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End Semester Examination, December 2024

B.Arch – VIIth Semester

PROFESSIONAL PRACTICE & OFFICE MANAGEMENT (APAR435A)

Time: 3 hrs.

Max Marks: **50**

Note: **All Questions are compulsory.** Marks are indicated against each question.

PART-A

Q.1 Attempt any 5 questions from Part A.

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|---|-----------------------|
| (a) What are Turnkey Contracts? | [CO-1] [L-1] 2 |
| (b) What are the 3 types of firms that an architect can open? | [CO-1] [L-1] 2 |
| (c) What is EMD? State the objectives of collecting it. | [CO-1] [L-1] 2 |
| (d) Mention any 4 tender documents. | [CO-1] [L-1] 2 |
| (e) What is arbitration? Which act governs it? | [CO-1] [L-1] 2 |
| (f) Differentiate between tender and contract. | [CO-1] [L-2] 2 |
| (g) What is Indian Contract Act, 1972? | [CO-1] [L-1] 2 |

2x5

PART-B

Attempt one question, either a) or b) from all the questions.

Q.2 a) Describe the code of professional conduct as laid by IIA. [CO-2] [L-1] **10**

OR

b) Mention all the categories of members of IIA and the qualifications required by each category to become its member. [CO-2] [L-1] **10**

Q.3 a) Explain the process of submission of tender. [CO-2] [L-2] **10**

OR

b) Elaborate on the process of opening of tender. [CO-2] [L-2] **10**

Q.4 a) Imagine that you are a Developer for a firm that has floated a design competition for students of Architecture. Create a descriptive leaflet (advertisement) inviting design applications from the students. Mention and explain all the necessary heads required by the students to design and submit their application. [CO-3] [L-6] **10**

OR

b) Imagine that you are an institute that has floated a tender for the renovation of the existing canteen in the complex. Create a tender notice inviting application from Architectural firms for design and

execution of the renovation. Mention and explain all the necessary heads required by the firms to submit their application. [CO-3] [L-6]

10

Q.5 a) Differentiate between Item Rate and Cost-Plus Percentage Tender. [CO-3] [L-2] **10**

OR

b) State the differences between Bill, Policy and Act. [CO-3] [L-2] **10**