

4619- STOREKEEPING AND MANAGEMENT										
Teaching Schedule Per Week			Progressive Assessment		Examination Schedule (Marks)					
Lectures	Practical	Credits			Theory		Practical Ex.	Total		
5		5	25		3Hrs.	100		125		
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total	++
NIL		MOP		75	25	100	25	-	125	

**RATIONALE:** The importance of the job of storekeeper and the comprehensive profile of a student passing out of this specialisation required an interface in the form of this course. The aim of this course is not only to provide the conceptual understanding of stores function in an organisation but also prepare them to undertake the job of storekeeper, if required without much of the additional training.

COURSE CONTENT		Hrs	Mks
<b>1. STORE FUNCTION</b>		6	10
Logistic Chain, Materials Management, Stores management, Objectives and responsibilities.			
<b>2. STORE ORGANISATION</b>		10	10
Centralised and Decentralised stores, Types of stores, Public and private warehouses, Stores procedure, Stores manual.			

SYLLABI OF COURSES FOR DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICES LEVEL I-V, FOR BTE GOA

<b>3. LOCATION &amp; LAYOUT</b>	10	
Site location, Stores building, Principles of building design (no question), Storage facility, Small storehouse, Material handling equipment.		
<b>4. MATERIAL IDENTIFICATION</b>	8	1
Coding, Monitoring the coding system, Standardisation, Variety reduction.		
<b>5. RECEIVING &amp; INSPECTION</b>	10	1
Receipt section and its location, Functions and Responsibilities of receipt section, receipt procedure, Inspection methodology, Clearing goods and chains.		
<b>6. STORAGE SYSTEM</b>	10	1
Methods, Storage Equipment, Stockyards, Storage at project sites, Automated Storage, Preservation of storage.		
<b>7. STOCK VERIFICATION</b>	10	1
Stock-Taking, Techniques, Investigation of Discrepancies, Reconciliation, Stock adjustment and write-off, Scrap and surplus material.		
<b>8. STORES ACCOUNTING</b>	6	1
Stock valuation, Valuation of materials issued, Inventory valuation		
<b>9. STORES RECORDS</b>	10	2
Bin cards, Stock cards, Stores Transfer note, Material return note, Gate pass, Goods inward note, Stock-valuation form.		
<b>Total</b>	<b>80</b>	<b>10</b>

NOTE: 1. Questions are to be necessarily brief answer type not exceeding 5-8 marks. 2. No essay type questions are to be asked. 3. Subjective opinions or critical comments are to be avoided. 4. Adequate internal choice is to be provided.

**REFERENCE BOOKS**

1. Menon KS : "Stores Management II". (Mac Millan).
2. Ahuja KK : "Materials Management" (Chapman & Hall) I-IV
3. Harding M. "Profitable Purchasing" (South-Western)
4. Datta AK : "Materials Management" (PHI)
5. Gopalkrishnan : "H/B of Material Management" (PHI)
6. Gopalkrishnan and other : "Material and Management" (PHI) (any other book suggested by the faculty)

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