

ASSIGNMENT BOOKLET
LABORATORY MANAGEMENT SKILLS

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

Valid from January 1st 2026 to December 31st 2026



**School of Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068
(2026)**

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, 2026 to 31st December, 2026. If you have failed in this assignment or failed to submit it by 31st December, 2026, 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-183/TMA/2026
Maximum Marks: 100

Note: Attempt all the questions given below.

PART-A

1. a) List the main elements of scientific inquiry. (5)
b) Describe the requirements for access to and fro from the laboratory. (5)
2. a) Write the main physical aspects that should be considered within the store for storage. (5)
b) What is the need of preparation room in a laboratory? Enlist its various components. (5)
3. a) List the factors that must be considered for the safety provisions of a store. (5)
b) What is meant by communication in an academic institution. Differentiate between oral and written communication. (5)
4. a) List the details required to be entered in a diary by the teaching staff two days before starting the lab work. (5)
b) Describe the shelf arrangement of stock by nomenclature. (5)
5. a) What is an inventory in the laboratory? Write the significance of service register in the laboratory. (5)
b) How are the bills process in a laboratory? (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 the input and output devices of a computer. (5)
7. a) Explain the GIGO principle and data processing in the use of computers in laboratory management. (5)
b) Describe the procedure for fire fighting. (5)
8. a) What is meant by earth leakage and the earth leakage circuit breakers? (5)
b) List the requirements fulfilled by labels and packaging in handling of chemicals. (5)
9. a) Enlist the causes of most common dangers that may occur in a biology laboratory work. (5)
b) What is the role of laboratory staff in case of any emergency in the laboratory. (5)
10. a) Write the steps of the first aid procedure for chemical accidents. (5)
b) What is the legal liability for laboratory accidents in educational intuitions?. (5)