Name of the Teacher:\_**Heena\_**  Class: B COM III (A)

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Materials Management: Concept, role and objectives; Systems approach to materials management; Organization of materials function; Materials planning. | **Group Discussion** |
|  | **01-31 Aug 2017** | Spare parts management; warehousing management; Purchasing –concept, principles and objectives; Purchasing cycle; Purchasing policy and procedures. | **PPT**  **QUIZ** |
|  | **01-30 Sept 2017** | Materials Accounting, Inventory Valuation, physical verification and Materials audit; Disposal of obsolete and scrap items; Transportation and insurance for risk management; Legal and ethical aspects of buying. | **Role Playing** |
|  | **01-31 Oct 2017** | Materials Research and intelligence; Quality assurance in purchasing; Standardization and Materials Management; Value Analysis; Incoming material quality control; Financial aspects and committee reports in materials management. | **Case Study** |
|  | **01-13 Nov 2017** | Revision and Test |  |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | 1) Modern Trends and Material Management  2) Integrated concept of Material Management |
| **Assignment 2** | 1) How you will dispose off the obsolete and scrap material and what type of policy you will adopt?  2) Is there any risk while transporting the material from one place to another? If yes, then how we can minimize that risk? |
| **Class Test** | **5 Chapters** |