

Course Curricula
Under
SKILL DEVELOPMENT INITIATIVE SCHEME (SDIS)
Based on
Modular Employable Skills (MES)

On
Supply Chain Management Sector

Designed in 2015

**Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training
Central Staff Training & Research Institute
En -81, Salt Lake City, Kolkata-700091.**

SUPPLY CHAIN MANAGEMENT SECTOR

Level	Module No.	Name Of Module (New)
I	I	International Trade
I	II	Logistic Management
I	III	Material Management
I	IV	Public Procurement
I	V	Purchase Management
I	VI	Store Management
I	VII	Supply Management
I	VIII	Contract Management

GENERAL INFORMATION

Name of Sector	SUPPLY CHAIN MANAGEMNET
Name of Module	INTERNATIONAL TRADE
MES Code	
Duration of Course	400 Hrs
Entry Qualification of Trainee	10+2 passed
Unit size (No. Of trainees)	
Power Norms	15KW
Space Norms	60 sq. mtrs. Minimum size of one side to be 04m.
Instructors Qualification	MBA with two years experience OR Mechanical Engineer with Five years of relevant Experience OR GDMM/PGDMM with two years of experience

Terminal Competency

Candidate after the programme would be able to acquire knowledge and skills to

- a. facilitate the organization for conduct of International Business**
- b. Export - Import of goods and services.**
- c. Opening of L/C, Documentation Forex, foreign payment & various duties and custom clearance activities.**
- d. He can also open his own Freight Forwarding or Custom House Agency.**

Contents (Theory)	Practical
<p>Import Management (Govt. Policies & Licensing Procedures) Recent Trends in India's foreign trade, Importer Exporter Code Number, Definition and meaning of important terms appearing in Policy Book and Handbook, General Provisions for Import – Principal of Restriction, Government policy for imports, Terms and conditions of Licenses, Policy for Import of Capital Goods, Project Imports, State Trading Enterprises, Miscellaneous Provisions, Import Trade Laws</p>	<p>Tutorial Case Studies Assignments Practical Exercises</p>
<p>Import Procedures & Practices Source Development – Import Cycle, Problems in International Purchasing, Evaluation of offers and ordering procedures, Shipping and Insurance – Shipping Operations, Insurance Cover, Consolidation of Air Cargos, Customs Clearance – Customs Clearance Procedures, Classification, Port Trust formalities, Performance of major ports of India, Relevant Provisions, and Standard Abbreviation used in Import / Export, Definition of commercial terms used in International trade.</p>	<p>Tutorial Practical Exercises Assignments Document demonstration Dry port Visits Case Studies</p>
<p>Export Management (Govt. Policies & Licensing Procedures) Outlook for Exports, Government Policy for Export of Commodities from India, General Provisions of Export, Incentives given by govt. for promotion of exports.</p>	<p>Tutorial Assignments Case Studies</p>
<p>Export Procedures and Practices Export Cycle, Recent trends in India's foreign trade composition and direction of export trade, Constraints for export, quality control, packing, excise clearance for export, processing and execution of export order, shipping and insurance, export documentation, export promotion councils, ECGC & duty drawback.</p>	<p>Tutorial Practical Exercises Assignments Document demonstration Dry port Visits Case Studies</p>
<p>Import and Export Finance</p> <ul style="list-style-type: none"> • Documentary letter of credit. • Requirement of documents against L/C 	<p>Tutorial Document demonstration Case Studies</p>
<p>Managing International Contracts and Logistics</p> <ul style="list-style-type: none"> ❖ Definition and importance of contract, Buyer – seller obligations. ❖ Preparation of contract, issues and problems, contract law and different legal systems, types of contract – spot and regular trading contracts. 	<p>Tutorial Practical Exercises Assignments Case Studies Exposure to various formats in use and</p>

<ul style="list-style-type: none"> ❖ Inco terms, methods of payments, contract default ❖ Contract administration, managing, relationship, handling claims and resolution of disputes, methods of payment and financing. ❖ Format & Documentation ❖ Transport and distribution operations, port services and customs clearance, delivery frequency, Logistics equipment, handling equipment, packaging, transportation and containerization. Use of information technology. 	practicing its use
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List of Tools & Equipment for Batch of 25 Nos.

Sl No.	Name of Equipment	Quantity
1	White Magnetic Board	01 No.
2	LCD/DLP Projector	01 No.
3	Multimedia Computer	04 Nos.
4	Printer	01 No.
5	White projection Screen	01 No.
6	Almirah(Big Size)	01 No
7	Modern seating with writing attachment	25 Nos.
8	1.5 Ton A.C	02 Nos.
9	Laptop	01 No.
10	Instructor Chair	01 No.
11	Instructor Table	01 No.

Plus 2 marker pens (red and blue) and 1 - Duster

GENERAL INFORMATION

Name of Sector	SUPPLY CHAIN MANAGEMENT
Name of Module	LOGISTICS MANAGEMENT
MES Code	
Duration of Course	400 Hrs
Entry Qualification of Trainee	10+2 passed
Unit size (No. Of trainees)	
Power Norms	15KW
Space Norms	60 sq. mtrs. Minimum size of one side to be 04m.
Instructors Qualification	MBA with two years experience OR Mechanical Engineer with Five years of relevant Experience OR GDMM/PGDMM with two years of experience

Terminal Competency

Candidate after the programme would be able to acquire knowledge and skills to

a. Arrange logistic support to the various types of goods in safe, sound & economical way in all sectors including MSME.

b. He can also establish his own warehouse and logistic company.

Contents (Theory)	Practical
<p>Logistics Fundamentals & Process</p> <ul style="list-style-type: none"> ➤ Introduction to Logistics – Scope, Elements, System Life Cycle, Needs, Terms and Definition. ➤ Logistics Resources Planning – Planning and managing the flow of materials and other resources, Identification of constraints and potential alternatives, Inventory management, Planning and Control, Vendor Management and development, Electronic Purchasing. ➤ Customer Services – Understanding customer, Customer segmentation for logistics, matching the logistics to customer needs, Order Cycle, Handling Returns, and Measuring Customer Service. 	<p>Tutorials Assignments Group Discussions</p>
<p>Strategies and Organization in Logistics</p> <ul style="list-style-type: none"> ❖ Introduction to International Logistics ❖ Overview of international trends, Cost of Logistics, ❖ Various modes and responsiveness vs. cost tradeoffs; Effectiveness of sea / water transportation, various types of vessels/ liners, ➤ Globalization in Logistics – Objectives of globalization in logistics, Principles of international business, international logistics, International finance and purchase issues. ➤ Introduction to international trade documents ➤ Exposure to Forms & Procedures - Lab Material - Booklet of Forms 	<p>Tutorials Practical Exercises Assignments Group Discussions</p>
<p>Distribution Management</p> <ul style="list-style-type: none"> ➤ Concepts of marketing in distribution management – New economic policies and marketing challenges, Market planning and competitive advantage. ➤ Physical Distribution – Definition of physical distribution, Importance of physical distribution, Distribution in India context, Channels of distribution and facility location, Resources and operations method in distribution, Functions of physical distribution, Steps in designing an effective distribution system, Systems approach to physical distribution, Distribution Requirement Planning (DRP), Different distribution channels, Concept of milk run & SAVE Algorithm. ➤ Development of Transportation Logistics – Carrier modes, Carrier types, Analysis of transport modes, Buy Vs lease decisions, Cross Docking, Perishability issues, Costing and pricing of transport services, Regulations in transportation, Obligation and liabilities, Third party logistics service providers / Fourth party logistics. 	<p>Tutorials Practical exercises Assignments Warehouse Visits Group Discussions</p>

<p>Logistical System Operation</p> <ul style="list-style-type: none"> ➤ Overview ➤ Warehousing functions and location decision factors – Low cost location, Operation, Public Vs Private warehousing. ➤ Material handling , Efficiency Tradeoff, ASRS systems , Flexible storages ➤ Layout and Equipment – Designing, Packaging, hazardous materials, Type of packaging, Warehouse productivity. ➤ WMS Warehouse Management Systems ➤ IT System – Bar Coding, RFID, GPS & POS. ➤ Control – The ABC method, FSN, Determining stock levels, Determining basic stock, Inventory management systems, Lead time, production and inventory cost, P&Q models. 	<p>Tutorials Practical exercises Assignments Warehouse Visits Group Discussions</p>
<p>Legal Aspects and Import /Export Procedure</p> <ul style="list-style-type: none"> ➤ Law of carriage, Indian Carriage Act, Octroi, Consumer Protection Act, MODVAT, Pollution Control, Environmental Protection, Insurance Claims, Customs Act of 1962, Lessons learnt & emerging trends. ➤ Introduction of Foreign Purchasing, Export / Import Policy and Procedures, General Provisions, Capital Goods Scheme, Duty Exemption Scheme, Export documentation, Customs Clearance Procedure, Import Documentation, Payment terms, Method of payment, L/C, Wire Transfer etc, Foreign Exchange Regulations. 	<p>Tutorials Practical Exercises Assignments Case Studies Group Discussions</p>

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Sl No.	Name of Equipment	Quantity
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8	1.5 Ton A.C	02 Nos.
9	Laptop	01 No.
10	Instructor Chair	01 No.
11	Instructor Table	01 No.

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GENERAL INFORMATION

Name of Sector	SUPPLY CHAIN MANAGEMENT
Name of Module	MATERIALS MANAGEMENT
MES Code	
Duration of Course	400 Hrs
Entry Qualification of Trainee	10+2 passed
Unit size (No. Of trainees)	
Power Norms	15KW
Space Norms	60 sq. mtrs. Minimum size of one side to be 04m.
Instructors Qualification	MBA with two years experience OR Mechanical Engineer with Five years of relevant Experience OR GDMM/PGDMM with two years of experience
Desirable	

Terminal Competency

Candidate after the program would be able to acquire knowledge & skills to

a. Work in the stores and purchase deptt of Medium & Small Scale Industries.

b. He can also open his own cold storage & warehouse for agriculture & can also start its own logistics services for industry.

Contents (Theory)	Practical
<p>Principles of Purchase Management Overview, Definition, scope and objectives- right quantity, right quality, right time, right price, right source, right service and right place, importance of purchasing and its impact on competitiveness i.e, quality, cost and responsiveness. Value Management to buy wisely & competitively Vendor Rating / Supplier Evaluation & Selection</p>	<p>Tutorials Assignments Group Discussion</p>
<p>Contract Management Introduction to Contract Law. Types of Contract General Principles Acceptance of Contract Termination of Contract Post Contract Management</p>	<p>Tutorials Assignments</p>
<p>Negotiation Techniques & Costing Methods Purpose of negotiations, Objectives of negotiation, when to negotiate, Phases of negotiations, pre-negotiation problems, Differences with suppliers, payment issues with suppliers, verification of purchasing practices with established laws.</p>	<p>Tutorials Practical Exercises Assignments Group Discussion</p>
<p>Introduction to Logistics & SCM Introduction, Integration of business logistics, objectives of logistics management, customer service, warehousing in supply chain, warehouse management, material handling systems, storage systems, inventory management, transportation, packaging for logistics, information system for logistics, distribution channel design, logistics outsourcing, technology for logistics, reverse logistics, strategy and performance measurement.</p>	<p>Tutorials Practical Exercises Assignments Group Discussion</p>
<p>Stores Management Stores Functions, Layout, Receipts, Inspection,</p>	<p>Tutorials Practical Exercises</p>

Codification, Methods of Storage.	Group Discussion
Stores Administration Accounting, documentation, location systems, Materials Preservations, Safety and Housekeeping, Clearance, Materials Handling.	Tutorials Assignments
Public Buying General Financial Rules, CVC Guidelines, Organization and functioning of DGS&D rate contract and running contract, finalizing agents.	Tutorials Assignments Group Discussion
Total Quality Management Definitions of quality, Essential elements of TQM, TQM and the role of purchasing, Quality management, Highlighting Quality Problems, Analysis of Problems, Operational Planning for Quality, Strategic Planning tools, Quality system certifications, Quality awards& 7QC tools.	Tutorials Practical Exercises Assignments Group Discussion
Introduction to Inventory Management Importance of Inventory Management, Types of Inventory Costs Associated with Inventories, Different Inventory models including EOQ, Discount Model etc. Inventory Control Systems Replenishment of Inventory, Inventory Management Systems, Selective Inventory Management	Tutorials Assignments Group Discussion

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4	Printer	01 No.
5	White projection Screen	01 No.
6	Almirah(Big Size)	01 No
7	Modern seating with writing attachment	25 Nos.
8	1.5 Ton A.C	02 Nos.
9	Laptop	01 No.
10	Instructor Chair	01 No.
11	Instructor Table	01 No.

Plus 2 marker pens (red and blue) and 1 - Duster

GENERAL INFORMATION

Name of Sector	SUPPLY CHAIN MANAGEMENT
Name of Module	PUBLIC PROCUREMENT
MES Code	
Duration of Course	400 Hrs
Entry Qualification of Trainee	10+2 passed
Unit size (No. Of trainees)	
Power Norms	15KW
Space Norms	60 sq. mtrs. Minimum size of one side to be 04m.
Instructors Qualification	MBA with two years experience OR Mechanical Engineer with Five years of relevant Experience OR GDMM/PGDMM with two years of experience

Terminal Competency

Candidate after the program would be able to acquire knowledge and skills to

- a. Assist the procurement officer**
- b. Make judicious & economical purchases in a transparent manner by public procurement & also keep in view the various provisions relating to MSME and ACASH etc.**
- c. He can also open his own supply business to the Govt. & PSU's etc.**

Contents (Theory)	Practical
<p>Introduction to Public Procurement/GFR and CVC Guidelines</p> <ul style="list-style-type: none"> ✚ Overview of Public Buying – How public procurement is different from private buying. Legal framework for public procurement. Environmental procurement and its importance. Role of new technology in changing procurement. Impact of corruption on public procurement and methods of prevention. ✚ How to improve access of SMEs to public procurement. Factors that affect proper procurement. 	<p>Tutorials Assignments Group Discussions</p>
<p>Procurement Process/ Operations</p> <ul style="list-style-type: none"> ✚ Planning and specifying requirements – What can be included in procurement specifications. Different types of requirement. Which type of specification to use for a particular procurement how to specify quantity, delivery and supplier service. Process involved with specifying requirement and planning supply. ✚ Identifying suppliers – How to identify and register possible sources of supply. Market research for a certain procurement item. When to use a certain procurement method. The step of a solicitation process. The different evaluation approaches and how to apply these. Limited Tender, Open tender etc. ✚ Possible supply strategies –Various types of buyer / supplier relationships and types of contract. 	<p>Tutorials Practical Exercises Demonstration of E-Auction, Online Tendering Group Discussions</p>
<p>Contract Management</p> <ul style="list-style-type: none"> ✚ Introduction to Contract Law – Basics of Goods Contract, Service Contracts and Construction Contracts. Various obligations of the buyer and seller under a contract. ✚ How to evaluate performance based bids. The 	<p>Tutorials Practical Exercises Assignments</p>

<p>main aspects of managing a performance based contract.</p> <ul style="list-style-type: none"> ✚ Services Contracting - The major concerns associated with services contracting. Methods that serve to mitigate service - contracting risks. Different source selection approaches. ✚ Construction Contracting - Activities during the planning and preparation for a construction contract. The law that governs construction contracts. Clauses which are normally included in a construction contract, and why these are important. 	
<p>International Procurement & E-Procurement</p> <ul style="list-style-type: none"> ✚ International Procurement Techniques (World Bank) various international (financial) organizations and their objectives. ✚ E-Procurement - The drivers for e-procurement. Methods to measure the success of project implementation. 	<p>Tutorials Practical Exercises Assignments Group Discussions</p>
<p>Negotiations and Supplier Management</p> <ul style="list-style-type: none"> ✚ Negotiating -Proper preparation for a negotiation. ✚ Managing the contract - Why a contract management plan needs be prepared and what should be included in it. What should be measured during the life of a contract? Administrative activities which should be undertaken after contract award. ✚ Resolved supplier complaints - How to reduce and avoid complaints. The processes and procedures of complaint resolution and handling. 	<p>Tutorials Practical Exercises Assignments Group Discussions Case Studies</p>
<p>Value in Public Procurement</p> <ul style="list-style-type: none"> ✚ Introduction to best value for money concept. ✚ Value in Public Procurement, control of corruption and its prevention. Environmental 	<p>Tutorials Practical Exercises Assignments</p>

<p>procurement and its implementation.</p> <ul style="list-style-type: none"> ✚ Global procurement Issues – Issues relevant to reform. ✚ Managing the public – private interface – Identity framework of a healthy system. Environmental & affirmative practices. Use and benefits of VA/VE. Minimize potential for corruption. 	<p>Group Discussions Case Studies</p>
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5	White projection Screen	01 No.
6	Almirah(Big Size)	01 No
7	Modern seating with writing attachment	25 Nos.
8	1.5 Ton A.C	02 Nos.
9	Laptop	01 No.
10	Instructor Chair	01 No.
11	Instructor Table	01 No.

Plus 2 marker pens (red and blue) and 1 - Duster

GENERAL INFORMATION

Name of Sector	SUPPLY CHAIN MANAGEMENT
Name of Module	PURCHASE MANAGEMENT
MES Code	
Duration of Course	400 Hrs
Entry Qualification of Trainee	10+2 passed
Unit size (No. Of trainees)	
Power Norms	15KW
Space Norms	60 sq. mtrs. Minimum size of one side to be 04m.
Instructors Qualification	MBA with two years experience OR Mechanical Engineer with Five years of relevant Experience OR GDMM/PGDMM with two years of experience

Terminal Competency

Candidate after the programme would be able to acquire knowledge and skills to

- a. Stock various types of goods (Perishable, Rubber, Parsons, Electronic, Heavy item, raw material, pipes, goods, sheets) in a way so as to minimize the wastage & deterioration.**
- b. He will also be learning about its interface with accounts and finance.**
- c. He can also open his own cold storage & warehouse for agriculture & can also start its own logistics services for industry.**

Contents (theory)	Practical's
<p>Principles of Purchase Management</p> <ul style="list-style-type: none"> ❖ Overview, Definition, scope and objectives-right quantity, right quality, right time, right price, right source, right service and right place, importance of purchasing and its impact on competitiveness i.e, quality, cost and responsiveness 	<p>Tutorials Assignments</p>
<p>Legal Aspects of Purchasing</p> <ul style="list-style-type: none"> ❖ Introduction to Indian Contract Act ❖ Sale of Goods Act 	<p>Tutorials Assignments Group Discussions</p>
<p>Contract Management</p> <ul style="list-style-type: none"> ❖ Introduction to Contract Law ❖ Negotiations ❖ Cost price Analysis 	<p>Tutorials Practical Exercises Group Discussions</p>
<p>Various types of Contracts</p> <ul style="list-style-type: none"> ❖ Fixed a/c ❖ Rate Contract / Framework ❖ Service Contract 	<p>Tutorials Practical Exercises Group Discussions</p>
<p>Analysis of Tenders</p> <ul style="list-style-type: none"> ❖ Technical Analysis ❖ Commercial Analysis ❖ Contract Clauses 	<p>Tutorials Practical Exercises Group Discussions</p>
<p>Introduction to Logistics & SCM</p> <ul style="list-style-type: none"> ❖ Introduction ❖ Integration of business logistics, ❖ Objectives of logistics management, ❖ Customer service, supply chain management. 	<p>Tutorials Assignments</p>
<p>Methods of Procurement</p> <ul style="list-style-type: none"> ❖ Without quotation ❖ Advertised 	<p>Tutorials Practical Exercises Assignments</p>

<ul style="list-style-type: none"> ❖ Restrictive (limited Tender) ❖ Single Tender ❖ E-tendering & procurement ❖ AMCs ❖ Tender formulation, documents etc. 	Group Discussions
<p>Post Contract Management</p> <ul style="list-style-type: none"> ❖ Acceptance of Contract ❖ Performance Bank Guarantee ❖ Inspections ❖ Acceptance / Rejection ❖ Lessons learnt ❖ Payments 	Tutorials Practical Exercises Assignments Group Discussions

List of Tools & Equipment for Batch of 25 Nos.

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1	White Magnetic Board	01 No.
2	LCD/DLP Projector	01 No.
3	Multimedia Computer	04 Nos.
4	Printer	01 No.
5	White projection Screen	01 No.
6	Almirah(Big Size)	01 No
7	Modern seating with writing attachment	25 Nos.
8	1.5 Ton A.C	02 Nos.
9	Laptop	01 No.
10	Instructor Chair	01 No.
11	Instructor Table	01 No.

Plus 2 marker pens (red and blue) and 1 - Duster

GENERAL INFORMATION

Name of Sector	SUPPLY CHAIN MANAGEMENT
Name of Module	STORES MANAGEMENT
MES Code	
Duration of Course	400 Hrs
Entry Qualification of Trainee	10+2 passed
Unit size (No. Of trainees)	
Power Norms	15KW
Space Norms	60 sq. mtrs. Minimum size of one side to be 04mtrs.
Instructors Qualification	MBA with two years experience OR Mechanical Engineer with Five years of relevant Experience OR GDMM/PGDMM with two years of experience

Terminal Competency

Candidate after the programme would be able to acquire knowledge and skills

a. To manage stock of various types of goods (Perishable, Rubber, Electronic, Heavy item, raw material, pipes, goods, sheets) in a way so as to minimize storage and retrieval time, storage space, the wastage and deterioration.

b. He / She will also be learning about its interface with accounts and finance.

c. He / she can also open self owned cold storage & warehouse for agriculture or a manage third-party store or warehouse

Contents (Theory)	Practical
<p>Stores Management, Aim & Objective Fundamentals of Stores Functions, Layout, Receipts, Inspection, Introduction of Codification, Methods of Storage & Warehousing</p>	<ul style="list-style-type: none"> ❖ Group Discussions ❖ Tutorials ❖ Assignments ❖ Workshops
<p>Stores Administration Preliminary Accounting, documentation, location systems, Handling, Storage of MRO Items, Materials Handling Equipments (MHE), Materials Preservations, Safety and Housekeeping, Clearance, Application of IT in Stores function, collection of data, Bar coding (codification), Tracking of Material.</p>	<ul style="list-style-type: none"> ❖ Group Discussions ❖ Tutorials ❖ Assignments ❖ Practical Exercises ❖ Workshops
<p>Stock Control and Inventory Management Stock taking Methods, control of work in process, maintain stock levels - minimum and maximum, reorder provisioning, periodical ABC, LIFO, FIFO and HIFO review, Preservation of perishable goods, Shelf Life, reorder level control, link with production programmes, two bin concepts for low value items, control of scrap and non moving materials, financial control, Overview of Inventory Management, Accounting of Materials, Stores Ledgers, Stock Verification, Stock prices, Lead time analysis, Application of IT on Stores Accounting and Inventory Management, Indenting System & Format.</p>	<ul style="list-style-type: none"> ❖ Group Discussions ❖ Tutorials ❖ Assignments ❖ Practical Exercises ❖ Workshops
<p>Logistics Management Overview of Logistics Management, definition, objectives of logistics, key logistics activities, logistics costing, third party logistics, Logistics Information System, Transportation, Selection of different methods of transportation, intermodal systems, computer applications in logistics management, Time Management.</p>	<ul style="list-style-type: none"> ❖ Group Discussions ❖ Tutorials ❖ Assignments ❖ Workshops ❖ Factory Visits
<p>Packaging and Distribution management</p>	<ul style="list-style-type: none"> ❖ Group

Customer service, need and importance, essential of customer service, type of making, principal of packaging, packaging of finished goods to suit transportation and customer demands, documentation, return of goods, distribution (issuing) system, need of warehousing. Transit Insurance – Receipt of Stores.	<p>Discussions</p> <ul style="list-style-type: none"> ❖ Tutorials ❖ Workshops ❖ Assignments ❖ Factory Visits
<p>Transportation management</p> <p>Overview, Modes of transportation, Entry Tax, Sales Tax, Central Excise, Customs, Export – transit insurance (marine insurance), insurance of goods in stores, safety/ security of goods in stores, Handling of explosives, hazardous materials, traffic regulations, Preservation during transit, safety aspect.</p>	<ul style="list-style-type: none"> ❖ Group Discussions ❖ Tutorials ❖ Workshops ❖ Factory Visits ❖ Project Studies ❖ Over view & explain ❖ Formatting

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GENERAL INFORMATION

Name of Sector	SUPPLY CHAIN MANAGEMENT
Name of Module	SUPPLY MANAGEMENT
MES Code	
Duration of Course	400 Hrs
Entry Qualification of Trainee	10+2 passed
Unit size (No. Of trainees)	
Power Norms	15KW
Space Norms	60 sq. mtrs. Minimum size of one side to be 04m.
Instructors Qualification	MBA with two years experience OR Mechanical Engineer with Five years of relevant Experience OR GDMM/PGDMM with two years of experience

Terminal Competency

Candidate after the undergoing programme would be able to acquire knowledge and skills

a. To have an overview so as to how to manage the flow of material, finance & information across the enterprise in an efficient and economical way.

b. He can also start his own business for supply of spare parts, consumables etc. and these concepts would be highly beneficial.

Contents (Theory)	Practical
Introduction to Logistics & Supply Chain Management <ul style="list-style-type: none"> ➤ Concept of Logistics Management ➤ Concept of Supply Chain Management ➤ Process : Case Study 	Tutorials Assignments Group Discussions Case Studies
Elements of Logistics Management <ul style="list-style-type: none"> ➤ Demand Management ➤ Transportation ➤ Material Handling ➤ Packaging ➤ Warehousing ➤ Customer Service 	Tutorials Assignments Practical Exercises Group Discussions Case Studies
Role of Various agencies in Logistics <ul style="list-style-type: none"> ➤ Custom House Agents ➤ Dry Ports ➤ Port Trust ➤ Warehousing Agencies 	Tutorials Assignments
Role of International Logistics <ul style="list-style-type: none"> ➤ Shipper ➤ Customs ➤ Freight Forwarding Method ➤ Documentation 	Tutorials Practical Exercises Group Discussions
Emerging Trends in Logistics <ul style="list-style-type: none"> ➤ e-Commerce ➤ e-Logistics 	Tutorials Practical Exercises Group Discussions
Supplier Selection <ul style="list-style-type: none"> ➤ Supplier Assessment Registration ➤ New Supplier development ➤ Addition & Removal of Supplier ➤ Tendering process 	Tutorials Pracctical Exercises Assignments Group Discussions
Negotiation <ul style="list-style-type: none"> ➤ Introduction to Negotiation, ➤ Techniques involved in Negotiation ➤ Cost / Price Analysis 	Tutorials Practical Exercises Group Discussions
Contract Management <ul style="list-style-type: none"> ➤ Acceptance of Contract 	Tutorials Assignments

<ul style="list-style-type: none"> ➤ Performance ➤ Bank Guarantee ➤ Key factors in contract management ➤ Advance sample assessment & Drawing approval ➤ Stage Inspection ➤ Pre- dispatch inspection ➤ Post dispatch important ➤ Consignee role in accepting & rejection ➤ Related documentation for Taking stores on Charge 	Group Discussions
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Plus 2 marker pens (red and blue) and 1 - Duster

GENERAL INFORMATION

Name of Sector	SUPPLY CHAIN MANAGEMENT
Name of Module	CONTRACT MANAGEMENT
MES Code	
Duration of Course	400 Hrs
Entry Qualification of Trainee	10+2 passed
Unit size (No. Of trainees)	
Power Norms	15KW
Space Norms	60 sq. mtrs. Minimum size of one side to be 04m.
Instructors Qualification	MBA with two years experience OR Mechanical Engineer with Five years of relevant Experience OR GDMM/PGDMM with two years of experience

Terminal Competency

Candidate after the undergoing program would be able to acquire knowledge and skills to

a. have an overview as to how to manage the flow of material, finance and information across the enterprise in an efficient and economical way.

b. He can also start his own business for supply of spare parts; consumables etc and these concepts would be highly beneficial

Contents (Theory)	Practical
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<p><u>TYPES OF CONTRACTS</u></p> <ul style="list-style-type: none"> ◆ Contract Definition ◆ Purchase order for stores, spares or equipments ◆ Rate Contract ◆ Service Contract ◆ Annual Maintenance Contract ◆ Works Contract ◆ Consultancy Contract 	<p>Tutorials Group Discussions Practical Exercises</p>
<p><u>SALIENT PROVISIONS GOVERNING PURCHASE TRANSACTION</u></p> <ul style="list-style-type: none"> ◆ The Indian Contract Act 1872 ◆ India Sale of Goods Act 1930 ◆ Arbitration and Conciliation Act 1996 ◆ Government Contracts, including those for Defence Procurement, are governed by the same law, which are applicable to private contracts. 	<p>Tutorials Group Discussions Assignments</p>
<p><u>GENERAL PRINCIPLES FOR CONTRACT</u></p> <ul style="list-style-type: none"> ◆ The terms of contract must be precise, definite and without any ambiguities. ◆ Standard forms of contracts should be adopted wherever possible, if not, legal and financial advice should be taken in drafting the clauses. ◆ Price Variation Clause to be provided only in long-term contracts, where the delivery period extends beyond 18 months ◆ The contract should also contain the mode and terms of payment. ◆ The terms of a contract, including the scope and specification once entered into, should not be materially varied. ◆ All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the contractor. ◆ A warranty clause should be incorporated in every contract ◆ Suitable provision for settlement of disputes to be incorporated <p>TENDER CONDITIONS PROVIDE THE BASIC CLAUSES OF A CONTRACT</p>	<p>Tutorials Group Discussions Assignments</p>
<p><u>ACCEPTANCE OF CONTRACT</u></p> <ul style="list-style-type: none"> ◆ Contract is deemed to come in to force with the <u>acceptance of the tender</u>, as per mutually agreed terms and conditions contained in the TE and the firm's offer. ◆ Acceptance of the same is to be conveyed by the supplier 	<p>Tutorials Group Discussions Practical Exercises Assignments</p>

<p>within seven days of receipt of the supply order.</p> <ul style="list-style-type: none"> ◆ If the contract is not received within the stipulated period, the supply order is deemed to have been fully accepted by the firm. (Para-6.4 of D.P.M.) 	
<p><u>EFFECTIVE DATE- main conditions</u> The Effective date of the Contract will be the date on which the last of the following conditions is complied with :- (a) Date of signing the contract (b) Performance Bond is furnished by the SELLER in requisite format. (c) Receipt of Bank Guarantee for advance payment to be issued by SELLER.</p>	<p>Tutorials Group Discussions Practical Exercises Assignments</p>
<p><u>AMMENDMENT TO CONTRACT</u></p> <ul style="list-style-type: none"> ◆ For enhancement of contract rates, concurrence of IFA has to be sought unless price variation clause is already incorporated in the contract ◆ Price Variation Clauses/ Exchange Rate variation clauses have necessarily to be vetted by the IFA ◆ Any amendment has to be approved by the authority which had approved the original contract 	<p>Tutorials Group Discussions Practical Exercises Assignments</p>
<p><u>TERMINATION OF CONTRACT</u> Contract may be terminated when :-</p> <ol style="list-style-type: none"> 1. The supplier fails to honour any part of the contract 2. The contractor is found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair trade practices. 3. Both parties mutually agree to terminate the contract. 4. The item offered by the supplier repeatedly fails in the quality inspection <p>Any other special circumstances leading to justify the cancellation or termination of a contract.</p>	<p>Tutorials Group Discussions Practical Exercises Assignments</p>
<p><u>PRE CONTRACT STAGES</u></p> <ul style="list-style-type: none"> ◆ Acceptance of necessity ◆ Determining the mode of tendering ◆ Vetting of draft tender enquiry ◆ Maintenance of Register of approved vendors ◆ Issue of GTE/OTE/LTE/PAC ◆ Tender Opening ◆ Scrutiny and preparation of CST ◆ Technical Evaluation Committee/ Tender Purchase Committee ◆ Price Negotiation Committee 	<p>Tutorials Group Discussions Assignments</p>

<p><u>MANAGEMENT OF CONTRACTS- GFR Guidelines</u></p> <ul style="list-style-type: none"> ◆ Implementation of the contract should be strictly monitored and notices issued promptly whenever a breach of provisions occurs. ◆ Proper procedure for safe custody and monitoring of Bank Guarantees or other Instruments should be laid down. ◆ Monthly review of all Bank Guarantees or other instruments expiring after three months. ◆ Monitoring the progress of supply or work. Extensions of bank guarantees or other instruments, where warranted, should be sought immediately. ◆ Wherever disputes arise during implementation of a contract, legal advice should be sought before initiating action ◆ Documents to be filed in the matter of resolution of dispute, if any, should be carefully scrutinized before filing to safeguard government interest. 	<p>Tutorials Group Discussions Assignments</p>
<p><u>POST CONTRACT MANAGEMENT</u></p> <p>Any relaxation in the contract terms / conditions should be severely discouraged. In exceptional cases where the modification / amendments are absolutely essential, the same should be allowed only after taking into account the financial implications for the same.</p> <ul style="list-style-type: none"> ◆ Contracts to be closely monitored and all follow up actions should be taken promptly ◆ Delivery Period extension should be granted only on bonafide request. ◆ In case of delay in supply of item, the LD, to the extent possible, should be recovered. 	<p>Tutorials Group Discussions Assignments</p>

List of Tools & Equipment for Batch of 25 Nos.

Sl No.	Name of Equipment	Quantity
1	White Magnetic Board	01 No.
2	LCD/DLP Projector	01 No.
3	Multimedia Computer	04 Nos.
4	Printer	01 No.
5	White projection Screen	01 No.
6	Almirah(Big Size)	01 No
7	Modern seating with writing attachment	25 Nos.
8	1.5 Ton A.C	02 Nos.
9	Laptop	01 No.
10	Instructor Chair	01 No.
11	Instructor Table	01 No.

Plus 2 marker pens (red and blue) and 1 - Duster