

D-1119

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, MAY 2023.

First Semester

PART I : TAMIL PAPER – I

(பகுதி I : தமிழ் – I)

(CBCS 2018 – 2019 Academic Year Onwards/
2020–21 Calendar year onwards)

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் விடையளிக்க.

1. கவிஞர் கண்ணதாசனின் இயற்பெயர் யாது?
2. “செய்யும் தொழிலே தெய்வம்” - எனப் பாடியவர் யார்?
3. ‘நோயற்ற வாழ்வு’ கவிதையின் ஆசிரியர் யார்?
4. மீரா (மீ. இராசேந்திரன்) பிறந்த ஊர் எது?
5. ஞானக்கூத்தனின் இயற்பெயர் யாது?
6. கவிஞர் சிற்பி சர்ப்பயாகத்தில் குறிப்பிடும் பாம்புகளின் பெயர்களைக் குறிப்பிடுக.
7. அப்துல் ரகுமானின் படைப்புகள் இரண்டினைக் குறிப்பிடுக.
8. சிலம்பு கூறும் முப்பெரும் உண்மைகள் யாவை?
9. “யாரையோ நீ தொழுதனம் மடக்கொடி” - யார் யாரைப் பார்த்துக் கூறியது?
10. தேம்பாவணியின் ஆசிரியர் யார்?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் ஒரு பக்க அளவில் விடையளிக்க.

11. (அ) “கோகுலத்துப் பசுக்கள்...” பாடலில் காணலாகும் கண்ணனின் சிறப்பினை விளக்குக.

(அல்லது)

- (ஆ) பட்டுக்கோட்டை கலியாண சுந்தரத்தின் பகுத்தறிவுச் சிந்தனைகளை விளக்குக.

12. (அ) கண்ணனின் குறும்புகளைப் பாரதி வழி விளக்குக.

(அல்லது)

- (ஆ) பாரதிதாசனின் கவித்திறத்தை ஆராய்க.

13. (அ) நோயற்ற வாழ்வு குறித்த நாமக்கல் கவிஞரின் கருத்துக்களைத் தொகுத்தெழுதுக.

(அல்லது)

- (ஆ) ‘சர்ப்ப யாகம்’ கவிதை வழிச் சிற்பி கூறும் வெற்றிக்கான வழிகளை விளக்குக.

14. (அ) கோப்பெருந்தேவியின் தீக்கனா - குறித்து எழுதுக.

(அல்லது)

- (ஆ) இராமன் வீதியிற் சென்றபோது நிகழ்ந்தவற்றை விளக்குக.

15. (அ) மந்திரக் கிழவர் மாண்புகள் குறித்தெழுதுக.

(அல்லது)

- (ஆ) நபிகள் நாயகம் ஈத்தங்குலை வரவழைத்த திறம் குறித்தெழுதுக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

எவையேனும் மூன்றனுக்கு கட்டுரை வடிவில் விடையளிக்க.

16. ஸ்ரீ கிருஷ்ணகானம் கூறும் கண்ணனின் பெருமைகளைத் தொகுத்து எழுதுக.
17. பாரத மாதாவின் திருப்பள்ளி எழுச்சிச் சிறப்பினை விளக்கி எழுதுக.
18. கண்ணகி வழக்குரைத்த திறம் குறித்துக் கட்டுரைக்க.
19. மந்திரப்படலம் கூறும் செய்திகளைத் தொகுத்து எழுதுக.
20. காட்சிப்படலக் கருத்துக்களை விளக்கி வரைக.

D-1120

Sub. Code

11B

DISTANCE EDUCATION

Common for B.A./B.Sc./B.B.A./B.B.A. (Banking)/B.C.A./M.B.A.
(5 Year Integrated) DEGREE EXAMINATION, MAY 2023.

First Semester

Part I – COMMUNICATION SKILLS – I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What are called 'Barriers' in effective communication?
2. Define 'Communication'.
3. What is 'Dyadic Communication'?
4. Define 'Conversation'.
5. What does non-verbal communication refer to?
6. What is a layout in paragraph writing?
7. Write briefly on Group Discussion.
8. What is Body Language?
9. What is Report Writing?
10. What are typographical errors?

PART B — (5 × 5 = 25 marks)

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

11. (a) Analyse facial expressions' significance as non-verbal communication.

Or

- (b) Write the method to prepare an application for employment.

12. (a) Analyse Diction as one form of dyadic communication.

Or

- (b) How does 'Posture' carry significance as a part of body language?

13. (a) Bring out the role of participation in Group Discussion.

Or

- (b) Relate Behavioural Skills and Group Discussion.

14. (a) Discuss the advantages of use of words and phrases in written communication.

Or

- (b) Write a note on Sentence Formation.

15. (a) Discuss the preparatory steps to be taken for writing a report.

Or

- (b) Bring out the characteristics of an Effective Sentence.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the barriers to effective communication.
 17. Discuss the purpose of meetings.
 18. To be an effective writer, what are the desired qualities you should cultivate? Explain.
 19. Explain the steps involved in preparing Curriculum Vitae.
 20. Explain the different types of Report Writing.
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D-1121

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, MAY 2023

First Semester

Part II : ENGLISH PAPER - I

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

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. How water is the elixir of life?
2. How did the tiger died in Mrs. Packletide's tiger?
3. Where did Jim Corbett sit after killing tiger?
4. How machines are good servants but bad masters?
5. List out the drug-related health disorders.
6. Man has invented machines to save time and energy. Discuss.
7. How quickly can someone become addicted to a drug?
8. What drugs commonly cause problems and how do they affect the body?
9. How does a cat say "Thank you"?
10. How did Joad use the word 'Oasis' in the essay?

PART B — (5 × 5 = 25 marks)

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

11. (a) How does 'A deed of Bravery' deal with the heroic deeds of survival against all odds?

Or

- (b) Discuss the character of the cat.

12. (a) What is the message conveyed in "Our Ancestors" by Carl Sagan?

Or

- (b) What is the part played by Gandhi in South Africa?

13. (a) Illustrate the concept of "Food" by J.B.S. Haldane.

Or

- (b) Why did Gandhi's attempts to become a member of Indian Society fail?

14. (a) Change the following as directed :

- (i) They have already discussed the book (change to passive)
- (ii) The letters have to be delivered. (Change to active)
- (iii) The company hired new workers last year. (Change to passive)
- (iv) News reports are written by reporters. (Change to active)
- (v) The book has already been discussed. (Change to active)

Or

- (b) Fill in with proper prepositions.
- (i) The cat jumped _____ the counter.
 - (ii) The book belongs _____ Anthony.
 - (iii) She was hiding _____ the table.
 - (iv) They were sitting _____ the tree.
 - (v) There is some milk _____ the fridge.

15. (a) Write an application to the principal for a Relief camp.

Or

- (b) Write a dialogue between friends about lock down in their place.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

- 16. How C.V. Raman praises the importance of water as the life giving force to all, in his prose piece?
- 17. How A.G. Gardiner discusses that “How the art of the letter writing has been lost”?
- 18. Explain how Dr. Hardin B. Jones focuses on the drugs effect on the brain?
- 19. Write an appreciation of our civilization as said by Joad.
- 20. Narrate the incidents in the prose piece “A Hero on Probation”.

D-1192

Sub. Code

10613

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
MAY 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. Define Business Communication.
2. What are the four process of listening?
3. What is communication in an organization?
4. Write short note on essentials of good style writing.
5. List out the basic writing skills.
6. Give the meaning of critical listening.
7. What is meant by trade references?
8. How to write an effective email?
9. What is oral communication?
10. Mention the parts of covering letter.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the nature of business communication.

Or

- (b) What are the basics of English grammar?

12. (a) Points out the five purposes of listening.

Or

- (b) Briefly explain the examples of writing skills.

13. (a) What are the importance of communication in an organization?

Or

- (b) Discuss any five components of communication process.

14. (a) Differentiate between offer and quotation.

Or

- (b) What is the importance of status enquiry?

15. (a) Enumerate the steps to conduct meeting.

Or

- (b) Explain the process of drafting of minutes.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elucidate the scope of business communication.

17. What are some common barriers to listening?

18. Explain the importance of external business communication.
 19. Describe the steps for preparing oral presentation.
 20. How do write a biodata in application form?
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D-1193

Sub. Code

10614

DISTANCE EDUCATION

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

First Semester

INDIAN CONSTITUTION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Cabinet Mission
2. Socialism
3. Bicameral Legislature
4. Right to Education
5. Art. 315
6. Federal System
7. Bill
8. No-Confidence Motion
9. Art. 370
10. Gujral Doctrine

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Identify the features of Diarchy.

Or

- (b) Discuss the Preamble of Indian Constitution.

12. (a) Write a note on Right to Constitutional remedies.

Or

- (b) Examine the features of Peoples Representative Act 1951.

13. (a) Discuss the functions of Inter-State Councils.

Or

- (b) Unearth the law making procedures in India.

14. (a) Examine the concept State Autonomy.

Or

- (b) Give an account on special powers to Nagaland.

15. (a) Discuss the unique features of India's Foreign Policy.

Or

- (b) Identify the determinants of India's foreign policy.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine various committees of Constituent Assembly.
17. Discuss the composition, powers and functions of Indian Parliament.

18. Analyse the special provisions related to administration of Delhi
 19. Bring out the issues in granting of special powers to / North east states.
 20. Write a detailed note on Parliamentary Committees.
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D-1122

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, MAY 2023.

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. தேம்பாவணியின் காப்பியத் தலைவன் பெயரைக் குறிப்பிடுக.
2. நீலபத்மநாபன் எந்தப் படைப்பிற்காகச் சாகித்ய அகதெமி விருது பெற்றார்?
3. 'நூலிலாட்டு' என்றால் என்ன?
4. முதலெழுத்துக்களைச் சுட்டிக் கூறுக.
5. அன்மொழித்தொகை-விளக்கம் தருக.
6. 'ஆறில் ஒரு பங்கு' என்னும் சிறுகதையின் ஆசிரியர் யார்?
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) புண் ஆற்றும் மருந்தாய் பாவம் தீர்க்க வந்த காலத்தினை வீரமாமுனிவர் எங்ஙனம் விவரிக்கின்றார்?

(அல்லது)

(ஆ) சாந்தி உள்ளம் உருகிப் போற்றி நின்றதனை விளக்கி வரைக.

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

(அல்லது)

(ஆ) தடாகையின் ஆற்றலைக் கம்பன் எங்ஙனம் விரிந்துரைக்கிறார்?

13. (அ) மொழி முதல் எழுத்துக்களை எடுத்துக்காட்டுகளுடன் விவரிக்க.

(அல்லது)

(ஆ) ஆகுபெயர் இலக்கணத்தைச் சான்று காட்டி விளக்குக.

14. (அ) மகாகவி பாரதியாரின் தேசப்பற்றைப் பாராட்டியுரைக்க.

(அல்லது)

(ஆ) தமிழ் நாவல் இலக்கிய வளர்ச்சி வரலாற்றை எடுத்துரைக்க.

15. (அ) கம்பன் கவித்திறத்தை நும் பாடப்பகுதியால் விவரிக்க.

(அல்லது)

(ஆ) கல்வி வளர்ச்சியில் தொலைக்காட்சியின் பங்கு குறித்து விளக்கிடுக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. சாந்தி உள்ளம் மகிழ்ந்து குழந்தை ஏசுவைப் போற்றுமாற்றை விவரிக்க.

17. நீலபத்மநாபனின் சிறுகதைகள் பேசும் சமூகக் கருத்துக்களைக் கட்டுரைக்க.

18. பிறமொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள் குறித்து விவரிக்க.

19. போர்க்களத்தில் செய்தி தொடர்பு பெறுமிடத்தைக் கம்பராமாயணத்தின் வழி விளக்குக.

20. இணையப் பயன்பாட்டில் தமிழ்மொழி பெறும் முக்கியத்துவத்தைச் சான்றுகளுடன் எழுதுக.

D-1123

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, MAY 2023.**

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 is Communication Skills?
2. What are comprised in Communication skills?
3. Define Intonation.
4. Why Phonetics is important in communication skills?
5. What is meant by soft skills?
6. What are the modes involved in conversation skills?
7. Define planning in presentation skills.
8. Explain the term Creative writing.
9. Define Resume.
10. What is meant by Corporal Communication Skills?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write the code and content of communication skills.

Or

- (b) Explain the stimulus and Response of Communications Skills.

12. (a) Write the Guidelines for Effective Speaking in Communication Skills.

Or

- (b) What are the Etiquettes of Communication Skills?

13. (a) How self-assessment is important in Communicating in Soft Skills.

Or

- (b) Explain the modes of Conversation Skills.

14. (a) Define Listening Skill and its types.

Or

- (b) Explain about editing and publishing.

15. (a) Write the Structure of Effective sentences in Writing Skills.

Or

- (b) Write a short note on various kinds of letters.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Write an essay on the process of communication and factors.
 17. Explain how phonetics is priority in Speaking Skill.
 18. Write about Language Skills and its ability in Learner centre activities.
 19. How writing skills is important in corporate Communication.
 20. Explain the Structure of Effective Sentence and Paragraph.
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D-1124

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, MAY 2023.

Second Semester

Part II – ENGLISH PAPER - II

(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. What type poem is 'The Road Not Taken'?
2. What did Andrea do with the money he had stolen as given in 'Andrea del Sarto'?
3. How is the speaker preoccupied with the depiction of pictures in 'Ode on a Grecian Urn'?
4. What do the first three lines of the poem 'Lines, Composed upon Westminster Bridge, September 3, 1802' emphasise?
5. What does the First Part of *Gitanjali* sing about?
6. What is the moral of *Gitanjali*?

7. How does Portia react to the Prince of Morocco's failure as a suitor?
8. What act does Jessica believe will solve the misery of life with Shylock?
9. Write the problems of Comprehension tests.
10. Read the given passage and answer the questions:

Looking back, I had come a long way. The little boy, born to cricket, who once fashioned a crude pitch with a mattock out of the side of a hill in the tiny hamlet of Lisarow, had gone on to play forty four times for Australia. From Lisarow to Lord's. Yes it had been a long, long way.

- (a) Whom do you think the writer could be?
 - (i) A cricketer
 - (ii) A traveller
 - (iii) A peasant
 - (iv) A voyager
- (b) He belongs to _____
- (c) How many times has he played for his country?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Write the theme of the poem, 'Strange Meeting'.

Or

- (b) How and why does Andrea compare his skill in painting with Michael Angelo and Raphael?

12. (a) How does the speaker react on seeing the figures on the Urn in 'Ode on a Grecian Urn'?

Or

- (b) "The main theme of 'The Road Not Taken' is making choices" – Elucidate.

13. (a) Write the main concept of *Gitanjali*.

Or

- (b) How does the speaker contemplate early-morning London from the Westminster Bridge?

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

Or

- (b) In the end how comic is *The Merchant of Venice*?

15. (a) Write a report on the damage done by fire to the office building and the ways and means of carrying on with the business during the renovation of the building.

Or

- (b) Read the following passage and answer the following questions:

Our days were spent in the servants' quarters in the south-east corner of the outer apartments. One of our servants was Shyam, a dark Chubby boy with curly locks, hailing from the District of Khulna. He would put me into a selected spot and, tracing a chalk line all around, warn me with solemn face and uplifted finger, of the perils of transgressing this ring.

Whether the threatened danger was material or spiritual I never fully understood, but a great fear used to possess me and I had read in the Ramayana of the tribulations of Sita for having left the ring drawn by Lakshman. So it was not possible for me to be sceptical of its potency.

- (i) Where did the writer spend his day time?
- (ii) Was Shyam the only servant?
- (iii) Where did the servant come from?

(iv) Why was the author afraid of transgressing the circle drawn by the servant?

(v) What made Sita undergo the suffering?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Critically appreciate the poem, 'The Coromandel Fishers'.
17. How does Rabindranath Tagore draw the picture of death through his songs in *Gitanjali*?
18. Draw the character sketch of Shylock in *The Merchant of Venice*.
19. Read the following passage and make notes:

The plants which man grows to provide food for himself and his animals must have water or they will die. This is because plant nutrients in the soil cannot enter the root unless they have first been dissolved in water. Plants also need to absorb large quantities of water from the soil to build up their tissues. They lose a great deal of water to the atmosphere each day as water vapour. The process by which plants lose water is called transpiration. In hot climates more water is lost, and this loss must also be replaced from the soil.

Rain supplies most of the water that plants need but unfortunately it does not always fall at the right time of the year or in sufficient quantities. Plants may stay alive if rain is scarce, but they will not yield such a good harvest of food.

For centuries, man had devised methods of supplementing natural supplies of water to his crops by means of irrigation. These methods vary according to the climate, the crops and the available water resources. In tropical and Mediterranean countries water is usually brought to the crops by a network of surface ditcher. This is known as surface irrigation. In Europe and in the U.S.A., water is normally pumped from a stream through pipes and spread on the field from the above. This is called overhead irrigation.

20. Write an essay on the following topic:
Information Technology Revolution.
-

D-1194

Sub. Code

10623

DISTANCE EDUCATION

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

Second Semester

ADMINISTRATIVE THEORY

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Administration
2. Public Management
3. Leadership Traits
4. Ministry
5. Integrity in Administration
6. Civil Society Organisation
7. Participative Management
8. Rank Classification
9. Sustainable Development
10. E-Governance.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Discuss the scope of Public Administration.

Or

- (b) Describe the concept New Public Administration.

12. (a) Identify the merits and demerits of Bureaucratic system.

Or

- (b) What are the functions of Public Corporations?

13. (a) Discuss the concept Public Accountability with examples.

Or

- (b) Write a note on the significance of Citizen Charter.

14. (a) Bring out the main aspects of RTI Act 2005.

Or

- (b) What do you mean by Work Management?

15. (a) Examine the advantages of Ecological approach.

Or

- (b) Identify the elements of Good Governance.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Analyse the origin and evolution of Public Administration in India.
 17. Estimate the features and drawbacks in Systems theory.
 18. Examine the need for Legislative and Executive control over Administration.
 19. Critically evaluate the key features of Management Tools.
 20. Assess the impact of Globalisation on Indian Public Administration.
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D-1195

Sub. Code

10624

DISTANCE EDUCATION

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

Second Semester

INDIAN ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Departments.
2. Federal System.
3. Ministry.
4. District Collector.
5. UPSC.
6. Planning Commission.
7. Welfare Administration.
8. Financial Autonomy.
9. Public Services.
10. Governance.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain the features of administration during British Period.

Or

- (b) Give an account on Parliamentary Democracy.

12. (a) Bring out the composition of council of ministers.

Or

- (b) Discuss the features of Public Sector Undertakings.

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

Or

- (b) Discuss the welfare functions of District Collector.

14. (a) Elucidate law making procedures in India.

Or

- (b) Write a short note on Tamil Nadu State Planning Commission.

15. (a) Explain the merits of generalists.

Or

- (b) Brief about the features of good governance.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the features of Indian Constitution.
 17. Examine the structure of Union Administration.
 18. Write an essay on Training in Public Services in India.
 19. Analyse the major issues in Centre-State relations.
 20. Bring out major administrative reforms introduced in Indian Administration in the last ten years.
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D-1125

Sub. Code

**31A/
13731**

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
MAY 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 விடையளிக்க.

1. பத்துப்பாட்டு பெயர்க் காரணம் தருக.
2. மஞ்சைப்பத்து-குறிப்பு வரைக.
3. நற்றிணையின் பாடலடி வரையறையைச் சுட்டுக.
4. உலோச்சனார் சுட்டும் இரும்பு போன்ற மரம் எது?
5. திருக்குறளில் பயின்று வரும் பாவகையைக் கூறுக.
6. மங்கலம் என்பது யாது? திருக்குறள் வழி விளக்குக.
7. நான்மணிக் கடிகையின் ஆசிரியர் யார்?
8. பறை ஒலியால் இறக்கும் பறவை எது?

9. இராசராச சோழனின் மகள் பெயரைச் சுட்டுக.
10. சுவடுகள் நாவலில் இடம்பெறும் தலைமை மாந்தர் பெயர்களை எழுதுக.

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒருபக்க அளவில் விடை தருக.

11. (அ) முல்லைப் பாட்டு கூறும் விரிச்சி கேட்டல் குறித்து எழுதுக.

(அல்லது)

- (ஆ) மஞ்சைப்பத்து வெளிப்படுத்தும் வர்ணனைகளை விளக்குக.

12. (அ) மேகம் பெரும் மழை பொழிந்ததனால் ஏற்பட்ட பயன்களாகப் பெருங்குன்றூர்க் கிழார் குறிப்பிடுவன யாவை?

(அல்லது)

- (ஆ) வரைவிடை மெலிவு ஆற்றுவிக்கும் தோழி தலைவனை நோக்கிக் கூறியது யாது?

13. (அ) குறித்த பருவத்தில் தலைவன் வாராமையால் ஏற்பட்ட தலைவியின் நிலையாகக் கருவூர்க் கோசிகனார் கூறுவனவற்றை எழுதுக.

(அல்லது)

- (ஆ) வரைவிடை வைத்துப் பிரிந்தபோது தலைவி வருந்திய நிலையை உலோச்சனார் எங்ஙனம் புனைகின்றார்?

14. (அ) வாழ்க்கைத் துணை நலம் கூறும் செய்திகளைத் திருக்குறள் வழி ஆராய்க.

(அல்லது)

- (ஆ) நான்மணிக் கடிகை சுட்டும் நல்லாள் பிறக்கும் குடியை அறிபவர் யார்?

15. (அ) இராசராச சோழன் நாடகத்தின் தொடக்கச் சிறப்பினை விளக்குக.

(அல்லது)

(ஆ) சுவடுகள் நாவலில் இரகுபதி பாத்திரப் படைப்பினை ஆராய்க.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. முல்லைப் பாட்டு சுட்டும் காரகால வருணனையைக் கட்டுரையாக்கம் செய்க.

17. கபிலர் குறிஞ்சித் திணை பாடுவதில் வல்லவர் என்பதை நும்பாடப் பகுதி கொண்டு விளக்கி வரைக.

18. பதினென்கீழ்க் கணக்கு நூல்கள் சுட்டும் வாழ்வியல் அறங்களைத் தொகுத்துரைக்க.

19. இராசராச சோழன் நாடகத்தின் பாத்திரப்படைப்பு உருவாக்கம் குறித்து விவரிக்க.

20. சுவடுகள் நாவலின் கதைப் போக்கு அமைப்பினைக் கட்டுரை வடிவில் எழுதுக.

D-1126

Sub. Code

31B

DISTANCE EDUCATION

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

Third Semester

Part I – HUMAN SKILLS DEVELOPMENT-I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is Interpersonal Relationship?
2. What do you mean by developing human skills? Briefly answer.
3. Write briefly on Personality'.
4. Give the meaning of 'Positive Personality'.
5. Define 'Decision—Making' skills.
6. Give any two steps involved in decision making.
7. Write the meaning of goal setting.
8. Mention any one cause for Anger.
9. Write briefly on styles of Leadership.
10. What is Negotiation Skill?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a note on levels of functions of mind.

Or

- (b) Discuss the merits of good habits.

12. (a) How do you build a 'Positive Personality'?

Or

- (b) Discuss the importance of self-acceptance.

13. (a) Discuss the skills involved in 'decision making'.

Or

- (b) What are creative Negotiation and competitive Negotiation?

14. (a) What is resistance to change?

Or

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

15. (a) Discuss the necessity for developing positive attitudes.

Or

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

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the features of Interpersonal Behaviour.
17. Expound the etiquettes in using mobile phones and telephones.

18. Explain the various characteristics of Leadership.
 19. Discuss in detail the causes and consequences of anger.
 20. Explain the different methods of managing the stress.
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D-1127

Sub. Code

32/13732

DISTANCE EDUCATION

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

Third Semester

PART II – ENGLISH PAPER III

(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. Write briefly about the Postmaster.
2. Who is the author of the prescribed one-act play — 'Progress'?
3. What was the discovering that astonished the Vicar?
4. What does the necklace in reality represent in 'The Diamond Necklace'?
5. Write the theme of the play 'The Proposal' briefly.
6. Why does Mrs. Higgins refuse to serve breakfast to Philip?
7. What according to Pierre, is a sure sign of starvation?
8. Why could Swami hardly breathe?[in 'A Hero]
9. Give any four examples for Common Noun.

10. Fill in the blanks with the Abstract Nouns formed from the words given in brackets:

(a) Solomon was famous for his _____ (wise).

(b) Always speak the _____ (true).

PART B — (5 × 5 = 25 marks)

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

11. (a) “Guy de Maupassant talks about the deceptiveness of appearances in ‘The Diamond Necklace’. Justify.

Or

(b) Attempt a character sketch of the Verger.

12. (a) How do Lomov and Natalya fight over the quality of dogs?

Or

(b) Bring out the comic elements in ‘The Boy Comes Home’.

13. (a) How does the playwright bring out Pierre’s nervousness when he presents himself as the messenger to carry the eel pie?

Or

(b) Why did Swami keep expecting the devil to come and carry him away?

14. (a) What happened to the Postmaster and Ratan at the end of the story, ‘The Postmaster’?

Or

(b) Write a summary of ‘The Refugee’.

15. (a) Pick out the Adjectives in the following sentences and state their kind:
- (i) Some dreams are like reality.
 - (ii) Such men are dangerous.
 - (iii) He lives on Yonder Mountain.
 - (iv) I saw several sheep in the valley.
 - (v) He is ninety years of age.

Or

- (b) Choose the right verbs from brackets to complete each sentence:
- (i) The wind (blew, galloped, flew) hard that day.
 - (ii) A cork (floats, sails, flows) on water.
 - (iii) A river (floats, flows, swims) by our village.
 - (iv) The bird has (flown, fled, run) out of the cage.
 - (v) The servant (lay, laid, put) the table for breakfast.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. How does 'The Diamond Necklace' explore the perceived power of objects?
17. Whom do you think was wiser, Swami or his father? Justify your preference. [in 'A Hero']
18. Comment on the tendency of wealthy families seeking ties with other wealthy families as presented in 'The Proposal'.
19. Describe the events that took place in your College Day celebration.

20. Fill in the blanks with correct kind of Pronouns:
- (a) The prisoner hanged _____ (reflective)
 - (b) They _____ went there. (Emphasizing)
 - (c) _____ is my house. (demonstrative)
 - (d) Do good to _____ (indefinite)
 - (e) _____ of the girls was given a rose.
(Distributive)
 - (f) _____ do you want to see ? (interrogative)
 - (g) This is the horse _____ won the race.
(relative)
 - (h) This is the boy _____ the teacher praised.
(relative)
 - (i) I _____ was there. (Emphasizing)
 - (j) The horse has hurt _____ (Reflexive)
- _____

D-1196

Sub. Code

10633

DISTANCE EDUCATION

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

Third Semester

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. Management.
2. Scientific management.
3. Planning commission.
4. Welfare policy.
5. Herbert Simon.
6. Bases of organization.
7. Span of control.
8. Inservice training.
9. Positive motivation.
10. Grapevine communication.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the principles of management?

Or

- (b) Describe the objectives of planning.

12. (a) What is procedure?

Or

- (b) Distinguish between formal and informal organization.

13. (a) Define “Scalar Chain”.

Or

- (b) What are different types of delegation?

14. (a) Examine the importance of co-ordination.

Or

- (b) Describe the elements of staffing.

15. (a) Write a short note on Abraham H. Maslow.

Or

- (b) Explain the functions of leadership.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the different methods of planning.
17. Define ‘Decision making’ and explain the process of decision making.

18. Explain any two motivational theories.
 19. Discuss the principles, techniques and characteristics of direction.
 20. Critically assess the different aspects of management information system.
-

D-1197

Sub. Code

10634

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, MAY 2023.

Third Semester

Public Administration

ADMINISTRATIVE THINKERS

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Arthashastra.
2. Public Administration.
3. Authority.
4. Hawthorne Experiments.
5. Human Relations Approach.
6. Need – Hierarchy Theory.
7. Telephone Relay Experiment.
8. Sala Model.
9. Fusion Model.
10. Policy Science.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a short notes on Kautilya's concept of 'Saptanga'.

Or

- (b) Describe the meaning of scientific management theory.

12. (a) Give a brief account about Max Weber's Ideal type model of Bureaucracy.

Or

- (b) Discuss the theory of Authority as propounded by C.I. Bernard.

13. (a) Examine the nature of Henry Fayol's managerial activities.

Or

- (b) Write a note about 'Rabble Hypothesis'.

14. (a) What are the different stages in Decision-making?

Or

- (b) Examine the principles of M.P. Follet's method of resolving conflict.

15. (a) Estimate the importance of Chris Argris's theory of management.

Or

- (b) Name the Likert's four management system.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Assess Kautilya's views about Public Administration.
 17. Examine the importance of Abraham Maslow's theory of motivation.
 18. Explain the fundamentals of F.W. Taylor's scientific management theory.
 19. Discuss the features of Rigg's prismatic model.
 20. Analyse the nature of Y. Dror's optimal model of public policy.
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D-1128

Sub. Code

41A/13741

DISTANCE EDUCATION

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

Fourth Semester

Part - I — TAMIL – Paper IV

**(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. இயலசையின் வகைகளைக் குறிப்பிடுக.
2. தளை எத்தனை வகைப்படும்?
3. கலிப்பாவிற்கான ஓசையைக் கூறுக.
4. குறிஞ்சித்திணைக்கான சிறுபொழுதுகளை எழுதுக.
5. செவியறிவுறூஉ என்றால் என்ன?
6. சிலேடை – குறிப்பு வரைக.
7. குறிஞ்சிப்பாட்டு என்னும் நூலைப் பாடியவர் யார்?
8. திருக்குறளில் மொத்தம் எத்தனை அதிகாரங்கள் உள்ளன?
9. சீவகசிந்தாமணி காப்பியத்தை இயற்றிய ஆசிரியர்?
10. 'பாஞ்சாலி சபதம்' காப்பியக் கதை மாந்தர்கள் இருவரைக் குறிப்பிடுக.

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) அடியின் வகைகளைச் சான்றுகளுடன் விளக்குக.

(அல்லது)

(ஆ) சிந்து என்னும் யாப்பு வகையை விளக்கி வரைக.

12. (அ) அறத்தொடு நின்றல் என்றால் என்ன? அதன் முக்கியத்துவத்தைச் சுட்டுக.

(அல்லது)

(ஆ) சங்க காலத்தில் நடுகல் வழிபாடு மேற்கொண்ட வரலாற்றை எழுதுக.

13. (அ) 'மையோ மாமலையோ மறிகடலோ' - இதில் பயின்று வரும் அணியை விளக்குக.

(அல்லது)

(ஆ) மொழி நடையில் காற்புள்ளி எவ்வெவ்விடங்களில் பயன்படுத்த வேண்டும்?

14. (அ) பத்துப்பாட்டில் இடம்பெற்றுள்ள ஆற்றுப்படை நூல்களைப் பற்றி எழுதுக.

(அல்லது)

(ஆ) திருக்குறள் எங்ஙனம் பகுக்கப்பட்டுள்ளது? விளக்கி வரைக.

15. (அ) கம்பராமாயணத்தின் தனிச்சிறப்புகளைப் புலப்படுத்துக.

(அல்லது)

(ஆ) சிற்பியின் 'மௌன மயக்கங்கள்' கவிதைகள் குறித்து விரித்துரைக்க.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. தொடையின் வகைகளைச் சான்றுகளுடன் விளக்கி வரைக.
17. புறத்திணையின் வகைகளைச் சான்றுகளுடன் விளக்குக.
18. செய்யுள் படைப்பில் அணி இலக்கணம் பெறுமிடத்தை எடுத்துரைக்க.
19. கம்பரின் கவித்திறத்தைச் சான்றுகளுடன் கட்டுரைக்க.
20. 'பாண்டியன் பரிசு' காப்பியத்தின் கதைக் களத்தை விரித்துரைக்க.

D-1129

Sub. Code

41B

DISTANCE EDUCATION

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

Fourth Semester

PART I — HUMAN SKILLS DEVELOPMENT – II

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write any four techniques of counselling.
2. Why are managerial skills important?
3. What are conceptual skills? Give two examples.
4. Write about the importance of organisational skills.
5. What are the two types of multitasking?
6. Write five qualities of a good leader.
7. What are the most common types of social interaction?
8. What are problem-solving skills?
9. Define dependability in problem solving skills.
10. What is the main goal of cooperative learning skills?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Illustrate the role of a counsellor.

Or

- (b) Elaborate the human relational skills.

12. (a) How to prepare for a presentation?

Or

- (b) Define the nature of organizational skills.

13. (a) What are the skills you must convey in a job interview?

Or

- (b) What are the demands of multi tasking?

14. (a) What are the employability skills?

Or

- (b) Define intrapersonal skills with examples.

15. (a) Why is problem solving an important skill?

Or

- (b) What is the importance of social responsibility?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe managerial skills and its need.

17. Elaborate importance and meaning of conceptual skills.

18. Write an essay on nature, importance and types of organisational skills.
 19. Responsibilities of an individual in a society. Explain.
 20. How to handle a problem?
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D-1130

Sub. Code

42/13742

DISTANCE EDUCATION

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

Fourth Semester

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 questions.

1. What surprise was in store for Lalajee before he left Mokameh Ghat?
2. In “A Day’s Wait,” how does the father dispel the boy’s fear?
3. What is the meaning of the title, Pygmalion?
4. Where did Swami and his friends live?
5. On what condition does Shylock agree to loan money to Antonio?
6. Who was Paulina?
7. What was Gandhiji’s weapon against the British rule?
8. How did Nehru endear himself to everyone?

9. What is meant by “Concord”?
10. How would you thank a stranger who lends you a pen at the post office?

PART B — (5 × 5 = 25 marks)

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

11. (a) What is the moral of the story, “Little Girls are Wiser than Men”?

Or

- (b) Write a brief description of Klass Van Bommel.

12. (a) What happens during the Ambassador’s garden party in *Pygmalion*?

Or

- (b) Justify the title of the story, *Swami and His Friends*.

13. (a) What reasoning did Arragon use in choosing the casket?

Or

- (b) What is the function of the Nurse in *Romeo and Juliet*?

14. (a) What was the legitimate aspiration of the blacks?

Or

- (b) Describe Toynbee’s second meeting with Nehru.

15. (a) Choose the correct form of the verb that agrees with the subject:
- (i) The cost of cars _____(is, are) high.
 - (ii) Neither the workers nor the manager _____ (was, were) to blame.
 - (iii) Every spring the alumni _____ (gather, gathers) in the Quadrangle for reception.
 - (iv) The crowd at the match _____ (have, has) been standing the entire time.

Or

- (b) Write a paragraph on the proverb, "Well begun is half done."

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

- 16. How were the trips by the two old men fulfilled in their own ways?
- 17. How does *Pygmalion* deal with the issue of social class?
- 18. Consider *Romeo and Juliet* a tragic love story.
- 19. Write an essay on the personality of Nehru from Toynbee's account.
- 20. Draft a discussion between a teacher and the student on the possible abuses of the Internet.

D-1198

Sub. Code

10643

DISTANCE EDUCATION

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

Fourth Semester

ORGANISATIONAL BEHAVIOUR

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Adam Smith.
2. Custodian Model.
3. Individual differences.
4. Sanguine type personality.
5. Personal factors.
6. Perception process.
7. Attitude.
8. Group thinking.
9. Primacy effect.
10. Work stress.

PART B — (5 × 5 = 25 marks)

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

11. (a) What are the different types of organisational behaviour?

Or

- (b) Describe the basic objectives of organizational behaviour.

12. (a) Name the factors influencing individual behaviour.

Or

- (b) Give any two definition about personality.

13. (a) Bring out the difference between sensation and perception.

Or

- (b) Examine the relationship between values and attitudes.

14. (a) What are the different types of groups?

Or

- (b) Discuss the causes for stress among workers in an organisation.

15. (a) Examine the internal factors responsible for organisational change.

Or

- (b) List out the objectives of organisational development.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the importance of organizational behaviour.
 17. Elaborate the foundations of individual behaviour.
 18. Examine the head of stress performance relationship in an organization.
 19. Suggests strategies for overcoming resistance to change.
 20. Discuss the different types of organisational development techniques.
-

D-1199

Sub. Code

10644

DISTANCE EDUCATION

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

Fourth Semester

MODERN ADMINISTRATIVE SYSTEM

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Unitary Administration
2. Monarchy
3. Bureaucracy
4. Senate in USA
5. Plural Executive
6. Administrative Laws
7. Right to Recall
8. Seniority System
9. Administrative Corruption
10. House of Commons in Canada.

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Discuss the features of American constitution.

Or

- (b) Analyse the special powers of Senate in USA.

12. (a) Discuss the salient features of British constitution.

Or

- (b) Explain the law making procedure in UK.

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

Or

- (b) Elucidate the position of Monarchy in Japan.

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

Or

- (b) Examine the features of party system in Switzerland.

15. (a) Define the structure of Administration in Canada.

Or

- (b) Estimate the issues in Canadian Federalism.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the Executive and Veto powers of American President.
 17. Explain the role of Prime Minister in British Administration.
 18. Identify the features and issues in French Civil Services.
 19. Critically evaluate the working of direct democracy in Switzerland.
 20. Enumerate the structure, powers and functions of Parliament in Canada.
-

D-1200

Sub. Code

10651

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, MAY 2023.

Fifth Semester

Public Administration

PUBLIC FINANCIAL ADMINISTRATION

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Meaning of Financial Administration.
2. Balanced Budget
3. Programme Budget
4. Annual Budget
5. Budget Speech
6. Deficit Financing
7. Composition of Public Accounts Committee.
8. Finance Minister
9. Meaning of Budget
10. Audit

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain the importance of the Financial Administration.

Or

- (b) Trace the social implications of Budget.

12. (a) Describe the different principles of Budget.

Or

- (b) List out the Advantages of Zero Based Budget.

13. (a) Write a short note on the Enactment of the Budget.

Or

- (b) Explain about the problems of Deficit Financing.

14. (a) Define the functions of Public Accounts Committee.

Or

- (b) Examine the Legislative control over financial Administration.

15. (a) Bring out the purpose of Auditing.

Or

- (b) Briefly explain about the role of Comptroller General of Accounts.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe about the various types of Budget and Elaborate it.
 17. Examine the concept and objectives of Performance Budgeting.
 18. Critically analyze the preparation of the Budget in India.
 19. Explain the origin, composition and functions of finance commission.
 20. Explain the role of Comptroller and Auditor General of India.
-

D-1201

Sub. Code

10652

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, MAY 2023.

Fifth Semester

Public Administration

HUMAN RIGHTS ADMINISTRATION IN INDIA

(CBCS 2018-19 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Meaning of Human Rights.
2. Political Rights.
3. Part III of the Indian Constitution.
4. Cultural Rights
5. Human Rights Act-1993
6. Chairman of SHRC
7. Rights of marginalised
8. Minorities rights
9. Child Labour
10. Chairperson of National Commission for Women

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain the various definitions of Human Rights.

Or

- (b) Trace the evolution of the concept of human rights.

12. (a) Describe the features of international covenant on political and civil rights.

Or

- (b) Explain about the functions of UN human rights council.

13. (a) Write a short note on human rights courts.

Or

- (b) Discuss the powers, composition and functions of State Human Rights Commission.

14. (a) Illustrate about the Problems of Minorities Rights.

Or

- (b) Write a short note on women rights reasons for violations.

15. (a) Explain about the methods to prevent child labour.

Or

- (b) Write a short note about the Civil Liberties.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the various types of human rights.
 17. Analyze the salient features of Universal Declaration of Human Rights.
 18. Examine the powers and functions of National Human Rights Commission in India.
 19. Trace the problems faced by domestic workers.
 20. Explain the composition, powers and functions of national commission for women.
-

D-1202

Sub. Code

10653

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
MAY 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. Define Development Administration.
2. Traditional Administration.
3. World Bank.
4. Bureaucracy in Development Administration.
5. Urban Transport.
6. Participation in Local Government.
7. Micro Level Planning.
8. Poverty alleviation policy.
9. International Monetary Fund.
10. Asian Development Bank.

PART B — (5 × 5 = 25 marks)

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

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

Or

- (b) Explain the concept of development administration.

12. (a) Explain the features of rural development programme.

Or

- (b) Write a note on urban transport.

13. (a) Describe the central level machinery for development planning.

Or

- (b) Explain the agriculture policy in India.

14. (a) Enumerate the functioning of housing development in India.

Or

- (b) Explain the role and functions of world bank.

15. (a) Examine 'The role of NGO's in development administration.

Or

- (b) Explain the features of development administration.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the views of F.W. Riggs on development administration.

17. Describe the planning machinery at central, state and district level.

18. Enumerate about the poverty alleviation programme.
 19. Explain about the Health Policy of India.
 20. Describe the role of Non-Governmental organisation in development administration.
-

D-1203

Sub. Code

10654

DISTANCE EDUCATION

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

Fifth Semester

CITIZEN AND ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Values.
2. Honesty.
3. Government to citizen.
4. Democratic Accountability.
5. FICCI.
6. Social Audit.
7. E – Granti.
8. Good Governance Day.
9. CBI.
10. District Grievance Redressal officer.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the need of integrity in administration.

Or

- (b) Describe the structure of Lokpal.

12. (a) Examine the challenges to peoples participation in administration.

Or

- (b) Explain the different types of civil society organisations in India.

13. (a) Examine the importance of right to information.

Or

- (b) Bring out the difference between pressure groups and interest groups.

14. (a) What are the short comings in citizen charter in India?

Or

- (b) Write a short note on National e-governance plan.

15. (a) Discuss the legal status of CBI.

Or

- (b) Describe the recommendations of second administrative reforms commission regarding Anti – corruption measures.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Critically estimate the Indian model of ombudsman.
 17. Explain the concept and forms of Accountability.
 18. Discuss the main provisions of right to Information Act 2005.
 19. Define e-governance and discuss the potential of e-governance with respect to Indian and its future.
 20. Assess the role of central vigilance commission in controlling corruption in India.
-

D-1204

Sub. Code

10661

DISTANCE EDUCATION

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

Sixth Semester

COMPUTERS AND DATA PROCESSING

(CBCS – 2018-19 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What are the five classification of computer by their size?
2. What is the purpose of internal storage?
3. Write short note on manual data processing.
4. What is the problem of processing data?
5. Which methods are used for report generation?
6. Give the meaning of pay-roll production.
7. State any five features of online processing.
8. What is airline reservation system called?
9. List out the various types of e-business transactions.
10. What is the goal of business intelligence?

PART B — (5 × 5 = 25 marks)

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

11. (a) Describe the components of digital computer.

Or

- (b) Explain hardware and software with examples.

12. (a) Write short notes on :

(i) Mechanical data processing

(ii) Electronic data processing.

Or

- (b) What is top-down programming? Give an example.

13. (a) What is direct access storage device and how is it used?

Or

- (b) Explain the examples of flow charts.

14. (a) Discuss the features of online processing system.

Or

- (b) How does the Airline Reservation System Work?

15. (a) Explain the concept of store management.

Or

- (b) Discuss the stages of online transactions.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the types of secondary storage device.
 17. How do you create a Decision Table?
 18. What is inventory control? Explain its types.
 19. What are the examples of web applications?
 20. Elucidate the functions of stores management.
-

D-1205

Sub. Code

10662

DISTANCE EDUCATION

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

Sixth Semester

PUBLIC PERSONNEL ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Position Classification
2. Spoil System
3. Bureaucratic
4. Recruitment
5. Promotion
6. UPSC
7. Monetarily benefits
8. Tribunal
9. Employees Associations
10. Administrative Responsibilities

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Describe the meaning of Personnel Administration.

Or

- (b) Explain “Integrity”.

12. (a) Write about the Merit System.

Or

- (b) What are the objectives and the importance of Training?

13. (a) Discuss the importance of “Morale “in Civil service.

Or

- (b) Explain the need of motivation in Public Personnel Administration.

14. (a) What do you mean by disciplinary action?

Or

- (b) Describe the role of State Selection Commission.

15. (a) What are the objectives of retirement system? Explain.

Or

- (b) Write about the duties and responsibilities of employees.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the nature, scope and the importance of Public Personnel Administration.
 17. Define Motivation and explain the various methods of Motivation.
 18. Summaries the important rules of the civil service code of conduct.
 19. Explain how the grievances of the government servants are redressed?
 20. Critically analyze Employees Associations and its functions.
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D-1206

Sub. Code

10663

DISTANCE EDUCATION

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

Sixth Semester

PUBLIC POLICY ANALYSIS

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Significance of public policy.
2. Nature of policy science.
3. Normative model – meaning.
4. Electoral Power – Meaning.
5. Constraints to Rationality Model.
6. Challenges to farmers.
7. Elements in Implementation.
8. Role of citizens in policy science.
9. Top-up model.
10. Policy Analysis – Explain.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the meaning and utility of policy science.

Or

- (b) Enumerate the Institutional approach to policy Analysis.

12. (a) Explain the types of policy.

Or

- (b) Enumerate the optimum model of Rational Policy making.

13. (a) Describe the role of Media and Pressure groups to make policy.

Or

- (b) Explain the approaches of policy implementation.

14. (a) Examine the role of bureaucrats in official policy making.

Or

- (b) Explain the steps of Policy analysis.

15. (a) Explain the criteria for evaluation.

Or

- (b) Enumerate the present health care policy.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the meaning, nature, scope and aspects of public policy.
 17. Sketch the models of policy analysis.
 18. Describe the formulation of policy making.
 19. Critically examine the educational policy of India.
 20. Comment about Agricultural Policy in India.
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D-1207

Sub. Code

10664

DISTANCE EDUCATION

B.A. DEGREE EXAMINATION, MAY 2023.

Sixth Semester

Public Administration

LOCAL SELF GOVERNMENT ADMINISTRATION IN INDIA

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Local Self Government
2. Lord Rippon
3. Village Panchayat
4. President of Panchayat Samithi
5. Reservation of seats for women
6. District Collector
7. Extension officer
8. Municipal Chairman
9. Rural Development programme
10. Councillor

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Trace the evolution of Local Government in India.

Or

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

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

Or

- (b) Bring out structure, powers and functions of Municipality.

13. (a) Trace the role of State Election commission in conducting Local body election.

Or

- (b) Analyze about the key features of 73rd Constitutional Amendment.

14. (a) Discuss the powers and functions of Block Development officer.

Or

- (b) Estimate the income sources of Rural Local Self Government.

15. (a) Analyze the Bureaucratic issues in Urban Local self Government.

Or

- (b) Identify the major issues in Rural Local Self Government.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Analyze the meaning, scope and importance of Local Self Government in India.
 17. Describe the composition, powers and functions of Zilla Parishad.
 18. Examine the salient features of 74th Constitutional Amendment.
 19. Write an essay on state government control over Urban Local Self Government.
 20. Critically analyse the working of Panchayat Raj Institutions in Tamil Nadu.
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