

**D-8067**

**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, MAY 2025.**

**First Semester**

**Part I — TAMIL PAPER — I**

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

**Time : Three hours**

**Maximum : 75 marks**

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

**அனைத்து வினாக்களுக்கும் விடையளி.**

1. கண்ணதாசன் எழுதிய நூல்கள் யாவை?
2. பட்டுக்கோட்டை கல்யாண சுந்தரம்-குறிப்பு வரைக.
3. பாரத மாதா திருப்பள்ளி எழுச்சி கவிதையின் கரு யாது?
4. 'நோயற்ற வாழ்வு' கவிதையின் நோக்கம் என்ன?
5. சர்ப்பயாகம் கவிதையை எழுதியவர் யார்?
6. சிலப்பதிகாரம் உணர்த்தும் மூன்று உண்மைகள் யாது?
7. சிலப்பதிகாரத்தின் முதன்மைக் கதை மாந்தர் யாவர்?
8. கம்பராமாயணம்-நூல் குறிப்பு வரைக.
9. சீறாப்புராணம்-நூல் சிறப்பு யாது?
10. தேம்பாவணி-விளக்கம் தருக.

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

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) கண்ணனின் சிறப்புகளை கண்ணதாசனின் பாடல் வழி விளக்குக.

(அல்லது)

- (ஆ) தொழிலின் மேன்மையினைப் பட்டுக்கோட்டையார் பாடல் உணர்த்தும் கருத்தினை எழுதுக.

12. (அ) உலகப்பன் பாடல் உணர்த்தும் கருத்தினை விளக்குக.

(அல்லது)

- (ஆ) தோழர் மோசிகீரனார் கவிதை வழி அறியப்படும் கருத்தினை எழுதுக.

13. (அ) சிலப்பதிகாரம்-நூலின் சிறப்புகள் யாவை?

(அல்லது)

- (ஆ) கம்பராமாயணம்-நூல் குறிப்பு வரைக.

14. (அ) சீறாப்புராணம்-நூலின் மேன்மையினை எழுதுக.

(அல்லது)

- (ஆ) கண்ணகியின் வழக்குத்திறனை எழுதுக.

15. (அ) வீரமாமுனிவரின் தமிழ்ப்பணி யாது?

(அல்லது)

- (ஆ) நபிகள் நாயகத்தின் மேன்மைகளைச் சுட்டுக.

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

எவையேனும் மூன்றனுக்கு கட்டுரை வடிவில் விடையளி.

16. பாரதமாத திருப்பள்ளி எழுச்சி பாடல் உணர்த்தும் கருத்தினை தொகுத்துரைக்க.
  17. வல்லிக் கண்ணனின் 'வெறும் புகழ்' கவிதை வழி அறியலாகும் செய்திகளைக் கட்டுரைக்க.
  18. வழக்குரை காதை வழி அறியப்படும் கருத்தினை விவரி.
  19. ஈத்தங்குலை வரவழைத்த படலம் கூறும் நபிகளின் மாண்பினைப் புலப்படுத்துக.
  20. தேம்பாவணி காட்சிப் படலம் உணர்த்தும் செய்திகளை கட்டுரை வடிவில் தருக.
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<b>D-8068</b>
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<b>Sub. Code</b>
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<b>11B/0311B</b>
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**DISTANCE EDUCATION**

**COMMON FOR B.A./B.Sc./B.B.A./  
B.B.A.(Banking)/B.C.A./M.B.A.(5 Years Integrated) DEGREE  
EXAMINATION, MAY 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. Define communication.
2. State any two principles of effective communication.
3. Explain interpersonal communication.
4. Give an example for rising intonation.
5. Give two examples for a compound sentence.
6. Define “Topic sentence”.
7. Mention different types of report.
8. Give some examples for written communication.
9. Explain the importance of body language.
10. What is the objective of GD?

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) What are the advantages of group discussion?

Or

- (b) Explain the procedure involved in preparing a report.

12. (a) Mention some characteristics of an effective sentence.

Or

- (b) Write a paragraph on “My Dream”.

13. (a) Discuss different forms of oral communication.

Or

- (b) Prepare a report on the inauguration of library in your locality.

14. (a) Mention the steps involved in writing an essay.

Or

- (b) How will you participate in a group discussion?

15. (a) Explain the purpose of meetings.

Or

- (b) Explain the steps involved in preparing curriculum vitae.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Prepare an application for the post of Assistant Professor of English in a reputed college. Attach your curriculum vitae.
  17. Prepare a GD on the topic “Merits and Demerits of cashless economy”.
  18. Draft an essay on “Impact of Social Networking sites”.
  19. Describe non-verbal communication with examples.
  20. Discuss the various steps involved in preparing a speech.
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**D-8069**

**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,  
MAY 2025.**

**First Semester**

**Part II — ENGLISH PAPER - I**

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

**Time : Three hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL the questions.**

1. How does water help in the formation of fertile lands?
2. Why did Mrs. Packletide wish to kill a tiger?
3. Write a short note on “The Cats” being a persuasive essay.
4. Brief a note on the concept of “Survival of the fittest”.
5. Which period was considered the most fruitful years of Mahatma’s life in Africa?
6. List some of the cheapest energy sources as pointed out by J.B.S. Haldane.
7. What is an indefinite article?
8. What is an exclamatory sentence?

9. What is meant by developing hints?
10. Name the different elements of a paragraph.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) How does C.V. Raman show that water is the real elixir of life?

Or

- (b) What are some of the character traits of Mrs. Packletide?

12. (a) What did Gandhi do in his probation year in India?

Or

- (b) "Haldane agrees and disagrees with the proposition that man is a machine" - Discuss briefly.

13. (a) Why are people often not able to see the harmful effects of drugs?

Or

- (b) Briefly discuss the defects of modern civilization as per Joad.

14. (a) Briefly discuss "Modals".

Or

- (b) What are the rules applied to transformation of sentences when a change in the degree is required?

15. (a) Enumerate on the different types of paragraph.

Or

- (b) Explain the brevity in letter writing.



PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Bring out the significance of water according to Sir. C.V. Raman.
  17. Explain the social and cultural values of the time in Saki's "Mrs. Packletide's Tiger".
  18. Evolution is a process. Do you agree? Give reasons.
  19. Explain the uses of different types of prepositions with examples.
  20. Discuss the paragraph writing process in detail.
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<b>D-8144</b>
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<b>Sub. Code</b>
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<b>10613</b>
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**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
MAY 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. Types of Communication.
2. Non - Verbal Communication.
3. E-mail Communication.
4. Mention two meanings of Listening Skills.
5. Non - Official Language in Communication.
6. Ethics in Communication.
7. External Communication
8. Business Letter
9. Negotiation
10. Communication Etiquette.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Describe the objectives of Communication.

Or

- (b) Define Verbal Communication with proper illustration.

12. (a) Write a note on Business Communication.

Or

- (b) Identify the general principles of writing.

13. (a) Bring out the stages in communication.

Or

- (b) Write about structure of personal letters.

14. (a) What are the importance of Insurance Letters?

Or

- (b) Define the meaning of oral communication.

15. (a) Explain the common errors in communication.

Or

- (b) Write about E-Mail Etiquette.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Describe the origin and evolution of Communication.

17. Analyse the structure and contents of Official communication

18. Examine the general principles of External Communication.
  19. Write a detailed note on issues and challenges in communication process.
  20. Identify the essential contents in official presentation.
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<b>D-8145</b>
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<b>Sub. Code</b>
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<b>10614</b>
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**DISTANCE EDUCATION**

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

**First Semester**

**INDIAN CONSTITUTION**

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

**Time : Three hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Federal System.
2. Preamble.
3. Socialism.
4. Art. 14.
5. Right to Education.
6. Art. 352.
7. Speaker of House of People.
8. Zonal Councils.
9. State Autonomy.
10. NAM.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Discuss the features of British rule in India.

Or

- (b) Explain various committees of Constituent Assembly.

12. (a) Write a note on Special powers of Council of States.

Or

- (b) Identify the lawmaking procedures in Indian Parliament.

13. (a) Enumerate federal features of Indian Constitution.

Or

- (b) Describe the composition and powers of Cabinet.

14. (a) Elaborate Art. 368 of Indian Constitution.

Or

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

15. (a) List out special provisions given to Nagaland and Manipur.

Or

- (b) Write about Nuclear policy of India.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Examine the philosophical aspects of Indian Constitution.
  17. Analyse Art. 14 – Art. 18 of Indian Constitution.
  18. Examine the composition, powers and functions of Indian Parliament.
  19. Write a detailed note on issues in centre-state relations.
  20. Critically analyse consistency and inconsistency in India's foreign policy.
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**D-8070**

**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, MAY 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 ஒரேரு வரிகளில் விடையளி.**

1. தேம்பாவணி – குறிப்பு வரைக.
2. வீரமாமுனிவர் இயற்பெயர் என்ன?
3. சிறுகதை என்றால் என்ன?
4. 'கம்பன் புறத்திணை' நூலின் ஆசிரியர் யார்?
5. முதலெழுத்துகள் யாவை?
6. மொழிக்கு முதலில் வரும் மெய்யெழுத்துகள் யாவை?
7. அஃறிணைக்குரிய பால்களின் பெயரினை எழுதுக.
8. வினா வகைகள் யாவை?
9. தமிழில் தோன்றிய முதல் சிறுகதை யாது?
10. திருமுறை என்றால் என்ன? அவை எத்தனை?



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

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) தேம்பாவணி காட்சிப் படலம் உணர்த்தும் கருத்தினைச் சுட்டுக.

(அல்லது)

(ஆ) தேம்பாவணி நூலின் சிறப்புகளைப் பட்டியலிடுக.

12. (அ) 'வானவீதியில்' கதையின் போக்கினை எழுதுக.

(அல்லது)

(ஆ) மொழி முதலெழுத்துகள் பற்றி விளக்குக.

13. (அ) விடை என்றால் என்ன? அதன் வகைகளை விளக்குக.

(அல்லது)

(ஆ) திணை குறித்தும் அதன் வகைகள் பற்றியும் எழுதுக.

14. (அ) ஆகுபெயர் குறித்து எழுதுக.

(அல்லது)

(ஆ) மரபு கவிதை கவிஞர்களின் பணிகள் குறித்து எழுதுக.

15. (அ) புதினம் என்றால் என்ன? அதன் வகைகள் குறித்து எழுதுக.

(அல்லது)

(ஆ) பெரியபுராணம் நூலின் சிறப்புகளை எழுதுக.

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

எவையேனும் மூன்று வினாக்களுக்கு கட்டுரை வடிவில் விடை தருக.

16. தேம்பாணி பாடல்கள் வழி அறியலாகும் கருத்துக்களை தொகுத்துரைக்க.

17. கம்பன் புறத்திணை நூல் உணர்த்தும் செய்தியினை கட்டுரைக்க.

18. ஒற்றெழுத்து மிகலும் மிகாமையும் குறித்து வரைக.
  19. புதுக்கவிதையின் தோற்றம் வளர்ச்சி குறித்து கட்டுரை வரைக.
  20. கிறித்துவர்கள் தமிழுக்கு ஆற்றிய தொண்டினை தொகுத்துரைக்க.
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**D-8071**

**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 Years Integrated) DEGREE EXAMINATION,  
MAY 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. Why is feedback an important part of communication?
2. Name the various methods used for communication.
3. Why is focus on target group important in communication?
4. Write a short note on word power.
5. What are the different types of soft skills?
6. Write a short note on idioms and phrases.
7. What are business presentations?
8. What is publishing?

9. Mention the essentials of a good resume.
10. Write a short note on newsletters.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) List the skills required in oral and written communication.

Or

- (b) Analyze the effectiveness of oral communication.

12. (a) What are the essential guidelines for effective speaking?

Or

- (b) Explain the two approaches used for teaching pronunciation with examples.

13. (a) Analyze the significance of language.

Or

- (b) What are the guidelines for effective presentation?

14. (a) Describe technical writing process.

Or

- (b) Explain the guidelines for conducting effective interviews.

15. (a) Discuss self-evaluation of creative writing.

Or

- (b) Discuss the advantages and disadvantages of press releases.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Explain the stimulus and response mechanism in communication with examples.
  17. Discuss various stages involved in the process of making presentations.
  18. Discuss the advantages of written communication over oral communication.
  19. Describe the format, characteristics and types of proposals.
  20. Analyze the significance of phonetics and pronunciation in professional communication.
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<b>D-8072</b>
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<b>Sub. Code</b>
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<b>22/13722/ 0122/0322</b>
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**DISTANCE EDUCATION**

**COMMON FOR**

**B.A./B.Sc./B.B.A./B.B.A.(Banking)/B.C.A./M.B.A.(5 Year  
Integrated) DEGREE EXAMINATION, MAY 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 does Wordsworth look upon the sun in 'Upon Westminster Bridge'?
2. What does the speaker refer to the urn?
3. What do the two roads represent in 'The Road not Taken'?
4. Who are the persons between whom the strange meeting takes place?
5. In what sense are the fishermen 'The sons of the sea'?
6. Where does the train reach at night?
7. Why did Shylock hate Antonio?
8. What was the condition in the will of Portia's father?

9. What happens to the property of shylock at the end?
10. Mention the characteristics of good notes.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Describe the mood and tone of Shakespeare's 'Sonnet XVIII'.

Or

- (b) How does Wordsworth describe London's beauty from 'Upon Westminster Bridge'?

12. (a) Draft the character of Andrea del Santo.

Or

- (b) How does Robert Frost feel about his decision at the end in 'The Road not Taken'?

13. (a) Bring out the significance of the title of the poem, 'Where the Mind is Without Fear'.

Or

- (b) How does Sarojini Naidu bring out the adventurous spirit of the fishermen's lives?

14. (a) Write a note on Antonio's friendship.

Or

- (b) Write a note on The Prince of Morocco.

15. (a) Write a paragraph on the following topic : Pleasure of writing.

Or

- (b) Write a report for The School Magazine.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Write a critical appreciation of the poem, 'Ode on a Grecian Urn'.
17. Discuss - how does Owen portray death in his poem 'Strange meeting'.
18. Provide a critical analysis of Stephen Spender's 'The Express'.
19. Justify 'The Merchant of Venice' as a romantic comedy.
20. Read the passages and answer the questions given below:

To avoid the various foolish opinions to which mankind is prone, no superhuman genius is required.

A few simple rules will keep you out from silly error. If the matter is one that can be selected by observation, make the observation yourself. Aristotle could have avoided the mistake of thinking that women have fewer teeth than men, by the simple device of asking Mrs. Aristotle to keep her mouth open while he counted. He did not do so because he thought he knew. Thinking that you know when in fact you don't is a fatal mistake, to which we are all prone. I believe myself that hedgehogs eat black beetles, because I have been told that they do; but if were writing a book on the habits of hedgehogs, I should not commit myself until I had seen one enjoying this unappetizing diet. Aristotle, however, was less cautious. Ancient and medieval authors knew all about unicorns and salamanders; not one of them thought it necessary to avoid dogmatic statements about them because he had never seen one of them.



Questions :

- (a) What was the foolish opinion Aristotle had regarding women?
  - (b) What could he have done to avoid this foolish opinion?
  - (c) Why didn't Aristotle try to do that?
  - (d) What were the mistakes committed by Ancient writers while they wrote about unicorns?
  - (e) What would the writer do if he were to write a book on Hedgehogs? Why does he say so?
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<b>D-8146</b>
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<b>Sub. Code</b>
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<b>10623</b>
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**DISTANCE EDUCATION**

**B.A.(Public Administration) DEGREE EXAMINATION,  
MAY 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 administration.
2. New public administration.
3. Leadership.
4. Motivation.
5. Civil society.
6. Right to Information Act 2005.
7. Network analysis.
8. Management information system.
9. Governance.
10. Globalization.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Write about the scope of public administration.

Or

- (b) Describe the impact of Minnow Brook conference on the field of public administration.

12. (a) Write a short note on ministry of home affairs.

Or

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

13. (a) What is the role of media in public administration?

Or

- (b) Write a note on citizen charter.

14. (a) Explain the principles of organization.

Or

- (b) List out the types of training methods.

15. (a) Write about the concept of development.

Or

- (b) Explain about ecology and administration.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Discuss the evolution of public administration.
17. Explain the need and significance of public corporations.

18. Explain how legislative control is exercised over delegated legislation.
  19. Analyse the importance of department in organization.
  20. Describe about the changing role of development administration.
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<b>D-8147</b>
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<b>Sub. Code</b>
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<b>10624</b>
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**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
MAY 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. Colonialism.
2. Federal system.
3. Autonomy.
4. State Public Service Commission.
5. State Secretariat.
6. Financial Bill.
7. Field Offices.
8. Art 315 of Indian Constitution.
9. Mobile Governance in India.
10. Globalisation.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Describe nature of administration existed during Ancient Period in India.

Or

- (b) Define the preamble of the Indian constitution.

12. (a) Write a note on structure of Indian parliament.

Or

- (b) Describe the structure of a ministry.

13. (a) Bring out the advantages of civil services in India.

Or

- (b) Write about powers and functions of cabinet secretary at the union level.

14. (a) Bring out the composition and functions of UPSC.

Or

- (b) Enumerate the powers of House of people.

15. (a) Discuss the structure and powers of State Legislature.

Or

- (b) Explain the need for integrity in Indian Administration.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Trace the features of Indian Administration in the aftermath of 1947.
  17. Analyse various definitions and significance of Parliamentary democracy.
  18. Examine the major issues in Centre-State relations in India.
  19. Critically analyse the origin and emergence of civil services in India.
  20. Assess the impact of Globalisation on the structure and functioning of Indian Administration.
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**D-8073**

**Sub. Code**

**31A/13731/  
0131**

**DISTANCE EDUCATION**

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

**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. பத்துப்பாட்டிலுள்ள புற இலக்கியங்களைச் சுட்டுக.
2. வாய்ப்புள் - பொருள் தருக.
3. ஐங்குறுநூற்றின் பாலைத்திணைப் பாடல்களைப் பாடியவர்?
4. மஞ்ஞைப் பத்து - சிறு குறிப்பு வரைக.
5. குறுந்தொகையில் எத்தனைப் பாடல்கள் உள்ளன?
6. நற்றிணையின் கடவுள் வாழ்த்தைப் பாடியவர்?
7. பாடாணித்திணை என்றால் என்ன?
8. 'நெடுந்தொகை' என்று கூறப்படும் சங்க நூல்?



9. பழமொழிநானூற்றின் ஆசிரியர் யார்?
10. இராசராசனின் தமக்கை பெயரைக் கூறுக.

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

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) ஐங்குறுநூற்றின் அமைப்பு முறையை உணர்த்துக.  
(அல்லது)  
(ஆ) பரணரின் புலமைத்திறத்தைச் சான்றுகள் தந்து விவரிக்க.
12. (அ) குறிஞ்சித்திணைக்குரிய முப்பொருட்களைப் பட்டியலிடுக.  
(அல்லது)  
(ஆ) வரைவு நீடித்த வழித் தலைவி தோழிக்குரைத்த குறுந்தொகைப் பாடலை விளக்குக.
13. (அ) பருவம் கண்டு வருந்திய தலைவியின் புலம்பலை நற்றிணை வழி விவரிக்க.  
(அல்லது)  
(ஆ) அகநானூற்றின் நூல் பகுப்பை விளக்கி வரைக.
14. (அ) அறிவுடைமை குறித்த வள்ளுவரின் கருத்துக்களைத் தொகுத்துரைக்க.  
(அல்லது)  
(ஆ) நல்லோர் பிறக்கும் குடியை விளம்பிநாகனார் எங்ஙனம் பாடுகிறார்?
15. (அ) நாடகக் கதைப் கோப்பைச் சான்றுகளுடன் விளக்குக.  
(அல்லது)  
(ஆ) சுவடுகள் நாவலின் கதைச்சுருக்கத்தை எழுதுக.

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

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. தலைவியின் துயரை முல்லைப்பாட்டு வழிப் புலப்படுத்துக.
  17. நற்றிணையிலுள்ள மணியான கருத்துக்களைத் தொகுத்துரைக்க.
  18. புறநானூற்றின் சிறப்புகளை நும் பாடப் பகுதியால் எடுத்துரைக்க.
  19. இராசராசசோழன் நாடகத்தில் கையாளப்பட்டுள்ள உத்திகளைக் கட்டுரைக்க.
  20. சுவடுகள் நாவலின் பாத்திரப் படைப்பை விரித்துரைக்க.
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<b>D-8074</b>
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<b>Sub. Code</b>
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<b>31B</b>
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**DISTANCE EDUCATION**

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,  
MAY 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. Define human skills.
2. What is an interpersonal relationship?
3. Write the benefits of personality development.
4. What do you mean by self-esteem?
5. Mention any four negotiating skills.
6. What is a decision-making skills?
7. Name the types of attitudes.
8. What is a leadership skill?
9. Give some examples for human relation skills.
10. What is anger management?

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Write a paragraph on human skills.

Or

- (b) Write a short note on interpersonal skills.

12. (a) Describe why thinking is important.

Or

- (b) Give some tips for personality development.

13. (a) Describe the different types of goal setting skills.

Or

- (b) Explain what are the steps used in decision making.

14. (a) Narrate the characteristics of attitudes.

Or

- (b) Write a paragraph on common leadership styles.

15. (a) Describe benefits of human relations skills.

Or

- (b) Highlight the techniques of stress management skills.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Elucidate mind and its functions.
  17. Elaborate self-concept and self-esteem in your own words.
  18. Write an essay on negotiating skills.
  19. Sum up the characteristics and importance of change.
  20. Summarize the styles and strategies of conflict management.
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**D-8075**

**Sub. Code**

**32/13732/0132**

**DISTANCE EDUCATION**

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

**Third Semester**

**PART - II : ENGLISH PAPER - III**

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

**Time : Three hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Why did Swami's father want him to sleep alone?
2. Where was St. Peter's church located?
3. What did Natalya say about Guess?
4. How does uncle James threaten Philip?
5. How was Eddie Killed?
6. Where does the play "The Pie and the Tart" take place?
7. Who is Mark Tallis in "Reunion"?
8. Name the children of Sen Gupta in "The Refugee".
9. Define Pronoun with example.
10. State the importance of Minutes.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Sketch the character of Mrs. Loisel in “The Diamond Necklace”.

Or

- (b) How did the verger treat his gowns?

12. (a) Describe the episode of the breakfast in “The Boy Comes Home”.

Or

- (b) What are Mrs. Meldon’s views about war?

13. (a) Compare and contrast the characters of Jean and Pierrie in “The Pie and the Tart”.

Or

- (b) Explain the significance of the title “Reunion”.

14. (a) Explore the themes of “A Kind of Justice”.

Or

- (b) Briefly analyse the role of Yassin in “The Refugee”.

15. (a) Frame sentences with the following adverbs.

- (i) Carefully
- (ii) Never
- (iii) Always
- (iv) Unfortunately
- (v) Well.

Or

- (b) Describe one of your happiest memories in a paragraph.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Narrate how a coward boy Swami became a hero overnight.
  17. How is loneliness depicted in “The Postmaster”?
  18. Describe the character of Mrs. Pryde in “The Silver Idol”.
  19. Enumerate the types of noun with examples.
  20. As the Manager of a Nature Park, write a notice in about 50 words prohibiting visitors from consuming any food items or beverages in the premises and warning them against littering.
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<b>D-8148</b>
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<b>Sub. Code</b>
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<b>10633</b>
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**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
MAY 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. Participative Management.
2. Long term Planning.
3. Informal Organisation.
4. Authority.
5. Co-ordination.
6. Administrative Leadership.
7. Theory of X and Theory of Y.
8. Chief Executive.
9. Management Audit.
10. Quality Management.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Describe the scope of Management.

Or

- (b) Explain the objectives of Planning.

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

Or

- (b) What are the advantages of Centralisation of Administration?

13. (a) Discuss the issues in Delegation of powers.

Or

- (b) Identify the factors undermining the Motivation of employees.

14. (a) Elucidate the traits of Leadership.

Or

- (b) Write a short note on Integrated Control System.

15. (a) Analyse the need for Management Audit in India.

Or

- (b) Unearth various definitions of Brain storming.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Critically examine agencies of Planning in India.

17. Discuss the principles and functions of Organisation.

18. Write a detailed note on the functions of Line and Staff agencies.
  19. Describe various theories of Motivation.
  20. Identify the techniques and importance of Direction.
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<b>D-8149</b>
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<b>Sub. Code</b>
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<b>10634</b>
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**DISTANCE EDUCATION**

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

1. Administration.
2. Management.
3. Abraham Maslow.
4. Motivation.
5. Authority.
6. Any two functions of executive.
7. Rank classification.
8. Formal group.
9. Bureaucracy.
10. Governance.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Discuss fourteen principles of Woodrow Wilson.

Or

- (b) Identify the features of classical approach in public administration.

12. (a) Brief about techniques of scientific management.

Or

- (b) Write a short note on centralisation.

13. (a) Give an account on major works of H.Simon.

Or

- (b) Write a short note on prismatic society.

14. (a) Describe the concept Delegation with illustration.

Or

- (b) Identify the steps in decision making.

15. (a) Explain administrative thoughts of Chris Argyris.

Or

- (b) Write a note on Likert Scale.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Examine major administrative thoughts of Kautilya.

17. Analyse the impact of Human Relations Theory in public administration.

18. Discuss the structure, objectives and functions of organisation.
  19. Write an essay on the relevance of Elton Mayo's works.
  20. Estimate the contribution of F.W. Riggs to public administration.
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**D-8076**

**Sub. Code**

**41A/13741/  
0141**

**DISTANCE EDUCATION**

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,  
MAY 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 எத்தனை வகைப்படும்? அவை யாவை?
2. சிந்து என்றால் என்ன?
3. முல்லைக்குரிய பெரும்பொழுது யாது?
4. புறப்பொருள் எத்தனை வகைப்படும்?
5. தற்குறிப்பேற்றம் என்றால் என்ன?
6. பிறிது மொழிதல் என்றால் என்ன?
7. தொல்காப்பியத்தின் ஆசிரியர் யார்?
8. பதினென் கீழ்கணக்கில் அறநூல்கள் எத்தனை? இரண்டினைக் கூறு.
9. சங்க இலக்கியத்தில் அகமும், புறமும் கலந்த நூல்கள் எத்தனை? அவை யாவை?
10. தளை எத்தனை வகைப்படும்?

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

அனைத்து வினாக்களுக்கும் ஒரு பக்க அளவில் விடை தருக.

11. (அ) சீர் குறித்து எழுதுக.

(அல்லது)

(ஆ) வஞ்சிப்பா குறித்து எழுதுக.

12. (அ) அறத்தொடு நின்றல் குறித்து விளக்குக.

(அல்லது)

(ஆ) செவியறிவுறாஉ - விளக்குக.

13. (அ) உருவ அணியைச் சான்றுடன் விளக்குக.

(அல்லது)

(ஆ) சிலேடை அணியைச் சான்றுடன் விளக்குக.

14. (அ) எட்டுத்தொகை குறித்து எழுதுக.

(அல்லது)

(ஆ) பெரியபுராணம் குறித்து எழுதுக.

15. (அ) கம்பராமாயணம் குறித்து எழுதுக.

(அல்லது)

(ஆ) பாண்டியன் பரிசு குறித்து கட்டுரை வரைக.

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

எவையேனும் மூன்றனுக்கு மட்டும் கட்டுரை வடிவில் விடை தருக.

16. பாவகைகளுள் வெண்பா பெறுமிடம் குறித்து விவரி.

17. ஐந்திணைக்குரிய கருப்பொருட்கள் குறித்து கட்டுரை வரைக.



18. உவமை அணி குறித்து ஒரு கட்டுரை வரைக.
19. ஐம்பெரும் காப்பியங்கள் குறித்து ஒரு கட்டுரை வரைக.
20. பாஞ்சாலி சபதத்தில் பாரதியார் கூறும் கருத்துக்களைத் தொகுத்துரைக்க.
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<b>D-8077</b>
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<b>Sub. Code</b>
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<b>41B</b>
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**DISTANCE EDUCATION**

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

1. Define Guidance.
2. What are human relational skills?
3. State the importance of conceptual skills.
4. What are the techniques of delivering a presentation?
5. Give two examples for technical skills.
6. How far will visionary quality be helpful to a leader?
7. What is the difference between community and society?
8. Why are understanding skills important?
9. How do you define a problem?
10. What are the benefits of cooperative learning skills?

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Distinguish between guidance and counselling.

Or

- (b) Illustrate the need and importance of managerial skills.

12. (a) Write short notes on technical skills.

Or

- (b) Mention the basic qualities of a leader.

13. (a) Enumerate the steps to be followed in planning for a presentation.

Or

- (b) Explain the nature of organization skills.

14. (a) List out the ways to maintain relationship with others.

Or

- (b) Briefly explain understanding skills.

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

Or

- (b) How does an individual become socially responsible?

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Write an essay on human relational skills.

17. Discuss the importance of conceptual skills.

18. How do you manage multiple tasks simultaneously?
  19. Comment on the major interactions between individuals and groups.
  20. Bring out the benefits of cooperative learning skills.
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**D-8078**

**Sub. Code**

**42/13742/0142**

**DISTANCE EDUCATION**

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

**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. How did Lalajee show his gratitude to Jim Corbett?
2. What were the things that Eliza bought for the poor people in the hut?
3. Why does Alfred Doolittle want to meet Higgins?
4. Why did Swami go to the headmaster's room?
5. How is Shylock punished at the end of the play?
6. What does the lead casket contain?
7. When was Martin Luther king awarded the Nobel Prize?
8. Where did Toynbee meet Nehru for the first time?
9. Define clause.
10. What is a proverb?

PART B — (5 × 5 = 25 marks)

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

11. (a) Compare and contrast the characters of Elisha and Efim.

Or

- (b) Narrate the experience of Klaas with the fairies.
12. (a) Examine the role of Mrs. Pearce in “Pygmalion”.

Or

- (b) What were the reasons behind Swami’s argument with Ebenezer?
13. (a) Why does Shylock demand Antonio’s flesh instead of money?

Or

- (b) How did Friar help Juliet?
14. (a) Explain the hardships faced by Negroes in America.

Or

- (b) What was Nehru’s reaction when he saw the general?
15. (a) Fill in the blanks with correct question tags :
- (i) We are late for the movies, \_\_\_\_\_?
  - (ii) Please stop talking, \_\_\_\_\_?
  - (iii) Rani never acts so rudely, \_\_\_\_\_?
  - (iv) John will come tonight, \_\_\_\_\_?
  - (v) They don’t like Chinese food, \_\_\_\_\_?

Or

- (b) Write a letter to the principal requesting for bonafide certificate for scholarship.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Justify the title of Tolstoy's "Little Girls Wiser than Men".
  17. Explore the transformation of Eliza in Shaw's Pygmalion.
  18. How does Shakespeare treat death in "Romeo and Juliet"?
  19. How does Toynbee describe the characteristics of Nehru?
  20. Write an essay on concord.
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<b>D-8150</b>
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<b>Sub. Code</b>
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<b>10643</b>
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**DISTANCE EDUCATION**

**B.A. (Public Administration) DEGREE EXAMINATION,  
MAY 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. Perception.
3. Work stress.
4. Groups in organisation.
5. Organisational development.
6. Resistance to change.
7. Organisational conflict.
8. Organisational climate.
9. Power.
10. Organisational politics.



PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Outline the scope of organisational behaviour.

Or

- (b) Explain the types of attitudes briefly.

12. (a) What are the characteristics of effective group?

Or

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

13. (a) What do you understand by organizational change?  
Discuss about the change agents.

Or

- (b) Discuss the impact of organisational changes.

14. (a) State the significance of organisational climate.

Or

- (b) Explain in detail different types of conflict.

15. (a) Describe the dimensions of emotional intelligence.

Or

- (b) How to manage emotions? Explain.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. What are the various personality traits influencing individual behaviour?
17. What are the stages of group development? Explain.

18. What are the objectives and characteristics of organizational development and how applicable is it to the Indian context?
  19. Evaluate the limitations of career planning.
  20. Describe the advantages and disadvantages of emotional intelligence.
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<b>D-8151</b>
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<b>Sub. Code</b>
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<b>10644</b>
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**DISTANCE EDUCATION**

**B.A.(Public Administration) DEGREE EXAMINATION,  
MAY 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. Written constitution.
2. Rule of law.
3. Monarchy.
4. Republic.
5. Administrative courts.
6. Civil services.
7. Direct democracy.
8. Multi-party system.
9. Unicameral legislature.
10. Federalism.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Discuss the features of American administrative system.

Or

- (b) Define the separation of powers theory with illustrations.

12. (a) What do you mean by Bicameral legislature?

Or

- (b) Bring out the features of party system in England.

13. (a) Discuss the composition and powers of parliament in France.

Or

- (b) Enumerate the administrative structure in Japan.

14. (a) Examine the features of Switzerland constitution.

Or

- (b) Enumerate the policies and programmes of political parties in Switzerland.

15. (a) Write a short note on fundamental rights granted to citizens of China.

Or

- (b) Describe the structure of Judiciary in Canada.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Analyse the structure and powers of American Parliament.
  17. Analyse the law making procedures in Britain.
  18. Estimate the working of direct democracy in Switzerland.
  19. Describe the structure and powers of parliament in Japan.
  20. Identify the role and significance of communist party of China in national politics of China.
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<b>D-8152</b>
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<b>Sub. Code</b>
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<b>10651</b>
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**DISTANCE EDUCATION**

**B.A.(Public Administration) DEGREE EXAMINATION,  
MAY 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. Budget.
2. Public Revenue.
3. Zero based budgeting.
4. Financial management.
5. Preparation of budget.
6. Public borrowing.
7. Finance minister.
8. Public expenditure.
9. Auditing.
10. Comptroller general of accounts.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Trace the evolution of financial administration in India.

Or

- (b) Explain the importance of budget.

12. (a) What are the advantages of plan programme budget system?

Or

- (b) Describe the concept and benefits of performance budgeting.

13. (a) State the meaning of top-down budgeting and explain its uses.

Or

- (b) What are the steps involved in budget preparation?

14. (a) Explain the public account committee.

Or

- (b) Write a short note on tax administration in India.

15. (a) Discuss the separation of accounts from audit.

Or

- (b) Discuss the legislative control over public expenditure.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Elucidate the meaning, nature and significance of financial administration.
  17. Explain the types of budget.
  18. Discuss the concept of sunset legislation and its significance in modern governance.
  19. Bring out the role and functions of the public account committee.
  20. Describe the powers and functions of comptroller and auditor-general of India.
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<b>D-8153</b>
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<b>Sub. Code</b>
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<b>10652</b>
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**DISTANCE EDUCATION**

**B.A.(Public Administration) DEGREE EXAMINATION,  
MAY 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. Natural rights.
2. Right to water.
3. Political rights.
4. Refugees.
5. Right to prosperity.
6. Bonded labours.
7. Freedom of religion.
8. Human rights courts.
9. Art. 338 of Indian constitution.
10. Human rights education.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Define the concept human rights.

Or

- (b) Trace the development of human rights.

12. (a) Elucidate the features of UDHR.

Or

- (b) Define third generation human rights.

13. (a) Explain UN Human Rights Council.

Or

- (b) List out environmental rights of citizens.

14. (a) Explain the structure of National Human Rights Commission.

Or

- (b) Bring out the functions of SHRC.

15. (a) Explain the significance of right to education in India.

Or

- (b) Brief about the need for protecting rights of children.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Write a detailed note on various theories of Human rights.
17. Analyse the Human rights provisions in the Indian constitution.

18. Discuss the major issues in the protection of human rights of scheduled castes.
  19. Suggest means to protect the rights of women working in unorganized sectors.
  20. Write an essay on national commission for women.
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<b>D-8154</b>
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<b>Sub. Code</b>
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<b>10653</b>
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**DISTANCE EDUCATION**

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

**Write short note on :**

1. Sustainable development.
2. Administration.
3. Bureaucracy.
4. Economic development.
5. Urbanisation.
6. Planning commission.
7. District planning committee.
8. Rural poverty.
9. Economic recession.
10. Community participation.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) What are the scope of development administration?

Or

- (b) Trace the development of development administration in India.

12. (a) Write a short note on political development.

Or

- (b) Write a short note on Welfare State.

13. (a) Elucidate the issues in urbanization in Tamil Nadu.

Or

- (b) List out the functions of Grama Sabha.

14. (a) Find out the reasons for poverty in India.

Or

- (b) Identify the policies and programmes of World Bank.

15. (a) Discuss United Nations Development programme.

Or

- (b) Discuss the features of Sustainable Development Goals 2030.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Identify the major focus of development administration.

17. Examine modern approach to study development administration.

18. Discuss the major issues in ensuring success of rural development programmes.
  19. Write a detailed note on National Health policy (2017) in India.
  20. Estimate the working of Asian Development Bank.
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<b>D-8155</b>
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<b>Sub. Code</b>
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<b>10654</b>
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**DISTANCE EDUCATION**

**B.A.(Public Administration) DEGREE EXAMINATION,  
MAY 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. Public services.
2. Political obligation.
3. Accountability.
4. Community engagement.
5. Citizen charter.
6. Governance.
7. Interest groups.
8. Political corruption.
9. Data privacy.
10. Administrative reforms commissions.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Explain the importance of Ethics in administration.

Or

- (b) Identify the powers of Lokayuktas.

12. (a) Write a short note on legislature control over administration.

Or

- (b) Discuss the issues in peoples participation in administration.

13. (a) Identify the elements of Governance.

Or

- (b) Explain the advantages of citizen charter.

14. (a) Examine the functions of National information centre.

Or

- (b) Suggest measures to contain corruption in Indian Administration.

15. (a) Write about the functions of civil society organisation.

Or

- (b) Estimate the working of citizen's grievances redressal mechanism at the central level.



PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine Lokpal's role in fight against political corruption in India.
  17. Identify the agencies promotes peoples participation in administration in India.
  18. Discuss the major challenges of right to information Act in India.
  19. Elucidate the techniques of pressure groups in India.
  20. Critically analyse the advantages and disadvantages of social audit.
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<b>D-8156</b>
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<b>Sub. Code</b>
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<b>10661</b>
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**DISTANCE EDUCATION**

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

**Sixth Semester**

**COMPUTERS AND DATA PROCESSING**

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

**Time : Three hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL the questions.**

1. Differentiate between system software and application software.
2. Name two examples of remote data entry devices.
3. What is a data processing system?
4. Why are algorithms important in programming?
5. State how Direct Access storage differs from sequential access storage.
6. Mention some common tools used for report generation.
7. Delineate online processing controls.
8. Specify the security measures in Online Reservation Systems.

9. What is the management of stores in business applications?
10. How does query processing help in business management?

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Explain in detail the components of a computer system, including hardware and software, with suitable examples.

Or

- (b) Compare and contrast supercomputers, mainframe computers, minicomputers, and microcomputers.
12. (a) Describe the main components of a data processing system, including input, processing, storage and output devices, with their roles and examples.

Or

- (b) What is a decision table? Explain its structure, significance in data processing, and how it helps in decision-making with a suitable example.
13. (a) Elucidate direct access storage and its advantages over sequential storage.

Or

- (b) Enlighten the concept of report generation and its role in business applications.
14. (a) Explicate online processing and its advantages over batch processing.

Or

- (b) Elaborate the online railway reservation system and its components.

15. (a) Explain the concept of store management in business applications and its importance.

Or

- (b) Discuss real-time business applications and their benefits.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Describe the characteristics and importance of internal storage. How does it impact computer performance?
17. Explain different types of data processing systems (Batch Processing, Real-time processing, online processing, distributed processing) with examples and their advantages and disadvantages.
18. Discuss batch processing in Payroll and inventory management.
19. Explain the various file organization techniques with their features, applications and limitations in detail.
20. (a) Discuss the role of databases in Query Processing for Business Applications.
- (b) Explain the impact of online business transactions on customer satisfaction.
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<b>D-8157</b>
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<b>Sub. Code</b>
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<b>10662</b>
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**DISTANCE EDUCATION**

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

1. Accountability in Administration.
2. Centre Civil Services.
3. Staff Selection Commission.
4. Direct Recruitment.
5. Tribunals.
6. Equal pay for equal work.
7. Non-contributory pension scheme.
8. Employees Associations.
9. Administrative Executive.
10. Pre-entry Training.

PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Discuss the nature of personnel administration.

Or

- (b) Write about the significance of ethics in administration.

12. (a) What are the issues in recruitment process in India?

Or

- (b) Explain the advantages of Merit.

13. (a) Enumerate various types of training.

Or

- (b) Identify the kinds of techniques in Training.

14. (a) Write a short note on rank and position classification.

Or

- (b) Explore the problems in promotion system.

15. (a) Bring out code of conduct for civil servants in India.

Or

- (b) Find out the reasons for conflicts between permanent and political executive.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the evolution and developments of personnel administration in India.
  17. Discuss the constitutional provisions of civil services in India.
  18. Write a detailed note on Central Administrative tribunal.
  19. Describe various types and objectives of Training.
  20. Identify the means to strengthen administrative ethics.
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<b>D-8158</b>
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<b>Sub. Code</b>
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<b>10663</b>
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**DISTANCE EDUCATION**

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

1. Public policy.
2. Policy science.
3. Public policy analysis.
4. Optimal model.
5. Pressure groups.
6. Official policy.
7. Policy evaluation.
8. Policy implementation.
9. Small farmers area development.
10. Objectives of primary education policy.



PART B — ( $5 \times 5 = 25$  marks)

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

11. (a) Explain the nature of public policy.

Or

- (b) Discuss how public policies are socially relevant?

12. (a) Discuss the features of systems approach to policy analysis.

Or

- (b) Explain the features of systems models for policy analysis.

13. (a) Examine Madison's view of pressure groups.

Or

- (b) Estimate the role of Bureaucracy in policy making.

14. (a) Examine the role of non-government organisation in policy implementation.

Or

- (b) Examine the criteria for evaluation of policy programmes.

15. (a) Explain the role of educational institutions in policy analysis.

Or

- (b) Discuss the importance of new education policy 2020 in India.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Describe the nature and significance of public policy analysis.
  17. Describe the Rational model of policy making.
  18. Examine the limitations on the role of Bureaucracy in the policy making process.
  19. What are the policy evaluation mechanisms? Discuss.
  20. Analyse the agricultural policy of India.
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<b>D-8159</b>
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<b>Sub. Code</b>
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<b>10664</b>
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**DISTANCE EDUCATION**

**B.A.(Public Administration) DEGREE EXAMINATION,  
MAY 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. Democratic Decentralisation.
2. Grama Sabha.
3. Corporation.
4. Welfare State.
5. Extension officer for Panchayat.
6. Three tier system.
7. Financial autonomy to local governments.
8. Reservation in PRI.
9. Township.
10. State election commission.

PART B — ( $5 \times 5 = 25$  marks)

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

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

Or

- (b) Write a note on community development programmes.

12. (a) Explain the main recommendations of Ashok Mehtha committee.

Or

- (b) Give an account on 74<sup>th</sup> constitutional amendment.

13. (a) Explain the purpose of Notified Area Committee.

Or

- (b) Write about Cantonment Board.

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

Or

- (b) Identify the revenue sources to Grama panchayat.

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

Or

- (b) Unearth the need for state government control over local government.

PART C — ( $3 \times 10 = 30$  marks)

Answer any THREE questions.

16. Discuss the nature and evolutes of local self government in India.
  17. Examine the status of rural local governments in Tamil Nadu after the implementation of 73<sup>rd</sup> amendment.
  18. Analyse the structure of urban local government.
  19. Identify the role of caste in local self government in Tamil Nadu.
  20. Examine the measures for strengthening of local governments in Tamil Nadu.
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