

SARDAR PATEL UNIVERSITY
Programme & Subject: BBA LLB
Semester: II
Syllabus with Effect from: June - 2010

Paper Code: IL - 203	Total Credit:
Title Of Paper: Production & Materials Management	

Unit	Description in Detail	Weightage (%)
Production/Operations Management		
I	<p>Introduction</p> <p>Operating System and Operations Management: Meaning of Operating System, Resources in OS, Functions of Manufacturing and Operations – Transport, supply and services. Meaning, Scope and Importance of Operations Management; Responsibility and role of Production/Operations Managers in Modern business environment.</p> <p>Production Process Meaning and Significance, Types of Production – Job, Lot, Batch and Mass Production; Flow lines production-Features and Comparison.</p> <p>Physical Facilities Physical Location – Meaning & Factors, Recent trends I the location of industries. Plant Building – Meaning, Factors considered in designing of plant building. Facilities Layout – Meaning, objectives, Factors, Types-Process Layout, Product Layout and Fixed Layout.</p>	
II	<p>Work Design</p> <p>Introduction and Techniques of Work Study Methods Study – Meaning, objectives, basic procedure, charts & diagrams, types of process charts</p> <p>Time Study (work measurement) Meaning, objectives, basic procedure Equipment, Performance rating, computation of Standard time.</p>	
III	<p>Operations/Production Planning and Control (OPC /PPC)</p> <p>Production Planning – Meaning, objectives, Planning procedure, routing, scheduling and dispatching.</p> <p>Production control – Meaning, objective and Importance, Production control techniques, Mass and Batch production.</p> <p>Follow up – Meaning, objectives and Importance.</p>	
Materials Management		
IV	<p>Introduction</p> <p>Materials Management – Definition, Scope and Importance.; Integrated Materials Management – Concept, Need and Advantages; Classification of</p>	



	Materials; Materials Planning – Definition, need, factors affecting materials planning.	
V	Industrial Purchasing Meaning, Importance and ethics, Principles of Right purchasing, Organisation and functions of Purchase department, Centralised V/S. Decentralised purchasing, Buying methods, Vendor Selection, Purchase Procedure	
VI	Storekeeping Meaning, objectives and Importance, Functions; Store location and layout; Receiving, Inspection & Issue procedure; Stores Record.	
VII	Inventory Control Meaning, objectives, functions and importance; Procurement and carrying cost; Stock level- Maximum, Minimum, Recorder Point, Safety stock and stock out; EOQ- Assumptions and Derivation for quantity; Perpetual physical verification, ABC Analysis	

Basic Text & Reference Books:-

- Chary S.N., Production and Operations Management, Tata McGraw Hill Publishing Co., Ltd., New Delhi
- Buffa E.S., Modern Production Management, Wiley Eastern Pvt., Ltd., New Delhi
- Adam E.E. & Ebert R.J., Production and Operations Management, Prentice Hall of India Pvt., Ltd., (EEE), 1994

