

Syllabus of Materials Management*

1. Basic Principles and Practices

- Concept and details of Integrated Materials Management System
- Importance and scope of Materials Management
- Supply Chain Management
- Logistics Management
- Make or Buy or Outsourcing Decisions
- Elements of General Management including Planning, Organizing, Directing, Coordinating and Controlling.
- Forecasting Techniques, Forecasting Methods, Qualitative Forecasts, Time Series Forecasting, Simple Linear Regression, Accuracy of Forecast etc.

2. Purchase Management

- Procurement Cycle
- Ethical Concepts in Purchase
- Economic Order Quantity
- Lead Time Analysis
- Legal aspect of Purchasing: Indian Contract Act, Sale of Goods Act, Negotiable Instrument Act, Indian Companies Act, Indian Patent Law, Arbitration Act, Excise and Customs Act.
- Competition Commission of India
- E-Procurement guidelines, use of Digital Signature Certificate
- Documentation & Process relating to Imports, INCOTERMS, Letter of Credit etc.

3. Logistics, Stores and Inventory Control Management

- Stores functions, Types of Stores, Stores Identification System, Receipts, Inspection, Storage Procedure, Preservation Procedure, Safety and Security aspects, Issue System, Disposal of unserviceable scrap including survey off and disposal activity, stock verification and store accounting, Store records etc.
- Definition of Inventory, Need for Inventory, Inventory Planning, Inventory carrying cost, Inventory control measures, (ABC, XYZ Analysis – VED, GOLF, FSN – HML etc.).
- Role of Logistics in Supply Chain, Role of logistics in competitive strategy, Role of transportation in logistics, transportation selection decision etc.
- Importance of Warehousing, types of Warehouses, Warehousing functions etc.
- Material handling – Objectives, guidelines & principles, selection of material handling equipment packing. Packaging-role of packaging, packaging materials, consumer & industrial packaging, material handling efficiency.

4. Information System in Supply Chain Management

- Materials Requirement Planning (MRP) System
- Enterprise Resource Planning (ERP) Systems with Focus on SAP

Note*- The above syllabus is indicative in nature and not Exhaustive. The Topics, Acts and Rules mentioned above includes the latest concepts in existence with regard to the specified topics and in respect of Acts/Law, latest amendments upto date.