



**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**Syllabus for Diploma of Vocation (D.Voc.), 6<sup>th</sup> Semester**  
**Branch: Architectural Assistantship**  
**Subject Name: Professional Practice**  
**Subject Code: 1260601**

**Type of course:** Core

**Prerequisite:** Professional ethics, Estimation & costing.

**Rationale:** To develop general confidence, ability to communicate and attitude. To develop an understanding of basic professional skills to practice various types of projects and its complexity.

**Teaching and Examination Scheme:**

Teaching Scheme			Credit	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE (V)	PA (I)		
3	0	0	3	50	0	0	0	50

L- Lectures; T- Tutorial/Teacher Guided Student Activity; P- Practical; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Sr. No.	Content	Teaching Hrs.	Module % Weightage
1	<b>Architect and profession</b> Architect and practice – profession of architecture, Types of Architects organizations -Proprietorship, Partnership, limited company, Freelancing, advantages and disadvantages of each, Architects office and management. Role and responsibility of architects in society, architectural profession as compared to other professions, COA, IIA and other organizations related to architectural professions, Architects approach to works’ ways of getting works, types of works, commencement of work.	10	25
2	<b>Duties in profession</b> Architect’s duties, drawings to be prepared, Architects relation with other parties connected with works such as client, contractor, sub-contractors, consultants, municipal and public authorities, code of professional conduct, COA Architects Professional conduct Regulations 1989, scale of charges, units and mode of measurements, clerk of work and his duties, inspection of work, during construction, certificate of payment to contractor, bill of quantities, schedule of rates.	10	25
3	<b>Liabilities in profession</b> Code of professional conduct, conditions of engagement. Base of fees, scale of charges and schedule of payments, Quantum merit. Duties and liabilities of an architect towards contract, statutory bodies, as per architects’ act 1972, Defects (Patent defects and Latent defects)	8	15
4	<b>Tenders</b> Definition and types of tenders, Invitation to tenders. Tender notice, (E-tender), Tender document, Opening of tenders and its acceptance. Earnest money, security deposit, Retention amount,	10	25



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	<p>Work order letter and tender acceptance letter. Execution of works according to their nature – piece work, daily labour.</p> <p><b>Contract</b></p> <p>Definition and types of contracts, The articles of agreement and the appendix, Contract document. Duties and liabilities of contractor and engineer in charge. Defect liability period liquidated and unliquidated damages, Designers duties and liabilities under contract. Types of certificates and payments for different scrutiny works, like checking bills, complaints, and actual measurement.</p> <p>Understanding the terms – Earnest Money deposit (EMD), Security Deposit (SD), Tender fees</p>		
5	<p><b>Acts</b></p> <p>Preliminary knowledge of transfer of property act, registration, stamp duty under registration and government power, income tax, wealth, general information. Accident during progress of work and after completion, understanding properties consumer protection act and related act on architects (AIC 20 of 1942) Architects Act 1972, professional Practice regulation and architectural regulations under the Architect's act. Study of building bylaws to enable to design and prepare drawings for submission to concerned bodies National Building code, Fire prevention and safety measures.</p>	4	10
	<b>Total</b>	42	100

**Reference Books:**

1. Indian Standard Institute National Building Code of India 1983
2. Indian Institute of Architects Handbook of Professional Practice, The Architects Pub. Bombay
3. Namavati H Roshan, Professional Practice 8<sup>th</sup> edition, Lakshani Book Dept Bombay 2001
4. M Dedbhkth Architectural Practice in India by Prof. M Dedbhktha
5. Council of Architecture Code of Conduct 1898.

**Suggested Specification table with Marks (Theory):**

<b>Distribution of Theory Marks</b>					
R Level	U Level	A Level	N Level	E Level	C Level
5	20	15	5	5	-

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate and above levels, Create and above Levels (Revised Bloom's Taxonomy)

**Course Outcomes:**

Sr No	CO Statement	Marks % weightage
CO-1	To understand the roles and responsibilities of a professional.	30
CO-2	To develop a skill to perform duties of a professional.	30



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CO-3	To Understand ethics of professional and office management.	20
CO-4	To understand the legal documents, process involved in practice.	20

**Laboratory Work:**

Visit to VMC, VUDA offices.

**List of Open-Source Software / Learning website:**

Students must refer to following sites to enhance their learning ability.

1. <https://indianinstituteofarchitects.com>
2. <https://www.coa.gov.in>
3. <https://www.iiid.in>