

Course Curricula
Under
SKILL DEVELOPMENT INITIATIVE SCHEME (SDIS)
Based on
Modular Employable Skills (MES)

On

MATERIAL MANAGEMENT SECTOR

Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

**Course Curriculum under Skill Development Initiative Scheme (SDIS) based on
Modular
Employable Skills (MES) in MATERIAL MANAGEMENT SECTOR**

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List of members attended the Trade Committee Meeting for designing the course curriculum under Skill Development Initiative Skill (SDIS) based on Modular Employable Skills (MES)

on
MATERIAL MANAGEMENT SECTOR held on 29.01.2009

Sl. No.	Name and Designation	Organisation	
1.	Mr. S.D.Lahiri, Director	C.S.T.A.R.I., Kolkata	Chairman
2.	Mr. Priyatosh Majumdar, Lamir Consultancy Pvt. Ltd.	B Park Chamber, Kolkata	Member
3.	Mr. Manas Porel, Sr. Lecturer	G.T.T.I. Kolkata	Member
4.	Mr. Kiriti Kr. De, Junior Executive Mterials	Hindalco Industries, Belur	Member
5.	Mr. PK Karmakar, Addl General Manager	Metal & Steel Factory , Ichapur (Ordnance Factory Board)	Member
6.	Mr. NC Dey Sarkar, Vice President	Eastern Rly, Howrah	Member
7.	Mr. Sukumar Saha, Addl General Manager	M/s. Garden Reach Shipbuilders & Engineers Ltd., Kolkata	Member
8.	Mr. Dilip Borah, Sr. Manager	M/s. Godrej Ltd, Kolkata	Member
9	Mr. Kunal Bannerjee, Asstt. Manager (Materisl)	M/s. Hoogley Dock & Port Engineers Ltd., Kolkata	Member
10.	Br. T.V. Mathew, Principal	Don Bosco SERI, Howrah	Member
11.	Mr.Parimal Kr. Pal, Instructor	I.T.I. Kalyani	Member
12.	Mr.Purnendu Adhikari	I.T.I. Howrah Homes	Member
13.	Mr. Mrinal Hazra	I.T.I. Howrah Homes	Member
14.	Shri I.S. Katarah, Deputy Director	A.T.I. Howrah	Member
15.	Shri G Giri, Deputy Director	R.D.A.T. Kolkata	Member
16.	Shri Anil Kumar, Joint Director	C.S.T.A.R.I., Kolkata	Member
17.	Shri MC Sharma, Joint ;Director	C.S.T.A.R.I., Kolkata	Member
18.	Shri L.K. Mukherjee, Deputy Director	C.S.T.A.R.I., Kolkata	Member
19	Mr. Abhinoy Nandi, Deputy Director	C.S.T.A.R.I., Kolkata	Member
20	Mr. B Singha, Deputy Director	C.S.T.A.R.I., Kolkata	Member
21	Mr. S.B.Sardar, Asstt. Director	C.S.T.A.R.I., Kolkata	Member
22	Mr. P.K.Dutta, Trg. Officer	C.S.T.A.R.I., Kolkata	Member
23	Mr. RN Manna, Trg. Officer	C.S.T.A.R.I., Kolkata	Member
24	Mr. MK Batabyal, JTA (Store Keeper)	C.S.T.A.R.I., Kolkata	Member

Skill Development based on Modular Employable Skills (MES)

Background

The need for giving emphasis on Skill Development, especially for the educated unemployed youth (both for rural & urban) has been highlighted in various forums. Unfortunately, our country's current education system does not give any emphasis on development of skills. As a result, most of the educated unemployed youths are found wanting in this area, which is becoming their Achilles heel.

As India is on the path of economic development and the share of service sector's contribution to the GDP of the country is increasing (53% of GDP) it is becoming imperative that Government of India along with other nodal agencies play an important role in providing employable skills, with special emphasis on Skills.

Hence, need of the hour is some policy change at Apex level which will address the needs of the changing economy and look at providing mandatory skills training to all educated unemployed youths, with a view to have them gainfully employed. This shift in policy will ultimately benefit all the stake holders, namely the individuals, industry, Government and the economy by way of providing employment, increasing the output/productivity and ultimately resulting in a higher GDP for the nation.

- **Frame work for skill development based on 'Modular Employable Skills (MES)'**

Very few opportunities for skill development are available for the above referred groups (educated unemployed youth). Most of the existing skill development programmes are long term in nature. Poor and less educated persons cannot afford long term training programmes due to higher entry qualifications, opportunity cost, etc. Therefore, a new framework for skill development has been evolved by the DGET to address the employability issues.

The **key features of new framework for skill development** are:

- Demand driven short term training courses based on modular employable skills are decided in consultation with Industries.
- Flexible delivery mechanism (part time, week ends, full time)
- Different levels of programmes (foundation level as well as skill up gradation) to meet demands of various target groups
- Central Government will facilitate and promote training while vocational training providers (VTPs) under the Govt. and Private Sector will provide training
- Optimum utilization of existing infrastructure to make training cost effective.
- Testing of skills of trainees by Independent Assessing Bodies (IABs) who would not be involved in conducting training programme, to ensure that it is done impartially.
- Testing & Certification of prior learning (skills of persons acquired informally)

The Short Term courses would be based on "Modular Employable Skills (MES)".

The **concept for the MES** is:

- ✓ Identification of minimum skills set, which is sufficient to get an employment in the labour market.

- ✓ It allows skills upgradation, multi skilling, multi entry and exit, vertical mobility and life long learning opportunities in a flexible manner.
- ✓ It also allows recognition of prior learning (certification of skills acquired informally) effectively.
- ✓ The modules in a sector when grouped together could lead to a qualification equivalent to National Trade Certificate or higher.
- ✓ Courses could be available from level 1 to level 3 in different vocations depending upon the need of the employer organizations.
- ✓ MES would benefit different target groups like:
 - Workers seeking certification of their skills acquired informally
 - Workers seeking skill upgradation
 - Early school drop-outs and unemployed
 - Previously child Labour and their family

INTRODUCTION

Economic growth in India is increasingly supported by robust industrial growth. MATERIAL MANAGEMENT SECTOR is one of the relatively lesser known but significant sectors that support almost all industrial activity. However, notwithstanding its importance and size (INR 4 trillion), it has traditionally not been accorded the attention it deserves as a separate sector in itself. The level of inefficiency in MATERIAL MANAGEMENT activities in the country has been very high across all modes.

The required pace of efficiency and quality improvement will demand rapid development of capabilities of MATERIAL MANAGEMENT service providers. And with MATERIAL MANAGEMENT being a service oriented sector, skill development will emerge as a key capability.

This lack of focus on developing manpower and skills for the MATERIAL MANAGEMENT has resulted in a significant gap in the numbers and quality of manpower in the sector.

This gap, unless addressed urgently, is likely to be a key impediment in the growth of the MATERIAL MANAGEMENT SECTOR in India and in consequence, could impact growth in industry and manufacturing sectors as well.

This underscores the need identifying areas where such manpower and skill gaps are critical, and developing focused action plans to improve the situation.

A look at the required initiatives for manpower development in the above sector makes it clear that sustainable development of the sector's manpower requires a collaborative public private effort. The level of commitment demonstrated by each stakeholder would largely determine the direction that the sector heads towards.

Age of participants

The minimum age limit for persons to take part in the scheme is 18 years but there is no upper age limit.

Curriculum Development Process

Following procedure is used for developing course curricula

- Identification of Employable Skills set in a sector based on division of work in the Labour market.
- Development of training modules corresponding to skills set identified so as to provide training for specific & fit for purpose
- Organization of modules in to a Course Matrix indicating vertical and horizontal mobility. The course matrix depicts pictorially relation among various modules, pre requisites for higher level modules and how one can progress from one level to another.
- Development of detailed curriculum and vetting by a trade committee and by the NCVT

(Close involvement of Employers Organizations, State Governments and experts, Vocational Training Providers and other stakeholders are ensured at each stage).

Development of Core Competencies

Possession of proper attitudes is one of the most important attributes of a competent person. Without proper attitudes, the performance of a person gets adversely affected. Hence, systematic efforts will be made to develop attitudes during the training programme. The trainees deal with men, materials and machines. They handle sophisticated tools and instruments. Positive attitudes have to be developed in the trainees by properly guiding them and setting up examples of good attitudes by demonstrated behaviours and by the environment provided during training.

Some important core competencies to be developed are:

1. Communication skills
2. Better usage of English language/Vernacular
3. Presentation skills
4. Self management
5. Resume preparation
6. GD participation/facing techniques
7. Interview facing techniques

Following competencies should also be developed during level-II and higher courses:

1. Ability for planning, organizing and coordinating
2. Creative thinking, problem solving and decision-making
3. Leadership
4. Ability to bear stress
5. Negotiation

Duration of the Programme :

Time taken to gain the qualification will vary according to the pathway taken and will be kept very flexible for persons with different backgrounds and experience. Duration has been prescribed in hours in the curriculum of individual module, which are based on the content and requirements of a MES Module. However, some persons may take more time than the prescribed time. They should be provided reasonable time to complete the course.

Pathways to acquire Qualification:

Access to the qualification could be through:

- ✘ An approved training Programme.

Methodology

The training methods to be used should be appropriate to the development of competencies. The focus of the programme is on “performing” and not on “Knowing”. Lecturing will be restricted to the minimum necessary and emphasis to be given for learning through active participation and involvement.

The training methods will be individual centered to make each person a competent one. Opportunities for individual work will be provided. The learning process will be continuously monitored and feedback will be provided on individual basis.

Demonstrations using different models, audio visual aids and equipment will be used intensively.

Instructional Media Packages

In order to maintain quality of training uniformly all over the country, Instructional Media Packages (IMPs) will be developed by the National Instructional Media Institute (NIMI), Chennai.

Assessment

DGE&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programme. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view, the target of providing training/testing of one million persons through out the country and to avoid monopoly, more than one assessing bodies will be appointed for a sector or an area.

Certificate

Successful persons will be awarded competency-based certificates issued by **National Council for Vocational Training (NCVT)**.

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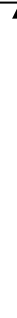
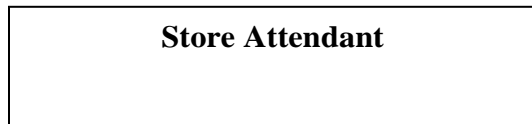
Course Matrix

MATERIAL MANAGEMENT SECTOR

Level II



Level I



LEVEL – I MODULE- I

Name : Store Attendant
Sector : Material Management
Code : **MAM 101**
Entry Qualification : 8th Pass.
Age : 18 Years and above
Duration : 180 hrs

Terminal Competency:

On completion of training the trainee will be able to be acquainted with various store records and carry out staking of materials.

COURSE CONTENTS

1. GENERAL DUTIES

SL. NO	PRACTICAL COMPETENCES	THEORY
1.	Knowledge/Use of personal safety, general safety & electrical safety.	Introduction of personal safety, general safety & electrical safety etc.
2.	Application of first aid and fire fighting equipments.	Introduction of first aids & fire fighting equipments.
3.	Should know to whom he is reporting in Organization.	Introduction to Stores Layout.
4.	Practical about stores, receipts and issues of materials to the users.	Introduction about duties and responsibilities of store attendant.
5.	Knowledge about the types of stores like main store and sub - store to stock required material.	Knowledge about type of stores - Centralized and Decentralized Stores and its Advantages and Disadvantages
6.	Application of security measures of storehouse, procedure of custody of keys.	Knowledge about security measures of Store room, procedure of custody & keys.

2. STORE RECORDS

Sl. No.	PRACTICAL COMPETENCES	THEORY
1	Observe the use of Store Records: a) Material Receipt Book.	Knowledge about a) Material Receipt Book.

b) Daily Receipt Voucher c) Damage, Shortage, Excess Report d) Package slip e) Bin Card f) Stock Register g) Stock Identification Card h) Inspection & Rejection Note i) Material Requisition Slip j) Gate Pass k) Stock taking sheet l) Material Transfer Note m) Material Return Note n) Stock Day	b) Daily Receipt Voucher c) Damage, Shortage, Excess Report d) Package slip e) Bin Card f) Stock Register g) Stock Identification Card h) Inspection & Rejection Note i) Material Requisition Slip j) Gate Pass k) Stock taking sheet l) Material Transfer Note m) Material Return Note n) Stock Day
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3. MATERIAL STACKING AND PRECAUTIONS:

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Should know the stacking of all Stock Materials and precautions about spoiling of the stores.	Knowledge about characteristics of storage materials & methods of storing.
2.	Precaution & care of stores materials.	Knowledge about Store hygiene and its case.
3.	Practice of identifying the materials as per coding system.	Knowledge of material coding, simplification, standardization and ABC classification of store.

4. COMPUTER:

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Practice on computer operating system (on store keeping software).	Knowledge about computers operating system (on store keeping software).

5. TOOLS & EQUIPMENTS:

1. Different types of sample store record books : 1 no each
2. Different types of fire extinguisher: 1 no each
3. First aid box.
4. Class room furniture
5. Computer: 2 nos for a batch of 16 trainees.
6. Latest Store operating software.

LEVEL – I
MODULE- II

MATERIAL HANDLER

Name : Material Handling
Sector : Material Management System
Code : **MAM 102**
Entry Qualification : 8th Pass .
Age : 18 Years and above.
Duration : 160 hrs

Terminal Competency:

On completion of the training the trainee should be able handle all types of material handling equipments of store and its care & Maintenance.

COURSE CONTENTS FOR MATERIALS HANDLER:

1. GENERAL DUTIES

SL. NO	PRACTICAL COMPETENCES	THEORY
1.	Knowledge use of personal safety, general safety & electrical safety.	Introduction about personal safety, general safety & electrical safety etc.
2.	Knowledge about application of first aid fire fighting equipments.	Knowledge about first aids & fire fighting equipments.
3.	Should know to whom he is reporting in Organization and knowledge of store layout.	Knowledge about stores layout.
4.	Practical about stores, receipts and issues of materials to the users.	Knowledge about duties and responsibility.
5.	Knowledge about the types of stores like main store and sub - store to stock required material.	Knowledge about type of stores - Centralized and Decentralized Stores and its Advantages and Disadvantages
6.	Should know about security Measures of storehouse, procedure of custody of keys.	Knowledge about security measures of Store House, procedure of custody & keys.
7.	Material Handler should know importance of Maintenance & Care of equipments and related safety precaution of equipments.	Knowledge about importance of Maintenance & Care of equipments and related safety precaution of equipments.

2. STORE RECORDS

Sl. No.	PRACTICAL COMPETENCES	THEORY
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1	Observe the use of Store Records: 1) Material Receipt Book. 2) Daily Receipt Voucher 3) Package slip 4) Bin Card 5) Stock Identification Card 6) Inspection & Rejection Note 7) Material Requisition Slip 8) Gate Pass 9) Material Transfer Note 10) Material Return Note	Knowledge about 1) Material Receipt Book. 2) Daily Receipt Voucher 3) Package slip 4) Bin Card 5) Stock Identification Card 6) Inspection & Rejection Note 7) Material Requisition Slip 8) Gate Pass 9) Material Transfer Note 10) Material Return Note
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3. MATERIAL STACKING AND PRECAUTIONS:

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Should know the stacking of all Stock Materials and precautions about spoiling of the stores.	Knowledge about characteristics of storage materials & methods of storing.
2.	Precaution & care of stores materials.	Knowledge about Store hygiene and its care

4. MATERIAL HANDLING:

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Observation of various hand operated & power driven material handling equipment.	Importance of material handling equipments & Study of safety procedure for material handling devices.
2.	Practice on material handling equipments using economical conditions.	Knowledge of material Handling Equipments its types - hand operated & Power Driven equipments.
3.	Study the procedure for care & maintenance of equipment.	Knowledge of maintenance & care of material handling equipments.
4.	Study of Storage Equipments – palletisation & containerization.	Knowledge of Storage Equipments – palletisation & containerization.

5. TOOLS & EQUIPMENTS:

1. Different types of material handling equipments: 1 no each
2. Different types of sample store record books : 1 no each
3. Different types of fire extinguisher: 1 no each
4. First aid box.
5. Class room furniture

**LEVEL – I
MODULE- III**

FINISH GOODS KEEPER

Name : Finish Goods Keeper
Sector : Material Management System
Code : **MAM 103**
Entry Qualification : 10th Pass under (10 + 2) Education System
Age : 18 Years and above.
Duration : 160 hrs

Terminal Competency:

On completion of the course the trainee will be able to store the finished material & issue the materials from stores.

COURSE CONTENTS FOR FINISH GOODS KEEPER

1. GENERAL DUTIES

SL. NO	PRACTICAL COMPETENCES	THEORY
1.	Familiarization with personal safety, general safety & electrical safety.	Introduction about personal safety, general safety & electrical safety etc.
2.	Acquainted with application of first aid fire fighting equipments.	Introduction to first aids & fire fighting equipments.
3.	Familiarization with Organization structure .	Introduction to Stores Organization, store Layout, duties and responsibility.
4.	Practical about stores, receipts and issues of materials to the users.	Introduction to the procedures of stores issue and receipt.
5.	Demonstration of the types of stores like main store and sub - store to stock required material.	Introduction to type of stores - Centralized and Decentralized Stores and its Advantages and Disadvantages
6.	Familiarization with security Measures of storehouse, procedure of custody of keys.	Introduction about security measures of Store House, procedure of custody & keys.
7.	Material Handler should know importance of Maintenance & Care of equipments and related safety precaution of equipments.	Introduction about importance of Maintenance & Care of equipments and related safety precaution of equipments.

2. STORE RECORDS

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Observe the use of Store Records: 1) Material Receipt Book. 2) Daily Receipt Voucher 3) Damage, Shortage, Excess Report 4) Package slip 5) Bin Card 6) Stock Register 7) Stock Identification Card 8) Inspection & Rejection Note 9) Material Requisition Slip 10) Gate Pass 11) Stock taking sheet 12) Material Transfer Note 13) Material Return Note 14) Stock Day	Knowledge about 1) Material Receipt Book. 2) Daily Receipt Voucher 3) Damage, Shortage, Excess Report 4) Package slip 5) Bin Card 6) Stock Register 7) Stock Identification Card 8) Inspection & Rejection Note 9) Material Requisition Slip 10) Gate Pass 11) Stock taking sheet 12) Material Transfer Note 13) Material Return Note 14) Stock Day

3 MATERIAL STACKING AND PRECAUTIONS

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Characteristics of storage equipments & list of various storage equipments for different types of semi finish/finish product.	Introduction to storage equipments & storing systems for semi finish & finish product.
2.	Process for easy locate of products.	Introduction to storage systems i.e. as per product code/product serial no.
3.	Precautionary measure for finish product during storage.	Knowledge of surface protection during storage for finish product.

4.	Identifying the standard materials in the storing system. Demonstration of packing and its types, logistic supports.	Knowledge about required standard materials for assembly line and their storage & Knowledge about logistic & support for finish materials for marketing/sales department.
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4. ISSUE OF STORES

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Material should be issued exactly as per the instructions on the issue slip. Plant Finish Material Organisers make entries on the daily material consumption chart. The material should be checked before issue.	Procedure of issuing of materials.
2.	Instruction of Site Engineer for issue material required.	Control points for issue of materials.
3.	Procedure for receipt/transferred of material section to section.	Knowledge of receipt/transferred of material section to section.

5 MATERIAL HANDLING

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Practice of material handling Equipment considering aegonomical conditions: <ul style="list-style-type: none"> 1) Hand Trucks 2) Pallet trucks 3) Wheel barrow-Box type 4) Wooden pallet 5) Four Wheeled platform trolley 6) Mobile crane 7) Electric Host Crane 	Knowledge about material Handling Equipments considering aegonomical conditions: <ul style="list-style-type: none"> 1)Hand Trucks 2) Pallet trucks 3) Wheel barrow-Box type 4) Wooden pallet 5) Four Wheeled platform trolley 6) Mobile crane 7) Electric Host Crane

6. COMPUTER

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Practice on computer operating system (Store keeping software).	Knowledge about computers operating system (Store keeping software).

TOOLS & EQUIPMENTS:

1. Different types of sample store record books: 1 no each
2. Different types of fire extinguisher: 1 no each
3. First aid box.
4. Class room furniture
5. Computer: 2 nos for a batch of 16 trainees.
6. Latest Store operating software
7. Different types of materials handling equipments.

LEVEL – I
MODULE- IV

ASSISTANT STORE KEEPER

Name : Assistant Store Keeper
Sector : Material Management System
Code : **MAM 104**
Entry Qualification : 12th Pass
Age : 18 Years and above.
Duration : 300 hrs

Terminal Competency:

- On completion of course the trainee will be able to handle all the records of stores, issue and receipt of stores and application of various store records along with computerized store keeping systems.

COURSE CONTENTS FOR ASSISTANT STORE KEEPER

1. GENERAL DUTIES

SL. NO	PRACTICAL COMPETENCES	THEORY
1.	Knowledge use of personal safety, general safety & electrical safety.	Introduction about personal safety, general safety & electrical safety etc.
2.	Application of First Aid and fire fighting equipments.	Knowledge about first aids & fire fighting equipments. Knowledge about causes of fire at store, and precaution against fire.
3.	Used of security Measures of storehouse, procedure of custody of keys.	Knowledge about security measures of Store House, procedure of custody & keys.
4.	Practical about stores, receipts and issues of materials to the users.	Knowledge about objectives, Importance, Functions and Essentials of good store keeping.
5.	Working procedure about whom he is reporting in Organization & practice on maintenance of records.	Knowledge about duties, responsibilities & qualities of a good storekeeper.
6.	Worked on store location, Stores Layout & its basic factors.	Principles of store location & method of store location. Knowledge about Stores Layout & its basic factors
7.	Working procedure on stores like main store and sub - store to stack required material.	Knowledge about type of stores - Raw material store, tool store, general store, packaging store, maintenance & repair store, finish goods & scrap material store Centralized and Decentralized Stores and its Advantages and Disadvantages..

8.	Practice on need & methods of marking of stores items.	Knowledge about meaning, need & methods of marking of stores items.
9.	Practice on stacking of all Stock Materials and precautions about spoiling of the stores.	Knowledge about characteristics of storage materials & methods of storing.
10.	Precaution & care of stores materials.	Knowledge about Store hygiene and its case.
11.	Practice of identifying the materials as per coding system.	Knowledge of material coding, simplification, standardization and ABC classification of store.

2. MATERIAL HANDLING:

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Observation of various hand operated & power driven material handling equipment.	Importance & principles of material handling equipments & Study of safety procedure for material handling devices.
2.	Study the procedure for care & maintenance of equipment.	Knowledge of maintenance & care of material handling equipments.

3. RECEIPT & ISSUE OF MATERIALS

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Practice on procedure of receipt of Materials.	Knowledge about sources of receipt of materials & procedure of receipt of materials
2.	Practice on packing, its types & objectives.	Knowledge about objective & importance of packaging and its types
3.	Work on Despatch, Inspection, store ledger. Binning, placing & Indexing of Materials.	Knowledge about dispatch, inspection & recording procedure of stores.
4.	Work on issue procedure of Materials.	Knowledge about issue procedure of materials.

4. STORE RECORDS

Sl. No.	PRACTICAL COMPETENCES	THEORY
	Application/Practice of Store Records: 1) Material Receipt Book. 2) Daily Receipt Voucher 3) Damage, Shortage, Excess Report 4) Package slip	Knowledge about 1) Material Receipt Book. 2) Daily Receipt Voucher 3) Damage, Shortage, Excess Report 4) Package slip

5) Bin Card	5) Bin Card
6) Stock Register	6) Stock Register
7) Stock Identification Card	7) Stock Identification Card
8) Inspection & Rejection Note	8) Inspection & Rejection Note
9) Material Requisition Slip	9) Material Requisition Slip
10) Gate Pass	10) Gate Pass
11) Stock taking sheet	11) Stock taking sheet
12) Material Transfer Note	12) Material Transfer Note
13) Material Return Note	13) Material Return Note
14) Stock Day	14) Stock Day

5. COMPUTER:

Sl. No.	PRACTICAL COMPETENCES	THEORY
1.	Practice on computer operating system (Store keeping software).	Knowledge about computers operating system (Store keeping software).

6. TOOLS & EQUIPMENTS:

1. Different types of sample store record books : 1 no each
2. Different types of fire extinguisher: 1 no each
3. First aid box.
4. Class room furniture
5. Computer: 2 nos for a batch of 16 trainees.
6. Latest Store operating software
7. Different types of materials handling equipments.

**LEVEL – II
MODULE- I**

STORE KEEPER

Name : Store Keeper
Sector : Material Management System
Code : **MAM 205**
Entry Qualification : 12th Pass + Passed Asstt. Store Keeper Module (**MAM 104**)
Age : 18 Years and above.
Duration : 300 hrs

Terminal Competency:

On completion of training the trainee will be able to do all the general duties of store like inspection, preservation system, issue & identification of store materials, store accounts, markets & have the knowledge about elementary Business Laws.

COURSE CONTENTS FOR STORE KEEPER

1. GENERAL DUTIES & STORE CONTROL

SL. NO	PRACTICAL COMPETENCES	THEORY
1.	Review practice on personal safety, general safety & electrical safety, first aid fire safety & fire fighting equipments etc.	Review about personal safety, general safety & electrical safety, first aids, fire safety & fire fighting equipments etc.
2.	Review practice of material handling equipments its use and maintenance & use of various store records & receipts.	Review about duties, responsibilities, store activities, material handling equipments its use and maintenance, use of various store records & receipts.
3.	Inspection procedure followed by Inspector to ascertain the quality and quantity of Materials.	Knowledge about importance and advantages of inspection of materials. Method of inspection of materials by quality & quantity.
4.	Practice on preparation of inspection form, inspection chart, inspection & rejection notes and documents for inspection and rejection of store material..	Knowledge about procedure of inspection, inspection chart, inspection notes and reporting procedure.
5.	Precaution and procedure for preservation of material.	Knowledge about preservation systems its importance and objectives. Consideration for preservation of articles in store-room such as cement, timber, leather goods, explosives, chemicals, agriculture product, machinery and equipments etc.
6.	Practice on procedure for methods of materials coding & proformas under	Knowledge about meaning and importance of Codification of materials its merits & demerits.

	various types - such as: Alphabetical system, Numerical system, Decimal system, Combined Alphabetical and Numerical system, Brisch system, Kodak system, Stores Vocabulary.	Methods of different codification such as Alpha-Numerical system, Brisch system, Kodak system. Meaning and importance of stores vocabulary.
7.	Practice on marking, colour marking & secret marking in store room.	Knowledge about marking, colour marking, secret marking of stores and its importance.
8.	Practice on Chart on kinds of material / classification of material. List of Inventories. Preparation and filling up of stock register.	Meaning and importance of Inventory control, types of inventories in a manufacturing firm. Need for Replenishment of the stock, objectives of inventory control, tools and techniques applying for Inventory Control. Fixing different stock levels, e.g. minimum, maximum, and danger levels.
9.	Practice on procedure for fixing various stock levels like Maximum, Minimum, Re-order, Danger level & Economic Order Quantity.	Brief explanation of reorder level. Economic order quantity and danger level merits and demerits of inventory caning cost. Knowledge of inventory, earring cost, lead time elements of lead time, safety stock and factor influencing safety stock. stock out cost Kardex card and its meaning, importance, contents of Kardex card. Knowledge of ABC analysis, VED analysis and Bills of analysis of Material its merits and demerits, graphical presentation of ABC analysis and VED Analysis.

2. STORE ACCOUNTING & BUSINESS LAWS

SL. NO	PRACTICAL COMPETENCES	THEORY
1.	Revision of application of various types of documents and books used for recording of stores e.g. material Receipt book, material Received Note, Purchase order, Bin Card, Store Ledger, Stock Taking Sheet, Kardex Card etc.	Revision of various types of documents and books used for recording of stores e.g. material Receipt book, material Received Note, Purchase order, Bin Card, Store Ledger, Stock Taking Sheet, Kardex Card etc. Meaning, explanation and importance of Store Accounting, Meaning, explanation of Recording with benefit in Store Accounting.
2.	Practice on proforma of stock taking sheet, stock verification sheet, stock valuation sheets, its filling up & illustration.	Meaning, explanation & Importance of verification of stores and its Types.
3.	Practice on proforma of FIFO & LIFO Methods their filling up & illustration.	Explanation of issuing material from store house and method of costing of stock issued, FIFO, LIFO Methods etc.
4.	Actual costing of Receipt, Issued, wastage, Damages & other losses of Materials.	Knowledge of Meaning & Importance of Wastage, damages & spoilage and other losses, procedure of costing with record & Accounting treatment.

5.	Chart on prices of material stored.	Knowledge of meaning and explanation of machine kept & pen kept recording with merits & demerits for the same method.
6.	Method of Stock Accounting procedure & documentation in valuation of stock in hand.	Knowledge of opening & closing stock, costing of stock in hand. Explanation of Reduction in production cost & selling cost through stock Accounting.
7.	Preparation of report as to how demand & supply of market is ascertained with demand & supply chart & objects	Meaning and explanation of market, types of market, sellers & Buyers Market, spot & Future Market.
8.	Preparation how market survey is conducted. The report should based on a visit to market place. Report on selling & buying procedure.	Explanation, meaning and importance of Speculation & hedging. Meaning & Definition of Demand, Supply & Importance.
9.	Preparation of Report on GATT.	Meaning & explanation of Depression & Boom and effect on Economy of Depression & Boom. Meaning explanation and merits or GAIT.
10.	Contract Act of 1872, Essential factors of contract Act, proposal, Acceptance, Free consent, Lawful - consideration, Lawful object, minimum parties, component parties.	Meaning, explanation, definition and essential of contract Act., valid of contract and revocation of contract. Explanation of contract Agency, Rights & Duties of Agent & Principles, Bail or & baileys.
11.	Content of sale of goods Act. Contract /Agreements Registration. Making List of taxable & non taxable goods (minimum 10 goods for each).	Explanation & Define sale of Goods Act, Goods Condition & Warrantees in sale of Goods Act, Rights & Duties of seller & Buyers as per sale of Goods Act.
12.	Filling up the purchase book & sales book with example. Format & filling cash memo & voucher with example.	Knowledge about mode of delivery. Legislation relating to carriage, Classification of earners. Features of common carrier in India Liabilities of common earners.
13.	Procedure of Registration & making a report for the same with tax rules. Contents & Listing Duties & common carries liabilities with report.	Meaning of central & state Sales tax, act, registration, List of taxable & Non taxable goods and procedure of tax rules. Elementary knowledge of restrictive and unfair trade practices.
14.	Layout & proforma of a good business letter with example. Explanation & specimen of enquiry letter, quotation letter, order letter, form of cancellation of order with suitable example, settlement of claim - with example.	Explanation, Layout and essential of a good business letter. Explanation of correspondence relating to enquiry, quotation, order. cancellation of order, complaints & settlement of claim with form of letter.
15.	Drafting a letter to Bank - for overdraft, cash credit, Loan under self employment with suitable example.	Explanation & Drafting letter for obtaining overdraft, cash credit. other than Loan and getting Loan for self employment scheme.
16.	Procedure adopted in settlement of claim, completion for the same, drafting letter to Insurance company to get claim with suitable example	Explanation & submission or Insurance claim relating of Loss by fire and settlement of claim.

17.	Practice on Modern Media of Communication	Knowledge on Modern Media of Communication
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TOOLS & EQUIPMENTS:

1. Different types of sample store record books : 1 no each
2. Different types of fire extinguisher: 1 no each
3. First aid box.
4. Class room furniture
5. Computer: 2 nos for a batch of 16 trainees.
6. Latest Store operating software
7. Different types of materials handling equipments.