Name of the Teacher:\_\_Gazal Malhotra\_\_\_ Class:\_\_\_B.com III(B)\_\_\_\_ Subject : Material Management

**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. | **Classroom presentation** |
|  | **01-31 Aug 2017** | Materials planning ; Spare parts management; warehousing management; Purchasing –concept, principles and objectives; Purchasing cycle; Purchasing policy and procedures. | **Power Point presentation** |
|  | **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. | **Classroom Presentation** |
|  | **01-31 Oct 2017** | Materials Research and intelligence; Quality assurance in purchasing; Standardization and Materials Management; Value Analysis; Incoming material quality control;  | **Power Point presentation** |
|  | **01-13 Nov 2017** | Financial aspects and committee reports in materials management | **Revision and Test** |

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

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| **Assignment 1** | **Material Planning** |
| **Assignment 2** | **Inventory Valuation** |
| **Class Test** | **Chapter 1,2,3,8,12,15** |