

Skill Development Programme: ‘Assistant Stores Manager’

1. Preamble:

The present programme is basically designed to promote skills required for development of understanding in materials management and promotion of store keeper as a career option amongst potential students in urban and rural areas. The programme is focused at–

- Giving a proper understanding about the materials management to urban and rural students
- Training the youths to materials management sector in a systematic manner.

This programme shall help the youths to learn the nature of material management.

2. Nomenclature:

The programme is titled as professional Assistant Stores Manager

3. Focus of the Programme:

The programme is focused at advancing and inculcating skills required for Stores manager through systematic canvassing, counseling and right guidance to potential customers . It will also help the learners to know various principles materials management.

4. Job Profile:

The incumbent trainee is expected to learn various facets of materials management and various activities. The trainee will also have to understand the salient features of various techniques in materials management.

The programme shall basically focus on following aspects:

- a. To provide an understanding regarding principles of modern materials management.
- b. To help the learners to know importance of materials management
- c. To understand a right system of material management.

5. Minimum Qualifications:

The programme shall require the incumbent trainee is expected to have minimum qualification of H. S. S. C. in any branch or discipline.

6. Intake:

The minimum intake per batch is 20 subject to a maximum of 40 learners per batch at a time.

7. Duration of Programme:

The programme shall be of 60 hours duration distributed in different learning activities like:

1. Lectures
2. Demonstrations
3. Hands on experience
4. Customer interface etc.

8. Interface:

The trainee shall have to undergo a learning and skill development exercise of 60 hours duration which will be divided into different sessions and training activities. The training activities and learning sessions shall mainly focus on developing skill sets required to become a professional assistant stores manager.

The programme interface shall focus at following aspects:

- a. A trainee/ learner will have to work with one or two organizations for gaining professional and practical exposure as well as for developing skill sets.
- b. The trainee shall have to attend conceptual lectures and basic foundation programme to know about principles of tourism and its products. This session shall be organized in a specified academic institution.

The distribution of interface is as follows–

Learning exercise, demonstrations and hands on experience	60%
---	-----

Job related project	20%
Assignment	10%
Concept building	10%

9. Composition of learning activities and interactive sessions:

In order to develop appropriate skills set, every trainee will have to undergo practical training and hand on experience sessions under able guidance of Branch Manager / Material's Manager / Purchase officers. He/ she shall also have to attend conceptual and academic sessions to know the fundamentals and basic principles about tourism systems. For the purpose of interface, the resource persons shall provide skill inputs in following proportion.

Purchase Officers for providing hands on experience	60%
Faculty members and academicians	40%

10. Proposed Skill Bank to be developed:

The proposed Skill Bank for assistant stores manager in materials management Sector shall focus on development of following skills:

- a. Communication skills
- b. Canvassing skills
- c. Effective counseling skills
- d. Effective Data Management skills
- e. Relationship management skills
- f. Conflict resolution and convincing skills

11. The Course Structure is divided in following components:

- a. **Core components:** This shall include understanding of Materials management.

b. Allied components: This shall mainly focus on developing counseling skills, enhancing canvassing ability, data management skills, effective communication skills.

12.The distribution of conceptual/ practical lessons is as follows:

Unit No.	Title	Conceptual Focus	Learning Hours (Conceptual)	Practical Focus	Learning Hours (Practical)
1	Inventory Management	To conceptualize the importance of inventory and its management- its inter-linkages with various perspectives for an organization.	2	Creating an understanding about Inventory Management Method: Visit to a Stores Dept of companies where material management is practiced.	2
		To conceptualize various techniques in Inventory Control- Various Stock levels- Importance , LIFO-FIFO method	2	Understanding the concept of Stock Levels. Method: Interface with Purchase officer / Guest Lecture.	3
2	Classification, Codification and Storage	To understand the basic concept and importance of classification and codification.	2	Understand the dynamics Classification and Codification- Alphabetical , Numerical , Decimal , Kodak , Brisch Systems. Method: Hand's on Practice for various procedures in classification and Codification-	5
		To understand the concept and importance of storage of materials.	2	Understanding preservation system for various materials like cement , timber , chemicals, explosives etc Method: Visit to stores department and Hand's on Experience with staff.	5
3	Inspection and Accounting	To understand the Importance, advantages, procedures and methods of inspection of goods.	2	Inspection procedures followed by different organizations. Method: Role play, demonstration, , case study	5

		Revision of various books – material’s receipt book , Issue book, Purchase order & Notes, Bin-Card, Stores Ledger, Stock taking		Understanding the importance of various documentation Method: Case study, interface with purchase manager, discussions, role play	
			2		5
4	Developing Effective Speaking	Understanding requirements– selecting effective techniques.	2	Developing persuasion skills, effective presentation skills, selecting suitable body language, identifying appropriate non– verbal communication skills, listening skills Method: Role Play, demonstration, mock interviews, body language skills	5
5	Effective interpersonal skills	Group Discussion– Personal conversation– involving customers and identifying their interest– offering an effective sales proposal– negotiation and sales closure techniques	3	Developing appropriate communication skills, assessing customer requirements, counseling for query redressal Method: Role Play, demonstration, mock interviews	5
6	Safety and Compliances	To understand the requirements to be done to maintain personal safety, general safety & electric safety. First Aid and use of fire fighting equipments.	3	Understanding of various compliances required by Law and in general for safety in stores Method: Role Play / Case Study / Visit’s	5
Total number of Lectures			20		40

13. Evaluation:

The programme will be evaluated by using both- skill based and concept bases techniques.

14. Certification:

After successful completion of the conceptual and practical interface, the participating candidates will be awarded a certificate of completion by programme conducting agency.

15. References:

1. Production and Operations Management – S.N.Chary
2. Operations and Supply Management – Richard Chase et.al
3. Materials Management – K.K.Ahuja