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| **B.COM. SEMESTER – 4** | | |
| **7** | **Elective - 2** | **Business Management – 4**  **[Inventory Management]** |

Name of the Course: **Business Management – 4 [Inventory Management]**

Course credit: **03**

Teaching Hours: **45 (Hours)**

Total marks: **100**

#### Objectives:

The purpose of this course is to familiarize the students about the activities and awareness of Inventory Management principle and practices

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| **Unit** | **Content** | **No. of Lectures** |
| 1 | **INTRODUCTION TO INVENTORY MANAGEMENT:**   * Introduction – Meaning of Inventory * Need to Managing Inventory and objectives * Merits and demerits of keeping inventory * Inventory Management – Meaning and Objectives * System of Inventory Management * Importance of Inventory Management * Pre-requisites for good Inventory Management | **11** |
| 2 | 1. **Material Purchase**    * Introduction -Meaning-Importance    * Material Requisition form    * Process of Material Purchase 2. **Material receiving and inspection of goods**    * Introduction -    * Meaning of material receiving    * Inspection of Materials –Meaning and Importance | **11** |
| 3 | **MATERIAL STORAGE AND MATERIAL CONTROL:**   1. **Storage:-**    * Introduction and meaning of storage    * Function of storage keeping    * Material Storage Organization- Meaning and Formation    * Affecting Factors in Formation of Material Organization    * Procedure of Material Storage Department –Bin card    * Methods of Pricing for Issuing of Materials    * [Excluding Practical Questions] | **12** |
|  | **- (FIFO-LIFO-HIFO-NIFO-Simple Average-Weighted Average)**   1. **Material Control:-**    * **Introduction –Meaning -Objectives and Importance**    * **Scope and functions**    * **Method of material Control**    * **Different levels of Material**    * **ABC Classification**    * **Limitations of Material control** |  |
| 4 | **MATERIAL HANDLING:**   * **Introduction- Meaning- Objectives and Importance** * **Types of Material handling** * **Affecting factors at material handling** * **Guiding Principles of Material handling** * **Equipment of material handling** * **Modern trends of material handling** | **11** |
| **Total Lectures** | | **45** |

# Important instructions for paper setter –

Set University examination question paper for regular and external candidates as per the following instruction:

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| **UNIVERSITY EXAMINATION**  **(Que. No. 1 to 4 are compulsory for regular students and external candidates)** | | | |
| **Sr. No.** | **Particulars** | | **Marks** |
| 1 | QUESTION - 1 | (From Unit 1) **(OR)** QUESTION - 1 (From Unit 1) | 20 |
| 2 | QUESTION - 2 | (From Unit 2) **(OR)** QUESTION - 2 (From Unit 2) | 20 |
| 3 | QUESTION - 3 | (From Unit 3) **(OR)** QUESTION - 3 (From Unit 3) | 15 |
| 4 | QUESTION - 4 | (From Unit 4) **(OR)** QUESTION - 4 (From Unit 4) | 15 |
|  | **Total Marks for Regular Students** | | **70** |
| **ONLY FOR EXTERNAL CANDIDATES** | | | |
| 5 | QUESTION - 5  QUESTION - 5 | (From Unit 1 to 4) [Q.5 (A) 15 marks + Q.5 (B) 15 marks]  **OR**  (From Unit 1 to 4) [Q.5 (A) 15 marks + Q.5 (B) 15 marks] | 30 |
| **Total Marks for external candidates** | | | **100** |

#### Suggested Readings and Reference Books:

1. Max Muller: Essentials of Inventory Management, American Mgmt Association publication
2. D. Chandra Bose: Inventory Management Prentice Hall of India Pvt. Ltd. New Delhi
3. Antony Wild: Best Practice in Inventory Management, Institute of Operations Mangt. Pub.