

**Bachelor of Business Administration
(BBA)**

**ASSIGNMENTS
2025-26**

[Valid from 1st July, 2025 to 30th June, 2026]

First Semester



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110 068**

Bachelor of Business Administration

(BBA)

ASSIGNMENTS – 2025-26

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in each course.

We are sending the assignments for **BEVAE-181, BEGLA-136 or BHDLA-136, BCOC-132 and BCOS-183** together.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignments as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

1. Those students who are appearing in December 2025 Term End Examination they have to submit latest by in 15 October 2025.
2. Those students who are appearing in June 2026 Term End Examination they have to submit latest by in 15 March 2026.

You have to submit the assignments of all the courses to the Coordinator of your Study Centre.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BEVAE-181
COURSE TITLE	:	Environmental Studies
ASSIGNMENT CODE	:	BEVAE-181/TMA/2025-26
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Part – A

- Q.1** “To achieve the desired goal of Sustainable Development, societies have to make certain transitions which are very much essential.” Justify the statement in about 250 words (8)
- Q.2** Differentiate between the following terms by giving suitable examples in about 125 words each: (4x2=8)
- (a) Primary and secondary succession
 - (b) Direct and indirect use value of biodiversity
- Q.3** Answer the following questions in about 150 words each. (5x4=20)
- (a) What is biodiversity hotspot? Why is India considered as a mega biodiversity hotspot?
 - (b) Describe the life forms of aquatic ecosystem found in different zones with suitable examples and diagrams.
 - (c) Differentiate between the surface and ground water. Describe the factors responsible for degradation of water.
 - (d) Write a short note on carbon cycle with the help of a diagram.
- Q.4** How does Forest Right Act, 2006 helps tribal and forest dwellers in India? Explain with suitable examples in about 200 words. (7)
- Q.5** Critically evaluate the status of non-conventional energy resources in India. Elucidate your answer with suitable examples in about 200 words. (7)

Part – B

- Q.6** Explain the following terms in about 60 words each: (2x4=8)
- (a) Ecofeminism
 - (b) Geographical and Social Inequity
 - (c) Ozone Layer Depletion
 - (d) Acid Rain
- Q.7** Answer the following questions in about 150 words each. (5x4=20)
- (a) Explain any four impacts of improper waste disposal with suitable examples.
 - (b) How does Landfilling act as an important method of waste disposal? Explain.
 - (c) Describe the role of Central Pollution Control Board (CPCB) as an institution for monitoring the pollution levels of environment.
 - (d) How do collective actions help in addressing environmental issues and concerns? Explain.
- Q.8** “Habitat destruction is recognized as most significant threat to global biodiversity.” (7)

Elucidate the statement with respect to present day context in about 200 words.

Q.9

‘Polluted water is a threat to our health and survival of life forms’ Explain it with respect to different agents of water pollutants in about 200 words.

(7)

Q.10

“The ratio of those killed to those affected by natural disasters depend on the type of calamity, degree of preparedness and the density of population” Justify the statement with Explain your answer with suitable arguments and examples in about 250 words.

(8)

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOC-132
COURSE TITLE	:	Business Organisation and Management
ASSIGNMENT CODE	:	BCOC-132/TMA/2025-26
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section-A

(Attempt all the questions. Each question carries 10 marks.)

- Q.1** What is business? Explain its features and objectives. State the differences among business, profession and employment. **(10)**
- Q.2** What do you understand by centralisation and decentralisation? What are the advantages of decentralisation? **(10)**
- Q.3** Explain Herzberg's two-factor theory and differentiate it from Maslow's theory of Need Hierarchy. **(10)**
- Q.4** What are the marketing concepts? Explain the process of evolution of these concepts. **(10)**
- Q.5** What is public enterprise? What are its characteristics? How is it different from a private enterprise? **(10)**

Section-B

(Attempt all the questions. Each question carries 6 marks.)

- Q.6** Explain the factors determining the choice of the form of business organisation. **(6)**
- Q.7** Discuss the necessary skills required to be possessed by Human Resource Professionals? **(6)**
- Q.8** Explain in detail various stages in the control process. **(6)**
- Q.9** What do you mean by ethics? What are the different types of ethics? **(6)**
- Q.10** What is MNC? Why do firms become multinational? **(6)**

Section-C

(Attempt all the questions. Each question carries 5 marks.)

- Q.11** State the differences among Creativity, Invention and Innovation. **(5)**
- Q.12** What do you understand by leadership? How does it differ from managership? **(5)**
- Q.13** Discuss the important steps involved in organisation process. **(5)**
- Q.14** Explain the Role and Functions of SEBI? **(5)**

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOS-183
COURSE TITLE	:	COMPUTER APPLICATION IN BUSINESS
ASSIGNMENT CODE	:	BCOS-183/TMA/2025-26
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

(Attempt all the questions. Each question carries 10 marks.)

- Q.1** Explain the evolution of computers over the years. **(10)**
- Q.2** Explain principles of IT security with example. **(10)**
- Q.3** Define Functions in MS Excel. **(10)**
- Q.4** What do you understand by a business presentation? Explain various types of business presentation. Explain the various steps involved in project presentation. **(10)**
- Q.5** What is the difference between SLN and DB Method of Depreciation? How are they implemented in MS Excel? **(10)**

Section – B

(Attempt all the questions. Each question carries 6 marks.)

- Q.6** What do you understand by Mail Merge? **(6)**
- Q.7** How is YouTube useful for businesses? **(6)**
- Q.8** Explain the meaning of different components of URLs. **(6)**
- Q.9** What is Google office suite? What are the different apps that come with Google office suite? **(6)**
- Q.10** Explain the process of creating cover page of business report using MS word. **(6)**

Section-C

(Attempt all the questions. Each question carries 5 marks.)

- Q.11** Explain the different types of alignment available in MS-Word. **(5)**
- Q.12** Explain the process of creating a chart in PowerPoint with the help of an example. **(5)**
- Q.13** What do you mean by Wide Area Network? How does it differ from a Local Area Network? **(5)**
- Q.14** Differentiate between the following: **(5)**
- a)** Open and Closed Wallets
 - b)** NEFT and RTGS