Bachelor of Arts
(Facility and Services Management)

BAFSM
First Year, Second Year and Third Year

Assignments Booklet
(2026)

School of Tourism and Hospitality Services Management
Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068

BAFSM ASSIGNMENTS

Bachelor of Arts (Facility and Services Management)

Dear Student,

You will have to do one Tutor Market Assignment (TMA) in each of the courses in B. A. (Facility and Services Management).

Before attempting the assignments, please read the instructions provided in the Programme Guide for Bachelor of Arts (Facility and Services Management). In this dispatch we are sending you the Assignments for BEGAE-182, BFO-001, BFO-002, BFO-003, BEGLA-136, BEVAE-181, BFO- 004 and BFO-005.

Note: All Assignments must be submitted in time and they should be sent to the Coordinator of your Study Centre. You must mention your Enrolment Number, Name, Address, Assignment Code and Study Centre Code on the first page of the assignment.

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

After evaluation, the assignments have to be returned to you by the Study Centre. Please insist for this and keep them as a record with you. The Study Centre has to send the marks to Students Evaluation Division at IGNOU, New Delhi.

GUIDELINES FOR DOING ASSIGNMENTS

We expect you to answer each question in about 600 words or as mentioned in the assignments. 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. **Organization:** 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 emphasize.

Wishing you all the best,

Prof. (Dr.) Paramita Suklabaidya
and Prof. (Dr.) Jatashankar R Tewari
Programme Coordinator, BAFSM

Last Date of Submission of Assignments

Session	Last date of submission	Place of submission
For June Term End Examination 2025	30th April 2026	Coordinator of the **Student Study center**
For December Term End Examination 2025	30th October 2026	Coordinator of the **Student Study center**

FIRST SEMESTER

BFO-003: BASICS OF FACILITY MANAGEMENT
(TUTOR MARKED ASSIGNMENTS)

Course Code: BFO-003 **Programme: BAFSM**
Total Marks-100 **Assignment Code: BFO-003/TMA/2026**

Note:
This TMA consists of ten questions, out of which you have to **attempt any five**.
The question carries 20 marks each and should be answered in about 600 words each.
Submit your TMA to the coordinator of your Study Centre.

1. What is meant by Facility Management? What are the components and function areas of Facility Management? **20**

2. What is the difference between Recreational Facilities and Entertainment Facilities? Explain how the operations of recreational facilities can be effectively managed. **20**

3. What is a contract, and why is it essential for business operations? Further, classify the various types of contracts with suitable examples **20**

4. Define Grapevine Communication. Discuss the advantages and disadvantages of grapevine communication in a facilities management setup with examples. **20**

5. Write short notes on the following: **4X 5 = 20**

i. Commercial Building
ii. Types of Mirrors
iii. Solid Waste Management
iv. Parking Management

6. What are different types of paints? Briefly explain each with suitable examples. **20**

7. Discuss the differences between the terms “in – house” and “out – sourcing” of operations in Facility Management. Explain the advantages and disadvantages of both with examples. **20**

8. Discuss the need and advantages of Ergonomics in office setup with examples. **20**

9. What is meant by Project Management? Explain the challenges of Project Management with examples from Facility Management. **20**

10. Write short notes on any two of the following: **2X10 = 20**

i. Skills of a Facility Manager
ii. Types of Pollution
iii. HVAC System operation