

**BCHS-183**

**ASSIGNMENT BOOKLET**

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

**LABORATORY MANAGEMENT SKILLS**

**Valid from January 1<sup>st</sup> 2024 to December 31<sup>st</sup> 2024**



**School of Sciences  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068  
(2024)**

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:

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**ROLL NO.:** .....

**NAME :** .....

**ADDRESS :** .....

.....

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**COURSE CODE** : .....

**COURSE TITLE** : .....

**ASSIGNMENT NO.:** .....

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

**(NAME AND CODE)**

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**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, 2024 to 31st December, 2024. If you have failed in this assignment or failed to submit it by 31st December, 2024, then you need to get the assignment for the year 2025, 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/2024**  
**Maximum Marks: 100**

**Note:** Answer all the questions given below.

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1. a) Enlist any ten major duties of a laboratory staff. (5)  
b) What are the main elements of the process of scientific enquiry? Describe any one of the elements. (5)
2. a) Describe in brief the two designs of laboratories. (5)  
b) Explain the significance of ventilation and lighting in a laboratory. (5)
3. a) What is the significance of preparation room in the laboratory and what are its various components? (5)  
b) Describe the physical considerations required in the arrangement of stores. (5)
4. a) Define communication. Briefly describe its types essential for a laboratory staff. (5)  
b) What are the essential requirements for the proper conduct of an experiment by the academic staff? Explain. (5)
5. a) What are the main features of maintenance of equipment apparatus and furniture? Explain. (5)  
b) What are the different ways of arranging stock in a laboratory? Explain. (5)
6. a) Describe in brief the mode of procurement of items required in a laboratory. (5)  
b) Describe the ways of classification of files pertaining to a laboratory. (5)
7. a) Write a short note on the 'memory' of a computer. (5)  
b) What is meant by fire barriers? How do these help in stopping the spread of fire? (5)
8. a) Describe the colour coding followed while wiring a plug. (5)  
b) Enlist the various classes of hazardous chemicals giving up an example for each class. (5)
9. a) Differentiate between unserviceable and obsolete items giving suitable examples. (5)  
b) Write the steps involved in an accident reporting procedure. (5)
10. a) What is the purpose of dressing a wound? Describe its types. (5)  
b) Taking a case study explain the need for safety and health regulations. (5)