



CCEK – NSQF ALIGNED PROGRAM

COURSE SYLLABUS

FOR

Logistics & Supply Chain Management

CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM

Logistics & Supply Chain Management

CCEK – NSDC course package covers the following Qualification Packs and leads to the following NSDC certifications. The students who successfully completed the course programs are entitled to get NSDC certification after undergoing the assessment process of NSDC as per the rules and regulations stipulated by NSDC from time to time.

SL. NO.	QUALIFICATIONS PACK	QUALIFICATIONS PACK CODE	NSQF LEVEL
1	<p>Inventory, Materials Manager</p> <p>Brief Job Description:</p> <p>The individual is responsible for issuing materials from warehouse in the manufacturing unit and plans for requirement and movement of materials in the manufacturing setup. S/he monitors information flows in materials department and develops performance improvement plan.</p>	LSC/Q0104	6

COURSE DETAILS**Logistics & Supply Chain Management****EXAMINATION DETAILS**

COURSE NAME	COURSE CODE	ELIGIBILITY	DURATION
Logistics & Supply Chain Management	G26	Degree	600

SL. NO.	EXAM	EXAM CODE	MAXIMUM MARK	INTERNAL	TOTAL MARK
THEORY PAPERS					
1	Elements of Logistics Management	T001	100	50	150
PRACTICAL PAPERS					
1	Transportation Systems & Logistics Management	L001	100	50	150
TOTAL MARKS					
1	Total Examination Marks (THEORY Online + PRACTICAL Examination)				200
2	Total Internal Marks				100
3	Total Marks (Total Internal Marks + Total Examination Marks)				300

Logistics & Supply Chain Management**INTERNAL MARK CRITERIA FOR EACH**

SL NO.	MODULE	MODULE CODE	MAXIMUM MARK	INTERNAL MARK	TOTAL MARK
1	Elements of Logistics Management	T001	100	50	150
2	Transportation Systems & Logistics Management	L001	100	50	150
	TOTAL		200	100	300

ATTENDANCE	GENERAL PERFORMANCE	INTERNAL EXAMINATIONS/ PROJECTS/ ASSIGNMENTS	TOTAL MARKS
5	5	40	50

COURSE SYLLABUS

FOR

Logistics & Supply Chain Management

COURSE	Logistics & Supply Chain Management	
TOTAL MARKS	Mark: 300	Internal Mark: 100
TOTAL HOURS	600 Hrs	

DEFENITION OF CREDIT

1 Credit	15Hrs Theory/ 30Hrs Practical
Skill Components	60 – 70 % of Total Credit

MODULES INCLUDED IN THIS SUBJECT

SL NO	MODULE NAME	CREDIT BREAKUP
1	Module 1: Introduction to Inventory, Materials Manager	1
2	Module 2: Daily review and process control	2
3	Module 3: Business development and stakeholder relations	2
4	Module 4: Performance management system	2
5	Module 5: Profit and loss account management and cost accounting	2.5
6	Module 6: In-plant logistics management	2.5
7	Module 7: Forecasting, Planning and Stock Keeping	2
8	Module 8: Guidelines on integrity and ethics	2.5
9	Module 9: Compliance to health safety and security norms	2.5
10	Module 10: GST and its application	0.5

11	Module 11: Employability Skills	0.5
12	Module 12: Bid process management	
	Total	20

Training Outcomes

- Analyse activities scheduled and corresponding resources allocated
- Assess compliance to regulatory requirements
- Generate business for the organisation and manage relationships with stakeholders including clients, customs, PGAs etc.
- Analyse operational and business performance to undertake improvement initiatives
- Manage business profitably by analysing profit and loss and undertaking operations improvement initiatives.
- Generate MRP to plan for material receipt, procurement, storage, handling, and movement
- Prepare forecasts to plan for material as per production, sales, and dispatch requirement
- Comply to work place integrity, ethical and regulatory practices.
- Manage workplace for safe and healthy work environment by following and ensuring compliance to regulatory and safety norms
- Inspect invoices for correct application of GST
- Manage bid processing activities to improve business turnover

MODULES

Module 1: Introduction to Inventory, Materials Manager

THEORY

- Classify the components of supply chain and logistics sector
- Detail the various sub-sectors and the opportunities in them
- Identify various activities in warehousing
- Explain job roles in warehousing
- Detail your job role as inventory, materials manager and its interface with other job roles
- Discuss the documentation requirement in warehousing operations

PRACTICAL

- Identify the various MHEs and equipment's used in warehouse
- Perform various operations functions of an inventory materials manager

Module 2: Daily review and process control

THEORY

- Discuss the process for outlining the plan of action
- Detail the method for allocating resources post inspection of pending activities for the day
- Explain the most effective ways to resolve interdepartmental queries and issues
- Demonstrate the analysis of business performance trends and forecasts
- Detail the process of preparing various budgets
- State the relevant state/ country and international laws and regulations
- Discuss the importance of complying to hazardous goods handling standards

PRACTICAL

- Analyse the previous day's performance to chart the plan of action
- Approve resource allocation post inspection of pending activities for the day
- Prepare daily/ weekly activity plan
- Resolve interdepartmental queries and issues
- Assess optimal utilisation of all available resources
- Identify training and development needs
- Create a cohesive working environment between clients and organisation
- Analyse business performance trends and forecasts
- Prepare budgets for various operations
- Review compliance to relevant state/ country and international laws and regulations
- Plan corrective and preventive actions to improve outcome of business activities

- Assess compliance to hazardous goods handling standards

Module 3: Business development and stakeholder relations

THEORY

- List target population to approach for business development
- Assess prospective clients
- Discuss client requirements
- Plan customised or bundled solutions based on sales pitch
- Demonstrate effective oral and written business communication
- Detail the procedure for preparing costing sheets for service delivery
- Demonstrate usage of ERP for updating client data
- Assess when to upsell and cross-sell services to existing clients
- Describe the nuances in building rapport with clients, customs, government agencies, insurance for healthy relationship
- Discuss the process of writing service level agreements

PRACTICAL

- Identify target population to approach for business development
- Assess prospective clients
- Identify client requirements
- Offer customised or bundled solutions based on sales pitch
- Demonstrate effective oral and written business communication
- Prepare costing sheets for service delivery
- Use ERP for updating client data
- Estimate when to upsell and cross-sell services to existing clients
- Establish rapport with clients, customs, government agencies, insurance for healthy relationship
- Prepare service level agreements
- Schedule resources as per operational requirement

Module 4: Performance management system

THEORY

- Define performance measurement metrics for assigned activities
- Explain performance review process
- Explain root cause analysis for non- performing areas
- Discuss the importance of performance improvement plan
- Define KPIs as per organisational metrics and expectations
- Explain effective ways for resolving employee grievances

PRACTICAL

- Establish performance measurement metrics for assigned activities
- Demonstrate performance review process
- Perform root cause analysis for non- performing areas
- Develop corrective and preventive actions to avoid recurrence
- Design performance improvement plan
- Communicate performance improvement plan
- Establish the KPIs as per organisational metrics and expectations
- Examine employee grievances and undertake corrective actions
Create scripts for data extraction

Module 5 Profit and loss account management and cost accounting

THEORY

- Describe P&L analysis process
- Explain budgeting and monitoring process
- Explain methods to analyse variance between budget and actual expenditure
- Compare budget with actual physical output
- Detail the procedure for making budget amendments
- List the risk management procedures
- Detail the procedure for performing Activity Based Costing (ABC)
- Discuss the audit process to identify reasons for deviation from costing
- Explain the process to rationalize cost by undertaking improvement activities

PRACTICAL

- Perform P&L analysis
- Perform budgeting and monitoring process
- Analyse variance between budget and actual expenditure
- Cross check budget with actual physical output
- Prepare budget amendments
- Demonstrate risk management procedures
- Perform Activity Based Costing (ABC)
- Perform audit to identify reasons for deviation from costing
- Implement improvement activities to rationalize cost

Module 6: In-plant logistics management

THEORY

- Explain the methodology to prepare Material Requirement Plan (MRP), despatch/ Distribution Requirement Plan (DRP), and budget
- Discuss the process of preparing indents for material receipt/ procurement

- Detail the process of allocating storage locations based on goods volume
- Detail the various steps for approving material movement

PRACTICAL

- Analyse Material Requirement Plan (MRP), despatch/ Distribution Requirement Plan (DRP), and budget for procurement to assess material requirement
- Prepare indents for material receipt/ procurement
- Plan workforce, equipment and MHE resources for storage, handling and movement of material
- Analyse material receipts, documentation and gate passes to approve invoicing
- Manage inventory count and review stock inspection records
- Allocate storage locations based on goods volume
- Manage goods movement between multiple storage locations
- Assess production, sales and despatch team requirement for material movement
- Verify transfer orders, despatch orders and material issue in MMS for approving movement

Module 7: Forecasting, Planning and Stock Keeping

THEORY

- Explain the process of analysing past trends of material movement
- Explain the methodology of preparing Material Requirement Plan (MRP)
- Discuss Kanban and Just In Time inventory schedules
- Discuss the importance for measuring adequate availability of stock as per Kanban requirements
- Detail the steps to be followed for timely procurement of stock

PRACTICAL

- Analyse past trends of material movement
- Prepare Material Requirement Plan (MRP) based on current requirement for weekly, monthly, and quarterly demand
- Communicate MRP to stakeholders
- Plan Kanban and Just In Time inventory schedules
- Assess adequate availability of stock as per Kanban requirements
- Arrange for disposal or quarantine of old or damaged stock
- Arrange for timely procurement of stock

Module 8: Guidelines on integrity and ethics

THEORY

- Describe the concepts of integrity, ethics
- Detail the various regulatory requirements related to logistics industry
- Explain data and information security practices
- Discuss corrupt practices

- Discuss regulatory requirements, code of conduct and etiquettes
- Detail the procedure for documenting all integrity and ethics violations
- Explain escalation matrix for reporting deviation

PRACTICAL

- Practice the principles of integrity and ethics
- Follow the various regulatory requirements related to logistics industry
- Perform data and information security practices
- Identify corrupt practices
- Comply to regulatory requirements
- Practice code of conduct and etiquettes
- Document all integrity and ethics violations
- Report deviation as per the escalation matrix

Module 9: Compliance to health safety and security norms

THEORY

- Detail health, safety and security procedures in warehouse
- Describe the 5S to be followed
- Explain the inspection procedure to ensure appropriate and safe conditions of activity area and equipment
- Discuss unsafe working conditions
- Describe the inspection procedure to check safe handling of hazardous goods
- Discuss the standard protocol to be followed during emergency situations, accidents and breach of safety
- Document health, safety and security violations
- Explain the escalation matrix for reporting deviation

PRACTICAL

- Follow health, safety and security procedures in warehouse
- Implement 5S at workplace
- Inspect the activity area and equipment, for appropriate and safe conditions
- Identify unsafe working conditions
- Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods
- Implement standard protocol in case of emergency situations, accidents, and breach of safety
- Prepare report on health, safety and security violations
- Report deviation as per the escalation matrix

Module 10: GST and its application

THEORY

- Describe the GST application procedure in invoicing process
- Detail the rules and regulation in applying and reversing GST
- Inspect to identify faults in a document with GST computation

- Describe GST documents approval process
- Examine for pending litigation from previous regime
- Review monthly returns for compliance to regulations
- Examine correctness of tax payment records and acknowledgement received

PRACTICAL

- Prepare the GST application for invoicing process
- Examine faults in a document with GST computation
- Perform all activities for GST documents approval process
- Examine for pending litigation from previous regime
- Review monthly returns for compliance to regulations
- Examine correctness of tax payment records and acknowledgements received

Module 11: Employability Skills

THEORY

- Outline the importance of Employability Skills for the current job market and future of work
- List different learning and employability related GOI and private portals and their usage
- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
- Discuss relevant 21st century skills required for employment
- Highlight the importance of practicing 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life
- Explain the importance of communication etiquette including active listening for effective communication
- Discuss the significance of escalating sexual harassment issues as per POSH act
- Discuss various financial institutions, products, and services
- Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions
- Discuss the legal rights, laws, and aids
- Describe the role of digital technology in day-to-day life and the workplace

PRACTICAL

- Research and prepare a note on different industries, trends, required skills and the available opportunities
- Demonstrate how to practice different environmentally sustainable practices
- Create a pathway for adopting a continuous learning mindset for personal and professional development
- Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone

- Read and understand text written in basic English
- Write a short note/paragraph / letter/e - mail using correct basic English
- Create a career development plan
- Identify well-defined short- and long-term goals
- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette
- Write a brief note/paragraph on a familiar topic
- Role play a situation on how to work collaboratively with others in a team
- Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD
- Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement
- Calculate income and expenditure for budgeting
- Demonstrate how to operate digital devices and use the associated applications and features, safely and securely