

**Bachelor of Business Administration
(BBA)**

**ASSIGNMENTS
2025**

[Valid from 1st January, 2025 to 30th December, 2025]

Fourth Semester



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



Bachelor of Business Administration

(BBA)

ASSIGNMENTS – 2025

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 **BCOE-143, BCOE-144, ECO-13 and BMP-001** 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 June 2025 Term End Exam, they have to submit the assignments latest by 15th March 2025.
2. Those students who are appearing in December 2025 Term end exams, they should submit the assignments latest by 15th October 2025.

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

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOE – 143
COURSE TITLE	:	FUNDAMENTALS OF FINANCIAL MANAGEMENT
ASSIGNMENT CODE	:	BCOE – 143/TMA/2025
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

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

1. What is capital asset pricing model and arbitrage pricing theory? Differentiate between them. **(10)**
2. Discuss NPV method for making capital budgeting decisions with suitable examples. **(10)**
3. Explain different stages involved in operating cycle. Distinguish between gross operating capital and net working capital. **(10)**
4. Discuss with suitable examples various types of risks involved in capital budgeting decisions. **(10)**
5. Explain the various approaches to calculate cost of equity with help of examples. **(10)**

Section – B

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

6. Explain future value and present value of money giving examples. **(6)**
7. What is payback period? Explain the acceptance criteria using payback period method. **(6)**
8. Explain the dual method for the valuation of shares. **(6)**
9. Discuss the conditions under which dividends can't be declared. **(6)**
10. Explain the concepts of factoring and forfaiting. **(6)**

Section – C

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

11. **Write short notes on:** **(10)**
 - a) Financial leverage
 - b) Gordon's model of dividend
12. **Distinguish between:** **(10)**
 - a) Equity shares and Preference share
 - b) Net income approach and net operating income approach

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOE-144
COURSE TITLE	:	Office Management and Secretarial Practices
ASSIGNMENT CODE	:	BCOE-144/TMA/2025
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

- 1) What is the meaning of office? What are the different types of offices? Discuss in detail. **(10)**
- 2) “Roles are the expected behaviour of a job position.” In light of this statement, discuss various roles an office manager is expected to play in an office. **(10)**
- 3) What are the Steps of filing procedure? Explain with diagram. **(10)**
- 4) Define the term quorum and explain what constitutes a quorum. What steps should a chairman take if quorum is absent or not maintained throughout the meeting? **(10)**
- 5) What is Audit? Why is it important? **(10)**

Section – B

- 6) Explain the concept of virtual office. **(6)**
- 7) What is line organization? Discuss its advantages and disadvantages. **(6)**
- 8) What are the essential qualities of indexing? **(6)**
- 9) What are the various benefits of upgrading outdated office equipment? **(6)**
- 10) Why is the budget referred to as the financial barometer of the firm? **(6)**

Section – C

- 11) What is meant by office etiquette? **(5)**
- 12) What are the advantages and disadvantages of digital publishing platforms? **(5)**
- 13) Enlist the various steps required to be taken to append a file while sending an e-mail. **(5)**
- 14) What are the steps for doing online payments? **(5)**

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	ECO-13
COURSE TITLE	:	Business Environment
ASSIGNMENT CODE	:	ECO-13/TMA/2025
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions:

1. What are the three components business environment ? Discuss. **(20)**

2. Explain the nature and implications of regulatory role of the government. **(20)**

3. Discuss the schemes of workers' participation in management. **(20)**

4. Describe the recent export promotion measures of the government of India. **(20)**

5. **Write short notes on the following:** **(4×5)**
 - (a) Ecological Issues

 - (b) Economic Growth

 - (c) Indication of Sickness

 - (d) Foreign Direct Investment

TUTOR MARKED ASSIGNMENT (TMA)

Course Code	:	BMP-001
Course Title	:	BUSINESS RESEARCH
Assignment Code	:	BMP-001/TMA/2025
Coverage	:	All Blocks

Maximum Marks: 100

Attempt all the questions.

(A) Short Type Questions		
1.	Define research problem. What is the significance of a research problem?	(10)
2.	What are the major sources of literature used in ROL? Briefly describe how books, journals, dissertations, and grey literature contribute to a comprehensive review.	(10)
3.	Define research ethics. What are the key ethical challenges associated with maintaining anonymity and confidentiality in research?	(10)
4.	Distinguish between the following: a) Inductive Research and Deductive Research b) Survey and Schedule c) Null Hypothesis and Alternative Hypothesis d) Qualitative Data and Quantitative Data	(4*5)
5.	Write short notes on the following: a) Parametric and Non-Parametric Tests b) Reliability and Validity of a Scale c) Process of Designing a Questionnaire d) Characteristics of a good Research Report	(4*5)
(B) Essay Type Questions		
6.	What are the primary classifications of research? Explain with the help of examples.	(15)
7.	Discuss the significance of sampling in research. Also, explain the difference between probability sampling and non-probability sampling with examples.	(15)