

FACULTY OF MANAGEMENT

Earlier DOC NO. 62

Revised Syllabus for the
Post-Graduate Diploma in
Material & Logistics Management
(PGDMLM)

(from Academic Year 2008-2009)

UNIVERSITY OF PUNE

Publisher's Note

The University of Pune has great pleasure in publishing the revised syllabus for the **Post-Graduate Diploma in Material & Logistics Management (PGDMLM)** Examination under the Faculty of Management starting academic year 2008-09.

It is hoped that this syllabus will be most useful to the students of this course.

On behalf of the University, I thank the experts and authorities of the University for their keen interest and whole-hearted co-operation in bringing out this publication.

University of Pune
Ganeshkhind, Pune – 411007.

Registrar

PGDMLMSyL/5

University of Pune Post-Graduate Diploma in Material and Logistics Management (PGDMLM)

Effective Commencement from Academic Year 2008-2009.

(I) Name of the Course:

The name of the course shall be Post Graduate Diploma in Materials and Logistics Management (PGDMLM)

(II) Objective Of the Course :

The basic objective of this course is to provide to the country a steady stream of competent young men & women with the necessary knowledge, skills and foundations for acquiring a wide range of rewarding careers into the rapidly expanding world of Materials and Logistics Management.

(III) Job Opportunities :

Considering the era of globalization, logistics management is taking utmost importance in the market. Materials Management and Logistics Management are complimentary to each other. After completing this course the students can stand firm in the world of global competition. Those course will open both fields for students. The students having experience in the field of production can learn the techniques of materials and logistics management and implement them in their daily operations. This course can give a wide scope to the students interested in working in the manufacturing as well as shipping and retailing fields.

(IV) Eligibility For Admission :

A student seeking the admission to this course must possess any one of the following qualifications.

1. Bachelor's Degree of any statutory Indian University or any other recognized Foreign University.
2. Any diploma awarded by Board of Technical Education of any State Government or Central Government (Post – SSC Three years Diploma or Post HSC two years Diploma) with one Year's Post Diploma experience.

(V) Structure of the course:

The course will have two semesters, each semester consisting of 5 papers carrying 100 marks

Course outline for Diploma in Materials and Logistics Management.

Semester I

Course Code	Subject Title	Examination	Marks
101	Principles and Practices of Management	External	100
102	Materials Management	External	100
103	Logistics Management	External	100
104	Import Export Policy	Internal	100
105	Manufacturing & Operations Management	Internal	100

Semester II

Course Code	Subject Title	Examination	Marks
201	Physical Distribution & Supply Chain Management	External	100
202	International Buying	External	100
203	Computer Awareness	Internal	100
204	Statistical & Quantitative Methods	Internal	100
205	Project Work	Internal	100

(VI) Assessment and Standards of Passing:

- 1) The papers marked as externals are meant for external evaluation by the University and carry hundred marks each paper 30% of such marks are reserved for internal evaluation & 70% of such marks are reserved for university evaluation based upon the written examination. Papers marked as “Internal” are meant for internal evaluation by the individual institute.
- 2) Marks for the internal evaluation must be communicated by the Institute to the University before the commencement of relevant semester examination.
- 3) The minimum standard of passing will be 40% marks in each paper for internals as well as external heads.
- 4) The student is expected to complete a project report of not less than 5000 words and submit a copy of the report to the Director of the Institute before the end of the second semester. The report must be based upon the first hand study of some Materials / Logistics management aspect of any organization. The faculty of the subject will internally evaluate the report and the the marks will be communicated by the Director to the university before the commencement of semester 2 examination. No student can appear for semester 2 examination unless he scores 40 out of 100 marks assigned for the project work.

(VII) Backlog

The Student will be allowed to carry maximum backlog of 6 (Six) heads of passing.

101 PRINCIPLES AND PRACTICES OF MANAGEMENT

Topic Sr. No.	Syllabus content	No. of teaching hours
1	Basic concepts Management –Definitions of Management –History of management Thought – Different approaches to management – Functions of Management	2
2	Planning : The nature and purpose of planning – Setting objectives – MBO – Strategies, policies, and planning premises – decision-making	3
3	Organizing – The nature and purpose of organizing – Basic departmentation – line, Staff authority, & Decentralization – Effective organizing and organizational culture	3
4	Staffing : Selection and Recruitment-Performance Appraisal and Career Planning – Training and Development	4
5	Directing : Elements of directing – Manager as a leader – motivator - Communicator	2
6	Controlling – The System and process of controlling - control techniques and Information technology	2
7	Coordinating	1
8	Decision-making Nature purpose and Principle of Managerial Decision Making	3
9	Case Studies	8

Books Recommended

Principles and Practices of Management –	L.M. Prasad
Principles and practices of Management –	Tripathi and Reddy
Principles and Practices of Management –	Dr. P. C. Shejwalkar
Essentials of Management –	Koontz

102 MATERIALS MANAGEMENT

Topic Sr. No.	Syllabus content	No. of teaching hours
1	Materials management – An overview – Introduction – Scope-Objective, Importance Integrated approach to Materials Management.	3
2	Material Planning – Introduction – Factors affecting material planning – Techniques of material planning - MRP	4
3	Purchasing, Procedure & Pricing Issues – Receipt – Storage - Issue	4
4	Inventories – Definition-Classification of Inventories- Need for inventories – Merits & Demerits of Inventories	2
5	Inventory control techniques and principles - classification, codification, standardization – ABC analysis –VED, GOLF, FSN - HML	6
6	Economic order quantity concept – Derivation of EOQ formula, modified EOQ	3
7	Case Studies	6

Books Recommended:

Materials and logistics Management	–	Prof. Shailesh Kasande
Materials and logistics Management	–	Dr. L. C. Jhamb
Materials Management	–	Mr. K. K. Ahuja
An integrated approach to Materials Management	–	Gopalkrishnan & Sundersan

103 LOGISTICS MANAGEMENT

Topic Sr. No.	Syllabus content	No. of teaching hours
1	Introduction to logistics Management – Significance of logistics – The Total distribution concepts – Integrated Logistics	2
2	Role of IT in warehousing & Physical Distribution	4
3	The Economics of Logistics	4
4	Cost associated With Logistics	4
5	Logistics in International Trade	4
6	Developing Customer Service Strategic & Customer service Logistics	4
7	Third Party Logistics	2
8	Materials handling packaging and transportation systems	4

Book Recommended:

Handbook of Logistics and Distribution Management – John Gattorna
 Logistics Management – P. Fawcett, R. McLeish and I Ogden
 Strategic Logistics Management – D.M. Lambert & J R Stock, Richard D Irwin Inc.

104 IMPORT – EXPORT POLICY

Topic Sr. No.	Syllabus content	No. of teaching hours
1	Role of Govt. in Export Promotion a) Registration – IEC, EPC, CENTRAL Excise b) Physical – (1) Direct (2) Indirect c) Deemed Export	4
2	Category of exporter a) Manufacturer Exporter / Merchant Exporters / Service Provider (i) General (ii) EOU (iii) SEZ (iv) EH/TH/PTH	4
3	Export Benefits – Duty drawback, CENVAT, Salestax Exemption	4

Topic Sr. No.	Syllabus content	No. of teaching hours
4	Import – Export – Excise Clearance Benefit / Rebate. Procedures and Documentation. GSP Rules of Origin ECGC Exim Bank/Lines of Credit Procedures & Documentations, EXIM bank / Lines of credit. Export Procedures (customs)	4
5	Import Planning – Registration of factories with concern Authorities, SSE in relation to import of Capital goods – Project Imports / EPCG	4
6	Import Management in a developing economy. Import Procedures(Customs). Import Procurement Planning – Project Import/ EPCG.	4
7	Purchase Contract, Terms of Delivery and Payment Import Licensing Policy. Duty exemption Scheme DEPB Understanding EXIM policy 2008-2009.	4

Books Recommended

Foreign Trade Policy Vol. I & II.
Hand book of Procedure Vol. I, II & III.
How to Export by Nabhi Publication.
How to Import by Nabhi Publication.
Do it yourself Export Import – M. I. Mahajan

105 MANUFACTURING & OPERATIONS MANAGEMENT

Topic Sr. No.	Syllabus content	No. of teaching hours
1.	Concepts, Scope & Importance of Manufacturing & Operations Management	4
2.	Interrelationship between Materials & Operations Management	4
3.	Role of Raw Materials, Components and Work in Process inventories manufacturing	4
4.	Methods of Quantity Assurance namely Sampling, SQC, Vendor rating, Self Certification	4
5.	Production Planning and Control – Meaning, Scope & Procedure	4
6.	Plant Layout – Concept & Methods	2
7.	Plant Maintenance – importance & Methods	2
8.	Just – in – Time Manufacturing	4

Books recommended

Production & Operations Management – Dr. N. G. Nair – Tata McGraw Hill Ltd., Delhi.
Production & Operations Management – S. N. Chary - Tata McGraw Hill Ltd., Delhi.
Production & Operations Management – E. S. Buffa - Tata McGraw Hill Ltd., Delhi.
Production & Operations Management – B. S. Goel

SEMESTER II**201 PHYSICAL DISTRIBUTION & SUPPLY CHAIN MANAGEMENT**

Topic Sr. No.	Syllabus content	No. of teaching hours
1.	Meaning, Scope & Importance of Physical Distribution	2
2.	Channels of Distribution – Marketing channels – Emergence of channels of Distribution – Kinds of channel members – Need for selecting channel members – actors considered in selecting channels – Distribution policies and strategies – Should middleman be eliminated – Special distribution methods	4
3.	Retailing and Wholesaling – Retailer – Wholesaler – Major channels prevailing in India	2
4.	Elements of Distribution Logistics – Elements of cost in physical distribution system – Distribution Importance	3
5.	Logistics & Communication in Physical distribution	3
6.	Selection of Appropriate Channel	3
7.	Understanding The Supply Chain, Decision Phases in Supply Chain, Process View of Supply Chain	4
8.	Evaluation of Supply Chain management	3
9.	Role of Information Technology in Supply Chain	2
10.	Benchmarking the Supply Chain	2

Books Recommended

1. Sales & Distribution Management – Dr. Martin Khan
2. Physical Distribution Management – Dr. S. V. Bhave
3. Supply Chain Management – Sunil Chopra & Peter Meinden

202 INTERNATIONAL BUYING

Topic Sr. No.	Syllabus content	No. of teaching hours
1.	Importance & Scope for buying internationally	4
2.	International Purchasing Practices	4
3.	Procedures & documentation of International Buying	4
4.	Role of intermediaries in International Purchasing	4
5.	Mode of Payment & Role of Financial Institutions in International Trade	4
6.	International buying of capital goods and consumer goods	4
7.	Nature and Composition of Imports in India	4

Books Recommended

International Purchasing & Management – Allen Branch – Thomson Publication.

203 COMPUTER AWARENESS

Topic Sr. No.	Syllabus content	No. of teaching hours
1.	Computer: Block Diagram of elements of digital computer, their function, memory, CPU, I/O Devices, Secondary Storage, magnetic Tapes, Disk, CD ROM, Other recent developments, Scanners, Micro, Mini & Mainframe Computers.	4
2.	Representation of data: Binary, Octal, Hexadecimal, BCD, EBCDIC, ASCII, Conversions, Simple additions, subtractions, Multiplications and Divisions.	4
3.	Boolean Algebra: Algebra Rules and DeMorgan's Rules, Simplification of operations, Karnaugh maps or simple equations.	4
4.	Software: Introduction in programming, flowcharts and algorithms, System Software, Application Software, Firmware, Introduction to machine Assembly and Higher level languages.	4
5.	Operating System: Introduction, Process Management, FCFS, Round Robin, Priority based Management System, Paging, Virtual memory.	4
6.	Programming Languages: Assembly Language, Higher level programming language, High Level language program, Some High Level Languages.	4
7.	File: Concept of File, File Organisation, Techniques, Indexed Line, Sequential, Hashed, File Handling functions – Sorting, Merging, Indexing, Updating	2
8.	Introduction to Viruses & Vaccines.	2

Books Recommended

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| 1. | Networking | – | Behrouz A. Forouzan & Uyles Black |
| 2. | Computer Fundamentals | – | P. K. Sinha & V. Rajaraman |
| 3. | MIS | – | W. S. Javdekar |
| 4. | DBMS | – | Korth IV Edition |
| 5. | Internet Technology | – | P. K. Sinha & V Rajaraman |
| 6. | Operating System | – | Galvin. Godbole |
| 7. | FRP | – | Vinod Kumar Garg, Venkat Krishnan |

204 STATISTICAL AND QUANTITATIVE METHODS

Topic Sr. No.	Syllabus contents	No. of teaching hours
1.	Tabulations of data in Statistical Charts & graphs	3
2.	Measures of Central tendency	3
3.	Probability – Probability Distribution Binominal Poisons and Normal	3
4.	Simple and Multiple Regression and correlation	3
5.	Linear Programming – Formulation and Graphical solution. Concept of duality. Solution by Simplex method.	4
6.	Queuing Theory	4
7.	Monte Carlo Simulation	4
8.	Assignment Problem – Transportation problem	4

Books Recommended

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| Statistical method | – | S. P. Gupta |
| Statistics and Quantitative Techniques | – | M. G. Dhayagude |
| Operation Research | – | Richard Bronson |
| Quantitative Techniques Vol – 1 and 2 | – | L. C. Jhamb |
| Operation Research | – | V. K. Kapoor |