of cooperative learning skills in human skills development?

Or

- (b) Write a note on causes of making social responsibilities.

PART C — (3 × 10 = 30 marks)

Answer any THREE of the following questions.

16. Explain briefly on importance and techniques of counselling.
 17. Write an essay on different types of technical skills.
 18. List out the types of communication skills. Explain briefly.
 19. Write briefly on understanding skills in group communication.
 20. Explain the role of handling and facing situations in problem solving skills.
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D-7131

Sub. Code

42/13742

DISTANCE EDUCATION

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2022.**

Fourth Semester

English

Part II – ENGLISH Paper – IV

**(CBCS 2018 – 2019 Academic Year Onwards/
2021 Calendar Year Onwards)**

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What surprise was in store for Lalajee before he left Mokameh Ghat?
2. What is the pontoon bridge? Why has it been made?
3. How does Eliza dress herself up when she visits Higgins to ask to take speech lessons?
4. Shortly describe about Swami's four friends.
5. Why did Bassanio approach Antonio?
6. What similes does Romeo use to convey Juliet's beauty?
7. What were Martin Luther King's dreams?
8. When was the first meeting occurred between Nehru and Toynbee?

9. Write the correct question tag?
- (a) The weather is really bad today
 - (b) They are not in Mumbai at the moment.
10. Expand the Proverb, “A stitch in time saves nine”.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the qualities of Lalajee as described by Jim Corbett.

Or

- (b) Why was schatz sad? Explain.

12. (a) What is the significance of the title “Pygmalion”?

Or

- (b) Swami and Friends a realistic drama. Elaborate.

13. (a) Why does Antonio agree to shylock’s terms for the loan?

Or

- (b) Sketch the character of Romeo.

14. (a) What sort of discrimination did Martin Luther King Jr. fight against?

Or

- (b) Describe the first meeting of Toynbee and Nehru.

15. (a) Identify the sentence for clause or phrase.
- (i) He works hard everyday
 - (ii) Before the next light
 - (iii) In a dark and dangerous hallway
 - (iv) If I need to call you
 - (v) After a good day
 - (vi) Because it's the right thing to do
 - (vii) As quickly as possible
 - (viii) This car's not working
 - (ix) Working for himself
 - (x) Whenever it gets cold

Or

- (b) Explain Group Discussion.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

- 16. Give the summary of 'Lalajee'.
- 17. Discuss the relationship between Higgins and his mother.
- 18. Character sketch of Antonio in Merchant of venice.
- 19. Write about the racial discrimination prevailed during the time of Martin Luther king.Jr.
- 20. Illustrate the final meeting of Toynbee with Nehru.

D-7195

Sub. Code

10643

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2022.

Fourth Semester

Public Administration

ORGANISATIONAL BEHAVIOUR

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define Organizational Behaviour.
2. Personal factors
3. Perception
4. Nature of Attitude
5. Work stress
6. Group Decisions
7. Organizational Development
8. Personality
9. Negative Individual Behaviour
10. Organizational change.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the importance of Organizational Behaviour.

Or

- (b) Explain the factors influencing individual behaviour.

12. (a) Explain the determinants of Personality.

Or

- (b) Enumerate the measurement of Attitude.

13. (a) Describe the Process of Perception?

Or

- (b) Explain the reasons for formation of Groups.

14. (a) Enumerate the Psychological Problems.

Or

- (b) Explain the factors influencing Organizational Change.

15. (a) Explain the objectives of Organizational development.

Or

- (b) Explain the meaning and characteristics of values.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe about the Positive and Negative Individual Behaviour.
 17. Elaborate about the Nature and functions of attitude.
 18. Enumerate about the different stages of Groups.
 19. Explain the Internal and External factors of Organizational change.
 20. Describe about the Organizational development merits and demerits.
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D-7196

Sub. Code

10644

DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, DECEMBER 2022.

Fourth Semester

Public Administration

MODERN ADMINISTRATIVE SYSTEM

(CBCS - 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Federal Administration
2. Limited Monarchy
3. Unitary system
4. Civil Services
5. Spoil System
6. Plural Executive
7. Diet
8. Merit System
9. Integrity in Administration
10. Cantons

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the federal features in American constitution.

Or

- (b) Describe the composition of American Congress.

12. (a) Discuss the features of British administrative system.

Or

- (b) Trace the origin and evolution of civil services in UK.

13. (a) Discuss about Administrative Laws in France.

Or

- (b) Elucidate the nature of Administration in Japan.

14. (a) Bring out the devices of direct democracy.

Or

- (b) Examine the structure of Local Governments in Switzerland.

15. (a) Define the features of Federalism in Canada.

Or

- (b) Explain the powers and functions of Canadian Parliament.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions, not exceeding 1500 words each.

16. Examine the role of American President in Parliament.
 17. Explain the structure and functions of British Parliament.
 18. Identify the features and functions of civil services in France.
 19. Critically evaluate the structure, powers and functions of Federal Legislature in Switzerland.
 20. Enumerate the structure and functions of Judicial system in Canada.
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D-7197

Sub. Code

10651

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2022.

Fifth Semester

Public Administration

PUBLIC FINANCIAL ADMINISTRATION

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL of the following questions.

1. Public Finance
2. Public Revenue
3. Performance Budget
4. Deficit financing
5. Value added Tax
6. Money Bill
7. Union Budget
8. Article 111
9. Interim Budget
10. Government Securities

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the objectives of Budgetary Control.

Or

- (b) Bring out the various types of Budget.

12. (a) What are the main features of Plan Programme Budgeting System?

Or

- (b) Briefly discuss the impacts of budget on Economy.

13. (a) Write a note on Re – authorization.

Or

- (b) Highlight why Sunset Clause inserted in Indian Legislature.

14. (a) Explain the Composition of Public Accounts Committee.

Or

- (b) Point out the powers of Estimates Committee.

15. (a) Summarise the importance of Legislative control over Public Funds.

Or

- (b) Enumerate the challenges of collection, custody and distribution of Public funds

PART C — (3 × 10 = 30 marks)

Answer any THREE from the following five questions.

16. Analyze the concepts of Maximum social advantage of Financial Administration.
 17. Examine the procedure for Performance Budget in detail.
 18. Write an essay on Public Borrowings and deficit financing in India.
 19. Describe the function of central finance ministry in India.
 20. Enumerate in detail the separation of accounts and audit system in India.
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D-7198

Sub. Code

10652

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, DECEMBER 2022.

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. Human Right.
2. League of Nations.
3. Bonded Labourers.
4. Dalits
5. Non-Governmental Organization.
6. Composition of National Human Rights in India.
7. Optional Protocol to Civil Rights.
8. Human Right Court.
9. United Nation Human Rights Council.
10. Protection to Civil Liberties Act.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the nature of human rights?

Or

- (b) Explain the Universal Declaration of Human Rights Act of 1948.

12. (a) Explain the International Covenant on Political and Civil rights.

Or

- (b) Narrate about the functions of U.N. human rights council.

13. (a) Explain about the minorities in India.

Or

- (b) Explain the functions of State Human Rights in India.

14. (a) Enumerate about the National commission for child.

Or

- (b) Explain Right to Education Act.

15. (a) Explain the human right Police Stations.

Or

- (b) Explain the issues of Bonded Labourers.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the salient features of Fundamental Rights of Indian Constitutions.
 17. Trace the evolution of Human Right.
 18. Examine the child labour abolition act.
 19. Explain the role of voluntary in protection of human rights in India.
 20. Describe the National human rights commission in India.
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D-7199

Sub. Code

10653

DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, DECEMBER 2022.

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 of the following questions

1. Politics and Public Administration dichotomy
2. Kautilya
3. Hierarchy
4. Span of Control
5. Max Weber
6. Question-Hour
7. Citizen and Administration — Interface
8. Optimum work / work standardization
9. Governance
10. Eco system

PART B — (5 × 5 = 25 marks)

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

11. (a) Assess the influencing factors between State Vs Market debates

Or

- (b) Analyze the significance of New Public Management.

12. (a) Examine the traits of a good leader.

Or

- (b) Evaluate the XY theory of McGregor.

13. (a) Discuss the Parliamentary Control over Public Administration.

Or

- (b) Highlight the Impact of Media on Public Administration.

14. (a) Bring out the Objectives of time study.

Or

- (b) Point out the importance of Management tools towards Administrative Efficiency.

15. (a) Elucidate the changing Role of Development Administration in the current scenario

Or

- (b) Analyze the impact of globalization on Public Administration.

PART C — (3 × 10 = 30 marks)

Answer any THREE from the following five questions

16. Differentiate Traditional Public Administration versus the New Public Management in detail
17. Describe Henry Fayol's 14 Principles of Management
18. Elucidate why India adopted RTI act and list out the difference form of challenges of RTI Act.
19. Evaluate the Riggs ecological Model of Public Administration.
20. Describe the strategies and initiatives of Government of India towards Good Government.

D-7200

Sub. Code

10654

DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, DECEMBER 2022.

Fifth Semester

CITIZEN AND ADMINISTRATION

(CBCS 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions

1. Public services
2. Lokpal
3. Civil society
4. Central Information commission
5. Citizen's charter
6. CII
7. e.Seva.
8. Good Governance Index.
9. Central vigilance commission
10. Centralized public Grievances Redress Monitoring system.

PART B — (5 × 5 = 25 marks)

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

11. (a) Examine the need of ethics in administration.

Or

- (b) Describe the powers of Lokayuktas.

12. (a) Discuss the means of popular control over administration.

Or

- (b) Assess the role of civil society in Indian Administration.

13. (a) Discuss the powers and functions of state Information commission.

Or

- (b) List the different kinds of pressure Groups.

14. (a) List out the barriers of Good Governance.

Or

- (b) What are the advantages of e-governance?

15. (a) Define “Grievance Redressal mechanism”.

Or

- (b) Explain the powers and functions of CBI.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the meaning and need of “Integrity in administration”.
 17. Examine the meaning, mechanism and challenges to peoples participation in administration.
 18. Discuss the unique features of Right to Information Act 2005.
 19. Examine the need and scope of e-governance in India.
 20. Explain the legal and institutional frame work to control corruption in India.
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D-7201

Sub. Code

10661

DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, DECEMBER 2022.

Sixth Semester

Public Administration

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. System Software
2. Personal Computer
3. Virtual Display Unit
4. File Creation
5. Data Storage
6. Operating System
7. Line Printer
8. Dialog box
9. Server
10. Network Service

PART B — (5 × 5 = 25 marks)

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

11. (a) Classify various types of computers

Or

- (b) Explain the Digital computer

12. (a) Discuss about the significance of Laptop computer.

Or

- (b) What are the components of a computer?

13. (a) What is main frame computer? How it is used?

Or

- (b) Explain with clear example about input units of computer.

14. (a) Write a short note on any two application software packages.

Or

- (b) What is Internet? Explain the uses of Internet.

15. (a) What is an operating system? Give two examples.

Or

- (b) What is Spread Sheet? Describe its features.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Write about the development of computer field in India.
 17. Explain in detail any five characteristics of computers.
 18. Draw the block diagram of a computer. Explain its parts in detail.
 19. Define software. Discuss the various types of Software.
 20. Discuss the importance of computer in the field of education and transport
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D-7202

Sub. Code

10662

DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, DECEMBER 2022.

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. Objectives of Personnel Administration.
2. Scope of HRD.
3. Objectives of Training.
4. What are the other benefits to employees?
5. Employee benefits.
6. Administrative ethics.
7. Strike.
8. Conduct and discipline.
9. Morale – meaning.
10. Whitleyism in India.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the position classification.

Or

- (b) Explain the importance of HRD.

12. (a) Enumerate the recruitment process.

Or

- (b) Describe the State Public Service Commission.

13. (a) Explain about political affiliations of Trade Union.

Or

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

14. (a) Explain about the CAT.

Or

- (b) Explain about external promotion system in India.

15. (a) Explain the politicisation of Higher Civil Services in India.

Or

- (b) Explain about the importance of administrative ethics.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Trace the evolution of civil service in India.
17. Explain the meaning, importance and functions of personnel administration.

18. Describe the composition and functions of UPSC.
 19. Evaluate the All India Services Training.
 20. Describe the methods of recruitment.
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D-7203

Sub. Code

10663

DISTANCE EDUCATION

B.A.(PA) DEGREE EXAMINATION, DECEMBER 2022.

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. Functional Policies
2. ID
3. State
4. Analysis-centric approach
5. Citizenship
6. Bureaucracy
7. System Building
8. Policy Evaluation
9. NEP
10. Kisan Bill

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the different types of Public Policy?

Or

- (b) Evaluate the significance of Public Policy.

12. (a) Explore the limitations of Systems Approach in policy analysis.

Or

- (b) Explain the aspects of Institutional Approach.

13. (a) List out the different types of Pressure Groups.

Or

- (b) Describe the factors affecting the role of legislatures in Policy Process.

14. (a) List out the solutions for Policy Evaluation Challenges.

Or

- (b) Define Bottom up approach development.

15. (a) Describe the framework for Agricultural Policy Implementation.

Or

- (b) Critically examine the challenges in implementation of NEP.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Enumerate the nature and utility of Policy Science.
 17. Describe Dror's Normative-optimum model for Policy Analysis.
 18. Explain the characteristics of Max Weber's Ideal Bureaucracy.
 19. Illustrate the Implementation process of Top-down theory.
 20. Critically analysis National Education Policy 2020.
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D-7204

Sub. Code

10664

DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, DECEMBER 2022.

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. Nature of local self Govt.
2. Gram Sabha
3. Contentment board
4. Borrowings
5. Reservation policy in 73rd Amendment Act.
6. Social Audit.
7. Block development officer
8. National Extension service
9. Cause for failure of P.R. Institution.
10. Role of State Election commission.

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 3 tier structure of Panchayat Raj Institution.

Or

- (b) Explain the duties and responsibilities of state Election commissioner.

13. (a) Enumerate about the revenue generation of local self Government.

Or

- (b) Explain the municipal personnel system in local self Government.

14. (a) Explain about the functions by Municipal Corporation.

Or

- (b) Explain the issues in local self Government.

15. (a) Describe the state Central over local Self Govt.

Or

- (b) Explain about the challenges in Panchayat Raj Institutions.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Describe about the community Development programme.
 17. Trace the evolution of local self Government.
 18. Enumerate the 73rd Amendment Act of 1992.
 19. Explain about the 74th Amendment Act of 1992.
 20. Examine the Report of Balwanth Ray Mehta Committee.
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