

INTERNSHIP PROGRAM SYLLABUS

INTERNSHIP IN STORE & SUPPLY CHAIN OPERATIONS (60 HOURS)

Title: Internship in Store & Supply Chain Operations
Duration: 60 Hours
Mode: Classroom
Target Group: Undergraduate General Students

MODULE BREAKDOWN

Module 1: Introduction to Store & Supply Chain (6 Hours)

- Meaning of *Store, Inventory, and Supply Chain*
- Importance of supply chain in everyday life
- Basic terms: stock, warehouse, logistics, procurement, distribution
- Real-life examples: grocery shops, online shopping, hospitals, retail

Module 2: Store Operations Fundamentals (10 Hours)

- Types of stores (retail, wholesale, institutional, warehouse)
- Store layout and organization basics
- Receiving goods – checking, counting, documentation
- Issuing goods – First In First Out (FIFO), First Expiry First Out (FEFO) basics
- Safe handling and storage of items

Module 3: Inventory Management Basics (8 Hours)

- What is inventory and why it matters
- Stock registers (manual entry & basic computerized entry)
- Stock levels: minimum, maximum, reorder level (conceptual only)
- Simple inventory control methods for non-technical students
- Hands-on: Maintaining a stock card manually

Module 4: Supply Chain Fundamentals (8 Hours)

- Introduction to supply chain flow (supplier → store → customer)
- Role of transport and logistics
- Vendor and supplier basics (who they are, why they matter)
- Distribution models (local shops vs. online delivery)

Module 5: Documentation & Record Keeping (8 Hours)

- Purchase orders, delivery challans, invoices – basic formats
- Importance of receipts and issue slips
- Manual documentation practice
- Introduction to basic MS Excel use for stock entry (very simple tables)

Module 6: Digital Tools in Store & Supply Chain (6 Hours)

- Introduction to simple store management software (free demo tools)
- Barcode & QR code basics (demo only)
- Use of Google Sheets for online collaboration
- Practical exercise: entering product data in Excel/Google Sheets

Module 7: Soft Skills for Store & Supply Chain Jobs (6 Hours)

- Communication skills for interacting with suppliers/customers
- Teamwork and coordination in operations
- Time management & punctuality in supply operations
- Ethics in storekeeping (honesty, responsibility, accountability)

Module 8: Practical Exposure & Case Studies (8 Hours)

- Visit to a local store/warehouse/supermarket (if feasible)
- Case study: How a small shop manages supply chain
- Role-play: Receiving and issuing items in a store
- Group project: Simulated store setup and stock entry exercise

EVALUATION

(i)	Attendance & Participation	20%
	(Attendance - 5%, Practical Activities - 10%, Discipline - 5%)	
(ii)	Practical Work / Hands-on Exercises	30%
(iii)	Assignments & Case Studies	30%
(iv)	Field Visit / Exposure Report	10%
(v)	Final Viva / Assessment	20%



Northern Allied Health Institute

By the end of the internship, students will be able to:

- ✓ *Understand the basics of store & supply chain operations.*
- ✓ *Maintain simple stock records (manual & digital).*
- ✓ *Recognize common documents used in supply and store management.*
- ✓ *Demonstrate basic soft skills needed in operations.*
- ✓ *Relate real-world supply chain examples with theoretical knowledge.*