

**Bachelor of Business Administration
(BBA)**

**ASSIGNMENTS
2023-24**

[Valid from 1st July, 2023 to 30th June, 2024]



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



Bachelor of Business Administration

(BBA)

ASSIGNMENTS – 2023-24

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 2023 Term end exams, they should submit the assignments latest by 15th October 2023.
2. Those students who are appearing in June 2024 Term End Exam, they have to submit the assignments latest by 15th March 2024.

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/2023-24 |
| COVERAGE | : | ALL BLOCKS |

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

- 1) Why ecological significance of forest is more important in present day context? Explain. (8)
- 2) Answer the following questions in about 125 words each. (4x5=20)
 - a) Explain the characteristics of Western Ghats for inclusion as Biodiversity hotspots.
 - b) Why hydropower is regarded as the best source of energy? Explain it in detail.
 - c) The importance of Biomass has been increasing day by day in our surroundings among renewable resources. Explain it with suitable examples. How does air pollution affect the atmospheric processes?
 - d) What is Disposal of waste? Why segregation of waste is needed?
- 3) Explain the human-environment relationship by taking examples of biotic and abiotic components? (7)
- 4) “As humans civilisation progressed, man started altering the environment in the pursuit of creating an economic, social and cultural environment of his own choice. This slowly resulted in the depletion of natural resources and degradation of environment.” Explain it in context of national legislations of water acts? (7)
- 5) “Biosphere reserves are internationally recognised areas established to promote and demonstrate a balanced relationship between Humans and the Biosphere.” Elaborate this statement in the context of conservation of nature? (8)

Section – B

- 6) Explain the following terms in about 60 words each: (2x4=8)
 - a) Seed Bank
 - b) Incineration
 - c) Biological Oxygen Demand
 - d) Public Health
- 7) Answer the following questions in about 150 words each. (5x4=20)
 - a) What is lentic and lotic ecosystem? Explain these two with suitable examples.
 - b) What is ecological succession? Explain the types of succession with suitable diagrams.
 - c) Explain the biocentrism and ecocentrism in context of human’s attitude towards nature?
 - d) Define natural calamities and its types with suitable examples.

- 8)** Explain the causes of ozone depletion? How do ultraviolet rays affects human health, animals, plants, micro-organisms, water and air quality. **(7)**
- 9)** “Education for environmental awareness is essential for the younger generation as well as for the older generation.” Explain the statement with suitable examples. **(7)**
- 10)** “Water Harvesting is one of the effective measures to combat drought.” Explain this statement with suitable arguments. **(8)**

TUTOR MARKED ASSIGNMENT

| | | |
|------------------------|----------|---------------------------------|
| COURSE CODE | : | BEGLA-136 |
| COURSE TITLE | : | English at the Workplace |
| ASSIGNMENT CODE | : | BEGLA -136/TMA/2023-24 |
| COVERAGE | : | ALL BLOCKS |

Maximum Marks: 100

Note: Attempt all the questions.

SECTION A

- 1) Read the following passage and answer the questions below in complete sentences:

The thought of public speaking fills many people with fear and anxiety. One way to overcome this is by making sure that you are familiar with your subject and content. In the case of presentations, Power Point plays an important role in guiding you through the content of your presentation with the help of headlines and graphics. When you move to a new slide, the headline prompts you about that to say next. This also helps the audience to understand what you want to convey.

Power Point also offers you the advantage of illustrating your headlines with the help of graphics like bar diagrams, pie charts, graphs, tables, pictograms etc. while these visuals help you to cope with more complex information of data, statistics and trends, they also enable the audience to comprehend intricate information on performance, comparisons, predictions more easily. In other words, they help you to gain the focused attention of your audience and alleviate your fear and anxiety.

However, a few precautions are necessary. Never fill up your slides with too many graphic elements and animation effects. These can become a source of distraction. It is best to choose simple designs.

The key thing here is preparation. Plan the outline of your presentation carefully so that it is well structured. Make sure that all your headings and subheadings are up on the slides and adequately and appropriately illustrated. Go through your slides several times so that you are absolutely familiar with them. You will generate a deep confidence that dispels anxiety and fear and helps you to enjoy your own presentation.

1. What problem do many presenters face? What solution does the speaker offer? (4)
2. How does Power Point help you in dealing with the content of your presentation? (4)
3. Give a suitable title to the passage. (2)

- 2) Use the following words in sentences of your own: (2x5=10)

1. Persuasive
2. Visionary
3. Icon
4. Philanthropic

5. Revenue

3) Rewrite/fill in the following sentences as directed: (5)

1. Yahoo and Rediffmail are_____.
2. He said, “ I had already left” (Change into Indirect speech).
3. Her party was _____ (Use a Preposition)
4. _____you like some help? (Use a Modal)
5. Not ____word was said.(Use an article)

4) Write short notes of about 150 words each on the following topics: (5x5=25)

1. Common trends in E-communication.
2. Difference between a portfolio and a resume.
3. Work Ethics
4. Importance of good customer service.
5. Behavioral requirements for a discussion.

SECTION B

1) You are interested in applying for the position of a manager in a marketing firm. Write an application for this position, showing how you are suitable for this job. (15)

2) Prepare a short CV (Curriculum Vitae) clearly mentioning your career history, skills, achievements and other relevant details. (15)

SECTION C

1) Write an outline of a presentation on the following topic: “Gender Sensitization at the Workplace” (10)

2) You are planning to appear for an interview for the position of a Research Officer in a reputed institution. Write ten questions you expect to be asked and your responses/answers to these questions. (10)

TUTOR MARKED ASSIGNMENT

| | | |
|------------------------|----------|---|
| COURSE CODE | : | BCOC-132 |
| COURSE TITLE | : | Business Organisation and Management |
| ASSIGNMENT CODE | : | BCOC-132/TMA/2023-24 |
| COVERAGE | : | ALL BLOCKS |

Maximum Marks: 100

Note: Attempt all the questions.

Section-A

(This section contains long answer questions of 10 marks each)

- Q.1** Distinguish between commerce and industry. **(10)**
- Q.2** What are the objectives of a cooperative form of organisation? Explain its merits and limitations. **(10)**
- Q.3** Compare line, functional and line and staff organisation. Which of these will be appropriate for a large manufacturing enterprise? **(10)**
- Q.4** Define 'leadership style'. What are the main differences between autocratic, democratic and free rein leadership styles? **(10)**
- Q.5** Describe the financing through Venture Capital by explaining its merits and limitations. **(10)**

Section-B

(This section contains medium answer questions of 6 marks each)

- Q.6** How does technology help in reducing business costs? **(6)**
- Q.7** Describe main feature of MNCs. **(6)**
- Q.8** Explain the components of organisational system. **(6)**
- Q.9** Enumerate five most suitable process of team building. **(6)**
- Q.10** Distinguish between cost-oriented pricing and demand-oriented pricing. **(6)**

Section-C

(This section contains short answer questions of 5 marks each)

- Q.11** What are the objectives of supply chain management? **(5)**
- Q.12** What are the forms of organisation in public enterprises? **(5)**
- Q.13** Explain the principles of planning. **(5)**
- Q.14** What is lease financing? **(5)**

TUTOR MARKED ASSIGNMENT

| | | |
|------------------------|----------|---|
| COURSE CODE | : | BCOS-183 |
| COURSE TITLE | : | COMPUTER APPLICATION IN BUSINESS |
| ASSIGNMENT CODE | : | BCOS-183/TMA/2023-24 |
| COVERAGE | : | ALL BLOCKS |

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

(This section contains five questions of 10 marks each)

- Q.1** What is file storage and synchronization? Distinguish between one way and two-way synchronization. **(10)**
- Q.2** What is Decision support system? Explain its structure and functionalities. **(10)**
- Q.3** What is multimedia? How it can be used in a PowerPoint presentation to make it more effective? Explain the process of inserting video in a power point presentation. **(10)**
- Q.4** "Word processing has transformed the way we create, edit, and share documents, revolutionizing the world of written communication "Elucidate the statement. Discuss the evolution of word processing technology and its impact on various aspects of our lives in the digital age. **(10)**
- Q.5** How has Microsoft Excel revolutionized financial analysis in business? Discuss the specific features and functionalities of Excel that make it a powerful tool for financial modelling and decision-making. **(10)**

Section – B

(This section contains five short questions of 6 marks each)

- Q.6** Name and differentiate the two main categories of computer software. **(6)**
- Q.7** Discuss six essential Security Actions. **(6)**
- Q.8** What do you understand by Mail Merge? Define different component of Mail Merge. **(6)**
- Q.9** How has the shift to online business documentation impacted organizations, and what are the key considerations when developing effective online documentation? **(6)**
- Q.10** Discuss the versatility and importance of Microsoft Excel in data analysis and **(6)**

decision making. Provide examples of Excel features that enhance data analysis.

Section-C

(This section contains four short questions of 5 marks each)

- Q.11** What do you mean by Wide Area Network? How does it differ from a Local Area Network? (5)
- Q.12** Explain the meaning of different components of URLs. (5)
- Q.13** What do you understand by a business presentation? Explain various types of business presentation. (5)
- Q.14** What is the difference between PV and NPV formulae in MS Excel? (5)