



Coordinator

Mr. N. Govinda Raj, who has 3 decades of experience in industry and one and a half decade in academics.

Schedule and Fees

On 10 Week days from 10th August 2020 onwards – Timing is from 06.30 pm to 08.00 pm. The sessions will be conducted through webinar.

The fees - per participant

The fees will be Rs. 1500/- per participant (GST 18% inclusive). 10% concession for 3 or more participants from a single organisation.

Registration

Please mail your nomination (s) along with participation fees through Cheque/DD in favour of Indian Institute of Materials Management, payable at Chennai. Nomination (s) along with payment should reach IIMM office on or before **8th August 2020**.

Payment can also be made through NEFT transfer.

Beneficiary Name: **INDIAN INSTITUTE OF MATERIALS MANAGEMENT**
Bank Name: STATE BANK OF INDIA
Branch Address: Nelson Manickam Road, No. 2/38, Railway Colony, 3rd Street, Aminjikarai, Chennai - 600029.
Branch code: 011606
Account type: Current account
Account No.: 10144205193
IFSC Code: SBI N 0011606
MICR no.: 600002140 000039 11
PAN: **AAAAI0056P**
GST In : **33AAAAI0056P3ZO**



Indian Institute of Materials Management

Chennai Branch

is conducting a Certificate Programme

on

MATERIAL ADMINISTRATION

10 - days (15 Hrs)

From 10th August onward

Classes Through



**On 10 Week days
from 10th August 2020 onwards
Timing is from 6.30 pm to 08.00 pm.**

at

INDIAN INSTITUTE OF MATERIALS MANAGEMENT

4th Floor, "Chateau D'Ampa", 110 (New No: 37)

Nelson Manickam Road, Aminjikarai, Chennai - 600 029.

Phone : 044-2374 2195, 2374 2750

Email : admin@iimmchennai.org | www.iimmchennai.org



About IIMM

Indian Institute of Materials Management (IIMM) through its wide network of 52 branches and 20 chapters spread all over the country and with more than 10,000 members, represents a wide spectrum of professionals engaged in the various facets of Materials Management and responsible for planning, sourcing, control and Distribution of materials and services. IIMM through its various training and educational courses is striving to equip these professionals with the latest tools and techniques needed to develop new and innovative approaches to Supply Chain.

About the Course

In an expanding world economy where trade barriers fall and markets become increasingly fragmented, the future belongs to the business that can offer best value for lowest cost at least amount of time. Time is a crucial source of competitive advantage and only with it a firm or institution can compete in the present day global business environment. Like cost, Time is also manageable. Global distribution and time definite customer responsiveness can all be controlled by reduced cycle time through efficient **Material Administration**.

This certificate course is well structured for the participants to get an insight of Materials Flow, Inventory Control, Warehousing Operations & Effective Logistics Planning. This is prepared at **Micro level** as operating professionals have no opportunity to understand the concepts / fundamentals. **The takeaway from this course will enable them to understand the nuances of Materials Administration, core of Supply Chain Operations unlike other PG Programmes which handle these topics at Macro level.**

Course Content - 8 Modules and a test

Module -1:-Concepts

Introduction to Materials management, Managing materials flow- Resources planning, Vendor management -Selection, Control and Rating.

Module - 2:- Stores

Receipts administration-Store practices and control, Quality standards - ISO requirements.

Module - 3:- Surplus control & Disposal

Reasons and Controlling; Disposal methods & routes.



Module.4 - Warehousing

Operational procedures and processes, Interface with rest of supply chain.

Module.5 – Warehouse Operations

Materials handling – Equipments, Replacement policies, Order picking; Packaging – Types, Hazards, Returnable packaging.

Module.6 – Technology in Materials Administration

Computerisation - WMS, ERP; Identification - Bar Code, RFID: GPS - Communication applications in Transport, Navigation & Fleet management.

Module.7 - Distribution

Strategies and Channels, Planning; Transportation – Inbound and Outbound; JIT & VMI concepts.

Module.8 – Performance Management in Materials Administration

Setting standards and performance indicators, Performance measurement, Expenditure appraisal, Budgeting, Risk management.

Test

At the end of the course, a test for 1 hour duration will be conducted. The pass % is 50. Those who successfully complete will be awarded with the certificate and others will get a course completion certificate.

Attendance

Participants should ensure minimum 75% attendance.

Who can benefit

Managers and Executives of Purchase/ Planning / Warehouse/ Finance of Manufacturing organisations, Cost Accountants, Administrators of Healthcare and Hotel industries, Faculty of Business Administration Institutes and other Management Professionals. Post Graduate students of any discipline will get benefited with this programme.

Faculty

IIMM has an excellent pool of faculty comprising of experts from trade and industry, including working professionals. Each topic will be handled by different faculty. The practical experience of the faculty members will be an added advantage to the participants..