

**Bachelor of Business Administration  
(BBA)**

**ASSIGNMENTS  
2026-27**

**[Valid from 1st July, 2026 to 30th June, 2027]**

**Third Semester**



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

# **Bachelor of Business Administration**

## **(BBA)**

### **ASSIGNMENTS – 2026-27**

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-141, BCOG-171, BRL-106 and BCOS-184** 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 2026 Term End Examination they have to submit latest by in 15 October 2026.
2. Those students who are appearing in June 2027 Term End Examination they have to submit latest by in 15 March 2027.

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

## **TUTOR MARKED ASSIGNMENT (TMA)**

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|------------------------|----------|---------------------------------|
| <b>Course Code</b>     | <b>:</b> | <b>BRL–106</b>                  |
| <b>Course Title</b>    | <b>:</b> | <b>Managing Human Resources</b> |
| <b>Assignment Code</b> | <b>:</b> | <b>BRL–106/TMA/2026-27</b>      |
| <b>Coverage</b>        | <b>:</b> | <b>All Blocks</b>               |

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**Maximum Marks: 100**

**Attempt all the questions.**

### **(A) Short Type Questions**

1. What are the activities of HRM? How are they performed in a Retail Organization? **(10)**
2. Write a note on the following: **(10)**
  - i. Job rotation
  - ii. Job enlargement
  - iii. Job enrichment
3. Discuss in detail the model of manpower planning. **(10)**
4. Critically examine in detail the external methods of recruitment. **(10)**
5. Define induction. Discuss the steps to be involved in the induction process. **(10)**
6. What do you understand about executive development? Explain its objectives. **(10)**
7. State and explain the elements of the communication process. **(10)**

### **(B) Essay Type Questions**

8. What do you mean by HR records? What purpose do they serve? And list out principles of HR Record Keeping in detail. **(15)**
9. Discuss the methods of performance appraisal in detail. **(15)**