

# 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 while 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