

D-1066

Sub. Code

**11A/13711/
0111/0311A**

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 2025.**

First Semester

Part I : TAMIL PAPER – I

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

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் ஓரிரு வரிகளில் விடையளி.

1. ஆயர் பாடியின் தலைவன் யார்?
2. கண்ணதாசனின் இயற்பெயர் என்ன?
3. பாரதியார் எழுதிய நூல்கள் யாவை?
4. நிலா பிஞ்சு கவிதையின் மையக்கரு யாது?
5. 'எதற்காக' கவிதையின் ஆசிரியர் யார்?
6. 'கவிக்கோ' என்று அழைக்கப்படுபவர் யார்?
7. சிலப்பதிகாரத்தில் இடம்பெற்றுள்ள காண்டங்கள் எத்தனை?
8. கம்பர் - ஆசிரியர் குறிப்பு வரைக.
9. சீறாப்புராணம் - குறிப்பு வரைக.
10. தேம்பாவணி - சொல் விளக்கம் தருக.

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்குக் ஒரு பக்க அளவில் விடை தருக.

11. (அ) கோகுலத்து பசுக்களின் நிலைப்பாட்டினை விளக்குக.

(அல்லது)

(ஆ) கண்ணினின் சிறப்புகளை பாரதியார் குறிப்பிடுவனவற்றை எழுதுக.

12. (அ) உலகப்பன் பாட்டு உணர்த்தும் கருத்தினை விவரி.

(அல்லது)

(ஆ) 'வயிறு' கவிதை உணர்த்தும் செய்தினை எழுதுக.

13. (அ) பாண்டியன் நெடுஞ்செழியனின் பண்பினைச் சுட்டுக.

(அல்லது)

(ஆ) கம்பராமாயணம் - நூல் சிறப்புகளை விவரி.

14. (அ) நபிகளின் அற்புதத்தினை விளக்குக.

(அல்லது)

(ஆ) சீறாபுராணம் இயற்றிய உமறுப்புலவரின் வரலாற்றினை எழுதுக.

15. (அ) தேம்பாவணி - காட்சிப்படலம் உணர்த்தும் மையக் கருவினை விளக்குக.

(அல்லது)

(ஆ) வீரமாமுனிவர் தமிழுக்கு ஆற்றிய பணிகளை விளக்குக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

எவையேனும் மூன்றனுக்குக் கட்டுரை வடிவில் விடையளி.

16. “செய்யும் தொழிலே தெய்வம்” கவிதை உணர்த்தும் கருத்தினை விளக்கி வரைக.
17. நோயற்ற வாழ்வு குறித்து நாமக்கல் கவிஞர் கூறுவனவற்றை தொகுத்துரைக்க.
18. ‘வழக்குரை காதை’ வழி அறியலாகும் செய்திகளை கட்டுரை தருக.
19. ஈத்தங்குலை வரவழைத்த படலம் தெரிவிக்கும் செய்திகளை விளக்கி வரைக.
20. தேம்பாவணி காட்சிப்படலம் வழி காணப்படும் கருத்தினை தொகுத்துரைக்க.

D-1067

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 2025.**

First Semester

Part I — COMMUNICATION SKILLS - I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Name some communication barriers.
2. Define non-verbal communication.
3. What are the types of intonation?
4. Rearrange the following sentence.
Rama boy a is poor who is.
5. What is a technical report?
6. Fill in the blanks with correct forms of verb.
 - (a) One of the most interesting child prodigies
_____ Young Wang Yani of China.
 - (b) Ram and Ravi _____ friends.
7. What is a circular?

8. Name different types of essays.
9. How to start a GD topic?
10. Give some examples of gestures.

PART B — (5 × 5 = 25 marks)

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

11. (a) Give some tips for GD.

Or

- (b) How gestures are used in communication?

12. (a) Prepare a newspaper report about a festival held in your city.

Or

- (b) Using attention grabber, how will you introduce yourself.

13. (a) Identify the different types of sentences :

- (i) Though Ram is poor, he is honest.
- (ii) Having finished his home work he went out to play.
- (iii) Run fast or you will miss the train.
- (iv) As he is suffering from fever, he is unable to attend the class.
- (v) He is poor yet he is honest.

Or

- (b) Prepare a circular about the independence day celebrations to be held in your college.

14. (a) Correct the following sentences :
- (i) Ravi is one of the most intelligent boy in the class.
 - (ii) He play football everyday.
 - (iii) He won the match, don't he?
 - (iv) He prefers coffee than tea.
 - (v) He returned back from England yesterday.

Or

- (b) Write a paragraph on "Reading makes a full man".

15. (a) How will you prepare for a speech?

Or

- (b) Explain the importance of eye contact in communication.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

- 16. Write an essay on various types of communication.
 - 17. Draft a welcome address for an official meeting.
 - 18. Discuss various steps involved in writing a paragraph.
 - 19. Prepare a GD on the topic "Advantages of Co-education".
 - 20. Describe the procedure involved in preparing technical reports.
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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 2025.**

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 the questions.

1. Write on the role of Louisa Mebbin in Mrs. Packletide's plan to hunt the tiger in *Mrs. Packletide's Tiger*.
2. Mention the role of nature in Jim Corbett's *A Deed of Bravery*.
3. State the main argument presented by C.E. Joad in *Our Civilization*.
4. What moral lesson does B.R. Nanda convey in *A Hero on Probation*?
5. Fill in the blanks with suitable articles :
 - (a) He is _____ (an/the) expert in _____ (a/the) field of computer science.
 - (b) H always tells _____ (a/the) truth, no matter what.
6. Fill in the blanks with correct form of gerund :
 - (a) They discussed _____ (to plan/planning) the trip.
 - (b) He practiced _____ (to play/playing) the guitar for hours.

7. Briefly write on the risks of drug abuse according to Hardin B. Fones in *Dangers of Drug Abuse*.
8. What does Alpha of the Plough suggest about the changing nature of communication in *On Letter Writing*?
9. Write few of the environmental lessons in C.V. Raman's *Water-the Elixir of Life*.
10. What characteristics of Mrs. Packletide are highlighted through her pursuit of the tiger in *Mrs. Packletide's Tiger*?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explore the character development of Mrs. Packletide and her motivations in *Mrs. Packletide's Tiger*.
Or
(b) Describe how Jim Corbett portrays the relationship between humans and nature in *A Deed of Bravery*.
12. (a) Describe the view of human evolution presented by Carl Sagan in *Our Ancestors*.
Or
(b) Analyse the criticisms of modern civilization offered by C.E. Joad in *Our Civilization*.
13. (a) Fill in the blanks with suitable articles :
 - (i) Can you give me _____ (a/the) pen you borrowed?
 - (ii) He is _____ (a/an) honest man.
 - (iii) She is _____ (a/the) best student in our class.
 - (iv) I need _____ (a/an/the) apple from that basket.
 - (v) They went to _____ (a/the) market to buy _____ (a/the) vegetables.

Or

- (b) Fill in the blanks with suitable form of Gerund :
- (i) She is interested in _____ (to learn/learning) French.
 - (ii) He's good at _____ (to play/playing) chess.
 - (iii) I don't mind _____ (to help/helping) you with your homework.
 - (iv) She avoided _____ (to speak/speaking) about the problem.
 - (v) _____ (Drive/Driving) too fast is dangerous.

14. (a) Precise the following paragraph :

In a bustling city, there lived two neighbors, Mr. Kumar and Mr. Rao, who had never gotten along. Mr. Kumar was a quiet man who valued his privacy, while Mr. Rao was a social butterfly, always eager to chat. Their differences often led to small conflicts, and they barely spoke to each other beyond the necessary greetings.

One day, during a fierce storm, a massive tree fell, damaging both their houses. With no immediate help available, they were forced to work together to clear the debris and fix the damage. As they spent hours side by side, they started talking. Mr. Rao, who had always thought Mr. Kumar was unfriendly, learned that Kumar preferred solitude because he had lost his wife recently and was still grieving. Meanwhile, Mr. Kumar realized that Rao's constant need for conversation came from living alone and feeling lonely.

The storm had passed, but a new bond formed between the two men. They started helping each other with small tasks, and soon their mutual support blossomed into an unexpected friendship. Their connection became the talk of the neighborhood, proving that sometimes, adversity brings people closer.

Or

- (b) Construct a dialogue between two friends discussing the pros and cons of social media.

15. (a) Analyse the themes of independence and aloofness as represented in *The Cat* by Catharine M. Willson.
Or
(b) What insights does B.R. Nanda provide about heroism in *A Hero on Probation*?

PART C — (3 × 10 = 30 marks)
Answer any THREE questions.

16. What does Alpha of the Plough suggest about the evolution of communication in *On Letter Writing*?
17. Explore the social implications of drug abuse as discussed by Hardin B. Fones in *Dangers of drug abuse*.
18. Change direct speech into indirect speech :
- (a) She asked, "Can you help me with this".
 - (b) He said, "I am feeling tired".
 - (c) She said, "I saw him at the party yesterday".
 - (d) They asked, "Have you finished the project"?
 - (e) He said, "I can fix the car myself".
 - (f) The doctor said, "You should take your medicine regularly".
 - (g) He said, "I will meet you at 5 o'clock".
 - (h) She asked, "What time does the train leave".
 - (i) They said, "We are leaving for the airport now".
 - (j) She said, "I don't like spicy food".
19. Write a letter to your bank manager requesting the closure of your savings account.
20. Explain the contrast between the depicted bravery and actual danger in Jim Corbett's *A Deed of Bravery*.
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D-1069

Sub. Code

21A/0321A

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 2025.**

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 ஓரிரு வரிகளில் விடையளி.

1. வீரமாமுனிவர் எழுதிய நூல்கள் யாவை?
2. தேம்பாவணி காப்பியத்தின் பாட்டுடைத் தலைவன் யார்?
3. நீல. பத்மநாபன் எழுதிய புதினங்களின் பெயர்களைச் சுட்டுக?
4. 'வானவீதியில்' சிறுகதை யாருடைய வாழ்வியலைப் பேசுகிறது?
5. இராமன் தும்பைப்போர் நடைப்பெற்ற பொழுது சூடிய பூவின் பெயர் யாது?
6. சார்பெழுத்துக்கள் எத்தனை? அவை யாவை?
7. ஆகுபெயர் என்றால் என்ன?

8. வேற்றுமை உருபு யாவை ?
9. தமிழில் தோன்றிய முதல் புதினத்தின் பெயர் என்ன ?
10. பெரியபுராணம் நூலின் ஆசிரியர் யார் ?

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

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடையளி.

11. (அ) தேம்பாவணி நூலின் சிறப்பினை எழுதுக ?
(அல்லது)
(ஆ) யோசேப்பின் மாட்சியினைப் புலப்படுத்துக ?
12. (அ) 'வானவீதியிலே' சிறுகதையில் இடம்பெறும் கதை மாந்தர்களின் நிலையினைச் சுட்டுக ?
(அல்லது)
(ஆ) கம்பன் புறத்திணையில் இடம்பெறும் தும்பைப் போர் பற்றிய செய்திகளை எழுதுக ?
13. (அ) மொழி இறுதி எழுத்துக்கள் யாவை ?
(அல்லது)
(ஆ) வினா என்றால் என்ன ? அதன் வகைகள் யாவை ?
14. (அ) திணை குறித்து எழுதுக ?
(அல்லது)
(ஆ) பாரதியாரின் கவிதைப் பணி குறித்து விளக்குக.
15. (அ) சிறுகதையின் இலக்கணம் வரைக ?
(அல்லது)
(ஆ) இஸ்லாமியர்கள் தமிழுக்கு ஆற்றிய பணிகள் யாவை ?

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

எவையேனும் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. தேம்பாவணி காட்சிப் படலம் உணர்த்தும் செய்திகளை தொகுத்துரைக்க?
 17. கம்பன் புறத்திணையில் இடம்பெற்ற காகுத்தன் கன்னிப்போர் பற்றி விளக்குக?
 18. முதலழுத்துக்கள் குறித்து கட்டுரை வரைக?
 19. புதுக்கவிதை தோற்றம் வளர்ச்சி குறித்து கட்டுரை தருக?
 20. வைணவ இலக்கியங்கள் குறித்து விளக்கி வரைக.
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D-1070

Sub. Code

21B/0321B

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 2025.**

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 the questions.

1. Define communication skills.
2. What is meant by stimulus and response in communication?
3. Mention two guidelines for effective speaking.
4. What is phonetics in communication?
5. List two types of listening.
6. What is the purpose of technical writing?
7. Mention two components of corporate communication.
8. What is press release?
9. Define conversation skills.
10. What are soft skills in communication?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the significance of communication skills in daily life.

Or

- (b) Describe different types of listening with examples.

12. (a) Explain modes of conversation skills.

Or

- (b) What are the key aspects of preparing an effective presentation?

13. (a) Discuss the significance of written communication over oral communication.

Or

- (b) What are the key elements of a business proposal?

14. (a) Discuss the role of newsletters in corporate communication.

Or

- (b) Explain the importance of interview skills in professional settings.

15. (a) Explain the difference between internal and external corporate communication.

Or

- (b) Discuss the importance of pronunciation etiquette in communication.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the principles of effective writing with emphasis on technical and creative writing.
 17. Describe the role of soft skills in professional communication.
 18. Describe the various components of communication skills with examples.
 19. Explain the different types of corporate communication and their significance.
 20. Discuss the importance of listening skills and their impact on communication.
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D-1071

Sub. Code

22/13722/0122/0322

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 2025.**

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 the questions.

1. How is the Friend's beauty compared to a summer's day in Shakespeare's 'Sonnet XVIII'?
2. What animal is scarified in the fourth stanza of 'Ode on a Grecian Urn'?
3. Who is Lucrezia del Fede?
4. What problem does the traveller face in 'The Road not Taken'?
5. Explain Tagore's version of 'Heaven of freedom'.
6. What sort of sounds are heard in the early morning in 'Coromandel Fishers'?
7. Why did Antonio borrow money from Shylock?

8. Who was called as a 'Second Daniel come to judgement'?
9. What was the last punishment given to Shylock?
10. Name the kinds of Essay.

PART B — (5 × 5 = 25 marks)

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

11. (a) Highlight the main theme of the poem, 'Upon Westminster Bridge'.

Or

- (b) Explain briefly why unheard melodies are sweeter.
12. (a) Describe the significance of good decisions according to Robert Frost.

Or

- (b) How do the soldiers cope with the war in Owen's 'Strange Meeting'?
13. (a) State briefly Rabindranath Tagore's ideals of true freedom.

Or

- (b) Narrate briefly the summary of the poem, 'The Express'.
14. (a) Bring out the importance of the opening scene of 'The Merchant of Venice'.

Or

- (b) Discuss briefly the significance of the Trail scene in 'The Merchant of Venice'.

15. (a) Read the following passages and make notes on it.

The animal kingdom can be divided into four categories. The first category comprises diurnal animals which are active during the day. In the second category, we have the nocturnal animals, which move about at night. Then we have to less well-known varieties, the crepuscular animals, which are active during twilight hours and the arhythmic animals, which go about during both day and night. Probably such a division began when simple and weak animals began to come out in the dark to escape from diurnal predators.

How do nocturnal animals find their way in the dark? Domestic cats, as we know, have eyes that can adapt to darkness. But in the wild, the mechanisms are more sophisticated. The eyes of an owl, for example, contain a large number of rods and nerve cells. These cells respond to dim light and to changes in light intensity. Would you believe it, if you are told that an owl can detect a moving mouse in one millionth of a candle power of light of snakes make use of the sense of smell at night. Their tongue picks up small particles from objects around them and sensors at the roof of the mouth smell the particles.

Or

- (b) Write a report on the celebration of Independence Day in your office.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss Browning's 'Andrea del Sarto' as a dramatic monologue.
17. Analyse a critical appreciation of the poem, 'Where the mind is without Fear'.

18. Elaborate the plot of the play 'The Merchant of Venice'.
19. Write an essay on the following topic : The Right use of Leisure.
20. Read the following passages and answer the questions that follow :

The cassowaries which are two meters tall with a helmet-like crest protecting their head, are the world's most dangerous birds capable of dealing with fatal blows. The cassowary lives in the rain forests of Australia and New Guinea and are actually pretty shy animals if undisturbed. But if you get too close then these unpredictable birds turn extremely aggressive and you could receive a bone breaking kick or get sliced by its dagger-like claws. The cassowary is also one of the most difficult animals to keep in the zoo because of the frequent injuries suffered by the zoo-keepers that look after them.

- (a) Which bird is supposed to be the most dangerous one in the world?
 - (b) Where do cassowaries live?
 - (c) What is the nature of cassowary if undisturbed?
 - (d) Why are the people afraid of keeping the birds?
 - (e) What is meant by 'aggressive'?
-

D-1072

Sub. Code

31A/13731/0131

DISTANCE EDUCATION

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2025.**

Third Semester

Part I : TAMIL – 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 ஓரிரு வரிகளில் விடையளிக்க.

1. முல்லைப்பாட்டு – நூல் குறிப்புத் தருக.
2. ஆற்றுப்படை நூல்களைப் பட்டியலிடுக.
3. நாழிகை கணக்கர் என்போர் யார்?
4. பாடாண் திணையை வரையறுக்க.
5. ஒற்றைப்படை எண்ணிலான அகநானூற்றுப் பாடல்களின் திணை?
6. 'வேளாண் வேதம்' எனப் போற்றப்படும் அற நூல்?
7. திருக்குறளின் சிறப்பைப் போற்றி எழுந்த நூல்?
8. நான்மணிக்கடிகை ஆசிரியர் பெயரைச் சுட்டுக.

9. விமலாதித்தன் எந்நாட்டு வேந்தன்?
10. 'சுவடுகள்' நாவலில் காந்தியக் கொள்கையைப் பேசும் பாத்திரம்?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) கார்க்காலம் குறித்த முல்லைப்பாட்டு வருணனைகளைப் புலப்படுத்துக.

(அல்லது)

(ஆ) கபிலர் பாடல்களின் தனிச் சிறப்புகளைத் தொகுத்துரைக்க.

12. (அ) ஐங்குறுநூற்று நூல் தொகுப்பு வரலாற்றை எடுத்துரைக்க.

(அல்லது)

(ஆ) பாரதம் பாடிய பெருந்தேவனார் திருமாலை எங்ஙனம் போற்றுகிறார்?

13. (அ) தலைமகள் பாசறையிலிருந்து சொல்லிய செய்தியைச் சேந்தம்பூந்தனார் வழி விளக்குக.

(அல்லது)

(ஆ) கையறுநிலையை நப்பசலையார் பாடல்கள் வழி விளக்குக.

14. (அ) பிரிவாற்றாமை குறித்து வள்ளுவர் உரைக்குமாற்றை எழுதுக.

(அல்லது)

(ஆ) நான்மணிக்கடிகை பேசும் அறக்கருத்துக்களை எடுத்துரைக்க.

15. (அ) இராசராசசோழன் நாடகக் கதைக்களத்தைச் சுருக்கி வரைக.

(அல்லது)

(ஆ) சுவடுகள் நாவல் கதைப் பொருண்மையை எடுத்துரைக்க.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. கபிலரின் கவித்திறத்தைக் குறுந்தொகைப் பாடல்களின் வழி நிறுவுக.
17. குறிஞ்சித்திணையில் அமையும் ஐங்குறுநூற்றுப் பாடல்களைக் கட்டுரைக்க.
18. புறநானூற்றுப் பாடல்களால் அறியவரும் வரலாற்றுச் செய்திகளை விவரிக்க.
19. வள்ளுவர் உரைக்கும் வாழ்க்கைத் துணைநலம் பற்றியக் கருத்துக்களை எழுதுக.
20. சுவடுகள் நாவலின் ராசாத்தி பாத்திரப் படைப்பின் சிறப்பைப் புலப்படுத்துக.

D-1073

Sub. Code

31B

DISTANCE EDUCATION

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2025.**

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 the questions.

1. Mention the types of human skills.
2. What is interpersonal behaviour?
3. Explain etiquette in simple words.
4. Write the benefits of high self-esteem.
5. What is competitive negotiation?
6. What are goal setting skills?
7. Define positive attitude.
8. What is leadership style?
9. Why are human relation skills important?
10. What is stress management skills?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a short note on interpersonal behaviour.

Or

- (b) Describe the characteristics of interpersonal skills.

12. (a) Explain what are the factors influencing our personality.

Or

- (b) Present the importance of self-esteem.

13. (a) Describe when do you use decision making skills.

Or

- (b) Write a paragraph on negotiation skills.

14. (a) Give some tips for coping with change.

Or

- (b) Explain briefly on leadership skills.

15. (a) What are the elements of human relations?

Or

- (b) Present the different types of counselling.

PART C — (3 × 8 = 30 marks)

Answer any **THREE** questions.

16. Elaborate the merits of good habits.
 17. Write an essay on thinking with suitable examples.
 18. Analyse the types of and importance of goal setting.
 19. Explain attitudes in a detailed way.
 20. Write an essay on causes and effects of stress.
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D-1074

Sub. Code

32/13732/0132

DISTANCE EDUCATION

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2025.**

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 the questions.

1. What did Swami dream in the office?
2. What was the central conflict in the play “The Bag Comes Home”?
3. With what philosophy the postmaster consoled himself?
4. What does the old man say about the Silver Idol?
5. What was the cause of quarrel between Mrs. Meldon and Prof. Corrie?
6. Who are the characters in “Reunion”?
7. Why did the Captain Kill Malik in “A kind of Justice”?
8. Who wrote the one-act play “The Refugee”?

9. Do as directed :
- (a) Milk is more nourishing than any other food. (Into superlative)
 - (b) Raju is not as smart as Ravi (Into comparative)

10. What is Descriptive writing?

PART B — (5 × 5 = 25 marks)

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

11. (a) How did Swami end up catching the burglar?
Or
(b) Why did Ratan Wander near the post office?
12. (a) How has the war affected Philip's personality?
Or
(b) Describe the climax of the play "Progress".
13. (a) Why was Gaultier angry with Marion?
Or
(b) What are some of the moral failings and betrayals that John exposes in "Reunion"?
14. (a) Enumerate the types of pronoun.
Or
(b) Fill in the blanks with suitable verbs :
- (i) The shop _____ at non O'clock every morning. (open/opens)
 - (ii) It _____ since eight O'clock this morning. (is raining/has been raining)
 - (iii) Nobody _____ the fact. (know/knows)
 - (iv) I _____ the book as soon as I finish it. (return/will return)
 - (v) Don't get off the train fill it _____. (stops/stopped)

15. (a) Prepare an agenda for sports day celebration of your college.

Or

- (b) Describe yourself in a paragraph.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the role played by Madame Forestier in “The Diamond Necklace”.
17. Bring out the significance of the title “The Proposal”.
18. Examine the challenges and internal conflicts of refugees in the play “The Refugee”.
19. Write an essay on verbs.
20. Write a notice informing the students about a dance competition to be held in your college.
-

D-1075

Sub. Code

41A/13741/0141

DISTANCE EDUCATION

Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2025.

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 ஓரிரு வரிகளில் விடை தருக.

1. அசை என்பது யாது?
2. படிமம் என்றால் என்ன?
3. அறத்தொடு நின்றல் – பொருள் தருக.
4. கையறு நிலையின் தன்மை யாது?
5. அணி இலக்கணம் என்றால் என்ன?
6. தற்குறிப்பேற்றவணியின் சிறப்பைக் கூறுக.
7. எரிதழல் கொண்டுவா கதிரை வைத்திழந்தான் அண்ணன் கையை எரித்திடுவோம் என்றவன் யார்?
8. ஆட்டனத்தி ஆதிமந்தி என்ற காப்பியத்தின் ஆசிரியர்?

9. தொல்காப்பியம் எத்தனை அதிகாரங்களைக் கொண்டவை?

10. வேளாண் வேதம் என்று அழைக்கப்படும் நூல் எது?

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

அனைத்து வினாக்களுக்கும் ஒரு பக்க அளவில் விடை தருக.

11. (அ) வெண்பாவிற்குரிய சீர்கள் குறித்து எழுதுக.

(அல்லது)

(ஆ) தொடை விகற்பம் எத்தனை வகைப்படும்? அவையாவை?

12. (அ) உடன்போக்கு என்பது யாது? வகைகளைக் கூறுக.

(அல்லது)

(ஆ) செவியறிவுறாஉ என்பதன் பொருளைத் தருக.

13. (அ) வேற்றுமை அணியை எடுத்துக்காட்டுடன் விளக்குக.

(அல்லது)

(ஆ) செம்மொழி சிலேடையணியின் தன்மையைப் புலப்படுத்துக.

14. (அ) இனியவை நாற்பதின் அறக்கருத்துக்களை இயம்புக.

(அல்லது)

(ஆ) ஊதாரிப் பிள்ளையின் நிலைப்பாட்டை விளக்குக.

15. (அ) நரிக்கண்ணின் தந்திரத்தை விளக்குக.

(அல்லது)

(ஆ) மதுரைக்காஞ்சி கூறும் மதுரை மாநகரச் சிறப்பு குறித்து எழுதுக.

பகுதி இ — (3 × 10 = 30 மதிப்பெண்கள்)

எவையேனும் மூன்று வினாக்களுக்கு மட்டும் கட்டுரை வடிவில் விடை தருக.

16. ஆசிரியப்பாவின் வகைகள் குறித்துக் கட்டுரைக்க.
17. பாடாண்படலம் கூறும் கருத்துக்களை விளக்கியுரைக்க.
18. உவமையணியின் வகைகள் குறித்து விவரிக்க.
19. பத்துப்பாட்டின் ஆற்றுப்படை நூல்களின் தன்மையை விவரிக்க.
20. பாஞ்சாலி சபதம் உணர்த்தும் நாட்டு விடுதலை உணர்வு குறித்து எழுதுக.

D-1076

Sub. Code

41B

DISTANCE EDUCATION

**Common for B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2025.**

Fourth Semester

Part I : HUMAN SKILLS DEVELOPMENT – II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What are counselling skills?
2. Mention managerial skills.
3. Write the difference between conceptual and technical skills.
4. Why are technical skills important in the work place?
5. Define organizational skills.
6. What is multitasking skill?
7. Name any four qualities of a leader.
8. What are understanding skills?
9. Why are skills important in society?
10. What is problem solving skill?

PART B — (5 × 5 = 25 marks)

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

11. (a) Describe how to highlight your counselling skills.

Or

- (b) Present benefits of human relational skills.

12. (a) How do you develop conceptual skill?

Or

- (b) How do technical skills improve job opportunities?

13. (a) Write a paragraph on the uses of organizational skills.

Or

- (b) Give tips for improving multitasking skills.

14. (a) Write a note on time management.

Or

- (b) Highlight any five qualities of the community.

15. (a) Write a paragraph on cooperative learning skills.

Or

- (b) Short note on a cooperative social responsibility statement.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Write any ten essential management skills and how to develop them.
 17. Elaborate effective way of presentation skills.
 18. Discuss the essential qualities of a good leader.
 19. Sum up organizational skills. What they are and why you need them?
 20. Write an essay on problem – solving skills.
-

D-1077

Sub. Code

42/13742/0142

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2025.**

Fourth Semester

Paper II : ENGLISH – PAPER IV

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

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What does Tolstoy emphasize through the journey of two old men in *Two Old Men*?
2. How does Jim Corbett use nature in *Lalajee* to influence the story's atmosphere?
3. What is the role of Professor Higgins in shaping Eliza's identity in *Pygmalion*?
4. Mention the role of colonialism in *Swami and Friends*.
5. Write Shylock's character in *The Merchant of Venice*.
6. What are the consequences of impulsive actions in *Romeo and Juliet*?
7. Mention the influence of Gandhi on Martin Luther King's philosophy of non-violence.

8. What is the role of grammar in structuring effective sentences?
9. Write the irony in *Little Girls Wiser Than Men* by Tolstoy.
10. How G.B. Shaw uses humour to address serious social themes in *Pygmalion*.

PART B — (5 × 5 = 25 marks)

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

11. (a) Delineate the role of nature in shaping the narrative of Corbett's *Lalajee*.

Or

- (b) What psychological conflicts are highlighted in *A Day's Wait* by Hemingway?

12. (a) Delineate how R.K. Narayan portrays the complexities of childhood friendships in *Swami and Friends*.

Or

- (b) Describe the satire of social pretensions presented in *Pygmalion*.

13. (a) Analyse the conflict between love and duty in *The Merchant of Venice*.

Or

- (b) Explain the significance of parental authority and its impact on Romeo and Juliet's choices in *Romeo and Juliet*.

14. (a) Describe Martin Luther King Jr.'s leadership style as presented by R.N. Roy.

Or

- (b) Explore Nehru's political philosophy as depicted in A.J. Toynbee's biography.
15. (a) Explain how the theme of innocence versus experience is explored in *Little Girls Wiser Than Men*.

Or

- (b) What impact does the setting of Malgudi have on the narrative of *Swami and Friends*?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explore the symbolic significance of the journey undertaken by the characters in Tolstoy's *Two Old Men*.
17. Discuss how Shaw uses language to emphasize class differences in *Pygmalion*.
18. Examine how Shakespeare presents different forms of love in *Romeo and Juliet*.
19. Explain how grammar rules help in structuring coherent and persuasive arguments in real life conversation.
20. Delineate how jealousy drives the plot and character development in *The Winter's Tale*.
-

D-1143

Sub. Code

10613

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

First Semester

BUSINESS COMMUNICATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Significance of communication.
2. Verbal communication.
3. Digital communication.
4. Active listening skills.
5. Official language in communication.
6. Contents of communication.
7. Internal communication.
8. Group discussion.
9. Negotiation.
10. Ethics in communication.

PART B — (5 × 5 = 25 marks)

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

11. (a) Describe the purpose of communication.
Or
(b) Define non-verbal communication.
12. (a) Write a note on business letter.
Or
(b) Identify the different meanings of listening skills.
13. (a) Bring out the essential contents of official letters.
Or
(b) Write about barriers of communication.
14. (a) What are the importance of business letters?
Or
(b) Define the meaning of personal communication.
15. (a) Explain the common errors in official communication.
Or
(b) Write about E-mail etiquette.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the nature and scope of communication.
17. Analyse the structure and contents of business letters.
18. Examine the general principles of writing.
19. Write a detailed note on communication process.
20. Identify the steps in making official presentation.

D-1144

Sub. Code

10614

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

First Semester

INDIAN CONSTITUTION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Regulation Act 1773.
2. Cabinet mission.
3. Republic.
4. Art 20.
5. Habeas corpus.
6. Art. 368.
7. Bicameral legislature.
8. Universal adult franchise.
9. Money bill.
10. Anti-Racialism policy.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the features of company rule.

Or

- (b) Brief about the composition of constituent assembly.

12. (a) Write a note on secularism.

Or

- (b) Identify the features of parliamentary form of government in India.

13. (a) What are the functions of Inter-State councils?

Or

- (b) Enumerate the powers of council of states.

14. (a) Elaborate Art. 370 of Indian constitution.

Or

- (b) Write about abrogation of Art. 370 of Indian constitution.

15. (a) List out special provisions given to Delhi.

Or

- (b) Write about features of India's foreign policy.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the salient features of Indian constitution.

17. Analyse Art. 25 – Art. 28 of Indian constitution.

18. Examine the composition, powers and functions of House of people.
 19. Write a detailed note on State Autonomy with illustrations.
 20. Critically analyse India's nuclear policy.
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D-1145

Sub. Code

10623

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

Second Semester

ADMINISTRATIVE THEORY

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define public administration.
2. What is new public administration?
3. Mention any two features of scientific management theory.
4. What is meant by motivation in administration?
5. Define public corporation.
6. What is PPP (Public Private Partnership)?
7. Mention two legislative controls over public administration.
8. What is the role of media in administration?
9. Define citizen charter.
10. What is good governance?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the scope and significance of public administration.

Or

- (b) Describe the evolution of public administration as a discipline.

12. (a) Discuss the features of classical theory.

Or

- (b) Explain the systems theory in public administration.

13. (a) Describe the functions of ministries and departments.

Or

- (b) Write a note on government companies.

14. (a) Explain the role of the judiciary in controlling public administration.

Or

- (b) Discuss the importance of the right to information Act.

15. (a) What is the Riggsian model of administration?

Or

- (b) Explain the impact of globalization of public administration.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Critically examine the new public management perspective.
 17. Discuss the major theories of motivation and their relevance in administration.
 18. Explain the role of regulatory authorities and their relationship with field agencies.
 19. Describe the concept of development administration and its changing role.
 20. Analyze the concept and application of good governance in India.
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D-1146

Sub. Code

10624

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

Second Semester

INDIAN ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Who authored the Arthashastra?
2. Mention two features of British administrative legacy in India.
3. What is meant by parliamentary democracy?
4. State any two powers of the president of India.
5. What is the role of the cabinet secretariat?
6. Define public sector undertaking.
7. Mention two functions of the chief minister.
8. What is the function of the State secretariat?
9. Define administrative relations in a federal system.
10. What is e-Governance?

PART B — (5 × 5 = 25 marks)

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

11. (a) Describe the administrative system during the Mughal period.

Or

- (b) Explain the evolution and significance of administrative culture in India.

12. (a) Discuss the powers and functions of the Prime Minister.

Or

- (b) Write a note on the Council of Ministers at the Centre.

13. (a) Explain the forms and autonomy of public sector undertakings.

Or

- (b) Describe the role of the Union Public Service commission.

14. (a) Explain the powers and responsibilities of the Governor.

Or

- (b) Discuss the role of the District collector in modern administration.

15. (a) Describe the composition and functioning of the Indian parliament.

Or

- (b) Explain the impact of globalization on Indian administration.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Compare the administrative systems of Kautilya and the British period.
 17. Analyze the structure and functioning of ministries and departments at the centre.
 18. Discuss the role of All India Services in Indian administration.
 19. Examine the Centre-state legislative and financial relations.
 20. Evaluate the role of ICT in transforming public administration in India.
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D-1147

Sub. Code

10633

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

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 information system.
2. Development planning.
3. Any two principles of organization.
4. Power.
5. Decentralisation of powers.
6. Political leadership.
7. Personnel administration.
8. Administrative executive.
9. Management audit.
10. Co-ordination.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the scope and need of management.

Or

- (b) Discuss various methods of planning in India.

12. (a) Elucidate the merits of informal organisation.

Or

- (b) What are the advantages of hierarchy?

13. (a) Discuss the issues in centralization of administration.

Or

- (b) Identify the need for motivating employees to ensure effective administration.

14. (a) Elucidate the merits of contingent leadership model.

Or

- (b) Define integrated control system.

15. (a) Analyse the objectives of management audit.

Or

- (b) List out the advantages of management information system.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Critically examine the principles and functions of management.
17. Describe the objectives, composition and functions of organisation.

18. Write a detailed note on issues and challenges in delegation.
 19. Identify the barriers of communication.
 20. Explore recent trends and issues in management.
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D-1148

Sub. Code

10634

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

Third Semester

ADMINISTRATIVE THINKERS

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Public management.
2. Scientific management.
3. F.W. Taylor.
4. Human relations approach.
5. Hawthorne studies.
6. Motivation.
7. Job satisfaction.
8. Two principles of organization.
9. Civil servants.
10. Job classification.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss Kautilya's administrative thoughts.

Or

- (b) Bring out fourteen principles of Woodrow Wilson.

12. (a) Brief out F.W. Taylor's techniques of scientific management.

Or

- (b) Write a short note on decentralisation.

13. (a) Give an account on self-actualization.

Or

- (b) Write a short note on works of M.P. Follet.

14. (a) Describe the concept authority.

Or

- (b) Identify the problems in decision making.

15. (a) Explain administrative thoughts of F.W. Riggs.

Or

- (b) Describe Likert Scale and its uses in research.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine major administrative thoughts of Woodrow Wilson.

17. Critically analyse the impact of scientific management theory in public administration.
 18. Discuss administrative principles according to H.Simon.
 19. Write an essay on structural functional analysis.
 20. Estimate the contributions of Chris Argris to public administration.
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D-1149

Sub. Code

10643

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

Fourth Semester

ORGANIZATIONAL BEHAVIOUR

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Organizational behaviour.
2. Meaning of negative individual behaviour.
3. Define personality.
4. Perception.
5. Attitude change.
6. Group decision.
7. Work stress.
8. Organizational change.
9. Emotional intelligence.
10. Career planning.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the nature of organizational behavior.

Or

- (b) Write about positive and negative individual behavior.

12. (a) Discuss the determinants of personality.

Or

- (b) Write a note on sensation and perception.

13. (a) Define attitude. How are attitudes formed?

Or

- (b) Elucidate individual and group decisions.

14. (a) What are the causes of work stress?

Or

- (b) Enumerate the factors influencing organizational change.

15. (a) Factors determine organizational climate – Explain.

Or

- (b) Bring out the politics and impression management.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Illustrate the elements of organizational behaviour.

17. Describe the functions of attitude.

18. Points out the causes of psychological problems and behavioural changes.
 19. Explain the merits and demerits of organizational development.
 20. Define conflict. Write about different stages of conflict.
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D-1150

Sub. Code

10644

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

Fourth Semester

MODERN ADMINISTRATIVE SYSTEM

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What is the constitution of the USA?
2. Mention the role of the American Congress.
3. Who is the head of the British crown?
4. What is the British cabinet?
5. Who is the French president?
6. Mention the functions of Local government in France.
7. What is meant by the Japanese diet?
8. What is the Swiss Federal council?
9. Name the communist party of China's main leaders.
10. What is Canadian federalism?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the role of the American President.

Or

- (b) Write a note on the American civil service.

12. (a) Describe the British parliamentary system.

Or

- (b) Discuss the British civil service.

13. (a) Explain the constitution and government of France.

Or

- (b) Write briefly about the Japanese central government.

14. (a) Explain the system of direct democracy in Switzerland.

Or

- (b) Discuss the structure of the Chinese National People's congress.

15. (a) Write a note on the State council of China.

Or

- (b) Describe the Canadian Parliamentary system.

PART C — (3 × 10 = 30 marks)

Answer any **THREE** questions.

16. Explain the constitution and Government structure of the USA.
 17. Discuss in detail the British administrative system.
 18. Explain the administrative system of France and the functions of local government.
 19. Discuss the administrative system of Japan and its constitutional monarchy.
 20. Write in detail about the administrative system and federal structure of Canada.
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D-1151

Sub. Code

10651

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

Fifth Semester

PUBLIC FINANCIAL ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define financial administration.
2. What is the significance of budgeting in public administration?
3. Name any two types of budgets based on their structure.
4. What is the primary objective of performance budgeting?
5. Differentiate between zero-based budgeting and traditional budgeting.
6. What is the key feature of Plan Programme Budgeting System (PPBS)?
7. Mention one step involved in the preparation of the budget process.
8. What is the role of sunset legislation in budgeting?

9. Name one function of the Public Accounts Committee (PAC).
10. What is the primary responsibility of the Comptroller and Auditor General (CAG) of India?

PART B — (5 × 5 = 25 marks)

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

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

Or

- (b) Discuss the social and economic implications of budgeting.

12. (a) Examine the different principles of budgeting.

Or

- (b) Compare Line-Item budgeting and performance budgeting.

13. (a) Analyse the advantages and limitations of zero-based budgeting.

Or

- (b) Evaluate the objectives of Plan Programme Budgeting System (PPBS).

14. (a) Describe the process of budget enactment in India.

Or

- (b) Explain the concept of Deficit financing and its implications.

15. (a) Discuss the powers and functions of the Public Accounts Committee (PAC).

Or

- (b) Examine the role of the Central Finance Ministry in India.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Critically analyse the evolution and significance of performance budgeting in public financial management.
17. Discuss the steps involved in the preparation and execution of the budget process in India.
18. Evaluate the role of the Comptroller and Auditor General (CAG) in ensuring financial accountability.
19. Examine the challenges in implementing zero-based budgeting in government organizations.
20. Assess the importance of separating accounts and audit functions in public financial.
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D-1152

Sub. Code

10652

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

Fifth Semester

HUMAN RIGHTS ADMINISTRATION IN INDIA

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define human rights.
2. What are the two broad classifications of human rights?
3. Mention one key contribution of the league of nations to human rights.
4. Name any two fundamental rights under the Indian constitution.
5. What is the significance of the Universal Declaration of Human Rights (1948)?
6. Differentiate between ICCPR and ICESCR.
7. What is the role of the United Nations Human Rights Council?
8. Who appoints the Chairperson of the National Human Rights Commission (NHRC) in India?

9. List two functions of State Human Rights Commissions.
10. What is the purpose of Human Rights Courts in India?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the evolution of the concept of Human Rights.

Or

- (b) Discuss the nature and characteristics of Human Rights.

12. (a) Examine the role of the Optional Protocol to ICCPR in addressing Human Rights Violations.

Or

- (b) Analyse the importance of the Optional Protocol to ICCPR.

13. (a) Describe the composition and powers of the National Human Rights Commission (NHRC).

Or

- (b) Explain the role of State Human Rights Commissions in protecting Human Rights.

14. (a) Discuss the Human Rights issues faced by Dalits in India.

Or

- (b) Evaluate the challenges in abolishing child labour in India.

15. (a) Explain the significance of the Right to Education Act (2009).

Or

- (b) Discuss the role of NGOs in protecting Human Rights in India.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Critically analyze the impact of the Universal Declaration of Human Rights (1948) on global Human Rights Standards.
17. Discuss the powers and functions of the United Nations Human Rights Council.
18. Examine the structure and functioning of Human Rights Police Stations and Courts in India.
19. Analyze the socio-economic and cultural rights guaranteed under the Indian constitution.
20. Evaluate the role of the National Commission for Women in safeguarding women's rights in India.
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D-1153

Sub. Code

10653

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

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 the questions.

1. What is the concept of development?
2. Define development administration.
3. What is meant by traditional administration?
4. Describe the key characteristics of development administration.
5. What do you understand by rural development programs?
6. What are the major challenges in rural development in India?
7. Define micro-level planning in the context of rural development.
8. What is the Panchayat Raj system in India?

9. What are the key functions of the Indian bureaucracy in development?
10. What is the role of international organizations like the United Nations in development?

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the concept of development and its different dimensions.

Or

- (b) How has the concept of development evolved over time? Discuss with examples.

12. (a) What are the key features of development administration?

Or

- (b) How does traditional administration differ from development administration in terms of structure and approach?

13. (a) Discuss the role of Fred W. Riggs in development administration.

Or

- (b) How do Fred W. Riggs' theories on bureaucracy contribute to the understanding of development administration?

14. (a) Examine the challenges and issues in urban transport and housing development in India.

Or

- (b) Discuss the importance of urban planning and its challenges in Indian cities.

15. (a) Discuss the role of NGOs in promoting development administration in India.

Or

- (b) What are the advantages and limitations of NGOs in development work?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the role of Indian bureaucracy in development administration.
17. What are the key features of land reform policies in India?
18. Discuss the importance of participatory planning in rural development.
19. Analyse the role of the United Nations Development Programme (UNDP) in achieving the Millenium Development Goals (MDGs).
20. Evaluate the role of international organizations such as the World Bank, IMF and ADB in India's economic development.
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D-1154

Sub. Code

10654

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

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 the questions.

1. Integrity.
2. Ethics.
3. People participation.
4. Pressure group.
5. Good governance.
6. Accountability.
7. Anti corruption.
8. Grievance.
9. RTI.
10. Public services.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the ethics in public services.

Or

- (b) Describe the importance of Lokpal.

12. (a) Bring out the concept of accountability.

Or

- (b) What are the benefits of social audit?

13. (a) What are the concept of transparency?

Or

- (b) Explain the important features of pressure group.

14. (a) Explain the uses of good governance application in India.

Or

- (b) Examine the parameters of good governance.

15. (a) Explain the framework of Anti-corruption.

Or

- (b) Discuss the power of Central vigilance commission.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Critically analyse the model of Indian ombudsman.

17. Examine the salient features of popular control over the administration.

18. Write an essay on development of rights to information act.
 19. Write an essay on a E-Governance success story in India.
 20. Evaluate the powers and functions of central bureau of investigation.
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D-1155

Sub. Code

10661

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

Sixth Semester

COMPUTER AND DATA PROCESSING

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Name the five generations of computers.
2. How do supercomputers differ from mainframe computers?
3. List the major components of a data processing system.
4. What are the basic symbols used in a flowchart?
5. Define Indexed File Organization.
6. Which data processing method is used in production planning?
7. Outline the advantages of online processing over batch processing.
8. Specify how does an online airline reservation system work?

9. Give two examples of Real-Time business applications.
10. State the importance of online business transactions in E-commerce.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain how the evolution of computers has influenced modern computing. Compare first-generation and fifth-generation computers.

Or

- (b) Explicate how Optical Character Recognition (OCR), Barcode Scanners, and RFID work as remote data entry devices.

12. (a) Illuminate the importance of problem definition and planning in data processing. Discuss the key steps involved in problem-solving and system development.

Or

- (b) Define Master File and Transaction File. Explain how file updating works in data processing with an example of how transaction files modify master files in batch processing.

13. (a) Draw and explain a flowchart for Payroll processing.

Or

- (b) Write a simple program to track inventory in a Store.

14. (a) What are online processing controls? Explain different types of controls with examples.

Or

- (b) Discuss the security challenges in online processing and how they can be managed.

15. (a) What is a Query package? Explain its role in business applications with examples.

Or

- (b) Explain online business transactions and their impact on business operations.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Illustrate the different types of auxiliary storage devices, including their advantages and limitations.
17. Define algorithms and flowcharts. Explain their significance in data processing, including examples of flowchart symbols and a sample algorithm for a simple computation task.
18. Illuminate different file organization techniques with examples.
19. Explain the impact of online processing on businesses and customers.
20. Compare real-time business applications with traditional business applications.
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D-1156

Sub. Code

10662

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

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. Personnel administration.
2. Human resource development.
3. Recruitment.
4. Promotion.
5. Staff selection commission.
6. Whitley council.
7. Public servant.
8. Moral.
9. Political affiliation.
10. Political activity.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain about the objectives of personnel administration.

Or

- (b) Discuss the scope of human resource development.

12. (a) Discuss about the process of recruitment.

Or

- (b) Explain the significance of Staff selection commission.

13. (a) Elucidate the benefit of compensation in India.

Or

- (b) Describe the importance of Whitley councils.

14. (a) What are the rights of civil servant?

Or

- (b) Discuss the merit of employees' strikes.

15. (a) Write a short note on morale in civil services.

Or

- (b) Describe the elements of administrative ethics.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Write an essay on evolution of civil services in India.

17. Enumerate structures and functions of union public service commission.

18. Analysis the significance of political activities of public servant.
 19. Examine the composition of all India civil services in India.
 20. Elucidate the meaning and importance of administrative ethics in India.
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D-1157

Sub. Code

10663

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

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. Public policy.
2. Policy analysis.
3. Citizen.
4. Legislature.
5. Policy implementation.
6. Healthcare policy.
7. Agriculture policy.
8. Policy evaluation.
9. Executive.
10. Media.

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a short note on concept of public policy.

Or

- (b) Explain the nature of policy science.

12. (a) Explain the evolution of policy analysis.

Or

- (b) Describe the objectives of institutional approach to policy analysis.

13. (a) How to contribute individual citizens policy making process?

Or

- (b) What are the aim of electoral pledges?

14. (a) Examine the objective of policy implementation.

Or

- (b) Discuss the Top-down model of policy implementation.

15. (a) Explain the evolution of health care policy in India.

Or

- (b) What are the merits of a agriculture policy in India?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elucidate the meaning, nature utility of policy science.
 17. Examine the objective of rational policy making of H.I. Simon model.
 18. Distinguish between the official policy makers legislature and executive.
 19. Analysis the important approaches to the policy implementation.
 20. Illustrate the principles of new education policy.
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D-1158

Sub. Code

10664

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2025.**

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 the questions.

1. Republic.
2. Grama Sabha.
3. Municipality.
4. Extension officer for Panchayat.
5. Social audit.
6. Financial autonomy.
7. Grassroots governance.
8. District planning committee.
9. MGNREGS.
10. NIRD.

PART B — (5 × 5 = 25 marks)

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

11. (a) Bring out the objectives of local self government.

Or

- (b) Write about the failures of community development programmes.

12. (a) Explain the main recommendations of G.V.K Rao committee.

Or

- (b) Give an account on 73rd constitutional amendment.

13. (a) Explain the purpose of township.

Or

- (b) Write about cantonment board.

14. (a) Discuss the powers of B.D.O.

Or

- (b) Identify the issues of reserved village panchayat.

15. (a) Explain the need for autonomy of local government.

Or

- (b) Discuss the role of local government in poverty reduction at the rural level.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the evolution of local self government in the aftermath of 1947 in India.
 17. Examine the status of urban local governments in Tamil Nadu after the implementation of 74th amendment.
 18. Analyse the structure, powers and functions of rural local governments.
 19. Evaluate the financial status of local government in Tamil Nadu.
 20. Suggest measures for strengthening of local governments in Tamil Nadu.
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