

DE-3458

Sub. Code

13

DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,
MAY 2018.

BUSINESS COMMUNICATIONS

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Define Communication.
2. What is Traditional Letters?
3. What is Report? Explain the various types of reports.
4. Difference between Sales letter and Agency letter.
5. Write a short note on Insurance letter.
6. How to prepare Office notes?
7. Describe briefly about the format of a long report.
8. What is Resuming? Prepare a Model Resume.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Discuss the essentials of Communication in Business.
10. Draft an alternative sales letter for “XYZ Washing Machine”.

11. Discuss the Pros and Cons of including a list of absentees in meeting minutes.
 12. Write a short note on Office notes, Reports and Indemnity Bond.
 13. Write an essay on Indian Industrial Sector.
 14. Why the agriculture is backbone Indian Economy?
 15. What is Business Report? What are the essential features of Good Report?
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DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, MAY 2018.

PRINCIPLES OF MANAGEMENT

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Define Management and write a short note on different levels of management.
2. What are the types of managerial skills?
3. List the three levels of hierarchy in organization.
4. What is planning?
5. Define Decision making. Why decision making is important in organization.
6. What is Organizational Structure?
7. List down the forms of Communication.
8. What is controlling?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Explain the details of functions of management.
10. Explain the contributions of modern approach towards management.

11. Elucidate the steps involved in the process of Decision Making. Why decision making is so important in day to day life?
 12. Bring out the factors that influence the amount of centralization and the amount of Decentralization in an organization.
 13. Discuss the details of Maslow's Needs Hierarchy theory of motivation.
 14. What are the barriers of effective communication and suggest ways to overcome those barriers?
 15. What is the nature of controlling? Explain the process of controlling.
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DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, MAY 2018.

ADMINISTRATIVE ORGANIZATION

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Explain the role and importance of Public Administration in modern era.
2. Write a brief note on meaning and nature of Public Administration.
3. Define informal organisation and explain its structure.
4. Write a note on unity of command.
5. Describe the behavioural theory of organisation.
6. Discuss the significance of Organisation and its methods.
7. Describe the structure of bases of Organisation.
8. Explain the judicial control over Public Administration.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Describe the role of politics and Public Administration in Administrative Organisation.
 10. Explain the types of organisation in detail.
 11. Analyse the importance of structure of Organisation.
 12. Narrate the contribution's of Elton Mayo to Human relations theory.
 13. Describe the features of Bureaucratic theory.
 14. Explain about the line and staff agencies.
 15. Analyse the executive control over Public Administration.
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,
MAY 2018.

ADMINISTRATIVE THINKERS

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. What are the elements of scientific management theory?
2. Write a brief note on Max Weber's bureaucracy.
3. Explain human relations theory.
4. Describe the views of Woodrow Wilson on public administration.
5. Narrate the views of C.I. Bernard on organisation.
6. Write a short note on need hierarchy theory.
7. Explain the views of Maslow's theory of motivation.
8. What are the qualities of an effective leader?

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Describe the fourteen principles of management given by Henry Fayol.
10. Explain F.W. Taylor's scientific management theory.
11. Define management and explain the types of management by Likert.
12. Narrate the process of decision making in various stages.
13. Describe the Hawthorne experiment conducted by Elton Mayo.
14. Discuss McGregor's X and Y theory.
15. Explain the features of Prigogine's theory for development.

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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,
MAY 2018.

PUBLIC PERSONNEL ADMINISTRATION

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. What are the main features of the bureaucratic organizations?
2. Define the Position Classification.
3. Explain the importance of Civil Service in modern State.
4. Analyse the factors that promote morale in public service.
5. Explain the promotion methods in India.
6. What is the importance of morale in Personnel Administration?
7. Write a short note on the problems of recruitment.
8. What are the Retirement benefits available for the Government servants?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Define the meaning of Public Personnel Administration and evaluate the position classification methods in India.
 10. Explain the characteristics and types of Bureaucracy.
 11. Describe the functions of the union Public Service Commission.
 12. Bring out the importance of the training.
 13. Write an essay on different systems of the redressal of grievances of public servant.
 14. What are the types of Disciplinary Action? And explain various Disciplinary Action.
 15. Discuss the merits and demerits of the Government servants "Right to strike".
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DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, MAY 2018.

CONTEMPORARY POLITICAL SYSTEM

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. How are modern Constitutions classified?
2. Define the theory of separation of powers.
3. What is meant by Administrative Law?
4. Discuss the role of conventions in the British Constitution.
5. Give an account of the powers and functions of the British Speaker.
6. Write a note on 'Plural Executive' in Swiss.
7. What are pressure groups? Explain their functions.
8. Examine the powers and functions of the French Prime Minister.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Explain the nature, merits and demerits of presidential form of government.
10. Discuss the different types of Governmental Organisation.

11. Explain the salient features of American Constitution.
 12. Explain the position and powers of the British Monarch.
 13. Examine the operation of direct democracy in Swiss.
 14. How is the French President elected? And explain his powers.
 15. Describe the powers and functions of Congress in USA.
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,
MAY 2018.

DEVELOPMENT ADMINISTRATION IN INDIA

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Discuss the nature and scope of development administration.
2. Enumerate the powers and function of the Ministry of Planning.
3. Write a Short note on Housing Urban Development Programme.
4. Explain the planning process at District level.
5. What is the nongovernmental organization? Explain the contribution of NGO's for India's Development.
6. Describe the feature of performance Budget.
7. Examine the role of Panchayati raj in development administration.
8. Discuss the problems in social welfare administration in India.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Evaluate development administration in the international perspective.
 10. Discuss the contributions of Council of Ministers in State's Development.
 11. Explain the India's Health and Nutrition Policy.
 12. Estimate the role of Bureaucracy in Development Administration.
 13. Evaluate any two Rural Development Programme.
 14. Estimate the Citizen participation in Development process.
 15. Explain salient features of the social welfare administration.
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32

DISTANCE EDUCATION

B.A (P.A) DEGREE EXAMINATION, MAY 2018.

COMPUTERS AND DATA PROCESSING

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 10 = 50 marks)

Answer any FIVE questions.

1. Explain in detail about the classification of digital computer.
2. Define the internal and external storages and explain their characteristics.
3. Compare and contrast top down programming and structured programming techniques.
4. Write short notes on
 - (a) Program flowcharts
 - (b) Decision table
5. Explain in detail about direct access storage and retrieval system.
6. Explain in detail about the report generation on payroll processing system.
7. Discuss about the online processing on Airline reservation system.
8. Write short notes on
 - (a) Query packages
 - (b) Real time business applications

SECTION B — (20 × 1 = 20 marks)

Answer ALL questions.

9. (a) Fill in the blanks:
- (i) _____ (Primary/Secondary) storage unit holds data permanently.
 - (ii) _____ (RAM/CD'S) is an internal memory.
 - (iii) Set of operations carried on to process gathered data is called _____ (Information/Data processing).
 - (iv) _____ (Complier/Interpreter) is a translator.
 - (v) A part of algorithm is repeated for fixed number of times is called _____ (Iteration/Selection)
- (b) Match the following:
- (i) First generation computer – Stepwise approach
 - (ii) Magnetic tap – Software
 - (iii) One kilobyte – Record per block
 - (iv) Top down programming technique – Speed in milliseconds
 - (v) Payroll processing system – 1024 bytes
- (c) Say True or False:
- (i) Computers cannot perform the understanding operation.
 - (ii) Digital Computers is a class based on size.

- (iii) Interpreter translates one Instruction at a time.
 - (iv) Machine language is machine Independent language.
 - (v) In real time system data is processed with delay.
- (d) Choose the correct answer:
- (i) Programms written by programmer to help computer users are considered as _____
 - (1) Software (2) Hardware
 - (3) Firmware (4) Malware
 - (ii) The first macintosh computer was from _____
 - (1) First generation
 - (2) Second generation
 - (3) Third generation
 - (4) Fourth generation
 - (iii) Which of the following is a storage devices _____
 - (1) Tape (2) Hard disk
 - (3) Floppy disk (4) All of above
 - (iv) VGA stands for _____
 - (1) Video Graphics Adapter
 - (2) Visual Graphics Adapter
 - (3) Video Graphics Array
 - (4) Volatile Graphics Array

- (v) Airline reservation system is a typical example of _____
- (1) Batch Processing
 - (2) Real time processing
 - (3) Online Processing
 - (4) None of the above

PART C — (5 × 6 = 30 marks)

Answer any FIVE questions.

10. Discuss about the evolution of computer.
11. Write short notes on processing methods.
12. Explain different types of data processing system.
13. Write short notes on problem definitions and planning.
14. Briefly explain about master file and Transaction file.
15. Draw a flow chart for finding the minimum of three given numbers.
16. Briefly explain about the Inventory control and accounting system.
17. Discuss about online processing on management of stores.

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DISTANCE EDUCATION

B.A. (PA) DEGREE EXAMINATION, MAY 2018.

PUBLIC FINANCIAL ADMINISTRATION

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Explain the meaning and scope of Public Financial Administration.
2. How the budget prepared in Indian Government.
3. Analyse the problems of performance budgeting.
4. Examine the importance of Public Accounts Committee in India.
5. Discuss about the nature of long term budgeting
6. Point out the features of Indian Audit.
7. Analyse the merits of separating Accounts from Audit.
8. Discuss the relation between centre and state government in relation to finance.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Examine the Significance of public financial administration.
 10. Explain Meaning of performance Budgeting and living out its advantages.
 11. Examine the role of committee on public undertakings.
 12. Discuss the preparation, Enactment and Execution of the Budget.
 13. Explain how the Parliamentary committees control the executive?
 14. Examine the difference between Traditional and Zero based budgeting.
 15. Describe the function of Comptroller and Auditor General of India.
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DE-3467**Sub. Code****34****DISTANCE EDUCATION****B.A. (PA) DEGREE EXAMINATION, MAY 2018.****INDIAN ADMINISTRATION**

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Explain the importance of Personnel Administration.
2. What is Democracy?
3. Write a short note on training of Bureaucrat.
4. Explain the powers of Lok Sabha.
5. Describe the functions of Chief Secretary in a State.
6. Examine the position and powers of the Chief Minister of a State.
7. Discuss the functions of Union Public Service Commission.
8. Outline the role of public administration in India.

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Write an essay on evolution of Indian Administration.
10. Examine the structure and functions of the Ministry of Finance.

11. Discuss the role of Governor in the State Administration.
 12. Explain the Centre-State relations in India.
 13. Explain the structure and functions of Supreme Court of India.
 14. Discuss the role of District Collector in the District Administration.
 15. Enumerate the importance of State Public Service Commission.
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DISTANCE EDUCATION

B.A. (Public Administration) DEGREE EXAMINATION,
MAY 2018.

LOCAL BODIES IN INDIA

Time : Three hours

Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. List out the recommendations of Balwant Ray committee report.
2. Write a short note on local Government in Ancient India.
3. Discuss the significance of National extension service.
4. Explain the functions of village panchayat.
5. Explain the powers of block development officer.
6. Describe the features of local Government during British Administration.
7. List out the salient features of community development programme.
8. Give the objectives of local government.

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

9. Explain the meaning, nature and scope of local Government.
 10. Discuss the importance of people's participation in local government.
 11. Examine the provisions of 11th schedule of Indian constitution.
 12. How local Government helps for the development of a democracy? Explain.
 13. Compare the recommendations made by Balwantari metha and Ashok metha committee recommendations.
 14. Analyse the functioning of Panchayat Raj system in Karnataka.
 15. Enumerate the salient features of the 73rd constitutional amendment Act of 1993.
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