

**BCHS-183**

**ASSIGNMENT BOOKLET**  
**LABORATORY MANAGEMENT SKILLS**

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

**Valid from January 1<sup>st</sup> 2025 to December 31<sup>st</sup> 2025**



**School of Sciences**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110068**  
**(2025)**

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, 2025 to 31st December, 2025. If you have failed in this assignment or failed to submit it by 31st December, 2025, then you need to get the assignment for the year 2026, 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/2025  
Maximum Marks: 100

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

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1. a) What is meant by scientific inquiry? List the main elements of scientific enquiry. (5)  
b) What is benching in a laboratory? Describe the types of benching arrangements. (5)
2. a) What is the significance of preparation room in a science laboratory? List the components of a preparation room. (5)  
b) What are the various ways of storing materials and other items in a laboratory? State the precautions to be kept in mind which storing different types of items in the laboratory. (5)
3. a) Write the important points that should be kept in mind while designing a store in the laboratory. List the main environmental factors required for the proper location of a store. (5)  
b) What is the purpose of memoranda in a work place? Write the memorandum headings and compare it with letters as ways of communication. (5)
4. a) List the details that are provided by the teaching staff to the laboratory staff two days in advance for the preparation of lab work. (5)  
b) Write the suggestions that should be followed for the disposal of acids and bases, alcohol, cultures and other biological material. (5)
5. a) What are the two ways of arranging the stocks in a laboratory? Describe these in brief. (5)  
b) What are the various sources of information in the laboratory? Explain the filing system for an easy retrieval of the information. (5)
6. a) Describe the useful features of MS Word in the laboratory. (5)  
b) Describe the colour codes used while wiring a plug. How the selection of proper fuse should be done? (5)
7. a) Explain what is a fire triangle and how is it helpful in managing fire in the laboratory. (5)  
b) Give a list of most common dangers in a biology laboratory. (5)
8. a) Differentiate between the unserviceable and obsolete items in a laboratory giving examples for both the types. (5)  
b) Write the first-aid procedure for electric shock. (5)
9. a) What are the occupational diseases? Write any five provisions of the Factories act. (5)  
b) What is the full form and function of IAEC? Explain. (5)
10. Write short notes on the following: (10)
  - a) Computers as tools of communication
  - b) The constant cycle system of stock control
  - c) Disposal of laboratory animals
  - d) Disposal of waste materials