

MATERIAL MANAGEMENT

Objective : Explaining various, purchase procedures, methods of inventory control and other inventory systems. So that the inventories in a hospital can be managed effectively.

Unit - I

Introduction to material management – materials requirement, planning, classification of materials – Need for integrate – concept, definition and scope - Advantages of integrated material management concept.

Unit – II

Organisation - Based on commodities - based on function. Inter- departmental Relationships - Material planning and Budgeting. ABC Analysis – codification and standardization – source selection – vendor rating – make or buy decision - Lease against buying.

Unit – III

Purchase Management – Negotiations - Purchase systems material requisition. Purchase order – limited tender - open tenders - comparative statement - follow up, purchase orders, purchase of capital items - pay back period approach – Return on Investment– Internal rate of return - discounted cash flow method.

Unit IV

Import procedures – letter of credit -bill of lading import substitution – public buying – Rate and running contracts, Buyer seller Relations and ethics. Import procedure - Letter of credit - bill of lading - impart substitution - public buying - Rate and running contracts. Buyer seller relation and ethics.

Unit V

Stores Management – functions of stores – Location and layout - Definition of inventory - need for inventory – store systems & procedure -goods received note. Store Receipt voucher, Bincard - stores issue voucher discrepancy. Stores Accounting and stock verification – LIFO – FIFO Average price method - obsolescence, surplus and scrap management – EOQ – Practical inventory systems - safety stock P system and Q system & IT. computers in Material Management

S.No	AUTHOR	TITLE	PUBLICATION
1.	Gopalakrishnan Sundaesan	Material Management And Integrated Approach	Prentice Hall, India.
2.	A.K.Dutta	Integreted Materials Management	Prentice Hall, India.
3.	Shakia Gupta	Hospital Stores Management (An Integrated Approach)	MC Graw Hill.

Reference Books:

1.	Starr & Mill	Inventory Control Theory And Practice	Prentice Hall, India.
2.	P.Gopalakrishnan And M.S.Sandilya	Stores Management And Logistics	Prentice Hall ,India.

Application of Material Management An Integrated Approach.