

D-1788

Sub. Code

11 A/13711/0111

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.B.A./B.B.A. (Banking)/B.C.A./  
M.B.A. (Five Year Integrated) DEGREE EXAMINATION,  
DECEMBER 2023.

First Semester

Part I — TAMIL – PAPER – I

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

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க.

1. குருவாயூர் கண்ணனின் நிறம் யாது?
2. ஆயர்பாடி மாளிகையில் கண்ணன் செய்வது யாது?
3. கண்ணதாசனின் இயற்பெயரைக் குறிப்பிடுக.
4. பட்டுக்கோட்டை கல்யாண சுந்தரம் பிறந்த ஊர் யாது?
5. 'செய்யும் தொழிலே தெய்வம்' என்னும் பாடல் இடம்பெற்ற திரைப்படம்?
6. பாரத மாதாவிற்குத் 'திருப்பள்ளி எழுச்சி' பாடியவர் யார்?
7. சர்ப்ப யாகம் - நூல் குறிப்பு வரைக.
8. கண்ணகியின் சிலம்பில் எப்பரல்கள் இருந்தன?
9. உமறுப்புலவரை ஆதரித்த வள்ளல் பெயரை எழுதுக.
10. தேம்பாவணி - பொருள் தருக.

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) கண்ணன் துயில் எழுப்ப கோபியரைக் கண்ணதாசன் அழைக்குமாற்றை எழுதுக.

(அல்லது)

- (ஆ) கவிஞர் பட்டுக்கோட்டை கல்யாண சுந்தரம் பற்றி குறிப்பு வரைக.

12. (அ) கண்ணனின் குறும்புகளைப் பாரதியார் எங்ஙனம் பாடுகிறார்?

(அல்லது)

- (ஆ) பிறை நிலவைக் கவிஞர் பெ.தூரன் உருவகிக்குமாற்றை விவரிக்க.

13. (அ) 'வெறும் புகழ்' கவிதை வழி வல்லிக்கண்ணன் யதார்த்தத்தை எவ்வாறு உணர்த்துகிறார்?

(அல்லது)

- (ஆ) கண்ணகியின் வருகையை வாயில் காவலன் மன்னனுக்கு எங்ஙனம் அறிவிக்கிறான்?

14. (அ) நபிகள் நாயகம் அறபியை ஆட்கொண்ட திறத்தை விளக்கி வரைக.

(அல்லது)

- (ஆ) இறைவனை வணங்க கன்னித்தாயும் சூசையும் ஆயர்களை அழைக்குமாற்றை எழுதுக.

15. (அ) வழக்குரை காதையை சிலப்பதிகாரத்தின் வழி நின்று விளக்குக.

(அல்லது)

- (ஆ) கு.ப. இராஜகோபாலனின் படைப்புகளை விளக்குக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. கண்ணதாசன் கண்ணனைப் புகழ்ந்துரைக்குமாற்றை விளக்கி வரைக.
17. பாரதிதாசன் உலகப்பன் பாடல் வழிக் கூறும் கருத்துக்களைத் தொகுத்துரைக்க.
18. இராமனின் சிறப்புகளைக் கம்பர் எடுத்துரைக்குமாற்றை விவரிக்க.
19. இளங்கோவடிகளின் கவித்திறத்தை நும் பாடப் பகுதியால் பாராட்டியுரைக்க.
20. தேம்பாவணி காப்பியச் சிறப்புகளை எடுத்துரைக்க.

**D-1789**

**Sub. Code**

**11B/0311B**

**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 2023.**

**First Semester**

**Part I — COMMUNICATION SKILLS – I**

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

**Time : Three hours**

**Maximum : 75 marks**

**SECTION A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Write the origin of the term 'Communication'.
2. Write the meaning of 'Communication'.
3. What is 'Oral Communication'?
4. Write any one importance of Oral Communication.
5. When do we claim that a communication is effective?
6. What is called as Body Language?
7. What are gestures?
8. Mention any one purpose of 'Meeting'.
9. What is logical presentation in Group Discussion?
10. Define 'Professional report'.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Discuss the different types of Communication.

Or

- (b) Write a note on Intonation.

12. (a) Discuss telephonic conversation as one of the forms of dyadic conversation.

Or

- (b) Discuss the forms of Oral Communication.

13. (a) Write on the Format of a Report.

Or

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

14. (a) Write a note on Content Writing.

Or

- (b) Discuss the three stages 'drafting, correction and final draft preparation'.

15. (a) Discuss the two senses in which the word 'meeting' is used.

Or

- (b) Discuss the purpose of conducting group discussion.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the principles of effective communication.
17. Discuss the purpose of meetings.

18. Elucidate the features of written communication.
  19. Analyse the steps involved in Essay Writing.
  20. Explain the ways of organizing a group discussion.
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**D-1790**

**Sub. Code**

**12/13712/0112/  
0312**

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 2023.

First Semester

Part II – ENGLISH PAPER – I

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

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What makes water one of the most powerful and wonderful things on earth?
2. Why did Mrs. Packletide want to kill a tiger?
3. From where did Narwa and Haria collect bamboos for basket making?
4. How does the essay 'On Letter Writing' begin?
5. What are the good points of our civilization according to C.E.M. Joad?
6. Write Joad's opinion on machines in modern man's life.
7. Put the verbs in the brackets in the correct tense:
  - (a) I \_\_\_\_\_ (fall) asleep in the middle of his boring story.
  - (b) Even the best of students \_\_\_\_\_ (make) such mistakes.

8. Fill in the blanks with Prepositions:
- (a) He is running \_\_\_\_\_ the temple.
  - (b) He left \_\_\_\_\_ London yesterday.
9. Fill in the blanks with suitable Articles.
- (a) Which road is \_\_\_\_\_ right one?
  - (b) He is \_\_\_\_\_ salesman of \_\_\_\_\_ rare merit.
10. Write the purpose of Précis Writing.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the measures that are used to prevent soil erosion? ('Water the Elixir of Life')
- Or
- (b) Do you think Mrs. Packletide was able to achieve her heart's desire? Give reasons.
12. (a) How does Jim Corbett portray the friendship between Nawara and Haria?
- Or
- (b) How should a letter be written according to Alpha of the Plough (A.G. Gardiner)?
13. (a) Present the description given by Joad on modern civilization man's life.
- Or
- (b) Write a short summary of 'Food' by J.B.S. Haldane.



14. (a) You have arranged to meet a friend at the railway station but you could not do so. Write a letter of apology, explaining the lapse on your part.

Or

- (b) Use the correct form choosing from the verbs given in brackets:
- (i) Ten thousand rupees a month \_\_\_\_\_ (is /are) a good salary.
  - (ii) Six months \_\_\_\_\_ (is/are) a long time to stay away from home.
  - (iii) Either my mother or I \_\_\_\_\_ (am/is) to do the work.
  - (iv) Neither Sita nor her friends \_\_\_\_\_ (are/is) attending marriage.
  - (v) Bread and butter \_\_\_\_\_ (is/are) enough for me.
15. (a) Build a dialogue between you and your teacher. You are asking him/her to give you guidance for choosing a suitable course.

Or

- (b) Write a paragraph on the following topic.  
'The First money I earned'.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Why does C.V. Raman call water as elixir? Justify.
17. Bring out the humour in 'Mrs. Packletide's Tiger'.
18. What does C.E. Joad talk about our civilization in his essay 'Our Civilization'? Explain.

19. Write a paragraph on using the hints given below:

A king unhappy – his people lazy – plans to teach them a lesson – puts a big stone in the middle of the road and purse of gold under it – many people pass by – no effort made to remove the stone – all go round it – curse the stone – blame the government – and await its removal – the stone lays there for a month – a stranger passes by – removes the stone with difficulty – finds the purse of gold – feels happy – the people feel ashamed...

20. Report the following conversation in Indirect Speech.

- (a) Can you tell me how to find the post office?
- (b) Which post office do you mean?
- (c) Is there more than one? I mean the one on the campus.
- (d) Oh, the Campus Post Office? Go straight along this road to the third street light and then turn right.
- (e) I see. Will it be open at this time?

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**D-1865**

**Sub. Code**

**10613**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**First Semester**

**BUSINESS COMMUNICATION**

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

**Time : Three hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. What is meant by business communication?
2. Write short note on business letter.
3. What are cultural barriers?
4. Mention the basic principles of writing.
5. State any four importance of external communication.
6. Give the meaning of channels.
7. What do you understand by Agency letters?
8. Why is email etiquette important?
9. What are good oral communication skills?
10. What is team building?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain any five essentials of communication.

Or

- (b) What is communication process? Explain its elements.

12. (a) Write short notes on :

- (i) Listening process
- (ii) Language for communication.

Or

- (b) List out the general principles of writing.

13. (a) Describe the functions of internal communication.

Or

- (b) What is communication barrier? Give four examples.

14. (a) What are the problems in email communication?

Or

- (b) What is order letter? How to write order letter?

15. (a) Explain the basic steps for preparing and delivering a presentation.

Or

- (b) Elucidate the format of minutes of meeting.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Briefly explain the structure of business letter.
  17. Explain the types of listening.
  18. Describe the types of internal communication channels.
  19. Difference between personal letters and business letters.
  20. What is speech writing? Explain the format of speech writing.
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**D-1866**

**Sub. Code**

**10614**

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.

First Semester

INDIAN CONSTITUTION

(CBCS 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Crown Rule
2. Constituent Assembly
3. Preamble
4. Parliamentary Government
5. Money Bill
6. Question Hour
7. State Autonomy
8. Indian Foreign Policy
9. Nuclear Doctrine
10. Union Territories

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the salient features of Indian Constitution.

Or

- (b) Enumerate fundamental duties as enshrined in the constitution.

12. (a) Bring out the Merits of Parliamentary Government.

Or

- (b) Write note on Citizenship Act 1955.

13. (a) Describe Privileges of Parliament.

Or

- (b) What are the functions of Parliamentary Forums?

14. (a) Write about the Features of Jammu and Kashmir Constitution.

Or

- (b) Define the concept Special Provisions.

15. (a) Explain the Objectives of Indian Foreign Policy.

Or

- (b) Enumerate the Procedure for Amendment.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the historical background of Indian Constitution.
  17. Write an essay on Emergency provisions as enshrined in the constitution.
  18. Enumerate the organization and composition of Parliament.
  19. Explain the creation and Administration of Union territories.
  20. Examine the various Principles of Indian Foreign Policy.
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**D-1791**

**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 2023.

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. வீரமாமுனிவர் - குறிப்பு வரைக.
2. ஆயர்கள் குழந்தையை எவ்வாறு போற்றினர்?
3. “மதிற்போர்” என்றால் என்ன?
4. நீல பத்ம நாபனின் சிறுகதைகள் இரண்டிகைக் கூறுக.
5. ஐய வினா என்றால் என்ன?
6. பால் எத்தனை வகைப்படும்?
7. நாடகத்மிழ் - குறிப்பு வரைக.
8. மரபுக் கவிதை என்றால் என்ன?
9. சமணர்கள் இயற்றிய அறநூல்கள் யாவை?
10. தமிழில் இணையத்தின் பங்கு யாது?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) “சாந்தி உள்ளம் உருகி போற்றி நின்றதனை” - விளக்குக.

(அல்லது)

(ஆ) பண்ணாற்றும் மருந்தால் பாவம் தீர்க்க வந்த காலத்தினை விவரி.

12. (அ) “விமோசனம்” சிறுகதை உணர்த்தும் பெண்களின் நிலையை எடுத்துரைக்க.

(அல்லது)

(ஆ) “கூழை தாங்கிய எருமை” என்பதனை விளக்குக.

13. (அ) பிறமொழிச் சொற்களைத் தமிழில் ஆளும் முறை பற்றி நீவிர் அறிவது யாது?

(அல்லது)

(ஆ) மொழி முதல் எழுத்துக்கள் குறித்து விளக்குக.

14. (அ) நாடகத் தமிழ் வளர்ச்சியில் பம்மல் சந்பந்த முதலியாரின் பங்களிப்பு யாது?

(அல்லது)

(ஆ) மரபுக் கவிதையில் பாரதிதாசனின் முக்கியத்துவம் யாது?

15. (அ) தொலைக்காட்சி தமிழுக்கு ஆற்றிவரும் பங்களிப்பு யாது?

(அல்லது)

(ஆ) தமிழ் வளர்ச்சியில் இணையத்தின் முக்கியத்துவம் பற்றி விளக்குக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. நும் பாடப்பகுதியில் அமைந்துள்ள தேம்பாவணி பாடல் கருத்துக்களை தொகுத்துரைக்க.
17. கம்பன் புறத்திணையில் காணப்படும் “புறத்துறை மகளிர்” எனும் தலைப்பில் கட்டுரை வரைக.
18. சார்பெழுத்து என்றால் என்ன? அதன் வகைகளை எடுத்துக்காட்டுகளுடன் விளக்குக.
19. தமிழ்மொழிக்கு சைவ சமயப் பெரியவர்கள் ஆற்றிய தொண்டினை விவரிக்க.
20. பிற்கால காப்பியங்களில் இடம் பெற்றுள்ள “கம்பராமாயணம்” பற்றி ஒரு கட்டுரை வரைக.

**D-1792**

**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 Year Integrated) DEGREE EXAMINATION,  
DECEMBER 2023.**

**Second Semester**

**Part I — COMMUNICATION SKILLS – II**

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

**Time : Three hours**

**Maximum : 75 marks**

**SECTION A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. What is meant by code of communication skills?
2. What do you mean by communication skills?
3. What are the three main elements of effective speaking?
4. Mention any four tips to improve speaking skills.
5. What are the types of listening?
6. What are the five stages of interview?
7. Write any two important elements for paragraph writing.
8. What does an editor do in publishing?
9. What is corporate communication?
10. Write any two tips for writing press release.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Jot down the whole communication process.

Or

- (b) How do stimulus and response play a major role in communication? Explain.

12. (a) Write in detail about pronunciation etiquette in communication skills.

Or

- (b) 'Phonetic symbols aid in improving one's communication skills' — Elucidate.

13. (a) Write a paragraph on Stress and Intonation.

Or

- (b) Give some self-assessment exercise for improving soft skills.

14. (a) What are the differences between discriminative and comprehensive listening?

Or

- (b) Explain in detail about three modes of communication.

15. (a) How do you write a business proposal email?

Or

- (b) What is the star method of interviewing? Explain.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. 'Is interference of mother tongue the major barrier for effective communication' – Discuss.
17. Why does phonetics learning become significant for communicative skills? Explain.
18. Write in detail about online presentation tools for presentation skills.
19. Prepare a resume for a new job.
20. You have received a communication for an interview for a job in Wipro. How will you prepare for an interview?

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**D-1793**

**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 Years. integrated) DEGREE EXAMINATION,  
DECEMBER 2023.

Second Semester

Part II — ENGLISH PAPER – II

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

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. To Whom the Sonnets of Shakespeare addressed?
2. What are the emotions evoked in “Lines Composed upon Westminster Bridge”?
3. To Which pointer does Andrea Del Sarto Compare Himself?
4. Define Soliloquy.
5. What does “Yellow Wood” stand for?
6. Where does the soldier in strange meeting find himself?
7. What does the word “Gitanjali” mean?

8. Why did Shylock hate Antonio?
9. What is the theme of the poem Coromandal Fishers?
10. What is note making?

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss briefly the romantic elements in “Lines composed upon West Minster Bridge”.

Or

- (b) What is the effect of Browning’s dramatic monologue?

12. (a) Bring out the symbolism in the poem “Andrea del Sarto”.

Or

- (b) “Let us sleep now...” what does the ‘sleep’ signify in Wilfred Owen’s “Strange Meeting”?

13. (a) How does Tagore express material desires and ego as main barriers in the path towards God?

Or

- (b) Is Shylock a Villian or victim?

14. (a) Attempt a short note on the morning scene at the seashore with reference to the Poem Coramandel Fishers.

Or

- (b) What does Stephen Spender’s “The Express” Symbolize? Discuss briefly.



15. (a) What is the format of note-making?

Or

- (b) What are steps to organize an essay?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elucidate the subject matter and theme of “Beauty is truth”, truth beauty, – that is all ye need to know on earth, and all you need to know”.
17. Justify the title “The Road not taken” as a metaphor of life.
18. Elucidate Tagore’s use of imagery in “Gitanjali” with appropriate language.
19. Make notes of the following passage :

Butterflies can be seen fluttering over flowers in the Himalayas, in the Gangetic plain or deep down in the villages in Tamilnadu. These beautiful creatures are useful pollinators. Their wings are formed of pigments of red yellow, black and white, while the blues, the greens and the metallic iridescent hues are the result of refraction. The patterns on butterfly wings are created by a mass of tiny coloured scales which overlap almost like the tiles on a roof. Their antennae are used primarily to find food and mates. They are covered with microscopic sense organs and moved by basal muscles. Through these, they perceive odours, changes in temperature, humidity in the air and certain other stimuli.

20. Read the following passage and answer the questions given below :

After we got independence, we in India have been trying to raise our standard of living. Though progress has not been as quick as we could have wished, there is no doubt that, in the last twenty-five years, we have been steadily inching our way towards some of our goals, we have almost enough food for our huge population, thanks to the revolution in agriculture. We have built a sound industrial base. We have dethroned hundreds of big and small white elephants – the princes. We have been trying to distribute land more fairly – But with limited success so far. We have also been trying to find employment for our youth – again with only partial success. These and other problems would no doubt become manageable if we could check the steep growth of our population.

- (a) Have living standards in India risen rapidly?
- (b) Who have we been trying to do with only partial success?
- (c) What have we succeeded in doing?
- (d) Have we succeeded in checking the population growth?
- (e) Have we been trying seriously to check it?

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**D-1867**

**Sub. Code**

**10623**

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.

Second Semester

ADMINISTRATIVE THEORY

(CBCS 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Scope of Public Administration
2. New Public Management
3. System Theory
4. Leadership
5. Citizen
6. RTI
7. Work Management
8. Network Analysis
9. Ecology
10. Good Governance

PART B — (5 × 5 = 25 marks)

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

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

Or

- (b) Enumerate the Minnow Brook Conference.

12. (a) Bring out the Merits of Bureaucratic theory.

Or

- (b) Write note on Decision Making.

13. (a) Describe Media role in Administration.

Or

- (b) Explain the Citizen Charter.

14. (a) Write about Work Management.

Or

- (b) Define the concept Management Tools.

15. (a) Explain the changing role of development administration.

Or

- (b) Enumerate the impact of globalization.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the concept of New Public Administration.
17. Write an essay on contribution of Herbert Simon in Leadership.

18. Enumerate the Control over Administration.
  19. Examine the Management Information System.
  20. Explain the F.W Riggsian Model.
-

**D-1868**

**Sub. Code**

**10624**

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.

Second Semester

INDIAN ADMINISTRATION

(CBCS 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Parliamentary Democracy
2. Fundamental Rights
3. Council of Minister
4. Ministry of Home
5. Governor
6. District Collectorate
7. Federal System
8. Indian Parliament
9. ICT in administration
10. E-Governance.

PART B — (5 × 5 = 25 marks)

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

11. (a) Brief about salient features of Indian administration.

Or

- (b) Unearth the legacy of Mughal on Indian administration.

12. (a) Bring out the Powers of President.

Or

- (b) Give an account on Union cabinet.

13. (a) Describe Chief Minister role in state administration.

Or

- (b) What are the powers and functions of Directorate?

14. (a) Write about the structure of administration at the state level.

Or

- (b) Define the concept Administrative Corruption.

15. (a) Explain the globalisation and Indian Administration.

Or

- (b) Enumerate the need for Digitalization of administration.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the Evolution of Indian Administration.
  17. Describe the structure of Central administration in India.
  18. Evaluate the issues in relations between minister and civil servants in India.
  19. Explain the role of District Collector in detail.
  20. Examine the various issues involved in Indian Administration.
-



**D-1794**

**Sub. Code**

**31A/13731**

**DISTANCE EDUCATION**

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,  
DECEMBER 2023**

**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 விடையளிக்கவும்.

1. முல்லைப்பாட்டின் ஆசிரியர் யார்?
2. நாழிகைக் கணக்கரின் பணி யாது?
3. ஐங்குறு நூற்றில் கபிலர் சுட்டும் மரங்களின் பெயர்களை எழுதுக.
4. நற்றிணைப் பாடல்களைத் தொகுப்பித்த அரசன் யார்?
5. சோம்பலோடு இருப்பவர்க்கு எவை கிட்டாதெனக் கருவூர்க் கோசிகனார் கூறுகிறார்?
6. ஆனந்தப் பையுள் துறையை விளக்குக.
7. பாடாண் திணை - குறிப்பு வரைக.
8. திருக்குறளுக்கு வழங்கப்பெறும் வேறு பெயர்கள் யாவை?
9. விமலாதித்தன் யார்?
10. புதினம் - விளக்கம் தருக.

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒருபக்க அளவில் விடை தருக.

11. (அ) தலைவனின் பாசறை அமைப்பினை விளக்குக.

(அல்லது)

(ஆ) தலைமகன் தன் நெஞ்சிற்குக் கூறுவதாக அமைந்த பரணர் பாடற் கருத்துக்களை விளக்குக.

12. (அ) அகநானூற்றுப் பாலைநில வருணனையைச் சேந்தம் பூதனார் பாடல் வழி விளக்குக.

(அல்லது)

(ஆ) சோழன் குளமுற்றுத்துத் துஞ்சிய கிள்ளிவளவனின் சிறப்புகளாக மாறோக்கத்து நப்பசலையார் கூறுவனவற்றை எடுத்துரைக்க.

13. (அ) மலையமான் திருமுடிக்காரியின் வள்ளல் தன்மையைச் சுட்டுக.

(அல்லது)

(ஆ) புறநானூறு காட்டும் கையறு நிலைப் பாடலை நும் பாடப்பகுதி கொண்டு விளக்குக.

14. (அ) அறிவுடைமை குறித்துத் திருவள்ளுவர் கூறுவன யாவை?

(அல்லது)

(ஆ) நான்மணிக்கடிகை சுட்டும் வாழ்க்கை நெறிகளை எழுதுக.

15. (அ) இராசராச சோழன் நாடகத்தில் இடம்பெறும் நாடக உத்திகளை விளக்கி வரைக.

(அல்லது)

(ஆ) சுவடுகள் நாவலில் பார்வதியின் பாத்திரப் படைப்பை ஆராய்க.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. மூல்லைபாட்டு வெளிப்படுத்தும் தலைவியின் கற்புநிலை மேன்மையைக் கட்டுரையாக்கம் செய்க.
17. நற்றிணை வெளிப்படுத்தும் இயற்கை வருணனைகளைத் தொகுத்துரைக்க.
18. திருக்குறள் வெளிப்படுத்தும் அறக்கோட்பாடுகளை நும் பாடப்பகுதி கொண்டு விளக்கி வரைக.
19. இராசராசசோழன் நாடகத்தின் கதைக் கோப்புச் சிறப்பைக் கட்டுரை வடிவில் எழுதுக.
20. சுவடுகள் நாவலில் பாத்திரப்படைப்பு உருவாக்கத்தினை ஆராய்ந்து கட்டுரை எழுதுக.

**D-1795**

**Sub. Code**

**31B**

**DISTANCE EDUCATION**

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,  
DECEMBER 2023.**

**Third Semester**

**Part-I — HUMAN SKILLS DEVELOPMENT – I**

**(CBCS 2018-19 Academic Year Onwards)**

**Time : Three hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Define Interpersonal Relationship.
2. Define Attitude.
3. What is meant by 'Counselling'?
4. What is Dais Etiquette?
5. Write briefly on self esteem.
6. Give the meaning of 'Leadership'.
7. What is called as positive attitude?
8. Write briefly on goal setting.
9. Give the meaning of 'Anger'.
10. What is 'Stress'?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a note on Interpersonal Behaviour.

Or

- (b) Write on the significance of thinking ahead.

12. (a) Discuss the effects of 'Conflicts'.

Or

- (b) Comment on the different terms of 'Counselling'.

13. (a) Bring out the etiquettes in using mobile phones.

Or

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

14. (a) Discuss the advantages of Negotiations.

Or

- (b) Discuss the importance of Goal Setting.

15. (a) Discuss the canons of good human relations.

Or

- (b) Write a note on 'dealing with change'.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss in details the merits of good habits.
  17. Explain the characteristics and importance of 'Change'.
  18. Discuss the significance of Self-esteem.
  19. Explain the factors that influence personality.
  20. Write elaborately on the Management of conflicts.
-

**D-1796**

**Sub. Code**

**32/13732**

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,  
DECEMBER 2023.

Third Semester

PART II — ENGLISH — PAPER III

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

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Who is Ratan? [in 'The Postmaster']
2. Where is the story, 'The Postmaster' set?
3. How did Verger lose his job?
4. Why is Mathilde envious of Madame Forestier?
5. What is the setting of the play, 'The Proposal'?
6. Why does Philip refuse to join the jam business in Uncle James' dream?
7. Why was Pierre pinched? How did he defend himself before judge Gaston?
8. Why could Swami not keep a light burning?

9. Fill in the blanks with the Abstract Nouns formed from the words given in brackets.
- (a) We all love \_\_\_\_\_ (honest)
- (b) The element has great \_\_\_\_\_ (strong)

10. What is an Adjective?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) How does Guy de Maupassant treat the danger of martyrdom in 'The Diamond Necklace'?

Or

- (b) What was Albert Foreman's reply to the questions of the bank manager? What does his answer reflect?

12. (a) How do Lomov and Natalya argue over the ownership of Oxen Meadows?

Or

- (b) How does the play, 'The Boy Comes Home' analyse the problems of the generation gap?

13. (a) Why do the vagabonds go back to the bakery after eating the pie in 'The Pie and the Tart'?

Or

- (b) Describe the rapport between Ratan and the Postmaster.

14. (a) How has Swami become a hero?

Or

- (b) Analyse the play, 'The Silver Idol'.



15. (a) Pick out the Adjectives in the following sentences and state their kind :
- (i) I know a funny little man.
  - (ii) He is a man of few words.
  - (iii) I have told you this many times before.
  - (iv) How many marks did you got?
  - (v) An empty vessel makes much noise.

Or

- (b) Choose the right verbs from brackets to complete each sentence :
- (i) The thieves (robbed, stole, won) all property from the house.
  - (ii) Columbs (discovered, invented, explored) America.
  - (iii) The moon (raised, rose, awoke) early.
  - (iv) Cocks (sing, caw, crow) in the morning.
  - (v) They (hanged, hung, swung) the pictured on the wall.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe how Albert Foreman prospered in his business as a tobacconist and newsagent.
17. What are the similarities and differences between Jean and Pierre? Explain.

18. Sketch the character of Lomov in 'The Proposal'.
19. Describe the place where you have gone recently on picnic.
20. Fill in the blanks with Adverbs chosen from the list given :

Angrily, badly, brutally, silently, seldom, patiently, loudly, soon, tunefully, noisily

- (a) The child has been \_\_\_\_\_ treated.
- (b) The choir sang \_\_\_\_\_.
- (c) The burglar crept \_\_\_\_\_.
- (d) The minister listened \_\_\_\_\_ to the complaints of the villagers.
- (e) The children played \_\_\_\_\_ in the house.
- (f) She \_\_\_\_\_ comes here now,
- (g) I hope you will \_\_\_\_\_ be well.
- (h) I was ready when John called \_\_\_\_\_ for me to come.
- (i) He did \_\_\_\_\_ in the examination.
- (j) The bull charged \_\_\_\_\_.

\_\_\_\_\_

**D-1869**

**Sub. Code**

**10633**

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.

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. Administration and Management.
2. Methods of Planning.
3. Projects and Budgets.
4. Types of Decision Making.
5. Informal Organization.
6. Span of Control.
7. Management Information System.
8. Co-ordination.
9. Organisational Behaviour.
10. Leadership.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the importance and Strategic Considerations of Planning.

Or

- (b) Explain the importance of communication in Public Administration?

12. (a) Explain the importance of administrative planning in and organization.

Or

- (b) Explain the role of decision making in Public Administration

13. (a) Explain the different forms of communication and its role in organization?

Or

- (b) Define Organization. Discuss the features, merits and demerits of Formal and Informal Organization.

14. (a) Discuss the characteristics of hierarchy along with its merits and demerits.

Or

- (b) Examine the system of budget execution in India

15. (a) Define leadership, nature, scope and its characterizes.

Or

- (b) Explain the objectives and importance of MIS.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What is MIS? Explain its functions.
  17. Discuss the important functions of staff agencies. Distinguish between line and staff agencies.
  18. Discuss the merits and demerits of both centralization and decentralization.
  19. Explain the significance of principle of span of control in organization
  20. Discuss the nature and working of delegation of authority in organizations.
-

**D-1870**

**Sub. Code**

**10634**

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.

Third Semester

ADMINISTRATIVE THINKERS

(CBCS 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Kautilya.
2. Explain Danda neethi of Kautilya.
3. Woodrow Wilson.
4. Scientific Management.
5. F.W.Taylor.
6. Bureaucracy.
7. Herbert A. Simon
8. Modern Administrative Theory.
9. Chris Argyris' theory.
10. Elton Mayo.

PART B — (5 × 5 = 25 marks)

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

11. (a) Briefly examine the importance of study of administration as stated by Woodrow Wilson.

Or

- (b) What is Scientific Management? Explain.

12. (a) Bring out the activities of management according to Henry Fayol.

Or

- (b) Write a note on Abraham Maslow.

13. (a) Point out the functions of bureaucracy.

Or

- (b) Make a critical analysis of Herbert A. Simon's contribution to administration.

14. (a) Elucidate the basic concepts given by F. W. Riggs.

Or

- (b) Explain Yehezkel Dror's views on knowledge systems and optimum utilization of policy sciences?

15. (a) Examine the theoretical underpinnings of Chris Argyris' theories.

Or

- (b) Describe the four main phases in Hawthorne experiments conducted by Elton Mayo.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Analyse the administrative excellency in Kautiliya's Arthasastra.
  17. Discuss the scientific management theory as stated by F.W.Taylor.
  18. Examine the role of Henry Fayol to Modern Administrative Theory.
  19. Write a note on Self Actualization in need hierarchical theory
  20. Describe the making nature and types of authority as mentioned by Max Weber.
-



**D-1797**

**Sub. Code**

**41A/13741**

**DISTANCE EDUCATION**

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,  
DECEMBER 2023.**

**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 விடையளிக்கவும்.

1. வெண்பாவில் பயின்று வரும் தளைகள் யாவை?
2. கண்ணி வகைப் பாடல்கள் எவ்வாறு அமைந்திருக்கும்?
3. அறத்தொடு நின்றல் என்றால் என்ன?
4. அன்பின் ஐந்திணைகளைக் குறிப்பிடுக.
5. அணி இலக்கணம் பேசும் நூலினைக் குறிப்பிடுக.
6. சிலேடை அணி எத்தனை வகைப்படும்? அவை யாவை?
7. தொல்காப்பியத்திற்குப் பாயிரம் எழுதியவர் யார்?
8. பத்துப்பாட்டு நூல்களைக் குறிப்பிடுக.
9. பாண்டியன் பரிசு நூலின் கதைத் தலைவி யார்?
10. இயேசு காவியம் எத்தனை பாகங்களைக் கொண்டது?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) ஆசிரியப்பாவின் பொது இலக்கணம் கூறி அதன் வகைகளைச் சுட்டுக.

(அல்லது)

- (ஆ) சிந்துப் பாடலின் இலக்கணம் கூறி அதன் வகைகளை விளக்குக.

12. (அ) ஐந்திணைகளின் கருப்பொருள் குறித்து எழுதுக.

(அல்லது)

- (ஆ) அறத்தொடு நின்றல் நிலையில் தோழியின் பங்கு பற்றி எழுதுக.

13. (அ) உருவக அணியினைச் சான்றுடன் விளக்குக.

(அல்லது)

- (ஆ) நிறுத்தற் குறியினைப் பயன்படுத்தும் முறைகள் பற்றி எழுதுக.

14. (அ) வீரயுகப் பாடல்கள் குறித்து எழுதுக.

(அல்லது)

- (ஆ) குறுந்தொகைப் பாடல்களின் காதற்சிறப்பினை விளக்குக.

15. (அ) பாஞ்சாலி சபதத்தின் தனித்தன்மையை விளக்குக.

(அல்லது)

- (ஆ) பாண்டியன் பரிசு காவியத்தில் வரும் சமூகச் சிந்தனைகளை நிரல்படுத்துக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. கலிப்பாவின் பொது இலக்கணம் கூறி வகைகளை விரிவாக எழுதுக.
17. புதுக்கவிதையின் வளர்ச்சிக்குக் குறியீடு எவ்வாறு துணை நிற்கிறது?
18. புறப்பொருள் துறைகளில் கையறுநிலை பெறும் இடத்தினை ஆராய்க.
19. இரட்டைக் காப்பியங்களில் காணலாகும் அறச்சிந்தனைகளை நிரல்படுத்துக.
20. இயேசு காவியத்தின் வழி இறைவனின் அருட்செயலை விளக்குக.

**D-1798**

**Sub. Code**

**41B**

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,  
DECEMBER 2023.

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 questions.

1. What is called communication?
2. What is the goal of a presentation?
3. Will the thinking skill support one to achieve one's target?
4. Write any two styles that have been followed by leaders.
5. What are Hard Skills?
6. Write any two forms of Technical Communication.
7. Write any one features of group discussion.
8. Define Motivation.
9. Give any two characteristics that are attributed to a good leader.
10. Suggest anyone way to arrest stress.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Describe effective communication.

Or

- (b) How do you plan for good presentation of a speech?

12. (a) Write a note on Paternalistic style of leadership.

Or

- (b) Discuss the need for leadership skill.

13. (a) Give the necessity for having Conceptual Skills.

Or

- (b) Discuss the need for Managerial Skills.

14. (a) Discuss some of the procedures to apply Technical Skills.

Or

- (b) Bring out some of the causes for Multi-tasking.

15. (a) Give some time management tips to increase the productivity.

Or

- (b) Discuss some types of stress normally we meet.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the techniques of counselling.
17. What are the eight easy steps for an effective speech?

18. Does personality development skill play an important role in bringing out one's career achievement?
  19. Explain in detail the requirements of understanding skills at societal level.
  20. Explain the importance of Organisation Skills.
-

**D-1799**

**Sub. Code**

**42/13742**

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,  
DECEMBER 2023.

Fourth Semester

PART II — ENGLISH – PAPER IV

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

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Who is the author of 'Boy who wanted more Cheese'?
2. Who was Lalajee?
3. Write the confusion with which the boy was worrying in 'A Day's Wait'.
4. What have Pickering and Higgins written respectively?
5. Why did Swamy run away from home?
6. After his father threatens to disinherit him if he marries Perdita, what did Florizel do?
7. How does Shylock initially describe his demand for a pound of flesh to Bassanio and Antonio?
8. Why is Romeo exiled?

9. Add Tag Questions :
- (a) None of us knew the answer, \_\_\_\_\_
  - (b) Use your eyes, \_\_\_\_\_.
10. Correct the following sentences :
- (a) There is atleast fifty persons waiting outside.
  - (b) Either my sister or my brothers is coming.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Analyse the story 'A Day's Wait'.
- Or
- (b) Write a short summary of 'Boy who wanted more Cheese'.
12. (a) Write the advice given by Jim Corbett to Lalajee after Lalajee has recovered.

Or

- (b) How did the father clear the confusion of his son in 'A Day's Wait'?
13. (a) It has been said that *Pygmalion* is not a play about turning a flower girl into a duchess, but one about turning a woman into a human being. Do you agree?

Or

- (b) How does the structure of the narrative inform the sense of time in Swami's world in *Swamy and Friends*?



14. (a) Discuss Shylock's dramatic function in *The Merchant of Venice*.

Or

- (b) Discuss the resurrection scene in *The Winter's Tale*. Is the apparent miracle real?

15. (a) Discuss the impact caused by Martin Luther King's assassination.

Or

- (b) Expand the proverb – 'All that glitters is not Gold'.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What is the message conveyed through the story, 'Little Girls wiser than Man'?
17. Describe the primary ways in which Eliza Doolittle changes in the course of the play, *Pygmalion*.
18. How does Shakespeare treat death in *Romeo and Juliet*?
19. Discuss Portia's character. How is she compared to the men around her? Is Bassanio a worthy husband too her?
20. Give the details on the Do's and Don'ts of Group Discussion.

**D-1871**

**Sub. Code**

**10643**

**DISTANCE EDUCATION**

**B.A.(Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**Fourth Semester**

**ORGANIZATIONAL BEHAVIOUR**

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

**Time : Three hours**

**Maximum : 75 marks**

**SECTION A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Behaviour
2. Conceptual Skills
3. Environment
4. Perception
5. Organizational culture
6. Stress
7. Power
8. Performance
9. Reward system
10. Functional conflict

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Discuss about the importance of Organizational Behaviour.

Or

- (b) Narrate the stages of Personality Development.

12. (a) List out the important functions of Attitudes.

Or

- (b) Define Groups and mention the different types of groups.

13. (a) Bring out the different levels of Change.

Or

- (b) Explain the objectives of Organizational Development.

14. (a) Explain the types of Organizational Conflict in brief.

Or

- (b) Bring out the characteristics of Career Planning.

15. (a) Write a brief note on nature of Organizational Politics.

Or

- (b) List out the characteristics of Emotional Intelligence.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Describe the different models of Individual Behaviour.
  17. Discuss the reasons for the formation of Groups.
  18. Enumerate the techniques used in organisational Development
  19. Narrate the major components of the Career Planning Process.
  20. Explain the nature of Organizational Politics in detail.
-

**D-1872**

**Sub. Code**

**10644**

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.

Fourth Semester

MODERN ADMINISTRATIVE SYSTEM

(CBCS 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Congress.
2. American Civil Service.
3. British Crown.
4. Administrative Court.
5. Local Government.
6. Diet.
7. Federal Legislature.
8. Cantonal Government.
9. President of China.
10. Canadian Federalism.

PART B — (5 × 5 = 25 marks)

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

11. (a) Examine the functions of the House of commons in England.

Or

- (b) Describe the Constitutional Monarchy.

12. (a) Describe about the main features of the Swiss constitution.

Or

- (b) Discuss about the role of Administrative Court.

13. (a) Describe about the law-making procedure of the U.K.

Or

- (b) Discuss about the role of the king in U.K

14. (a) Describe about the power of president and prime minister of 5<sup>th</sup> republic in France.

Or

- (b) Explain the division of power to make U.S.A constitution.

15. (a) Explain the powers and functions of the State Council of China.

Or

- (b) Write a note on the House of Lords in England.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the organization and functions of the Supreme Court of USA.
  17. Describe the organization of the judicial system in Britain and highlight the basic feature of the British Judicial System.
  18. Compare the powers and position of the American President of the British Prime Minister.
  19. Discuss the main features of the Judicial system of France.
  20. Evaluate the merits and demerits of direct democracy in Switzerland.
-

**D-1873**

**Sub. Code**

**10651**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**Fifth Semester**

**PUBLIC FINANCIAL ADMINISTRATION**

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

**Time : Three hours**

**Maximum : 75 marks**

**SECTION A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Objective of Financial Administration
2. Public Accounts
3. Long term Budget
4. Accountability
5. Budget Speech
6. Finance Minister
7. Members of Public Account Committee
8. Accounts
9. Interim Budget
10. Legislative control



SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain the meaning and Nature of Financial Administration.

Or

- (b) Trace the Economic Implications of Budget.

12. (a) Discuss the Budget as an Instrument of Public Policy.

Or

- (b) Trace the growth of Budget system in India.

13. (a) Give an account of characteristics of Budget.

Or

- (b) What do you mean by Legislation?

14. (a) Write a short note on Department of Economic affairs.

Or

- (b) Briefly explain about the meaning of Zero Based Budget.

15. (a) Examine the need for separation of Accounts and Audit System.

Or

- (b) Explain about the Disbursement of Public Fund.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Examine the significance of Financial Administration.
  17. Explain the concept, meaning and objective of Zero Based Budget.
  18. Write an essay on Execution of the Budget.
  19. Describe the functions of Finance Ministry in India.
  20. Evaluate the working of Audit system in India.
-

**D-1874**

**Sub. Code**

**10652**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**Fifth Semester**

**HUMAN RIGHTS ADMINISTRATION IN INDIA**

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

**Time : Three hours**

**Maximum : 75 marks**

**SECTION A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Nature of Human Rights
2. Legal Rights
3. Right to Freedom
4. Social Rights
5. Human Rights Act-1993
6. NHRC - Chairman
7. Rights of Elders
8. Domestic Workers Rights
9. Children's Rights
10. Composition of National Commission for Women

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b) in about 200 words:

11. (a) Explain about the various Meanings of Human Rights.

Or

- (b) Bring out the development of human rights during Ancient India.

12. (a) Discuss about the international covenant on Socio-Economic and cultural rights.

Or

- (b) Briefly explain about UN Human Rights Council.

13. (a) Write a short note on Human Rights Courts.

Or

- (b) Examine functions of State Human Rights Commission.

14. (a) Analyze the human rights issues of children.

Or

- (b) Bring out the measures to prevent bonded labours.

15. (a) Explain about the child labour abolition act.

Or

- (b) Analyze the role of NGO in protection of human rights.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions in about 500 words:

16. Enumerate the various classifications of human rights.
  17. Analyze the role of UDHR in promoting Human Rights.
  18. Explain the important Human Rights cases handled by National Human Rights Commission in India.
  19. Highlight the issues of Child Labour in India.
  20. Write an Essay on Right to Education Act.
-

**D-1875**

**Sub. Code**

**10653**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**Fifth Semester**

**DEVELOPMENT 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. Development
2. Sustainable Development Goals.
3. Bureaucracy.
4. Political Awareness.
5. Economic Equality.
6. Welfare State.
7. Development Planning.
8. Planning Commission.
9. Micro enterprises.
10. Right to Health.

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b)  
not exceeding 300 words each.

11. (a) Identify the scope of development administration.

Or

- (b) Discuss the features of traditional administration.

12. (a) Explain the significance of rural development.

Or

- (b) Give an account on Economic Development.

13. (a) Bring out the objectives of NITI Aayog.

Or

- (b) Unearth issues in urban development planning in India.

14. (a) Discuss the status of Farmers rights in the context of Globalisation.

Or

- (b) Give an account on major poverty alleviation programmes.

15. (a) Identify the objectives of United Nations Development Programmes.

Or

- (b) Analyse the policies and programmes of world Development Bank.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions not exceeding 1500 words each.

16. Examine the modern approaches to the study of Development Administration.
  17. Bring out the welfare functions of district collector.
  18. Critically estimate the efficacy of Health policies in India.
  19. Identify the challenges of development administration in India.
  20. Write a note on role and functions of Asian Development Bank.
-



**D-1876**

**Sub. Code**

**10654**

DISTANCE EDUCATION

B.A. (Public Administration ) DEGREE EXAMINATION,  
DECEMBER 2023.

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. Define Administration.
2. Lokpal and Lokayuktas.
3. Control Over Administration.
4. Role of Civil Society.
5. Right to Information Act 2005.
6. Pressure Groups
7. Concepts of Good Governance.
8. E-Governance.
9. Anti-Corruption in India.
10. Central Vigilance Commission.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the importance of training in Public Services.

Or

- (b) What do you understand by accountability? Examine the various methods of accountability.

12. (a) Explain the need for E-Governance in Indian Administration.

Or

- (b) Write a note on Right to Information Act.

13. (a) Explain the need for digitalization government services in the administration.

Or

- (b) Explain the Legal and Institutional framework of Anti-Corruption in India

14. (a) What is Good Governance? Discuss its main features and Characteristics.

Or

- (b) Elucidate the Role of Civil Society?

15. (a) Critically evaluate the ways and means of judicial control over public administration.

Or

- (b) Examine the issue of corruption in public life.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the ethics and values of integrity Administration in Public services.
  17. Enlighten meaning of Pressure and Interest Groups? Explain its Classification and features.
  18. Describe the Good Governance, Concepts and applications features and its characterizes.
  19. Explain the Powers and Functions of Central Bureau of Investigation.
  20. Examine the concepts of E-Governance.
-

**D-1877**

**Sub. Code**

**10661**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**Sixth Semester**

**COMPUTERS AND DATA PROCESSING**

**(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 fundamentals of computer?
2. List out the major components of a digital computer.
3. What is auxiliary storage?
4. Give the meaning of batch processing.
5. What is flowchart?
6. State any two objectives of inventory control.
7. What is meant by online processing?
8. How does an airline reservation system work?
9. Mention the four steps of query processing.
10. What application uses real time processing.

PART B — (5 × 5 = 25 marks)

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

11. (a) Difference between Hardware and software.

Or

- (b) What is Remote data entry? Where it is used?

12. (a) Explain the main types of data processing.

Or

- (b) What is the relationship between master file and transaction file?

13. (a) Briefly explain the methods are used for report generation.

Or

- (b) Describe flowcharts in programming.

14. (a) What is web applications? Give examples.

Or

- (b) Explain the online processing is used in various areas.

15. (a) Discuss the components of store management.

Or

- (b) What are the various types of e-business transactions?

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Explain the fundamentals of computer system.
  17. Discuss the types of data processing system.
  18. Briefly explain the types of files organization techniques.
  19. What is application software? Explain its functions.
  20. Discuss the various types of real-time applications.
-

**D-1878**

**Sub. Code**

**10662**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**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. Transparency
2. Ethics in Administration
3. Rank Classification
4. Manpower Planning
5. In-service Training
6. Civil Servants
7. Retirement
8. Motivation
9. Right to Strike
10. Corruption

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the functions of Personnel Administration.

Or

- (b) Define Human Resource Development.

12. (a) Identify the various steps in Recruitment process.

Or

- (b) Explain the composition and functions of UPSC.

13. (a) Write a note on Whitley Councils.

Or

- (b) List out the functions of Administrative Tribunals.

14. (a) List major government employees associations in India.

Or

- (b) Write about code of conduct available for government employees.

15. (a) Discuss steps should be taken to inculcate moral values among government employees.

Or

- (b) Bring out the features of Administrative Ethics.



PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Analyse the nature and scope of Personnel Administration.
  17. Examine the constitutional provisions of Civil Services.
  18. Discuss the issues in Promotion system in India.
  19. Bring out the origin and evolution of Recruitment system in India.
  20. Identify the factors responsible for corruption among civil servants in India.
-

**D-1879**

**Sub. Code**

**10663**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**Sixth Semester**

**PUBLIC POLICY ANALYSIS**

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

**Time : Three hours**

**Maximum : 75 marks**

**SECTION A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Concept of Public Policy.
2. Meaning of Policy Science.
3. Policy Evaluation.
4. Optimum Model.
5. Mass Media.
6. Policy Makers.
7. Implementation of Policy.
8. Policy Model.
9. Agricultural policy.
10. Policy Analysis.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain about the scope of Public Policy.

Or

- (b) Write a short note on Institutional development for Policy.

12. (a) Examine the Thomas Dye's labels policy Analysis.

Or

- (b) Discuss about the System Model for Policy Analysis.

13. (a) Trace the role of Individual in policy making.

Or

- (b) Bring out the contribution of Pressure group in policy making Process.

14. (a) Examine the Techniques of Policy implementation.

Or

- (b) Describe the Top Down model in Policy Implementation.

15. (a) Critically evaluate the Health Care Policy.

Or

- (b) Analyze the changes needed in Agricultural Policy.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the significance of Public Policy and its types.
  17. Examine the Herbert Simon's Rational Policy making Model.
  18. "Legislature as Official Policy Maker"-Discuss.
  19. Critically analyze the approaches to the Policy implementation.
  20. Bring out the salient features of New Education Policy in India 2020.
-

**D-1880**

**Sub. Code**

**10664**

**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
DECEMBER 2023.**

**Sixth Semester**

**LOCAL SELF GOVERNMENT 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. Gram Sabha
2. L .M. Singhvi Committee
3. Community Development Programmes
4. National Extension Service
5. Article 40 the Indian Constitution
6. Urban Local Government
7. Social Audit
8. Municipal Chairman
9. G.V.K.Rao
10. Financial Autonomy

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain about the importance of Community Development Programmes.

Or

- (b) Examine the recommendations of Ashok Mehta Committee.

12. (a) Write a short note on the composition, powers and functions of Village Panchayat.

Or

- (b) Briefly explain about Administrative structure of Municipal Corporation.

13. (a) Examine the role of women representatives in Panchayat Raj Institutions.

Or

- (b) Bring out issues in Reserved Panchayat.

14. (a) Describe the powers and functions of Municipal Commissioner.

Or

- (b) Explain about the role of Block Development Officer in the Panchayat Raj Institutions.

15. (a) Critically analyze the challenges and issues in Rural local Governments.

Or

- (b) Write a short note on Urbanization.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Estimate the recommendation of Balwantray Mehta Committee Report.
  17. Describe the powers and functions of Corporation Mayor.
  18. Write in detail about election process of Local self Government.
  19. Bring out the various sources of Income for Municipal Administration.
  20. Enumerate the various Rural Development Programmes in India.
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