
Bachelor of Arts (Facility and Services Management)

**BAFFSM
First Year, Second Year and Third Year**

**Assignments Booklet
(2026)**

**BFO-003, BFOC-101, BFO-005, BFO-007, BFO-008,
BFO-010, BFOC-102, BFO-014 , BFO-017, BFO-018**



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

BAFFSM 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 BFO-003, BFOC-101, BFO-005, BFO-007, BFO-008, BFO-010, BFOC-102, BFO-014 , BFO-017, BFO-018.

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
Prof. (Dr.) Jatashankar R Tewari
Programme Coordinator, BAFFSM

Last Date of Submission of Assignments

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

**THIRD
YEAR**

(TUTOR MARKED ASSIGNMENT)
BFO 018 ENTREPRENEURSHIP IN SMALL AND MEDIUM BUSINESS

Course Code: BFO 018
Total Marks-100

Programme Code: BAFFSM
Assignment Code: BFO-018/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. Send you TMA to the coordinator of your Study Centre.

1. Discuss the role of entrepreneurship in the economic development of a country. How does it contribute to employment generation and balanced regional development? **20**
2. Explain the competency of "Opportunity Seeking" and "Initiative." How can an entrepreneur develop these skills? **20**
3. What is the role of "Government Policy" in creating a conducive entrepreneurial ecosystem? Discuss the importance of "Incubators" and "Accelerators" in the startup ecosystem. How do they differ? **20**
4. Differentiate between a Business Idea and a Business Opportunity. Elaborate on the "SCAMPER" technique for generating innovative business ideas. **20**
5. Define a Business Plan. Discuss the importance of "Target Market Analysis" and "Customer Segmentation" in the business plan. **20**
6. Discuss the concept of "Break-Even Analysis." How is the Break-Even Point (BEP) calculated and interpreted? **20**
7. Discuss the steps involved in starting a new enterprise (from idea to launch). **20**
8. Explain the concept of Mentoring. How does a mentorship relationship benefit both the mentor and the mentee? Discuss the process of finding the right mentor. **20**
9. Explain the contribution of MSMEs to India's GDP and Exports. Why is this sector often called the "backbone" of the Indian economy? **20**
10. Write short notes on the following in about 150 words each: **(4x5=20)**
 - a) 'Make in India' campaign
 - b) Return on Investment
 - c) Effect of 'Time Management' on the efficiency of a small business owner
 - d) First Generation Entrepreneur