

UNIVERSITY OF DELHI

COURSE NAME: B.A. (VS) MATERIALS MANAGEMENT

(SEMESTER – 1)

based on
Undergraduate Curriculum Framework 2022 (UGCF)
(Effective from Academic Year 2022-23)

University of Delhi**List of DSC Papers**

Course Title	Nature of the Course	Total Credits	Components			Contents of the course and reference is in
			Lecture	Tutorial	Practical	
Materials Management: An Overview	DSC-1.1	4	3	1	0	Annexure-I
Purchase Management	DSC-1.2	4	3	1	0	Annexure-II
Business Organisation and Management	DSC-1.3	4	3	1	0	Annexure-III

List of GE Papers

Course Title	Nature of the Course	Total Credits	Components			Contents of the course and reference is in
			Lecture	Tutorial	Practical	
LANGUAGE 1	GE	4	3	1	0	Not Mentioned

Materials Management: An Overview

DSC: 1.1

Credit 4 (3L+1T)

Objectives: There are following objectives:

1. To introduce conceptual framework of material management and can manage the material management process.
2. To understand both internal and external of material management, material management activities, functions and organizational structure;
3. To familiarize production processes, machines and tools used in industries.
4. To analyze the dynamics of inventory management's principles, concepts, and techniques as they relate to the entire supply chain.
5. To explain familiarize themselves with inventory management practices.
6. To Perform the material handling equipment in the stores.

Learning Outcomes: After completion of the course, Students will be able to

1. define conceptual framework of material management and can manage the material management process.
2. explain both internal and external of material management, material management activities, functions and organizational structure;
3. use and explain production processes, machines and tools used in industries.
4. analyze the dynamics of inventory management's principles, concepts, and techniques as they relate to the entire supply chain.
5. explain familiarize themselves with inventory management practices.
6. Perform the material handling equipment in the stores.

Contents

Unit	Unit wise weightage of marks (in %)	C&K*	A&A**
Unit 1: Materials Management and Linkages	25	√	√
Unit 2: Materials Planning and Budgeting	25	√	√
Unit 3: Purchasing and Inventory	25	√	√
Unit 4: Materials handling and storage systems	25	√	√

*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit1: Materials Management and its linkages

Meaning and Scope, Functions of Materials Management, Objectives and Significance of Materials Management. Interfaces of Materials Management: Internal and external interfaces, Organization of Material Management, Integrated materials management system and its advantages. Linkages with other

functional areas of Management i.e. Production, Accounting and Finance, Marketing, Information Technology, Total Quality Management.

Unit2: Materials Planning and Budgeting

Introduction, Management of Production and Manufacturing, Types of Industries, Manufacturing Planning and Control, Materials Management in Manufacturing and Process Industries , Materials Planning and Budgeting in Continuous Process Industries; Broad categories of production processes used in industries. Productivity plan, commonly used machines and tools in industries.

Unit 3: Purchasing and Inventory

Purchasing in Materials management, system concept, purchasing and procurement activities under Materials management, Value Analysis and value Engineering, Purchasing and quality Assurance, Purchase Cycle, Negotiation & Bargaining , Vendor relations, Purchasing Methods.

Need of Inventory, Types of Inventory, Characteristics of Inventory, Components of Inventory, Inventory Functionality , Some basic tools and techniques of Inventory Management, Planning the Inventory Resource, Material Requirement Planning (MRP), Advantages over conventional planning (Order Point Method) , Input and output of MRP system.

Unit: 4 Materials handling and storage systems

Material handling in stores, Principles of Materials Handling system, Materials Handling Equipment, Safety issues, Physical distribution logistics, physical control of stocks: obsolete, surplus and scrap Management, Layout of stores and warehouse.

Suggested Readings

1. Arnold, Champman and Ramakrishnan, Introduction to Materials Management, Pearson Education, Inc.
2. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
4. Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman Hall
5. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda.
6. Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
7. Varma, M.M., Essentials of Storekeeping and Purchasing, Sultan Chand and Sons, New Delhi.

Note: The latest edition of the readings may be used.

Assessment methods

- Internal Assessment 25 marks
- Written Theory Exam 75 marks

Keywords: Materials Management, Materials Planning, Productivity plan, Purchase Cycle, MRP

Purchase Management

DSC: 1.2

Credit 4 (3L+1T)

Objective: The objectives of the course are

1. to provide the understanding of different concepts of purchase management;
2. The Course equips the students about purchasing and its systems and procedures.
3. To give understanding of price forecasting,
4. special purchase systems, public buying and online purchasing/buying.

Learning Outcomes: After completion of the course, learners will be able to:

1. explain the conceptual framework of purchase management.
2. perform the procedure for purchase of materials from private and Government sources
3. define special purchase systems and conduct price forecasting for purchasing the material.
4. explain the procedure of online purchasing, government purchasing and its current practices

Course Contents:

Unit	Unit wise Weightage of Marks (in %)	C&K	A&A
Unit-1: Introduction to Purchase Management	30	√	
Unit-2: Source and Procedure for purchase	20	√	√
Unit-3: Special Purchase Systems and Price Forecasting	30	√	√
Unit-4: Online and International Purchase	20	√	√

Unit 1 Introduction to Purchase Management

Introduction, importance and functions of purchase Department, Organization for purchase function, centralized and decentralized purchasing, objectives of purchasing i.e. 6 R's of purchasing. Buyer- seller Relationship: Importance of good buyer-seller relationship, Relation with supplier-policies and issues in relationship, Ethical issues in purchasing.

Unit 2 Source and Procedure for purchase

Sources of supply: vendor selection and rating, Material specifications, Pre-purchase considerations, standard purchase procedure, post-purchase issues. Standard form used in purchasing like purchase requisition, tender / quotation documents, schedule of quotations, purchase order, follow-up order, cancellation of order, Bill of Materials etc.

Unit 3 Special Purchase Systems and Price Forecasting

Special Purchase Systems and Price Forecasting: (a) Special Purchase Systems: Forward Purchase, Tender purchase, Blanket order, zero stock, Rate contract, Purchases of capital equipment and leasing. (b) Price Forecasting: Price and

pricing impact, price practices, price negotiations hard bargaining and fixing. Purchasing under fluctuating prices, purchasing under uncertainty, Negotiations regarding quality

Unit 4 Online and International Purchase

Online Purchasing: Concept, advantages, procedure of online purchasing and current online purchase practices. International Purchasing: Need for International Purchase, Direct and Indirect Buying, term of payments and Legal-Framework of International Purchasing. The eProcurement System of India

Suggested Readings

1. Bailky, P. and Farmer, D., Purchasing Principles and Techniques, Pitman, London
2. Chunawalla, S.A., Materials and Purchase Management, Himalaya Publishing House, New Delhi
3. Dutta A.K., Materials Management: Procedures, Text and cases, Prentice Hall of India Pvt. Ltd., New Delhi.
4. Gopalakrishnan, P. and Sundareson, M., Materials Management: An Integrated Approach, Prentice Hall of India Pvt. Ltd., New Delhi.
5. Shah N.M. An Integrated concept of Materials Management, Indian Institute of Materials Management, Baroda Branch, Baroda
6. Sharma S.C., Material Management and Materials Handling, Khanna Publishers, New Delhi.
7. Pooler Victor H. Purchasing and Supply Management, Creating the Vision, New York, Chapman & Hall
8. Lee, L. and Dobler, D.W., Purchasing and Materials Management, McGraw Hill, New York
9. Zenz, G.J.. Purchasing and the Management of Materials, John Wiley, New York
10. <https://www.india.gov.in/spotlight/government-e-marketplace-procurement-made-smart#tab=tab-1>

Note: Latest editions of the books should be used.

Assessment methods

- Internal Assessment 25 marks
- Written Theory Exam 75 marks

Keywords: purchase Department, vendor selection, Material specifications, Price Forecasting

Business Organisation and Management

DSC- 1.3

Objective: The course aims to

1. develop an understanding of dynamics of business organisations and recent management practices.
2. develop an understanding various perspectives related to business environment and entrepreneurship.
3. develop an understanding how the organisations adapt to an uncertain environment and decipher decision making techniques.
4. develop an understanding of the relationship amongst functions of management *i.e.* planning, organizing, directing and controlling.
5. to analyse the change in working pattern of modern organisations.

Learning Outcomes: After completion of the course, learners will be able to:

1. explain the dynamics of business organisations and recent management practices.
2. describe varied perspectives related to business environment and entrepreneurship.
3. analyse how the organisations adapt to an uncertain environment and decipher decision making techniques.
4. analyse the relationship amongst functions of management *i.e.* planning, organizing, directing and controlling.
5. analyse the change in working pattern of modern organisations.

Course Contents:

Unit	Unit wise weightage of marks (in %)	C&K*	A&A**
Unit 1: Introduction	20	√	√
Unit 2: Business Environment and Entrepreneurship	20	√	√
Unit 3: Planning and Organizing	30	√	√
Unit 4: Directing and Controlling	30	√	√

*C&K- Comprehension & Knowledge

**A&A – Analysis & Application

Unit 1: Introduction

Role of organisations and management in our lives; Nature and Functions of Management (An overview); Managerial Competencies, Ownership forms; Business formats- Brick & Mortar; Click; Brick & Click; E-commerce; Franchising; Outsourcing

Unit 2: Business Environment and Entrepreneurship

Meaning and layers of Business Environment (micro/immediate, meso/intermediate, macro and international); Business ethics and social responsibility; Entrepreneurship and its relevance, Business and social entrepreneurship as a process of opportunity/problem; Micro, small and medium Enterprises; Government Policy regarding MSMEs

Unit 3: Planning and Organizing

Strategic Planning – Business and Corporate Level Strategies; Decision-making- process and techniques; Organizing, Formal and Informal Organisations, Centralisation and Decentralisation, Organisational structures – Divisional, Product, Matrix, Project and Virtual Organisation, Motivation- needs (including Maslow's theory), incentives, Equity and two factor theory (Herzberg); McGregor Theory X and Theory Y;

Unit 4: Directing and Controlling

Leadership – Leadership Styles, Transactional Vs. Transformational Leadership; Followership – meaning, importance and Kelley's Followership Model; Communication – New trends and directions (Role of IT and social media); Controlling – Techniques of Controlling Relationship between planning and controlling, Business Process Reengineering (BPR), Learning Organisation, Six Sigma, Supply Chain Management, Subaltern Management Ideas from India; Diversity & inclusion; Work life Balance; Freelancing; Flexi-time and work from home; Co-sharing/co-working.

Practical Exercises:

The learners are required to:

1. complete the exercise wherein they are given different situations and scenarios to start their own business (in terms of capital, liability, scale of operations, etc.) and are asked to select the most suitable form of business and justify the same highlighting the advantages and disadvantages of their choice.
2. participate in role play activity for describing the various levels of Management and competencies.
3. each learner is required to identify various elements affecting the business environment and conduct SWOT analysis for the company identified.
4. participate in simulation activity wherein each learner is asked to prepare strategic plans with respect to increasing the effectiveness in their respective organisation.
5. present a role play on bounded rationality or on any aspect of decision making.
6. create a simulation exercise in class to demonstrate various types of authority, delegation, and decentralization of authority.
7. using Maslow's Need-Hierarchy Theory, analyse various needs and prepare a report.
8. demonstrate various types of Leadership Styles in the form of Role Play by identifying real life leaders from the corporate world.

Suggested Readings

- Basu, C. *Business Organisation and Management*. McGraw Hill Education.

- Chhabra, T. N. *Business Organisation and Management*. Sun India Publications. New Delhi.
- Drucker, P. F. . *The Practice of Management*. New York: Harper & Row.
- Kaul, V. K. *Business Organisation Management*. Pearson Education.
- Koontz, H., & Weihrich, H. *Essentials of Management: An International and Leadership Perspective*. Paperback.
- Singh, B. P., & Singh, A. K. *Essentials of Management*. New Delhi. Excel Books Pvt. Ltd.

Note: Latest edition of the readings may be used.