

**BPAS-186**

**BACHELOR OF ARTS  
(General and Honours)**

**(Ability/Skill Enhancement Course)**

**ASSIGNMENT**

**For the students enrolled in  
July 2023 and January 2024 sessions**

**COURSE CODE: BPAS-186**

**STRESS AND TIME MANAGEMENT**



**SCHOOL OF SOCIAL SCIENCES  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI-110068**

Dear Student,

As we have informed you in the Programme Guide, evaluation at IGNOU consists of two parts: i) continuous evaluation through assignments, and ii) term-end examination. In the final result, assignments of a Course carry 30% weightage while 70% weightage is given for term-end examination.

You will have to do three Tutor Marked Assignments (TMA) for a six credit course and two TMAs for a four credit course. This Assignment booklet has TMAs for the ability enhancement course **BPAS 186 – Stress and Time Management**, which is a four credit course. The booklet therefore has two TMAs whose total marks add up to 100 and carry a weightage of 30 %.

**Assignment A** has Descriptive Category Questions (DCQs). These are meant for writing essay type answers, with an introduction and a conclusion. These are intended to test your ability to describe your understanding/knowledge about the topic in a systematic, to-the-point and coherent manner.

**Assignment B** has Middle Category Questions (MCQs). These questions require you to first analyse the topic in terms of arguments and explanations and then write the answers in a concise manner. They are meant to test your ability to distinguish, compare and contrast, or clear understanding of the concepts and processes.

**Assignment C** has Short Category Questions (SCQs). These questions are meant to improve your skill of recall in brief the relevant/precise information about persons, writing, events, or clear understanding of concepts and processes.

Before you attempt the assignments, please carefully read the instructions provided in the Programme Guide. It is important that you write the answers to all the TMA questions in your own words. Your answers should be within the approximate range of the word-limit set for a particular section. Remember, writing answers to assignment questions will improve your writing skills and prepare you for the term-end examination.

As mentioned in the Programme Guide, you need to submit all the assignments within the stipulated time for being eligible to appear in the term-end examination.

**Submission of the completed assignments:**

<b>Admission batch</b>	<b>Last date of submission</b>	<b>Place of submission</b>
For the students enrolled in July 2023	30 <sup>th</sup> April 2024	Coordinator of the student's Study Center
For the students enrolled in January 2024	31 <sup>st</sup> October 2024	

You must obtain a receipt from the Study Centre for the submitted assignments and retain it. If possible, keep a xerox copy of the assignments with you.

The Study Centre will have to return the assignments to you after they are evaluated. Please insist on this. The Study Centre has to send the marks to the Student Evaluation Division at IGNOU, New Delhi.

We expect you to answer each question as per guidelines for each category as mentioned in the assignment. You will find it useful to keep the following points in mind:

- 1) **Planning:** Read the assignments carefully, go through the Units on which they are based. Make some points regarding each question and then rearrange them in a logical order.
- 2) **Organisation:** Be a little selective and analytic before drawing up a rough outline of your answer. Give adequate attention to your introduction and conclusion.  
  
Make sure that your answer:
  - a) is logical and coherent;
  - b) has clear connections between sentences and paragraphs, and
  - c) is written correctly giving adequate consideration to your expression, style and presentation.
- 3) **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasise. Make sure that the answer is within the stipulated word limit.

**Wish you all the best!**

**Discipline of Public Administration  
SoSS, IGNOU, New Delhi**

# **BPAS-186: STRESS AND TIME MANAGEMENT**

## **Tutor Marked Assignments**

**Course Code: BPAS-186**  
**Assignment Code: ASST /TMA / July 2023 & January 2024**  
**Total Marks: 100**

### **Assignment A**

**Answer the following questions in about 500 words each.**

1. Discuss the nature, concept and sources of stress. 20
2. Examine the major approaches to time management. 20

### **Assignment B**

**Answer the following questions in about 250 words each.**

3. Describe the General Adaptation Syndrome (GAS) in stress management. 10
4. Briefly discuss the various modes of saving time. 10
5. Examine the primary preventive stress management techniques for organisation. 10

**Answer the following questions in about 100 words each.**

6. Briefly discuss the significance of time management. 6
7. Write a short note on sources of workplace stress. 6
8. Explain Parkinson's Law. 6
9. Discuss the 80/20 principle. 6
10. Explain the concept of prioritising. 6