

**SARDAR PATEL UNIVERSITY**  
**Programme: BBA(General)**  
**Semester: V**  
**Syllabus with effect from : JUNE 2013**

<b>Paper Code:</b> UM05CBBA01	<b>Total Credit: 3</b>
<b>Title Of Paper:</b> Materials Management	

Unit	Description in detail	Weighting (%)
<b>1</b>	<b>Fundamentals of Materials Management</b> Materials management: Meaning, definition, scope & importance - Integrated materials management: Concept, need & advantages - Classification of materials - Material planning: Concept, need & factors affecting.	<b>25 %</b>
<b>2</b>	<b>Industrial Purchasing</b> Meaning, importance & ethics - Principles of right purchasing - Functions of purchase department - Centralised v/s Decentralised purchasing - Buying methods - Purchase procedure - Vendor selection (Examples of vendor performance rating)	<b>25 %</b>
<b>3</b>	<b>Storekeeping</b> Meaning, objectives & importance - Functions of storekeeping - Store location and layout - Receiving and inspection - Store record	<b>25 %</b>
<b>4</b>	<b>Inventory control</b> Meaning, objective, functions & importance - Procurement and carrying cost - Stock level (Maximum - minimum - reorder point - safety stock and stock out) - Examples on (a) ABC analysis & (b) Computation of different levels of stock.	<b>25 %</b>

**Basic Text & Reference Books**

- Materials Management by K. Shridhar Bhat, Himalaya publication
- Production Management by L.C. Jhamb, Everest Publication
- Production Management by Chunawalla and Patel
- Production and Operation Management by S.N. Chary, Tata McGrew Hill
- Modern Production Management by E.S.Buffa.

