

GUJARAT TECHNOLOGICAL UNIVERSITY

DIPLOMA IN COMMERCIAL PRACTICE

SEMESTER: V

Subject Name: **Production and Material Management**

Sr. No.	Course content
1.	Production Management <ul style="list-style-type: none"> • Meaning and Definition of Production • Characteristics of Production • Production management <ul style="list-style-type: none"> - Meaning – Definition – System Approach- Nature – Objectives – Scope - Different types of production processes like piece-meal production, job order, batch production, mass production, assembly production - plant layout - factory environment
2.	Production Management <ul style="list-style-type: none"> • Meaning and Definition of Production • Characteristics of Production • Production management <ul style="list-style-type: none"> - Meaning – Definition – System Approach- Nature – Objectives – Scope - Different types of production processes like piece-meal production, job order, batch production, mass production, assembly production - plant layout - factory environment
3.	Materials Management Meaning – Definitions – Objectives – Scope – Importance – inter-relation with other departments
4.	Purchasing Meaning – Objectives – Importance Organisation for Purchasing <ul style="list-style-type: none"> - Centralised and De-centralised with Merits and Limitations <ul style="list-style-type: none"> • Functions of Purchasing Department • Purchase Procedure Principles of Right Purchasing
5.	Store Keeping <ul style="list-style-type: none"> • Definition – Objectives – Functions – Importance • Factors underlying successful store keeping • Store Keeper Qualities and Qualifications – Duties – Responsibilities • Store House <ul style="list-style-type: none"> - Centralised and De-centralised with Merits and Limitations - Classification and codification of stores

	<ul style="list-style-type: none"> • Methods of Stock Verification specimens of store records
6.	<p>Inventory Management</p> <ul style="list-style-type: none"> • Meaning and Distinction of Material Control and Inventory Control • Importance of Inventory Control • Tools and Techniques of Inventory Control <ul style="list-style-type: none"> - Various Control Levels - Maximum - Minimum - Order - Danger - Safety Stock - EOQ(with simple examples) - ABC Analysis with Merits and Limitations <p>Methods of Valuation of Issued Materials</p> <ul style="list-style-type: none"> - FIFO – LIFO – Simple and Weightage Average(with simple examples)

Reference Books:

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|---|-------------|--------------------|
| 1. Storekeeping and Purchasing | M.M. VERMA | S.Chand & Co |
| 2. Business Organization and Management | Rana –Dalal | SudhirPrakash |
| 3. Office Management | B.K. GHOSH | Sultan Chand & co. |
| 4. Cost Accounting | B.K. BHAL | |