BPAS-186

BACHELOR OF ARTS
(Ability/Skill Enhancement Course)

ASSIGNMENT

July 2026 and January 2027 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 Assignment

Admission batch	Last date of submission	Place of submission
July 2026 Session	31st March 2027	Coordinator of the StudyCenter
January 2027 Session	30th September 2027	

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!

Faculty 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 2026 & January 2027
Total Marks: 100

Assignment A

Answer the following questions in about 500 words each.

1. Explain the various models of stress. 20
2. What are the techniques of time management? 20
3. Write a note on time management for happiness and success. 20

Assignment B

Answer the following questions in about 100 words each.

4. Describe the General Adaptation Syndrome (GAS) in stress management and its various types. 05
5. Explain the personal and official controllable and uncontrollable time-wasters. 05
6. Examine the primary preventive stress management techniques for an organisation. 05
7. Write a short note on consequences of stress. 05
8. What are the effects of stress on physical health? 05
9. Explain the 80/20 principle. 05
10. "Stress affects performance". Examine. 05
11. What are the five stages of burnout? 05