



GUJARAT TECHNOLOGICAL UNIVERSITY

Post Graduate Diploma in Hospital Management

Semester: 1

Branch: Post Graduate Diploma in Hospital Management

Subject Name: Material Management & Inventory Control

Subject Code: 1517705

Rationale:

Course Scheme:

Teaching Scheme			Credits C	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
				ESE (E)	PA (M)	ESE (V)	PA (I)	
3	0	0	3	50	0	0	50	100

Course Content:

Unit No.	Content	No. of Hours	Weightage (%)
1	<p>Principles of Materials Management</p> <ul style="list-style-type: none"> • Definition • Scope • Objective <p>Materials Planning Consumables, Non Consumables, Working out Quantities Required, Forecasting, Budgeting , Availability of Materials , Critical Items ,Stock Level ,Procurement Methods</p>	7	10
2	<p>Purchase Management</p> <ul style="list-style-type: none"> • Objectives • Purchase System <ul style="list-style-type: none"> ○ Centralized , Decentralized , Local Purchase • Legal Aspects of Purchasing • Out Sourcing of Services <p>Purchase Procedure, Selection of Suppliers, Tendering Procedures, Analyzing Bids , Price Negotiations ,Issue of Purchase Orders, Rate Contracts , Follow up actions</p> <p>Receipt of Materials Inspection of Materials , Preparation of Defect/Discrepancy Report , Disposal of Rejected items , Stocking of accepted items Accounting of Materials</p>	8	15
3	<p>Inventory Control Aims & Objectives, Scope of Inventory Control , Lead Time, Buffer Stock, Reorder Level, Two Bin System, EOQ</p> <p>Tools & Techniques of Inventory Control - Classification of Inventory, Techniques of Inventory Control, ABC, VED, Other</p>	7	10



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4	Store Management Organization & Layout , Functions of Store Manager , Materials Handling, Flow of Goods (FIFO) , Computerization of Inventory transactions , Security of Stores , Disposal of Scrap/ Unserviceable materials, Sub Stores in Various Departments, Physical Stock Taking Medical Stores Functions , Storage condition/Monitoring, Expiry Dates & Action , Cold Chain , Role of Review Committee , Hospital Formulary, Obsolescence	8	15
Total Hours/Marks:		30	50

Suggested Student Activities for PA: (50 Marks)

Group Discussion, Presentation, Class Exercise, Small Project, Case Study

Suggested Learning Resources:

Sr.No.	Title of Book	Author	Publication with place, year and ISBN
1	P. Gopalkrishnan	Handbook of Materials Management	Prentice Hall India.
2	P. Gopalkrishnan	Purchasing & Materials Management	Prentice Hall India.
3	Tony Arnold	Introduction to Materials Management	Pearson
4	Shakti Gupta	Hospital Stores Management	Jaypee