

Bachelor of Arts (Facility and Services Management)

**BAFSM
SECOND YEAR**

**Third Semester
&
Fourth Semester**

**Assignments Booklet
(2025)**

CIT-001, BFO-006, BFO-007, BFO-008
BFO-009, BFO-010, CIT-002 & BFO-011



**School of Tourism and Hospitality Services Management
Indira Gandhi National Open University Maidan Garhi, New Delhi – 110 068**

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 CIT-001, BFO-006, BFO-007, BFO-008, BFO-009, BFO-010, CIT-002 and BFO-011

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 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	30 th April 2025	Coordinator of the Student Study center
For December Term End Examination 2025	30 th October 2025	Coordinator of the Student Study center

**BFO-009: HUMAN RESOURCE MANAGEMENT
(TUTOR MARKED ASSIGNMENT)**

Course Code: BFO-009

Programme: BAFSM

Total Mark: 100

Assignment Code: BFO-009/TMA/2025

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. Discuss the meaning and concept of human resource management. Explain the activities of HRM. 20
2. What do you understand by job evaluation? Explain job ranking method of job evaluation. 20
3. What do you understand the personnel management? Discuss the objectives of personnel management. 20
4. Define recruitment. Distinguish between internal and external sources of recruitment with examples. 20
5. What do you understand by induction? Describe the proper induction process. 20
6. Explain the Maslow's need Hierachy theory. 20
7. Differentiate between career and manpower planning. Discuss the advantages and limitations of career planning. 20
8. What do you understand by employees counselling? Enumerate the various objectives of employee counselling. 20
9. What is promotion policy? Discuss the importance of promotion policy in an organization. 20
10. Distinguish between: (2x10=20)
 - a) Dismissal and Discharge.
 - b) Retrenchment and lay-off