

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,
MUMBAI – 51**

1	Name of Syllabus	C. C. IN Real Estate Management (304205)																																																														
2	Max.Nos of Student	25 Students																																																														
3	Duration	1 year																																																														
4	Type	Part Time																																																														
5	Nos Of Days / Week	6 Days																																																														
6	Nos Of Hours /Days	4 hrs.																																																														
7	Space Required	Practical Lab = 300 sq feet <u>Class Room = 200 sq feet</u> TOTAL = 500 sq feet																																																														
8	Entry Qualification	S.S.C. Pass																																																														
9	Objective Of Syllabus/ introduction	i) Support the real estate team in relevant areas. ii) Analyses & Execute the real estate / infrastructure project effectively. iii) Plan & implement the project requirement s in more refined manner with optimum utilization of resources.																																																														
10	Employment Opportunity	1. As freelance service provider in interior designing to various agencies. 2. As a full time Assistant to professional designer, Civil Engineer etc. 3. As an Assistant to professional Interior Designer and Architect. 4. Civil engineering firm 5. Architecture assistant. 6. Building material manufacturing concern.																																																														
11	Teacher’s Qualification	Diploma in Civil Engineering with 1 year experience in real estate, Graduation in any Faculty with 2 years experience in real estate																																																														
12	Training System	Training System Per Week <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6hrs</td><td>18hrs</td><td>24hrs</td></tr></table>							Theory	Practical	Total	6hrs	18hrs	24hrs																																																		
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13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Mini. Marks</th></tr><tr><td>1</td><td>30420511</td><td>Real Estate fundamentals</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td>30420512</td><td>Real estate information management</td><td>TH-II</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>3</td><td>30420513</td><td>Project Analysis and Office Management</td><td>TH-III</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>4</td><td>30420521</td><td>Real Estate fundamentals</td><td>PR-I</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td>5</td><td>30420522</td><td>Real estate information Management</td><td>PR-II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>6</td><td>30420523</td><td>Project Analysis and Office Management</td><td>PR-III</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>600</td><td>255</td></tr></table>	Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Mini. Marks	1	30420511	Real Estate fundamentals	TH-I	3 hrs.	100	35	2	30420512	Real estate information management	TH-II	3 hrs.	100	35	3	30420513	Project Analysis and Office Management	TH-III	3 hrs.	100	35	4	30420521	Real Estate fundamentals	PR-I	3 hrs.	100	50	5	30420522	Real estate information Management	PR-II	3 hrs	100	50	6	30420523	Project Analysis and Office Management	PR-III	3 hrs.	100	50			Total			600	255						
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CURRICULLUM :-

Theory Paper – I - Real Estate Fundamentals

Course Content

1. Introduction to real Estate sector :- Role of real estate agencies in national development. Need of Infrastructural developments and the agencies/sectors associated with it.
2. (ii) Political and Legal framework of India with regard to construction sector, Organizational structure of real estate business.
3. (iii) Land laws in India :- Land law, development control rules, Agriculture land & Non-agriculture land, development of land for infrastructural development, management of land, documentation of approval processes.
4. (iv) Real estate information management:- Portfolio management of builders, contractors, developers, project financiers material suppliers, labour contractors & service agencies, associations of real estate and infrastructure business etc.

Paper – II- THEORY – III - (Real Estate Information Management)

1. [v] **Building industry** : Agencies associated with building industry types of buildings, Building components & their functions. Reading of submission drawing, plan sanctioning, Authorities procedure of plan sanctioning with competent authority ; development Authorities & local self govt's development networking
2. [vi] Amenity management : Management of amenities such as parks swimming pools meditation centre Gymkhana cultural centre, Power back ups Security systems, parking Shopping areas Elevator, communication services etc. management of building services Vashishastra
3. [vii] Marketing Analyzing present trends in Marketing study of Newspapers, Magazines Periodicals, Exhibitions, Property shows, and other events related To real estate industry, seminars and symposiums related to real estate Industry, study of positive aspects of project and highlighting in focus areas Innovations in marketing, use of Electronic media and computer systems for project Promotion

Paper – III THEORY – III -(Project Analysis and Office Management)

1. Management of resources :- men material, Equipment study, time and motion study, mobilization of resources, fund management, personnel Management and industrial relations, management of human resources, safety management.
2. Project Analysis :- Analysis and research of any existing building in terms Of quality, services, investment analysis, forecasting of industry growth and Identifying investment areas

3. Customer care and quality assurance :- Development of support system for Customer satisfaction through quality services , amenities ,follow-ups, etc. Analysing the Feedbacks of customers, development of quick response System to work on the feed backs Establishment of quality assurance through in house maintenance division
4. Management of Special structures : study and Analysis of norms of Development of Special economic Zones; IT parks, Infrastructural development Companies etc. study and project work of any one special economic Zone or IT Park, mall, shopping complex, multiplex.
5. Office Management :- Front office management, Management of commerce and HR matters Corporate and Project Accounts, Contracting procedures, Tender and Tender documents, Estimating and Costing parameter study, Entrepreneurship development, Risk management

Practical – I - Paper – I (Real Estate Fundamentals)

1. Market survey of the agencies/sectors associated with real estate.
2. Preparation of Project on Political and Legal framework of India
3. Detail study and to prepare report on Land laws in India.
4. Preparation of Portfolio management of the following :
 - builders ,
 - contractors ,
 - developers,
 - project financiers
 - material suppliers,
 - labour contractors & service agencies

Practical - II - Paper – II (Real Estate Information)

1. To study and prepare a report on various types of agencies associated with Civil Industry.
2. Prepare a list of amenities to be provided for the following :
 - parks
 - swimming pools
 - meditation centre
 - Gymkhana
 - cultural centre,
3. Prepare a Market Analysis of any product with respect to the following points :
 - Newspapers,
 - Magazines
 - Periodicals,
 - Exhibitions,
 - Property shows,

Practical – Paper – III (Project Analysis and Office Management)

1. Discuss Management of resources and prepare a project report in detail.
2. Prepare a project Analysis of any existing building in terms Of quality, services, investment analysis, forecasting of industry growth and Identifying investment areas.
3. Discuss and prepare a detailed report on support system for Customer satisfaction through quality services , amenities ,follow-ups.
4. To study and Analysis of norms of Development of following special structures

SEZ,

IT Park

Shopping complex

Multiplex

5. To prepare project report for Office Management of the following :
HR matters
Corporate and Project Accounts,
Contracting procedures,
Tender and Tender documents,
Estimating and Costing
Entrepreneurs development,
Risk management

Books Recommended

- 1) Stamp duty ready reckoner – (M.C. Jain) Taxmaco book Agency
- 2) Land Laws in Maharashtra 2007 “
- 3) Encyclopedia for real estate – Taxmaco book Agency
- 4) Development Control Regulations – Taxmaco book Agency
- 5) Building Drawing – A.K. Kanetkar Nirali Prakashan
- 6) Building Construction – M.P. Deshmukh Nirali Prakashan system.
- 7) Working In teams – Harding ham-A-Orient longman
