



**Indian Institute of Materials Management**

304, 306 & 307, A Wing, III Floor, Mittal Tower, No.6,  
M.G. Road, Bangalore – 560 001, Tel: 25327251/52



## Online Short-term Certification Course on

**Register Here for Application Form**

<https://forms.gle/gurNzcab2fkXn8uW6>



**Starting :  
15.10.2020  
Duration:  
Six Months**



**Charter Member:**

**International Federation of Purchasing and Supply Management, USA**



## ABOUT IIMM

Indian Institute of Materials Management is the premier professional Institute of Materials Management in India. Our mission is to “promote professional excellence in materials management towards national prosperity through sustainable development” through its national network of 52 branches and 19 chapters spread over the length and breadth of the country. IIMM is dedicated to the professional activities including Educational Courses, Executive Development Programs, Seminars, Workshops, In-house Training Programs and consultancy.

## INTERNATIONAL AFFILIATION

To have an effective global interaction on the subject, IIMM is a charter member of International Federation of Purchasing and Supply Management (IFPSM), USA which has its roots in 33 countries from all the six continents, representing views of Purchasing and Materials Management professionals world-wide. Its major aim is to encourage professional development, education and cross-cultural exchange and cooperation in Purchase, Materials Management, Logistics, International Trade and other related disciplines.

## IIMM ASSOCIATION WITH ITC UNCTAD / WTO

The International Trade Centre (ITC) UNCTAD/WTO is the Focal point in the United Nations for Technical co-operation with developing countries in trade promotion. As an executing agency of the United Nations Development Program (UNDP), ITC is directly responsible for implementing UNDP financed Projects in developing countries and economics in transition related to trade promotion.

## OBJECTIVE OF COURSE

The primary objective of these course is to impart the relevant, necessary knowledge and skills on some of the important areas in each of the subjects. The course will cover some of the basic theories relevant to the field and go on the build on the improvements and latest technology in the relevant field. It is designed to benefit freshers as well as working professionals. The latest knowledge and skillset will enable the individuals to outperform in their functional areas and enable them to rise to senior positions

## FACULTY

The sessions will be handled by Senior faculty from IIMM who are specialists in Supply Chain Management domain having rich Professional and Industry experience.

## QUALIFICATION

### Qualification for joining this program

- i. An undergraduate degree in any discipline with at least 50% grade**
- ii. Engineering diploma holders with 2 years practical experience in an organization.**

## WHO WILL BENEFIT

Persons working in Supply Chain Management or related functions in any industry or Government organizations will benefit from the program. The program is aimed at both individuals at the abinitio level as well as those with experience in the field.

This course is aimed at individuals working in any function in a manufacturing or service industry and interested in updating/upgrading the skills set required in the current competitive environment. Individuals at the entry level and individuals with experience will derive competitive advantage with this additional qualification

## COURSE SCHEDULE

The course will be for 6 months duration

Admission Notice	: Third week September 2020
Commencement of admission	: Third week September Week
Classes commences	: 15th October 2020
Examination for first batch	: March / April 2021
Announcement of results	: April 2021 Last week

## TEACHING METHODOLOGY

**The Classes will be conducted Online on MS Teams or Google Meet in an interactive mode.**

The Lecture sessions will be conducted as per details below:

**Fridays: 18.30 to 20.00 hours**

**Saturdays: 18.30 to 20.00 hours**

**Sundays:**

**Morning Session 09.30 to 11.00 hours**

**Afternoon Session 14.00 to 15.30 hours**

## ATTENDANCE

**Minimum of 75% Attendance in each subject is mandatory for appearing for the Examinations**

However, relaxation will be allowed for individuals who have 50% attendance with a penal fee of Rs. 500 per subject. In all such cases the individuals will not be eligible for distinction or first class.

## ASSESSMENT

**The students performance will be assessed on the following framework:**

Assignments : 20 marks

Attendance 5 Marks (**Class + Minimum a Monthly Lecture Programs**)

**Final Examination( Online) 50 Marks**

Viva-voce: 25 Marks

Class room sessions will include presentations, videos, discussion on case studies and visit to industries wherever applicable. Students are encouraged to bring live case studies on the relevant subjects for discussion in the class (if allowed by the organization) for the benefit of all the students.

## COURSE FEES

**Total Course fee is Rs. 18,000/- inclusive Study Materials, Classes and Examination Fees. IIMM Members are entitled for a rebate of 5 % on the course fee.**

All course fee should be paid before the commencement of classes. Penal fee of Rs. 300 (Rs. Three hundred only) in case of delay in the payment of the course fee. All course fee must be paid through demand draft or through internet transfer only. Details of bank account are given at the end of the prospectus

### ACCOUNT DETAILS

**Beneficiary Name: Indian Institute of Materials Management**

Bank: **Canara Bank** Branch: **Trinity Circle Branch** Account Number: **0792101031770**

IFSC code: **CNRB0000792**

GSTNo: **29AAAAI0056P1ZF**

## COURSE CONTENT

PAPER	SUBJECT	MARKS
1	Purchasing Management	100
2	International Trade	100
3	Logistics Management	100
4	Inventory Management	100
5	Information Technology & E-commerce	100
6	Operations Management	100

## CERTIFICATE AND RANKING

Candidate successfully completing the program will be awarded the Completion Certificate from Indian Institute of Materials Management, Bangalore Branch.

The following criteria will determine classes in the examination:

- Greater than 75% - Pass with Distinction
- 60% to 74% - Pass with First Class
- 50% to 59% - Pass
- Less than 50% - Fail

**Repeaters and those who skip the examination without a valid reason and prior intimation before the date of the examination will not be entitled to get First Class or Distinction**

Individuals who could not take the examination at the first instance and individuals who have failed to get the minimum percentage of marks will be given an opportunity to appear once again during the next cycle.

Repeaters re-appearing for the exams are required to pay an examination fee of Rs. 300 per subject towards the conduct of the examination

Individuals who fail to qualify in the repeat exam must appear along with the next cycle examination. Individual will be allowed a maximum of 3 attempts (including the first attempt) and must qualify for the certificate within a maximum period of 12 months

## PROSPECTUS

**The application can be obtained from IIMM, Bangalore Branch**

## Membership

It will be in the overall interest of the candidates to become members of the Institute (if not already a member) by which they will be entitled for concession in participating in the various programs of the Institute, besides the other benefits of free periodicals, free participation in the lecture programs etc.

**For more details please contact following:**

**Indian Institute of Materials Management**

**304,306 and 307 'A' Wing, Mittal Towers, M.G. Road, Bangalore – 560 001,**

**Mobile: 9972441466; 9900862486; 9845580909**

**E-mail: [iimmbg@airtelmail.in](mailto:iimmbg@airtelmail.in); [nagaraj.sm@iimmbangalore.org](mailto:nagaraj.sm@iimmbangalore.org)**

**Website: [www.iimmbangalore.org](http://www.iimmbangalore.org)**

## Syllabus

### Purchasing Management

Overview of purchasing management & importance of purchasing, Purchasing organization structure - their roles, responsibility, authority. Developing policies and procedures. Policies and systems - relevance. Relationship with other departments

Ethical and professional standards. Concept of fairness, integrity business morals, responsibility to the organization and treatment of suppliers. What is conflict of interest. Governing laws

Make / buy / outsource decisions

Price Vs Cost. Understanding each of them. Various types of pricing. Impact of taxes and duties on pricing. Concept of total cost of ownership

Purchasing cycle – all activities that are part of the business process, source selection and quality assurance. Vendor performance analysis, vendor rating systems

Negotiation

Contracts and purchase orders. Various types of contracts

Purchasing practices - class of materials like raw materials, commodities, MRO items, capital assets - leasing of capital assets. Purchasing of services.

Public buying - features of public buying, public procurement agencies like DGS & D and their rate contract. Canalizing agencies and their role in buying. Dos and Don'ts in public buying.

Factors influencing procurement, economic concepts, market analysis, environmental factors and government Interventions & role

Purchasing strategies - reduction of cycle time, development of alternate suppliers, alternate materials and processes. Strategy for vendor management

Modern practices, e-procurement, e-auction, internet purchase and related concepts

Performance evaluation of purchase function.

### International Trade

Need for international trade, factors affecting international trade, international product life cycle, challenges and opportunities in international trade, related trade imbalances and issues, global scenarios in international trade, trade imbalances, growth of MNCs

Role of government in foreign trade, acts, rules and regulation affecting foreign trade, policy of import liberalization

International trade economics, balance of trade, accounting conventions in international trade, balance of payment and international linkages and foreign direct investment

Instruments for implementation of trade policies like tariff and duties, quotas, subsidies, administrative policies and global trading system

Role of customs in foreign trade, rules, regulation and valuation of goods in customs – procedure (Determination of price of imported goods).

Foreign exchange determination – Basic concepts relating to FE, currency convertibility, Factors affecting foreign exchange, role of financial institutions, Government intervention in foreign exchange management, FEMA,

Role of international organizations in foreign trade (like world bank, IMF, IBRD, etc.), international organization's involvement in FE management and regulation of foreign trade.

Role of regional forces (groups) influencing international trade (like NAFTA, ASEAN, G7, etc.) and their effect of international trade

Export promotion schemes in India, Export documentation and procedures, organizations promoting exports (like EPC, ECGC, etc.)

Import procedure and government policy on imports, procedures and import process including payment procedure in international trade, international rules and regulations governing payment process, risks in international trade

Global economy and its effects on international trade, global sourcing - risks and rewards, INCOTERMS

## Syllabus

### Inventory Management

Introduction - Need for inventory, importance of inventory, objectives of inventory management, Impact of inventory on profitability, Factors influencing inventory.

Types of inventory – categorization like raw materials, etc.

Purchasing cost, holding cost, total cost of acquisition and activity based costing role in inventory costing

Concept of selective inventory control, classification in to various types like ABC, etc. influence of variety reduction, coding and standardization in inventory management

Concepts of EOQ, safety stock, service level and its relationship to safety stock

Inventory management systems - Fixed Time system, Perpetual review system, bin systems, Vendor managed inventory systems, etc.

Concept of MRP, study of MRP system and its components, usefulness of MRP, strengths and limitations of MRP systems

WIP, FG inventories and their relationship to product and manufacturing processes

Management of spare parts inventories for capital equipment. Planning for spares under various circumstances. Optimization in spares management

Warehousing and inventory operations. Equipment, systems, warehouse design, measuring efficiency of warehouse operations, warehouse layout, reporting of inventory

Valuation methods adopted in inventory for raw materials, work in progress and finished goods, accounting for loss, damages, etc.

### Information Technology and E-Commerce

Introduction to computers - elements of computers, history and evolution of computers, operating system of computers, current trends in computing technology, utility and application of computers in various fields

Information systems – definition, data and information, components of information system, types of information system and the development of systems. Issues in development, implementation and evaluation.,

Database Management systems (DBMS) - Data concept, hierarchy, access methods, data processing, types of data processing. Application of DBMS need and advantages and disadvantages

Internet - History of internet, Role of internet, internet technology and terminologies, players participating in the functioning of internet. Tools of internet

E-Commerce - Meaning, history, features of e-Commerce, advantages and disadvantages of e-commerce, functions of e-commerce, e-commerce business models.

Implementation of B2B e-commerce systems - advantages, effects, issues in implementation, internet systems and EDI systems. Components of EDI systems advantages and disadvantages

E-governance, various systems related to governance and communication

Legal issues related to e-commerce, IT act, digital signatures, applicability of the act for e-commerce

ERP systems. SAP an example of ERP systems

### Logistics Management

Logistics - Objectives and Concepts

Supply chain management - fundamentals, flows of materials, information flows, strategies in supply chain management, relationship between customer, supplier and the manufacturer

Warehouse management - design principles, operation planning and cost reduction, warehousing and stores operations. Storage systems - various types, applications - advantages and disadvantages of systems

Material handling - Principles, guidelines and technologies in material handling systems, new developments and automation in material handling.

## Syllabus

### Logistics Management (Continued)

Transportation - Role of transportation, types of transportation, factors affecting economics of transportation, total transportation cost, inter modal transportation, legal aspects related to transportation

Physical distribution - activities, principles and related cost. Elements of cost in physical distribution. Efficiency - evaluation of system of physical distribution. Outsourcing - 3PL and 4PL systems and service providers and their responsibilities. Reverse logistics - challenges, system design. Need for efficient reverse logistics system

Channel management - design, physical flow in channel, structure of channel, functions of channels. Channel partner - selection and responsibilities.

Logistics systems - function in the company, logistics structure in the company, design of logistics function in the organization

Logistics information systems, Principles, system architecture. Planning and coordination of information systems. Information flow in the system. Technologies in the logistics operations

Government policies and regulations related to logistics. Legal issues in logistics

### Operations Management

Introduction - Nature, scope, and importance of operation management. Decision making and advanced statistical techniques in production management

Strategies in business and its relationship in operation management. Importance of operation strategies in business strategies. Demand forecasting – Need, short term and long term and other forecasting modelling

Production process - Classification, product and process design - selection, managing change, plant layout and design, product lifecycle. Process planning, facilities planning, manufacturing automation. Environmental factors affecting manufacturing process.

Production planning and control - various planning processes. Resource planning - related planning systems like MRP, etc.

Shop floor planning, scheduling and relationship with various types of manufacturing systems like job manufacturing, batch manufacturing, etc. line of balance method – scheduling and controlling production delivery schedules

Purchase and inventory management - functions, processes related to purchasing, inventory, storage and material handling systems.

Job design and work measurement, employee productivity - measurement, methods of improving productivity, learning curves and incentives for improving productivity

Quality control and management of quality, tools and methods of quality management including TQM, etc. tools for analysis and techniques for quality.

Lean manufacturing, total productive maintenance management, maintenance methods and techniques