

**GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD, GUJARAT****COURSE CURRICULUM****COURSE TITLE: ARCHITECTURAL PRACTICE & MANAGEMENT****(COURSE CODE: 3355002)**

<b>Diploma Programme in which this course is offered</b>	<b>Semester in which offered</b>
Architectural Assistantship	5 <sup>th</sup> Semester

**1. RATIONALE**

This course integrates the study of management practice within the context of Architecture as a profession. The start of a project always needs a facilitator (owner), creator (architect), and a person to execute (contractor). There is an assigned job for each of these and at times these may even overlap. There are different stages between the preface and execution and each of these stages may require different set of documents. This course challenges the students to consider the management practice issues that Architects must consider and promotes strategic evaluation of project design and process. Overall it provides the necessary skill sets that architects use in the development of a successful practice. It also gives an insight into the two publications under the Architect's Act 1972 namely Architects Regulations and Architectural Competition Guidelines. This course is designed in view of above outlook and for developing the competency mentioned below, accordingly.

**2. COMPETENCY**

The course content should be taught and curriculum should be implemented with the aim to develop required skills in students so that they are able to acquire following competencies:

- Efficiently manage an architect's office coordinating various activities at different stages with respect to the codes and guidelines.

**3. COURSE OUTCOMES**

The theory should be taught and practical should be carried out in such a manner that students are able to acquire required learning outcomes in cognitive, psychomotor and affective domain to demonstrate following course outcomes.

- i. Prepare different types of contract agreements
- ii. Prepare tender documents and administer the entire tendering process
- iii. Manage given projects by coordinating with different agencies as required
- iv. Understand the codes of professional conduct applicable to an architect's practice
- v. Apply the knowledge of valuation as required

#### 4. TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T+P)	Examination Scheme				Total Marks
				Theory Marks		Practical Marks		
L	T	S/P	C	ESE	PA	ESE	PA	100
3	0	0	3	70	30	00	00	

**Legends:** L-Lecture; T- Tutorial/Teacher guided theory Practice; S-Studio; P -Practical; C – Credit; ESE -End Semester Examination; PA - Progressive Assessment

#### 5. COURSE CONTENT DETAILS

Unit	Major Learning Outcomes (in cognitive domain)	Topics and Sub-topics
<b>Unit – I Architect's Office Management</b>	1a. Clarify the various aspects of the functioning of an Architect's office 1b. Explain the basic guidelines related to fees and payments. 1c. Develop awareness about the Architects Regulations 1989 and Architectural Competition Guidelines	1.1 Introduction to an architect's office 1.1.1 Office and its management 1.1.2 Structure of an Architect's office 1.1.3 Office Correspondence with Client, Competent Authority, Materials suppliers & Contractors 1.1.4 General Accounting–An introduction to Taxation & Profit & Loss Accounts 1.2 Architect's Fees 1.2.1 Condition of engagement 1.2.2 Scale of Professional fees & Charges 1.2.3 Standard terms for comprehensive Architectural Services 1.2.4 Clients expectation on the architect's skill and the number of drawings 1.2.5 Mode of payment 1.3 Architect's Act, 1972 1.3.1 Architects Regulations 1989 - Extent of duties of Architect to society, client, brothers in profession and employees/associates/consultant. 1.3.2 Architectural Competitions Nature & Purpose of Competitions, Types of competitions, Requirements of competitions, Duties of Assessors in competitions and Architectural Copy rights
<b>Unit– II Contracts</b>	2a. Define a contract 2b. State the types of contracts 2c. State the essential Requirements of a valid contract 2d. Describe the Forms of Contract 2e. Explain the conditions for termination of contracts 2f. 2g. Explain the Miscellaneous terms related to contracts	2.1 Definition of contract 2.1.1 Essential Requirements of a valid contract 2.1.2 Forms of Contract 2.1.3 Termination of contracts 2.1.4 Types of contract 2.1.5 Responsibilities of different agencies 2.1.6 Miscellaneous terms – Earnest Money, Security deposit,

Unit	Major Learning Outcomes (in cognitive domain)	Topics and Sub-topics
		Mobilization Fund
<b>Unit – III Tenders</b>	3a. Classify tenders 3b. Describe the procedures to open and scrutinize the received tenders 3c. Draft a typical tender notice 3d. State the conditions of acceptance & revocation of tender	3.1 Introduction to tenders 3.1.1 Classification of tenders 3.1.2 Opening & Scrutiny of tenders 3.1.3 Acceptance & revocation of tender 3.1.4 Tender form 3.1.5 Unbalanced Tender 3.2 Tender notice
<b>Unit – IV Arbitration</b>	4a Define the arbitration 4b Explain the role of Arbitrator & Referee in arbitration 4c State the kinds of arbitration 4d Differentiate kinds of arbitration 4e Explain the need and role of Sole arbitrator, Joint arbitrator and umpires 4f State the power and Disabilities of an arbitrator 4g Describe process , favorable conditions and advantages of arbitration 4h Explain the situations of arbitration agreement and revocation	4.1 Introduction & Definition 4.1.1 Arbitrator & Referee 4.1.2 Matters for reference to arbitration 4.1.3 Kinds of arbitration- Ad-hoc, Institutional, Statutory, Domestic or International, Foreign, state vs. private 4.1.4 Sole arbitrator, Joint arbitrator and umpires 4.1.5 Powers & Disabilities of an arbitrator 4.1.6 arbitration agreement & revocation 4.1.7 Process of arbitration 4.1.8 Favorable conditions and advantages of arbitration
<b>Unit – V Valuation</b>	5a. Explain the concepts and aspects associated with valuation 5b. Identify the different forms of values 5c. Outline the role of a valuer 5d. Illustrate the factors affecting the changes in the market value 5e. Demonstrate various methods of valuation	5.1 Introduction 5.1.1 Doctrine of estate 5.1.2 Concept of Cost, Price & Value 5.1.3 Purposes of valuation 5.2 Terms associated with property value 5.2.1 Forms of value 5.2.2 Occupational & Investment value 5.3 Role of valuer 5.4 Factors affecting: 5.4.1 Changes in market value of a property 5.4.2 Market value of a property in future. 5.5 Methods of valuation

## 6. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (THEORY)

Unit No	Unit Title	Teaching Hours	Distribution of Theory Marks			Total Marks
			R Level	U Level	A level	
<b>I</b>	<b>Architects Office &amp; Management</b>	12	8	14	-----	22
<b>II</b>	<b>Contracts</b>	6	3	5	4	12
<b>III</b>	<b>Tenders</b>	6	4	4	4	12
<b>IV</b>	<b>Arbitration</b>	8	2	4	4	12
<b>V</b>	<b>Valuation</b>	10	2	4	8	12

	<b>Total</b>	<b>42</b>	<b>19</b>	<b>31</b>	<b>20</b>	<b>70</b>
--	--------------	-----------	-----------	-----------	-----------	-----------

**Legends:** R = Remember U= Understand; A= Apply and above levels (Bloom's revised taxonomy)

**Note:** This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

## 7. SUGGESTED LIST OF STUDENT ACTIVITIES

Students will carry out activities like:

- i. Individual assignments on topics relevant to the subject by way of library/internet base.
- ii. Prepare a tree chart showing the hierarchy of an Architect's Office
- iii. Undertake a visit to an Architect's Office and prepare a plan of it showing different parts of the office with designation of the persons working in those parts and details of furniture and equipment in each part..

## 8. SPECIAL INSTRUCTIONAL STRATEGIES (if any)

- i. Ask students to study the sample contracts made between "Architect and Owner" and between "Architect and Contractor" and have group discussion on strengths and weaknesses of these contracts.
- ii. Ask students to study the sample tender documents and have group discussion on strengths and weaknesses of these tender documents.
- iii. Role play the process of arbitration viz Arbitrator & Referee, umpires

## 9 SUGGESTED LEARNING RESOURCES

### A. List of Books

Sr. No.	Title of Book/Journals	Author	Publication
1.	Professional Practice	Dr. Roshan H Namavati	Lakhani Book depot
2.	Elements of Estimating & Costing	S.C.Rangwala	Charotar Publications
3	Architect's (Professional Conduct) Regulations, 1989	-----	Council of Architecture
4	Architectural Competition Guidelines	-----	Council of Architecture

**Note:** Topic-"Structure of an Architect's office" of Unit-I Architect's Office Management should be taught by faculty through their expertise and practical knowledge.

### B. List of Software/Learning Websites

- i. Official website of Council of Architecture, India ([www.coa.gov.in](http://www.coa.gov.in))
- ii. [www.wolftheiss.com/index.php/Intro\\_tyearbi.htm](http://www.wolftheiss.com/index.php/Intro_tyearbi.htm)
- iii. [www.scribd.com/doc/31314657/Kinds-of-Arbitratio](http://www.scribd.com/doc/31314657/Kinds-of-Arbitratio)
- iv. [www.legal-path.com/kinds-of-arbitration](http://www.legal-path.com/kinds-of-arbitration)

**10 COURSE CURRICULUM DEVELOPMENT COMMITTEE****Faculty Members from Polytechnics**

- **Prof. Jayasree S Nair**, Lecturer in Architecture, Govt. Polytechnic for Girls', Surat
- **Prof. Sangita J. Vaghasia**, Lecturer in Architecture, Govt. Polytechnic, Vadnagar

**Co-ordinator and Faculty Members from NITTTR Bhopal**

- **Prof. Dr. J.P.Tegar**, Professor & Head, Department of Civil & Environment Engineering
- **Prof. M. C. Paliwal**, Associate Professor, Department of Civil & Environment Engineering