

**Bachelor of Business Administration
(BBA)**

**ASSIGNMENTS
2025-26**

[Valid from 1st July, 2025 to 30th June, 2026]

Third Semester



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

Bachelor of Business Administration

(BBA)

ASSIGNMENTS – 2025-26

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 2025 Term End Examination they have to submit latest by in 15 October 2025.
2. Those students who are appearing in June 2026 Term End Examination they have to submit latest by in 15 March 2026.

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

TUTOR MARKED ASSIGNMENT (TMA)

Course Code	:	BRL–106
Course Title	:	Managing Human Resources
Assignment Code	:	BRL–106/TMA/2025-26
Coverage	:	All Blocks

Maximum Marks: 100

Attempt all the questions.

(A) Short Type Questions

1. Mention the various strategies deployed for increasing staff retention. **(10)**
2. What do you understand by ‘recruitment’? Explain the process of recruitment. **(10)**
3. What is meant by discipline? Explain the procedure for taking disciplinary action. **(10)**
4. Explain in detail the components of job analysis with reference to the Retail Store. **(10)**
5. Discuss the roles of employees of the Retail Organization. **(10)**
6. What is meant by training? Explain the importance of training. **(10)**
7. List out the steps in the implementation of HRIS. **(10)**

(B) Essay Type Questions

8. Discuss modern methods of performance appraisal. **(15)**
9. Discuss the barriers in communication. How can a retailer overcome these barriers? **(15)**