Logistics & Material Management
Code: ADMN-312

Course Name: Logistics & Material Management
Course Type: Core
Pre-Requisite: Concentration

Course Level:

<table>
<thead>
<tr>
<th>Year 1:</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Summer Semester</th>
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<tbody>
<tr>
<td>Year 2:</td>
<td>Semester 1</td>
<td>Semester 2</td>
<td>Summer Semester</td>
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<tr>
<td>Year 3:</td>
<td>Semester 1</td>
<td>Semester 2</td>
<td>Summer Semester</td>
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<tr>
<td>Year 4:</td>
<td>Semester 1</td>
<td>Semester 2</td>
<td>Summer Semester</td>
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Course Description:
This course covers the study of knowledge of various techniques to be applied for acquiring the materials according to the need of a business/organization without extra wastage with minimum expenditure which is an essential element for the development of any organization.

Objectives:
1. To inculcate the required knowledge of material handling.
2. To provide necessary skills of using MIS in material management.

Learning Outcomes:
After going through this course of study, one can manage the proper materials required for a business with minimum expenses which is key success of any concern. Thus the students having knowledge of this course may enter successfully in the field of material management independently.

Skills to be developed throughout the Course:
Students will develop their analytical and oral communication skills via case study work carried out in seminar sessions. Information technology and written communication skills will be developed when completing the written assignment which will also test student’s creative skills and their abilities to present theoretical information in practical situations. Students are encouraged to make use of IT facilities particularly web sites to support research and reading.
Learning Resources:

1. Text Books

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
<th>Year</th>
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<tbody>
<tr>
<td>Craig Voortman</td>
<td>Global Logistics Management</td>
<td>Juta &amp; Company Ltd</td>
<td>2004</td>
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2. e-Library Reserves

- http://www.emeraldinsight.com/insight
- http://www.en.wikipedia/wiki/listof_management_topics

3. Internet

- *Ebsco Business Source Premier:* A database containing several hundred key business and management journals with full text articles updated daily.
- *Courseware:* Specific research support resources and documents, selectively posted to complement and build upon materials available in proctor’s methodological text. Such documentation will typically be posted regularly.
  - www.decalibrary.org
  - www.ipl.org
  - www.lisa.lsbu.ac.uk

4. Journals

- International Journal of Logistics Management
- Harvard Business Review
- European Management Journal
- Asia Pacific Business Review

**Delivery and Teaching Strategy:** (Lecture, Online, Physical, blended, self directed through CD, web based courses and DVD)

**Methods of Instruction:** It would be based on Lecture, demonstration and assignment review. Questions are encouraged and participation is expected.

**Assessment Strategy:**

a. First Mid Term Exam: 20 Marks to be held on……..Day,……..Month, 20..
b. Second Mid Term Exam: 20 Marks to be held on……Day,……Month, 20..
c. Attendance, Participation & Assignment: 10 Marks
d. Final Exam: 50 Marks
e. Total: 100 Marks
**Syllabus Change Policy:** This syllabus is a guide for the course and is subject to change with advanced notice.

<table>
<thead>
<tr>
<th>Course Contents:</th>
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<tbody>
<tr>
<td><strong>UNIT 1 Materials &amp; Purchase Management:</strong> Need, scope and advantages; Materials requirement planning, Purchase policy, Vendor Selection; Negotiation: Vendor, Development &amp; Evaluation; Make or Buy decision.</td>
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<tr>
<td><strong>UNIT 2 Stores Management:</strong> Stores Systems and Procedures; Stores Accounting &amp; Verification, Disposal of Surplus and Scrap.</td>
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<td><strong>UNIT 3 Inventory Control:</strong> ABC Analysis; VED Analysis; EOQ models; fast moving, slow moving and non-moving items, Just-in-Time (JIT), Maximum and Minimum Levels; Perpetual Inventory System, Selective Inventory Control. Channels of distribution and supply chain strategies.</td>
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