

APPENDIX II
CERTIFICATE FROM THE GUIDE

This is to certify that the Project work titled
..... is
a bonafide work carried out by
.....
..... Roll No

A candidate for MBA in Materials management course of the IIMM
and Madhya Pradesh (Bhoj) Open University under my guidance
and direction.

SIGNATURE OF GUIDE

NAME :

DESIGNATION :

ADDRESS :

DATE :

PLACE :



MBA
(Materials Management)

PROJECT WORK

GUIDELINES FOR
STUDENTS

SESSION : 2009-2010

INDIAN INSTITUTE OF MATERIALS MANAGEMENT

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MBA in Materials Management

PROJECT WORK GUIDELINES FOR STUDENTS

Students are required to take up project work for the successful completion of the MBA in Materials Management course, during the third year of the course.

1.1 WHAT IS A RESEARCH PROJECT ?

It is an intensive study on a topic. It explores the subject in depth and elucidates information about the problem investigated, the methods used to solve the problem, the results of the investigation and the conclusions inferred and a set of recommendations that can be implemented. Research can be descriptive or explanatory. In a descriptive study we study the existing systems/ prevailing conditions of the topic under Research. In exploratory study we explore the area of study, by introducing new augments to the existing system and draw inferences and projections.

1.2 WHAT CAN BE STUDIED IN A PROJECT ?

The project taken for study can be related to a particular organisation, it can be comparison study of many organisations, or related to many organisations. All projects must be related to the Area of Materials management either directly or indirectly. A project should preferably be conducted in the organisation where the student is employed.

1.3 SUGGESTED AREAS OF STUDY :

The list in Appendix I is illustrative.

- 1.4 Before embarking on the Project study., the student should identify the problem he intends to study and know the subject under study. He can facilitate this by reading material on the intended study.
- 1.5 Do you have access to the materials, data, references for the study ? A review of the Literature i.e., the studies done so far, the topics studied, will give a comprehensive view

- 110 The study and analysis of integrated materials management system
- 111 To design a scientific inventory control and purchase of lab consumable for super specialty hospital
- 112 To enhance business turnover cum profitability by stream lining stores procedure
- 113 To enhance efficiency & effectiveness of Inventory control system to enhance profitability of the Orgn.
- 114 To enhance procurement in performance through application of efficient SCM in a PSU
- 115 To enhance productivity by controlling defects in PPM from inward goods suppliers
- 116 To enhance profitability through e-procurement
- 117 To enhance service level through effective supply management
- 118 To evolve effective inventory management to Tata Steel to reduce cost
- 119 To gain competitive edge and market share by adopting corporate social responsibility
- 120 To improve business performance through efficient purchase & stores procedure
- 121 To improve customer satisfaction business results through SAP and supply chain process
- 122 To improve customer service level by effective inventory management through KANBAN system
- 123 To improve SCM systems to enhance productivity
- 124 To improve the company's efficiency in performance and profitability through effective SCM practices
- 125 To improve the customer satisfaction through efficient utility service by better inventory management.
- 126 To optimize & standardize the production in assembly line at TATA Cummins Ltd by Lead time analysis.
- 127 To reduce procurement cost and to improve profitability by stream lining the purchase policy procedures & systems
- 128 To revise procurement procedure & systems to enhance service level
- 129 To study & recommend an effective inventory control system to achieve an optimum level of inventory
- 130 Transportation systems
- 131 Vendor analysis to improve supplier harmony & relationships
- 132 Vendor development and evaluation for quality supply of spares and equipments
- 133 Vendor development, vendor assessment and vendor rating
- 134 Vendor evaluation and vendor rating for quality supplies
- 135 Enhance Service level through efficient vendor rating
- 136 The study and analysis of automated & integrated materials management system
- 137 Evolving efficient & effective purchase procedure & system to enhance profitability & reduce cycle time.

- 82 Packing of fiber bale with PET strap instead of high carbon wire for cost reduction
- 83 Plan for warehouse setup and operation
- 84 Planning and Procurement of IT Hardware components
- 85 Procurement and outsourcing strategies for an aviation manufacturing company
- 86 Procurement planning, policy and procedures to reduce procurement lead time.
- 87 Procurement -SCM process reversal logistics
- 88 Purchase & inventory policy systems & procedures for air craft spare parts management
- 89 Purchase procedures policy & system for spare parts management
- 90 Quality assurance of inputs through vendors quality level improvements
- 91 Quality Control Practices in an Airforce Maintenance Unit
- 92 Reduction of WIP inventory through efficient and effective application of inventory mgmt.
- 93 Re-engineering of procurement process of hospital consumables at Govt. Super Specialty Hospital : Revolving fund
- 94 Restructuring purchase policies & procedures to enhance efficiency & effectiveness of purchase deptt.
- 95 Role and Importance of ERP for Business
- 96 SCM for advance composite material sourcing
- 97 Selection of Right Vendors to enhance productivity and profitability in a High Tech Telecom factory
- 98 Selective inventory control to enhance optimise inventory levels and enhance profits
- 99 Simplification of Purchasing Procedures
- 100 Stores layout and suggested improvement of planning management in any organisation.
- 101 Strategic alliance in Purchasing at Here Specialty Chemicals
- 102 Strategic alliance in purchasing contract management a study in mfg. industry
- 103 Strategic alliance in Purchasing of Inputs in FMCG Industries
- 104 Streamlining of SCM for timely delivery of quality product
- 105 Streamlining procurement through efficient use of vendor management
- 106 Studies on application of material requirement planning to civil construction works
- 107 Study and analysis of computerization of MM system at ONGC to improve financial results
- 108 Study and analysis of SCM at Tata cummins ltd to improve productivity
- 109 Study of inventory management system at Philips India Ltd

to the student as to which area of study is found wanting or there is a lacuna. This enables a student to select the area of study that is most recent, and has most application value. This information can be acquired by reading periodicals and recent publications in materials management.

- 1.6 Is a guide available to you ? Is the guide adept and well versed with the area of research you want to undertake? The student has to take the necessary permission from the current employer if he intends to conduct the study in the organisation he is working.

2.0 SCOPE OF THE STUDY

How valuable is the study to be done by you? Does it have applicational value ? Can it be used for improvement by the organisation in the field of materials management ? The study should highlight in application in day to day functioning or in a specific area of materials management.

- 2.1 The data collected could be primary i.e., gathered by your own observation, or it may be secondary i.e taken from the records of the organisation where the research is being undertaken like balance'sheets, control figures, performance reports, sales reports.
- 2.2 Students must ensure that the project undertaken must be an original study.

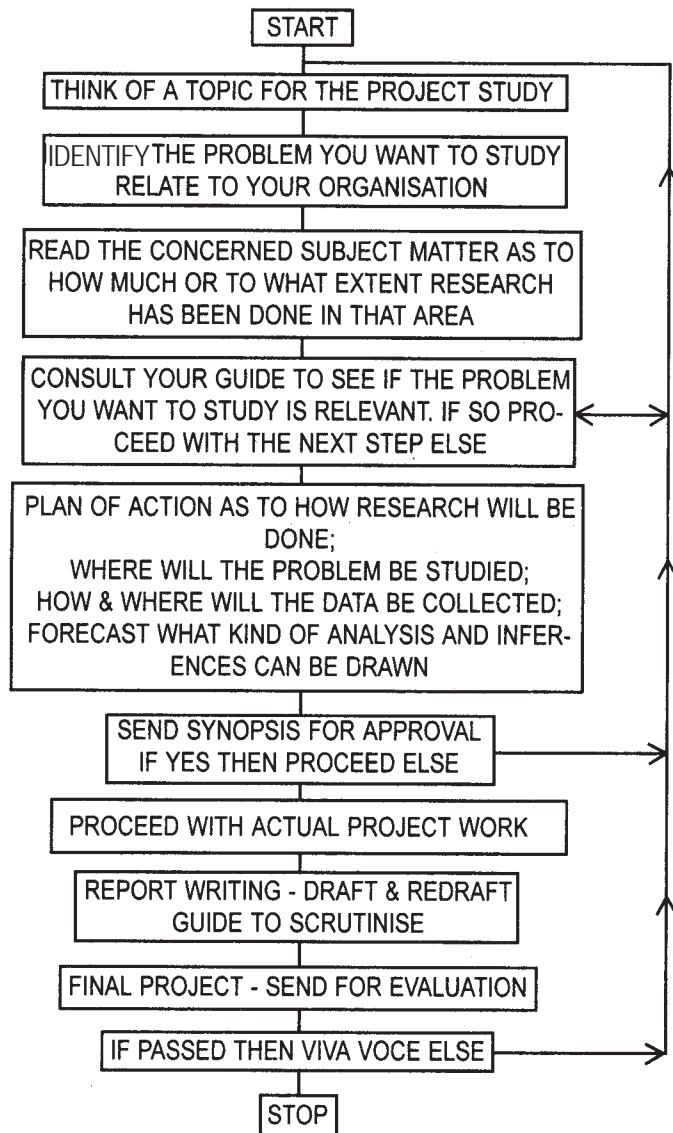
3.0 SELECTION OF GUIDE

A project report must be conducted with the guidance of the Project Guide. A guide has to be competent person possessing vast experience and knowledge in the field of research the student intends to study. The guide can even suggest to a student any relevant area for research. He/She should preferably be a senior member of the organisation, where the student is employed.

- 3.1 This set of guidelines for the project work is also given to the guide to ensure that the student abides by the format or project structure laid down by the Institution.

3.2 A Certificate from the guide should be submitted along with the Project Work. (See Appendix II)

FLOW CHART INDICATING THE BASIC ELEMENTS FOR PROJECT WORK



- 55 Import substitution of aviation graded spare parts
- 56 Improve Profitability through Inventory Reduction
- 57 Improving both in bound and out bound logisitcs through innovative application of logistics systems
- 58 Improving customer satisfaction through efficient SCM
- 59 Improving distribution of finished goods though efficient use of sap system
- 60 Improving effectivenss of purchase policies & systems to enhance profitability
- 61 Improving material requirement planning system to enhance better sales figure
- 62 Improving procurement through efficient vendor rating system
- 63 Improving the performance & profitability through efficient SCM practices
- 64 Increasing financial benefits through re-engineering of procurement process
- 65 Identification and development of vendors for pharmaceutical industries adhering to the National International Regulatory Requirements
- 66 Inplant warehouse management by TVSLSL in M/s. Lakshmi Machine works
- 67 Introduction of Effective Inventory Management for cost benefits
- 68 Inventory & supply chain management
- 69 Inventory Analayis to increase customer satisfaction and to reduce the inventory carrying cost.
- 70 Inventory control at crompton graves ltd (Transformer Division)
- 71 Inventory control to enhance profitability
- 72 Inventory management by better scheduling and planning in SCM
- 73 inventory otimization through rationalisation of inventory norms and lead time reduction
- 74 Inventory reduction through efficient ordering system
- 75 KPIs Measurement of DRY - Distribution centre using outbound operations in SCM
- 76 Letter of credit in international business transaction combined with INCO terms 2000 & UCP 600
- 77 Manufacturing lead time analysis to enhance profitability through inventory management
- 78 Material Planning and ordering to cut short import of cycle lead time
- 79 On Line recommendation for purchasing approval
- 80 Optimization of inventory level to enhance efficiency & profitability of the Orgn.
- 81 Outsourcing Aircraft Maintenance - how much beneficial in terms of small airlines like Blue Dart Aviation

- 27 Customer Delight in Service by Better Materials Management
- 28 Development of vendor evaluation & rating system to enhance service level
- 29 Distribution to Modern Retail Chain
- 30 E-Commerce for materials management - procurement
- 31 Effective and efficient inventory management for better productivity & profitability
- 32 Effective inventory control system for maintaining the aircraft flying worthy and ready for combatness in Air Force
- 33 Effective inventory control system to improve business turnover & profitability
- 34 Effective purchase & stores procedures to improve profitability and for competitive performance
- 35 Effective warehouse management for KANBAN controlling
- 36 Efficient use of inventory management and purchase procedure to improve productivity & profitability
- 37 Efficient use of SCM to improve performance
- 38 Elimination of Vehicle Off Road orders through efficient inventory management
- 39 Emerging trends in Hospital SCM : Revolving fund
- 40 Enhance efficiency, productivity and profitability through vendor analysis and vendor rating
- 41 Enhance profits through reduction of procurement lead time
- 42 Enhancing company performance and profitability through better purchase & inventory management systems
- 43 Enhancing company performance through efficient & effective SCM
- 44 Enhancing Customer Satisfaction thru Supply Chain performance improvement
- 45 Enhancing efficiency & effectiveness & good will of the org. through transparency
- 46 Enhancing logistics efficiency through integration of cement distribution network
- 47 Environmental Management in Stores
- 48 Evolve an efficient ordering system to cut down cost & improve profitability
- 49 Evolve Inventory Control to enhance service level
- 50 Evolving better inventory control system for a single piece conveyor line
- 51 Evolving exclusive purchase policy for life saving drugs to enhance service level to build up brand image of the hospital
- 52 Export of fresh fruits and vegetables from India
- 53 Faster customization of ERP system with lesser resource
- 54 Import / Export systems in packaging India pvt ltd

SYNOPSIS

Before embarking on the actual study, it is necessary to submit a synopsis of the intended work, for the approval of branch chairman and chief coordinator MBA (MM). The synopsis will be returned to the student after approval. The synopsis should mention the name and address of the guide. The synopsis should be brief- Not more than 2 to 3 pages. Synopsis must be submitted in a structured format indicated below:

| ITEM | PARTICULARS | Remarks |
|---|-------------|---------|
| Name of Student | | |
| Roll no of student | | |
| Address for correspondence Telephone E-mail | | |
| Name of Guide Designation Address | | |
| Proposed title of project | | |
| Problem under study | | |
| Scope | | |
| Brief background | | |
| Methodology | | |
| Conclusion / recommendations | | |
| Approved/Not approved | | |
| Comments/Suggestions | | |

4.2 WHAT IS A SYNOPSIS ?

A synopsis is an outline of what the intending research is all about and the general plan of action. It serves as a guidelines for the ensuing research. It should contain the following elements.

- a) **The Problem under study** : It is important to identify the problem you intend to study and where the study will be conducted. How precise is the problem ? eg. If X then Y. It should not be vague and ambiguous or too narrow so as to reduce the scope of the study. eg. If a student wants to conduct a study on the purchase of envelopes in his company, this topic is a very narrow subject and hence cannot be studied for project work. The problem should be broad enough to elicit useful information.
- b) **Scope of the Study**: Is it an original research? What application value does the study forecast ? Why Is the study being done? It should not be a repetitive study. Can another investigator replicate the research by following the project report ?
- c) Scope should indicate the broad area taken up for study or investigation and indicate limits within which the study is being conducted.
- d) **Methodology**: How and where will the study be conducted? Where will the data for the study be collected? Is it primary or secondary? What type of analysis is being done on the data gathered? Is it qualitative or quantitative? Qualitative analysis is done on data collected from marketing research, product development etc. It mainly consists of subjective inputs and rarely uses precise numerical description. In Quantitative analysis the data gathered is quantified in terms of numerals or figures and suitable statistical analysis is done. Quantified data is more reliable and precise than qualified data.
- e) **Conclusions and Recommendations** : What conclusions can be expected from the study? What recommendations can be made to improve the working in the area of the project study?

5.0 CONDUCTING THE STUDY

After the necessary approval of the synopsis the student has to

APPENDIX I ILLUSTRATIVE LIST OF TOPICS FOR PROJECT WORK

- 1 A critical review of existing purchase procedure and system in any organisation and suggestion for betterment.
- 2 A critical study of scrap disposal in a thermal power plant to enhance profitability.
- 3 A study of container operations in export & import.
- 4 A study of quality system ISO / TS 16949.
- 5 A study of raw material availability & procurement pattern with reference to the growth in Indian tyre industry.
- 6 A Study on Spare Parts Inventory Management Systems.
- 7 A systematic analysis of total quality management at Toyota Kirloskar Motors.
- 8 A systematic study of enterprises resource planning ERP, SCM and customer relationship management in the Indian context.
- 9 Achieving performance excellence and market share by project procurement.
- 10 An evaluation of purchase procedures & policies of HCL.
- 11 An in depth study on Inventory of an auto electricals ancillary unit.
- 12 Analysis of inventory management to meet the production target.
- 13 Analysis of inventory reduction and to streamline purchase procedure to improve productivity.
- 14 Analysis of out bound logistics system to reduce distribution cost in TISCO.
- 15 Analysis of the system and pcedures followed in MM and suggest improvements to enhance efficiency
- 16 Best purchase proceures & system for procurement of high value goods & services
- 17 Best use of SCM for improving profitability and performance in integrated steel plant
- 18 Better material handling system for safe handling storage and erection of heavy consignments.
- 19 Computer Application Systems - Enterprise Resource Planning
- 20 Computer Applications System on Materials Management Function
- 21 Computerization of purchasing to cut lead time of procurement
- 22 Cost control / reduction in PVC Film purchase at M/s. Morgan Industries ltd
- 23 Cost Control through changes in the current purchase procedures and systems / policies
- 24 Cost Reduction in warehouse through material handling equipment (MHE)
- 25 Cost reduction on packing materials
- 26 Cost reduction through inventory management in CRO contract research org.

| CRITERIA | MAX. MARKS |
|---|------------|
| 1. Clarity of objectives scope and coverage | 10 |
| 2. Study methodology for data collection | 20 |
| 3. Analysis of data, tools and techniques | 30 |
| 4. Understanding of the subject and conceptualisation of the Key areas. | 20 |
| 5. Innovative techniques/approach to problem scheme | 20 |
| 6. Conclusions drawn | 30 |
| 7. Recommendations, usefulness implementation scheme | 20 |
| 8. Linking of recommendations to the objectives | 20 |
| 9. Report writing and presentation | 30 |
| | 200 |

If the project report is approved by the evaluator, the candidate will be eligible to appear for the viva voce exam, to the support the project work conducted by him, at the branch the student is attached. In case of a student's project being not approved, he is not eligible to take up the viva-voce. The student then has to rewrite the project based on the remarks of the evaluator. The project can be disapproved on the basis of it not being a original study i.e. if it is copied orrewritten from an earlier project, incorrect data, insufficient discussion & analysis, typographical errors, improper presentation of the project matter, mismatch between the problem studied at hand and the methodology i.e. design, insufficient subject matter etc.

11. MARKS FOR THE PROJECT

The project work will carry 200 marks and the viva-voce for 100 marks. The minimum for passing will be 50% for both the project work and viva-voce.

embark on the actual study. If the data is of primary nature, then the data collection should be the prime concern. Students should ensure that data collection be done at the earliest and the necessary statistical analysis done if the student intends to quantify the gathered data.

It is important that the student keep the guide informed about the progress at each stage of the project. Each chapter completed by

the student should be given to the guide for approval before a final draft is made. Likewise all the chapters of the project need to be scrutinised by the guide. Student may have to write and rewrite the specific chapters before a final draft is generated.

5.1 STRUCTURE OF THE PROJECT REPORT

A) INTRODUCTION - to the topic under study, eg if it is a study on Inventory Control practices, an introduction as to what is Inventory Control and its practices, and other in-formation should be given.

B) BACKGROUND - A brief background about the company/ organisation under study, like Name, Location etc. and also relevant details like organisation structure, existing systems related to the particular subject under study. And a brief write up of the problem you want to study in that organisation.

C) METHODOLOGY - forms the crux of the report. It should include the following information :

- 1) Problem - the main objectives of the study, the scope which indicates the usefulness of the project, how applicable it is, and how it can be used by the organisation for improved performance.
- 2) Review of Literature indicating the research done so far with regard to the particular subject.
- 3) The relevant data gathered should be presented in the form of tables, graphs, flow charts etc.
- 4) Detailed discussion about the present practices related to the subject. If new practices/augments have been introduced, a discussion of the same may be done.

- 5) Analysis of the data collected or the effect of the new practices on the existing one.

D) CONCLUSIONS & RECOMMENDATIONS - based on the study done, what conclusions/inferences can be drawn. Recommendations are based on the conclusions of the study. It is important to indicate that a set of recommendations should follow from the conclusions inferred. The recommendations should have value to the organisation. If possible quantify the benefits that can be gained from following the recommendations. Indications as to what other techniques can be applied to improve the systems viz. Cost saving techniques, precautions.

E) LIMITATIONS of the study if any, should be highlighted.

6. IMPORTANT GUIDELINES FOR WRITING THE PROJECT

- 1) Students should use simple and good English while writing the report. Avoid grammatical errors.
- 2) The problem and objectives should be specific and clearly stated. Avoid ambiguity.
- 3) No aspects of the structure of the report should be omitted.
- 4) Important to include Bibliography, List of tables, Certificate from guide and acknowledgments.
- 5) The report should be, in about 60-70 pages.

7. OTHER DETAILS TO BE CONTAINED IN THE REPORT

- 1) Acknowledgment - to all those who have helped the student complete the project.
- 2) Certificate from the guide. (See appendix II)
- 3) Abstract of the study. It should not exceed 500 words.
- 4) Table of contents, chapter wise with the appropriate page numbers.
- 5) Actual project content following the given format.

- 6) Bibliography - It is important for students to list the Books of reference. It should follow the order - Author's name, Title of the Book or Journal, Pg. Nos. and Year of publishing.

8. PHYSICAL FORMAT

- a) The front cover should contain the following details.
TOP: The Title of the report in block capitals, properly centered. **CENTRE:** Full name of the candidate in Block with Roll No. **BOTTOM:** Name of the Institute, Year of Submission.
- b) **BLANK SHEETS** - At the beginning and the end of the report two blank sheets of paper shall be provided one for the purpose of binding and another to be left blank.
- c) **TITLE SHEET** - The title shall be the first typed sheet and shall follow immediately after the blank sheet.
- d) **PAPER** - The report shall be typed on white quarto bond paper.
- e) **TYPING** - The typing shall be in standard letter size, one and a half or double spaced on one side of the paper only, using black ribbon and black carbons.
- f) **MARGIN** - The typed sheet shall have the following margins:left 35mm, Top 35mm, Right 20mm, Bottom 20mm:
- g) **PAGE NUMBER** - Shall be in Roman Numbers at 15 mm from the bottom of the page centrally located. h) **BINDING** - The report shall be rexine bound in black.

9. COPIES TO BE SUBMITTED

The candidate is required to submit (2) copies of the report to the branch/study centre, these copies will be retained by the institute. The candidate will also be required to send a soft copy of the Project Report and retain copy for their record which may be required in Emergency.

10. VALUATION OF PROJECT & VIVA VOCE :

The submitted project report will be sent for evaluation. The project report will be evaluated on the following criteria.