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	30th April 2026	Coordinator of the **Student Study center**
For December Term End Examination 2026	30th October 2026	Coordinator of the **Student Study center**

FIRST YEAR

BFOC-101: INTRODUCTION TO BUILDINNG AND MAINTENENCE
(TUTOR MARKED ASSIGNMENTS)

Course Code: BFOC-101   **Programme: BAFFSM**
Total Marks-100   **Assignment Code: BFOC-101/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 are the various types of foundation? Briefly explain each with suitable illustrations.   **20**

2. Define maintenance. Briefly explain the functions and objectives of maintenance. **20**

3. Write a short note on 'Water Supply in Building'.   **20**

4. Write short note the following: **20**
    a. Lightening conductor
    b. Types of Doors
    c. Air-conditioning
    d. Repair of Floor

5. Write a note on "Door and its Types"   **20**

6. List the basic criterion for selection of location and site for building construction. **20**

7. What is hardness in water? What are various types of hardness in water explain each with examples.   **20**

8. Write a note on 'Defects in Timber'.   **20**

9. What is an escalator? Briefly explain the working and traffic handling of escalator.   **20**

10. What do you mean by term 'Ventilation' briefly explain types of ventilation with suitable examples.   **20**