







Model Curriculum

Inventory, Materials Manager

(Options - Bid Process)

SECTOR: LOGISTICS

SUB-SECTOR: WAREHOUSING

OCCUPATION: OPERATIONS (RECEIVING/LOADING AND

UNLOADING/QUALITY ASSURANCE/ STORAGE/ DISPATCH OR VANNING)

REF ID: LSC/Q0104, V1.0

NSQF LEVEL: 6















CURRICULUM COMPLIANCE TO QUALIFICATION PACK - NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Logistic Sector Skill Council of India

for the

Model Curriculum

Complying to National Occupational Standards of Job Role/ Qualification Pack: <u>'Inventory, Materials Manager'</u> QP No. <u>'LSC/Q0104 NSQF Level 6'</u>

Date of Issuance: May 4th, 2019 Valid up to: May 4th, 2022

*Valid up to the next review date of the Qualification Pack

Authorised Signatory (Logistics Sector Skill Council of India)

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Inventory, Materials Manager

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "<u>Inventory, Materials Manager</u>", in the "<u>Logistics</u>" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Inventory, Materials Manager			
Qualification Pack Name & Reference ID.	LSC/Q0104, v1.0			
Version No.	1.0	Version Update Date	04-05-2019	
Pre-requisites to Training	Graduate with relevant e experience (or) Class X v	xperience (or) Diploma/ Cl with relevant experience	ass XII with relevant	
Training Outcomes	 Compulsory: Analyse activities scl Assess compliance t Generate business f stakeholders includin Analyse operational improvement initiativ Manage business produndertaking operation Generate MRP to plan to the dispatch requirement Comply to work place Manage workplace for and ensuring compliant Inspect invoices for compliance 	ofitably by analysing profit ns improvement initiatives an for material receipt, prod ent plan for material as per pr	g resources allocated anage relationships with etc. brance to undertake and loss and curement, storage, oduction, sales and ulatory practices. environment by following ety norms	









This course encompasses <u>9</u> out of <u>9</u> Compulsory NOS (National Occupational Standards), <u>1</u> out of <u>1</u> Options of "<u>Inventory, Materials Manager</u>" Qualification Pack issued by "<u>Logistics Sector Skill Council</u>".

COMPULSORY NOS:

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction to Inventory, Material Manager Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code Bridge Module	 Classify the components of Supply Chain and Logistics sector Detail the various sub-sectors and the opportunities in them Identify various activities in land transportation, warehouse, port yard, land, ship and air transportation Explain job roles in warehousing Detail your job role as inventory, materials manager and its interface with other job roles Describe the various MHEs and equipment used in warehouses Discuss the documentation requirements in warehousing operations 	Teaching board, computer, projector, video player or TV
2	Daily review and process control Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N9601	 Analyse the previous day's performance to chart the plan of action Approve resource allocation post inspection of pending activities for the day Prepare daily/ weekly activity plan Resolve interdepartmental queries and issues Assess optimal utilisation of all available resources Identify training and development needs Create a cohesive working environment between clients and organisation Analyse business performance trends and forecasts Prepare budgets for various operations Review compliance to relevant state/ country and international laws and regulations Plan corrective and preventive actions to improve outcome of business activities Assess compliance to hazardous goods handling standards 	Computer, Management information system (MIS), Enterprise Resource Planning (ERP), performance review software, budgeting and forecasting software, stationery, worksheets, SOP etc.
3	Business development and stakeholder relations Theory Duration (hh:mm) 20:00	 Identify target population to be approached for business development Assess prospective clients Identify client requirements Offer customised or bundled solutions based on sales pitch 	Computers, MIS, ERP, business lead software, Teaching board, computer, projector, video player and TV

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Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N9701	 Demonstrate effective oral and written business communication Prepare costing sheets for service delivery Use ERP for updating client data Estimate when to upsell and cross-sell services to existing clients Describe the nuances in building rapport with clients, customs, government agencies, insurance for healthy relationship Prepare service level agreements Schedule resources as per operational requirement 	
4	Performance management system Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N9602	 Define performance measurement metrics for assigned activities Explain performance review process Perform root cause analysis for non-performing areas Develop corrective and preventive actions to avoid recurrence Design performance improvement plan Communicate performance improvement plan Define KPIs as per organisational metrics and expectations Examine employee grievances and undertake corrective actions 	SOP, MIS, ERP, worksheets, stationery, computer, projector etc.
5	Profit and loss account management and cost accounting Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N9603	 Describe the process of analysing profit & loss (P&L) Explain budgeting process Evaluate budgetary compliance Explain methods to analyse variance between budget and actual expenditure Compare budget with actual physical output Prepare budget amendments List the risk management procedures Perform Activity Based Costing (ABC) Perform audit to identify reasons for deviation from costing Explain the process to rationalise cost by undertaking improvement activities 	Computers, MIS, ERP, performance review software, worksheets etc.
6	In-plant logistics management Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00	 Analyse Material Requirement Plan (MRP), despatch/ Distribution Requirement Plan (DRP), and budget for procurement to assess material requirement Prepare indents for material receipt/procurement Plan workforce, equipment and MHE resources for storage, handling and movement of material 	Computers, Enterprise Resource Planning (ERP), Material Handling Equipment (MHEs), inventory models, stationery, Personal Protective Equipment (PPEs) etc.









Sr. No.	Module	Key Learning Outcomes	Equipment Required
NO.	Corresponding NOS Code LSC/N0116	 Analyse material receipts, documentation and gate passes to approve invoicing Manage inventory count and review stock inspection records Allocate storage locations based on goods volume Manage goods movement between multiple storage locations Assess production, sales and despatch team requirement for material movement Verify transfer orders, despatch orders and material issue in MMS for approxima movement 	
7	Forecasting, Planning and Stock keeping Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N0117	 approving movement Analyse past trends of material movement Prepare Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand Communicate MRP to stakeholders Plan Kanban and Just In Time inventory schedules Assess adequate availability of stock as per Kanban requirements Arrange for timely procurement of stock Arrange for disposal or quarantine of old or damaged stock 	Computers, Enterprise Resource Planning (ERP), Material Handling Equipment (MHEs), inventory models, stationery, Personal Protective Equipment (PPEs) etc.
8	Guidelines on integrity and ethics Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code LSC/ N9908	 Describe the concepts of integrity, ethics Detail the various regulatory requirements related to logistics industry Explain data and information security practices Identify corrupt practices Comply to regulatory requirements Practice code of conduct and etiquettes Document integrity and ethics violations Explain the escalation matrix for reporting deviation 	SOP, worksheets, computer, projector, printer, display board and markers
9	Compliance to health, safety and security norms Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm)	 Detail health, safety and security procedures in land transport, port terminals, CFS and ICD Implement 5S at workplace Inspect the activity area and equipment, for appropriate and safe conditions Identify unsafe working conditions Inspect adherence to standard operating procedures (SOP) while 	PPE, MHE, instructional material, alarms, safety guidelines, safety signs, computer, projector etc.









Sr. No.	Module	Key Learning Outcomes	Equipment Required	
	40:00 Corresponding NOS Code LSC/N9909	 handling dangerous and hazardous goods Implement standard protocol in case of emergency situations, accidents, and breach of safety Document health, safety and security violations Explain the escalation matrix for reporting deviation 		
10	GST and its application Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N9907	 Apply GST for invoices State the rules and regulations that are to be followed while applying and reversing GST Identify faults in a document with GST computation Describe the approval process of GST documents Examine pending litigations from previous regime Review monthly returns for compliance to regulations Examine correctness of tax payment records and acknowledgements received 	Laptop, MS office, ERP, stationery, worksheets, computer, projector, GST guidelines etc.	
	COMPULSORY NOS: Total Duration 620:00 Theory Duration 180:00 Practical Duration	Unique Equipment Required: Teaching board, computer, projector, video p Management information system (MIS), Ente Planning (ERP), performance review software forecasting software, stationery, worksheets, PPE, MHE, instructional material, alarms, sat signs, GST guidelines etc.	S), Enterprise Resource software, budgeting and ksheets, SOP, inventory models,	
	Practical Duration 440:00			

OPTIONS (Optional to choose any or all or none)

OPTION 1: Bid Process Management

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Bid process management Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00	 Describe activities to identify new business proposals Analyse technical requirement of the tender specification as mentioned in the Request for Proposal (RFP) Prepare preliminary feasibility study and cost analysis of the tender based on CAPEX and OPEX requirements Review queries on bid scope with client Describe work allocation to various internal teams for proposal preparation 	Computer, Enterprise Resource Planning (ERP), MS office, stationery, worksheets, SOP etc.

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Module	Key Learning Outcomes	Equipment Required
Corresponding NOS Code LSC/N9702	 Prepare CAPEX, OPEX, project quote in discussion with engineering, procurement, implementation, operations, HR and finance team Review the proposal for compliance to all tender requirements Discuss the process for client relationship management 	
OPTION 1: Total Duration Theory Duration 20:00	Unique Equipment Required: Computer, Enterprise Resource Planning (EF stationery, worksheets, SOP etc.	RP), MS office,
Practical Duration 50:00		
GRAND Total Duration Minimum Duration for the QP= 620 hrs Theory: 180 hrs Practical: 440 hrs Maximum Duration	Unique Equipment Required: Teaching board, computer, projector, video player or TV, Management information system (MIS), Enterprise Resource Planning (ERP), performance review software, budgeting and forecasting software, stationery, worksheets, SOP, inventory models, PPE, MHE, instructional material, alarms, safety guidelines, safety signs, GST guidelines etc.	
	Corresponding NOS Code LSC/N9702 OPTION 1: Total Duration Theory Duration 20:00 Practical Duration 50:00 GRAND Total Duration Minimum Duration for the QP= 620 hrs Theory: 180 hrs Practical: 440 hrs	Corresponding NOS Code LSC/N9702 Prepare CAPEX, OPEX, project quote in discussion with engineering, procurement, implementation, operations, HR and finance team Review the proposal for compliance to all tender requirements Discuss the process for client relationship management Unique Equipment Required: Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, Worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, Worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, Worksheets, SOP etc. Computer, Enterprise Resource Planning (Enterprise) Stationery, Worksheets, SOP etc. Computer Stationery, Worksheets, SOP etc.

(This syllabus/ curriculum has been approved by <u>Logistics Sector Skill Council)</u>

Inventory, Materials Manager

690 hrs
Theory: 200 hrs
Practical: 490 hrs









Trainer Prerequisites for Job role: "Inventory, Materials Manager" mapped to Qualification Pack: "LSC/Q0104, v1.0"

Sr. No.	Area	Details		
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "LSC/ Q0104"		
2	Personal Attributes	The job requires the individual to have strong communication skills, presentation skills, measuring, evaluating and problem-solving skills. He/she should be able to facilitate learning		
3	Minimum Educational Qualifications	Graduate with relevant experience or Diploma/ Class XII with relevant experience or Class X with relevant experience		
4a	Domain Certification	Certified for Job Role: "Inventory, Materials Manager" mapped to QP: "LSC/Q0104, V 1.0". Minimum accepted score is 80%		
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601". Minimum accepted score is 80%		
5	Experience	 Graduate with minimum 10 years (with minimum 3 years of experience as Lead) of experience in Warehouse operations (or) Diploma with minimum 15 years (with minimum 3 years of experience as Lead) of experience in Warehouse operations (or) Class XII pass with minimum 20 years (with minimum 3 years of experience as Manager) of experience in Warehouse operations Detailed knowledge of warehouse operations management including goods receipt and dispatch, inventory analysis, maintenance and repair, budgeting, resource management, handling different types of warehouse, business development and stakeholder engagement Has management skills with good knowledge of IT and control systems in Warehousing, and reporting and data management skills The trainer should have the ability to read write and communicate in vernacular language, Hindi and English 		









Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Inventory, Materials Manager
Qualification Pack	LSC/Q0104, v1.0
Sector Skill Council	Logistics Sector Skill Council

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training canter based on this criterion
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in each NOS
6	In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack

Compulsory NOS					
Total Marks: 9		Marks Alloc		llocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
	PC1. review previous day reports with supervisors identifying pending works		4	1	3
	PC2. review inspection and output reports for the previous day		4	1	3
	PC3. review and approve pending orders for the previous day		4	1	3
LSC/N9601 Conducting daily review	PC4. resolve issues with regards to pending activities or escalate them to senior management or external consultant/ technician	100	4	1	3
and facilitating operations	PC5. review performance and utilization of budgeted resources making amendments as required		4	1	3
	PC6. analyse trend pattern and make suitable assumptions for forecasting		4	1	3
	PC7. prepare forecasts and accordingly plan and budget for workforce and other resources		4	1	3
	PC8. set-up consensus meetings		4	1	3

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	with many and appiage and get their		Ī		
	with peers and seniors and get their				
	approval on the forecast and				
	budgets				
	PC9. prepare weekly and monthly				
	work plans as per the forecast and		4	1	3
	budget				
	PC10. make amendments in				
	budgeted resources based on daily		4	1	3
	performance reviews				
	PC11. identify priority task and				
	inform to supervisors and		4	1	3
	executives				
	PC12. approve and share the				
	weekly work plan with supervisors		4	1	3
	allocating resources as per plan				
	PC13. review and approve any ad-				
	hoc request for alternate or		4	1	3
	additional resources				
	PC14. approve daily work plan				
	prepared by supervisors		4	1	3
	PC15. guide supervisors and				
	executives to resolve any pending		4	1	3
	issues			'	3
	PC16. coordinate with other				
	departments and external resources				
	to escalate and expedite stuck		4	1	3
	· ·				
	Cases				
	PC17. coordinate with clients and			4	2
	keep them updated in cases of		4	1	3
	delays, pendency, etc.				
	PC18. review of work by executives		4	1	3
	and supervisors to check for errors		-		_
	PC19 review reports to monitor		4	1	3
	operational performance			•	Ŭ .
	PC20. guide the team in use of ERP				
	and available Information		4	1	3
	Technology (IT) infrastructure				
	PC21. monitor compliance with				
	relevant local, country and		4	_	
	international law and process on a		4	2	2
	regular basis				
	PC22. monitor compliance with				
	respect to organizational policies		4	2	2
	and procedure			_	_
	PC23. identify areas of non-			_	_
	compliance, examine the reasons		4	2	2
	PC24. make recommendations for				
	corrections to ensure compliance		4	2	2
	PC25. conduct inspections to check				
	if standard material handling		4	2	2
	procedure and Standard Operating				
	Procedure (SOPS) are followed		400	20	70
1.00/10704	DO4 shall but to the man		100	30	70
LSC/N9701	PC1. obtain list of existing clients	400	_	_	_
Business	and new prospects from the	100	7	2	5
development	company's sales database.				









and	PC2 propage sales targets and		1	
and stakeholder	PC2. prepare sales targets and relationship strategies	7	2	5
relations	PC3. prioritize the clients for			
Telations	contacting, based on the previous			
	relationship building calls made to	6	1	5
	each of them			
	PC4. call clients and prospects to			
	seek meeting	5	1	4
	PC5. meet client to offer new			
	services and take feedback for	5	1	4
	current services		'	7
	PC6. identify client's business need			
	and offer customized and bundled	5	1	4
	solutions	3	'	4
	PC7. negotiate on costs, close the			
	deal and collect organizational and	5	1	4
	payment details of the client	3	'	4
	PC8. take client's feedback	5	1	4
	PC9. update information into ERP,	<u> </u>	'	+
	inform the relevant departments on	5	1	4
	sale closure		'	4
	PC10. regularly interact with the			
	client over phone, emails or			
	personal visits and quickly respond	5	1	4
	to their queries			
	PC11. address the query raised by			
	the customers effectively and timely	5	2	3
	PC12. take appropriate actions on			
	escalations raised by customers	5	2	3
	PC13. handle customer grievances			
	such as damage or tampering of			
	shipment, extra charges levied,	5	2	3
	failure to deliver as per commitment,	9	_	
	delays etc.			
	PC14. provide regular information to			
	clients regarding new offerings,		_	_
	discounts, customised solutions,	5	2	3
	etc.			
	PC15. liaise with customs, Partner			
	Government Agencies (PGAs),			
	other Govt. departments, etc. and	5	2	3
	build professional relations with		_	
	them			
	PC16. analyse and manage	_		_
	insurance claim requests	5	2	3
	PC17. co-ordinate with marketing			
	agencies for publicity of services of	5	2	3
	the company			
	PC18. negotiate with carriers,			
	warehouse and transport operators,			
	custom brokers, insurance company			
	representatives, vendors, etc. for	5	2	3
	services, preferential rates, service			
	level agreements (SLA), payment			
	period, etc.			
	PC19. co-ordinate with labour	r	_	
	contractor and local vendors for	5	2	3
		I.	1	<u>. </u>









	sufficient workforce, carrier vehicle				
	availability as per work demand		400		
	PC1. identify activity related		100	30	70
	performance metrics		4	1	3
	PC2. review output reports for escalated cases to identify reasons		4	1	3
	PC3. review utilization rates and revenue per manpower and equipment engaged		4	1	3
	PC4. analyse trend of defaults, delays, etc. along with their reasoning		4	1	3
	PC5. analyse the trends of various output metrics like average time per case, average number delays per week, etc. to measure operational performance		4	1	3
	PC6. analyse reasons for non- performance with respect to each operation and department		4	1	3
	PC7. identify process improvement areas and departments		4	1	3
	PC8. identify training needs and develop training plans		4	1	3
LSC/N9602 Review	PC9. analyse resource utilization trends to arrive at cases of under-utilization and poor equipment management		4	1	3
performance	PC10. examine staff turnover issues	400	4	1	3
and develop performance improvement plan	PC11. identify the department and staffs that are underperforming and take necessary actions to improve performance	100	4	1	3
	PC12. prioritise performance improvement project implementation		5	2	3
	PC13. develop strategic action plans to increase overall worker and operational efficiency		4	1	3
	PC14. communicate performance improvement benefits to senior management and take their approval		4	1	3
	PC15. establish key performance indicators, track regular performance output with respect to set goals and take corrective actions		4	1	3
	PC16. address all employee performance problems promptly and directly in accordance with personnel policies		4	1	3
	PC17. take necessary action in case of theft or fiddling with the shipment		4	1	3
	PC18. develop, implement, and manage departmental policies, procedures, standards and strategies as required		4	1	3









	T				
	PC19. set objectives and provide		5	2	3
	support to team members PC20. communicate and emphasise				
	on policies and standards in line with the regulations laid down by various governing acts		4	1	3
	PC21. guide and support them to cope with work load		4	1	3
	PC22. conduct meetings with staff to assess group's overall performance; discuss ideas for improvement and inform staff of new developments		5	3	2
	PC23. support team members in identifying, developing and implementing new ideas		4	1	3
	PC24. direct the hiring, training, and performance evaluations of staff		5	3	2
			100	30	70
	PC1. review department wise budgets and make amendments if required		7	2	5
	PC2. collate and prepare annual budgets along with sales and profit targets	100	7	2	5
	PC3. schedule both capital and operational expenses accordance to the budget		7	2	5
	PC4. analyse and review the P&L performance for the unit		7	2	5
	PC5. analyse profitability and business performance trends department wise		7	2	5
LSC/N9603 Profit and	PC6. periodically analyse variances in the expenditure with respect to the budget and accordingly take corrective actions		8	4	4
Loss account management and cost	PC7. periodically analyse the physical output and performance with respect to the budget and identify places for improvements		7	2	5
accounting	PC8. undertake adequate risk management so as to meet Key Performance targets		7	2	5
	PC9. manage and control budgets of different departments on a periodic basis to optimise financial performance		7	2	5
	PC10. periodically review activity and department financial performance		7	2	5
	PC11. identify the activities having high variance with respect to the budgeted costs or the forecasted revenue		8	2	6
	PC12. analyse the actual cost w.r.t physical output to draw inferences		7	2	5









PC13. identify reasons in discussion	
with department and take remedial 7 2	5
and corrective actions where-ever	
required	
PC14. work towards rationalizing	
the cost of the activity wise 7 2	5
operations to achieve higher	
financial goals	
100 30	70
PC1. review Material Requirement 100	
Plan (MRP) for weekly, monthly,	_
quarterly requirements in 7 2	5
coordination with materials	
department	
PC2. review despatch plan/	
Distribution Requirement Plan	_
(DRP) for the weekly, monthly and 7 2	5
quarterly periods in coordination	
with sales/despatch department PC3. analyse budget vis-v-vis	
actual procurement 6 2	4
PC4 raise indent to the materials	
department for required items 5 1	4
PC5. plan for material handling &	
transport vehicles based on the 5 1	4
day's load for receipt and storage	
PC6 approve inhound receipts	_
deliveries, gate passes	4
PC7 assist accounts department in	4
LSC/NUTTI approving invoices	4
Warehouse PC8. inspect inbound vehicle report	
layout regarding material damages, 5 1	4
design, custom	
PC9. allocate labour and resources	
and review of for unloading materials and transfer 5 1	4
shift of stock to right storage location	
operations PC10. review the inspection report 5	4
for the inbound stock	
PC11. review and approve	
supervisors request for storage 5 1	4
locations PO42 and an address in the locations	
PC12. approve transfer order in	
Material Management System (MMS) to manage stock between 5	3
(MMS) to manage stock between	
multiple storage locations PC13. conduct an inventory count	
and update the same in the ERP 5 2	3
system	
PC14. coordinate with production	
department for in-plant material 5 2	3
requirement	
PC15. coordinate with	
sales/despatch department during	
material/finished goods/items 5 2	3
movement for dispatch	
PC16 approve the list of quantities	2
for despatch after assessing the	3









	T		T	Г	7
	physical quantity for each material				
	present in the warehouse vis-à- vis				
	the requirement				
	PC17. approve transfer orders,				
	despatch orders and material issue		5	2	3
	approvals in MMS				
	PC18. review material despatch			ļ	
	orders and allocate labour and		5	2	3
	MHEs for transfer of the material to		5		٥
	the desired department/location			ļ	
	PC19. conduct periodic wall to wall				
	inventory check and update the		5	2	3
	ERP				
			100	30	70
	PC1. review Material Requirement				
	Plan (MRP) for weekly, monthly,			ļ	
	quarterly requirements in		5	3	2
	coordination with materials				
	department				
	PC2. review Distribution				
	Requirement Plan (DRP) for the			ļ	
	weekly, monthly and quarterly basis		4	2	2
	in support from marketing				
	department				
	PC3. budget for procurements		4	2	2
	PC4. identify vendors, make long				
	term purchase agreements or ad-		5	3	2
	hoc purchase agreements for				_
	procuring materials,				
	PC5. identify vendors and generate		4	2	2
	P.O.s for procuring material				
	PC6. plan for material handling &		_		
	transport vehicles based on the		5	3	2
1.00010446	day's load for receipt and despatch				
LSC/N0116	PC7. approve purchase orders,	400			
Manage in-	transfer orders, etc. in Material	100	4	2	2
plant	Management System (MMS)				
	PC8. approve inbound receipts,		5	3	2
	deliveries, gate passes				
	PC9. assist accounts department in		4	2	2
	approving invoices PC10. inspect inbound vehicle				
	report regarding material damages,		4	2	2
	accidents, etc.		"		~
	PC11. allocate labour and resources				
	for unloading materials and transfer		5	2	3
	of stock			_	3
	PC12. review the inspection report				
	for the inbound stock		4	2	2
	PC13. review and approve				
	supervisors request for storage		5	3	2
	locations				_
	PC14. conduct an inventory count				
	and update the same in the ERP		5	2	3
			1	1	1
	system				
	system PC15. coordinate with the Materials		4	2	2









	material requirement plan		1		
	material requirement plan				
	PC16. coordinate with marketing		_		
	department for dispatch schedules		5	2	3
	to various customers and locations				
	PC17. approve the list of quantities				
	for despatch after assessing the				
	physical quantity for each material		5	3	2
	present in the warehouse vis-à- vis				
	the requirement				
	PC18. approve transfer orders,				
	despatch orders and material issue		_	_	
	approvals in Material Management		5	2	3
	System (MMS)				
	PC19. review material despatch				
	•				
	orders and allocate labour and		4	2	2
	MHEs for transfer of the material to				
	the desired department				
	PC20. review and ensure that all the				
	documentation related for dispatch				
	is in order and accompanying the		5	2	3
	shipment in the packing box/ with				
	the driver of the transport vehicle				
	PC21. verify change in inventory				
	both physically and in the ERP		4	2	2
	system			_	_
	PC22. coordinate with materials /				
	marketing department for receipt of		5	2	3
	goods			_	3
	1 40045				
	9		100	50	50
			100	50	50
	PC1. analyse past trends of material		100	50	50
	PC1. analyse past trends of material movement and generate Material				
	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on		100 15	50	50
	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly,				
	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand				
	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with				
	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution		15	5	10
	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast				
	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans		15	5	10
LSC/N0117	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast		15 15	5	10
LSC/N0117 Forecasting,	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP		15	5	10
	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory	100	15 15 14	5 5 4	10 10
Forecasting,	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP	100	15 15	5	10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time	100	15 15 14	5 5 4	10 10
Forecasting, planning and	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure	100	15 15 14 14	5 5 4 4	10 10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are	100	15 15 14	5 5 4	10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN	100	15 15 14 14	5 5 4 4	10 10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed	100	15 15 14 14 14	5 5 4 4	10 10 10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages	100	15 15 14 14	5 5 4 4	10 10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement	100	15 15 14 14 14	5 5 4 4	10 10 10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement PC7. Make necessary	100	15 15 14 14 14	5 5 4 4	10 10 10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement PC7. Make necessary arrangements for disposal or	100	15 15 14 14 14	5 5 4 4	10 10 10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement PC7. Make necessary arrangements for disposal or quarantine of old or damaged stocks	100	15 15 14 14 14	5 4 4 4	10 10 10 10
Forecasting, planning and stock	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement PC7. Make necessary arrangements for disposal or	100	15 14 14 14 14	5 4 4 4 4	10 10 10 10 10
Forecasting, planning and stock keeping	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement PC7. Make necessary arrangements for disposal or quarantine of old or damaged stocks for replacement	100	15 15 14 14 14	5 4 4 4	10 10 10 10
Forecasting, planning and stock keeping	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement PC7. Make necessary arrangements for disposal or quarantine of old or damaged stocks for replacement	100	15 14 14 14 14	5 4 4 4 4	10 10 10 10 10 10 70
Forecasting, planning and stock keeping LSC/N9908 Maintain and	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement PC7. Make necessary arrangements for disposal or quarantine of old or damaged stocks for replacement		15 14 14 14 14 14 100	5 4 4 4 4 30	10 10 10 10 10
Forecasting, planning and stock keeping	PC1. analyse past trends of material movement and generate Material Requirement Plan (MRP) based on current requirement for weekly, monthly and quarterly demand PC2. conduct review meetings with production, sales and distribution departments to finalise the forecast and requirement plans PC3. conduct regular inventory count update ERP PC4. plan KANBAN and just in time inventory for daily requirement PC5. review stocks to ensure adequate stock of all items are available and review if KANBAN cards are being changed PC6. in case of shortages coordinate for timely procurement PC7. Make necessary arrangements for disposal or quarantine of old or damaged stocks for replacement	100	15 14 14 14 14 14 100	5 4 4 4 4 30	10 10 10 10 10 10 70









ethics in	not used for personal advantage				
operations	PC3. protect data and information				
250.400110	related to business or commercial		8	4	4
	decisions		Ü	•	·
	PC4. sensitise the work force				
	towards ethical behaviour in work			_	4
	place and performing job with		8	4	4
	integrity				
	PC5. conduct regular reviews and				
	check reports for unethical		8	4	4
	behaviour and corrupt practices				
	PC6. consult senior management		8	2	6
	when in an ethical dilemma		<u> </u>		O
	PC7. report promptly all violations of		8	2	6
	code of ethics				
	PC8. dress up and conduct in a		8	3	5
	professional manner		-	-	-
	PC9. communicate with clients and		0	2	E
	stakeholders in a soft and polite		8	3	5
	manner PC10. follow etiquettes		8	3	5
	PC11. check that that		U	J	J
	documentation with respect to				
	operations is up to date and in		8	3	5
	accordance to the regulations				
	PC12. coordinate with regulatory				
	authorities and assist in inspections		6	2	4
	and clearances				
	PC13. report any issues with		6	2	4
	regulatory compliance				
	DO4 and a section of all section		100	40	60
	PC1. make note of all safety		C	2	2
	processes with reference to area of		6	3	3
	operation PC2. wear all personal protective				
	equipment (PPE) such as goggles,			•	•
	ear plugs, helmet, mask, shoes, etc.		6	3	3
	as applicable				
	PC3. follow organizational protocol				
	to deploy action in case of signs of		6	3	3
LSC/N9909	any emergency situation or accident				
Follow and	or breach of safety				
monitor	PC4. undertake periodical	400	5	2	3
health, safety	preventive health check ups PC5. follow necessary standard	100			
and security	PC5. follow necessary standard operating procedures (SOP) and				
procedures	precautions while handling		6	3	3
	dangerous and hazardous goods				
	PC6. follow security procedures like				
	green gate in port, customs area,		6	3	3
	factory security, etc.				
	PC7. comply with data safety		5	2	3
	regulations of the organisation		J		J
	PC8. instruct the loaders / unloaders				
	I to follow atomidand aufatic are and was	i I	6		
	to follow standard safety procedures while handling hazardous / fragile		O	3	3









	cargo and to walk only on the designated pathway				
	PC9. recognise unsafe conditions and safety practices at the workplace and report it to concerned authority		6	2	4
	PC10. implement 5S at workplace		6	2	4
	PC11. inspect the activity area and equipment for appropriate and safe		6	2	4
	condition PC12. check if stacking is done at defined height and is not on the walk way		6	2	4
	PC13. check if walk way is free from grease/ oil		6	2	4
	PC14. check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places		6	2	4
	PC15. participate in fire drills		6	2	4
	PC16. check if standard material handling procedure are being followed		6	2	4
	PC17. check if cargo has passed security checks and report in case of any violation		6	2	4
			100	40	60
	PC1. verify and approve daily invoicing		8	3	5
	PC2. check for errors in calculating taxable value and tax value after applying applicable rate of GST		8	3	5
	PC3. check if that Integrated Goods and Services Tax (IGST) is chargeable on the invoices raised for export of goods/services		8	3	5
	PC4. check if GST is payable under reverse charge in case of unregistered party		8	3	5
LSC/N9907	PC5. verify and approve separate notification in case of exemption		8	3	5
Verify and review GST application	PC6. review and approve vendor invoices and ensure that all the mandatory particulars are mentioned on the invoice	100	8	3	5
	PC7. verify if the goods/services are procured from registered vendor		6	3	3
	PC8. check for pending litigation cases under earlier regime		8	3	5
	PC9. review sales invoice and check if record is maintained properly		8	3	5
	PC10. coordinate with finance department for any updating in GST law		8	3	5
	PC11. check that the payment received from the client is including		6	4	2









applicable taxes			
PC12. assist in verifying and reviewing monthly returns	8	3	5
PC13. monitor maintenance record of taxes paid and acknowledgment of the returns filed	8	3	5
	100	40	60

	Options	 S			
	Option 1 - Bio				
Total Marks -				Marks a	location
Assessment outcomes	Assessment Criteria for outcome	Total marks	Out of	Theory	Skills Practical
	PC1. search and identify new opportunities for business development		10	3	7
	PC2. analyse the technical requirement of the tender specifications mentioned in the Request for Proposal (RFP) with respect to organisational capacity and credentials		10	3	7
	PC3. conduct preliminary feasibility study and cost analysis of the tender, factoring in various heads of Capital expenditure (CAPEX), Operating expense (OPEX) and the timelines for the project	100	8	2	6
	PC4. clarify any doubts in the bidding processes or scope with the client		8	2	6
LSC/N9702 Bid process	PC5. based on initial evaluation obtain confirmation from management for participation in tendering process		8	2	6
management	PC6. generate proposal responsibility by allocating work and gaining commitment from individuals responsible for specific sections/questions		8	2	6
	PC7. coordinate with internal departments viz., engineering, procurement, implementation, operations, Human Resources (HR), finance and legal team for proposal preparation		8	2	6
	PC8. coordinate with engineering, procurement, implementation, operations, HR and finance team to arrive at the quote		8	2	6
	PC9. prepare the CAPEX and OPEX budget for the tender and get an approval from the management		8	3	5
	PC10. ensure all services are included in the final price to the customer		8	3	5









i i	100	30	70
PC12. follow up with client for any additional information or support requirement	8	3	5
PC11. complete the bid document in a timely manner, cross verify with bid checklist and submit the bid on time	8	3	5