

**31262- PROFESSIONAL PRACTICE & PROJECT MANAGEMENT
DETAIL SYLLABUS**

UNIT I

ARCHITECT AND HIS SERVICES

Definition of an architect – Role of an architect in the planning and execution - of projects – Schedule of fees for various type of projects – Normal services, additional services and special services – Various stages for the fees collection – Calculation of architect's fees for various types of buildings.

UNIT II

**RULES AND REGULATIONS OF THE ARCHITECTURE
PROFESSION**

Professional Code of conduct – Architect's Act 1972 – Architectural design competition – Apartment and Flats act – Easement rights in the context of buildings – The role of council of architecture, India – The role of Indian institute of architects – Builders and Promoters – Arbitration.

UNIT III

TENDER and CONTRACT

Invitation of tender – Condition of tender – Types of tender – Tender documents – Scrutiny and acceptance of tender – Work order. Various forms of contracts – Agreements – Conditions of contract – Legal aspects Completion period – Maintenance period – Advantages and disadvantages of various types of contracts – M-book –M-book entry – Check measurements Preparation of bills – Payments – Penal actions and penalties for defaults and delays.

UNIT IV

PROJECT MANAGEMENT:

Introduction to Project Management – Advantages of Project Management, need and scope of Project management – Construction schedules – Bar charts, Mile stone charts – Event, Activity, Duration, Float, Slack, Range, Variance – CPM and PERT networks – Advantages of Network – Comparison of CPM and PERT Numbering and forming the network –Tracing the critical path for simple problems.

UNIT V

ELEMENTARY ACCOUNTANCY:

Classification of Banks – Various types of bank accounts – Various forms of deposits – FD, RD, Bond, Chit and Shares –Withdrawal – Demand Draft – Mail transfer – Cheque, crossing of cheques, payment through cheque – Transaction through ATM – Credit Card and Debit Cards – Introduction to e- Banking – Maintenance of accounts – Receipts and Vouchers – Formalities related to avail a housing loan from a Govt. authorized bank –Building insurance scheme.

REFERENCES :

1. CPM and PERT network analysis by Punmia
2. Indian Institute of Architect's Manual on Professional Practice
3. CPWD manual on Tender and Contract documents
4. Principles of Accountancy – T.S.Reddy

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For Notes , Question Paper, Syllabus and Many more

5. Introduction to Accountancy – C.B.Guptha
6. A Text book of Banking (Law, Practice, Theory) – N.Vinayagam,
M.Radhaswamy & S.V.Vasudevan
7. Insurance- Principle and Practice – M.Rahdaswamy & S.V.Vasudevan
8. Professional Practice –Roshan Namavathy
9. architectural practice and procedure- Ar. Vasants.Apte