

ASSIGNMENT BOOKLET

**Bachelor's Degree Programme
(BSCG)**

LABORATORY MANAGEMENT SKILLS

Valid from January 1st 2023 to December 31st 2023



**School of Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068
(2023)**

Dear Student,

Please read the section on assignments in the Programme Guide for B.Sc. that was sent to you after your enrolment. A weightage of 30 per cent, as you are aware, has been earmarked for continuous evaluation which is done through one tutor-marked assignment (TMA) for this course. The assignment covers all the four blocks, and consists of two parts, Part-A and Part-B carrying a total of 100 marks. You are required to get 35% marks to pass.

Instructions for Formatting Your Assignment

Before attempting the assignments, please read the following instructions carefully:

1. On top of the first page of your answer sheet, please write the details exactly in the following format:

ROLL NO.:

NAME :

ADDRESS :

.....

.....

COURSE CODE :

COURSE TITLE :

ASSIGNMENT NO.:

STUDY CENTRE : **DATE** :.....

(NAME AND CODE)

PLEASE FOLLOW THE ABOVE FORMAT STRICTLY TO FACILITATE EVALUATION AND TO AVOID DELAY.

2. Use only foolscap size writing paper (but not of very thin variety) for writing your answers.
3. Leave 4 cm margin on the left, top and bottom of your answer sheet.
4. Your answers should be precise.
5. Solve Part-A and Part-B of this assignment, and submit the complete assignment answer sheets within the due date.
6. The assignment answer sheets are to be submitted to your Study Centre within the due date.
Answer sheets received after the due date shall not be accepted.
We strongly suggest that you retain a copy of your answer sheets.
7. This assignment is valid from 1st January, 2023 to 31st December, 2023. If you have failed in this assignment or failed to submit it by 31st December, 2023, then you need to get the assignment for the year 2024, and submit it as per the instructions given in the Programme Guide.
8. You cannot fill the examination form for this course until you have submitted this assignment.

We wish you Good Luck.

ASSIGNMENT
Laboratory Management Skills
Skill Enhancement Course

Course Code: BCHS-183
Assignment Code: BCHS/TMA/2023
Maximum Marks: 100

Note: Attempt all the questions given below.

PART-A

1. a) Write any five roles of a laboratory staff working in a science laboratory. (5)
b) State the types of laboratory designs and describe in brief any one type. (5)
2. a) What is the significance of ventilation in a laboratory? List the various ways of providing ventilation. (5)
b) What is the need of preparation room in a laboratory? Enlist its various components. (5)
3. a) How does flow of materials carried out in a laboratory store? Describe your answer with an illustration. (5)
b) Differentiate between oral and written communication. Write the important point of consideration during an oral communication. (5)
4. a) How is the maintenance of equipment in laboratory enhanced? Explain any two measures. (5)
b) Describe briefly the systems of stock control in a laboratory. (5)
5. a) What is an inventory in the laboratory? Write the headings of an inventory book. (5)
b) Explain the purpose of petty cash in accounting in a laboratory. What is the other term used for petty cash? (5)

PART-B

6. a) Name the sources of information in the laboratory and write about one way by which the information can be easily managed. (5)
b) Describe in brief the components of a computer. (5)
7. a) Explain the GIGO principle and data processing in the use of computers in laboratory management. (5)
b) What is a fire triangle? Explain its significances in the management of fire hazards in the laboratory. (5)
8. a) Draw a plug showing its wire connections by labels indicating the colour codes. Explain what is meant by the power rating of an appliance. (5)
b) Why is earthing essential for an electrical appliance? Explain what is meant by earth leakage. (5)
9. a) Enlist the causes of most common dangers that may occur in a biology laboratory work. (5)
b) What are the types of laboratory wastes that require proper disposal procedures. (5)
10. a) Write the steps of the first aid procedure for electric shock. (5)
b) With the help of an example explain the need for safety and health regulations. (5)