



Subject : Contract and Administration Planning - METCP11505

Type of course: Minor Stream

Prerequisite: NIL

Rationale: Contract and administration planning are essential for the successful execution of construction projects, ensuring clarity, accountability, and efficiency throughout the project lifecycle. Effective contract planning involves defining the scope of work, timelines, responsibilities, and deliverables, which helps in minimizing disputes, misunderstandings, and scope creep. Clear and well-structured contracts provide a legal framework that protects all parties involved and ensures that expectations are aligned from the outset.

Administration planning focuses on the management of contractual obligations, communication, documentation, and resource allocation. Efficient administration ensures that projects adhere to timelines, budgets, and quality standards. It facilitates seamless coordination among stakeholders, timely resolution of issues, and effective risk management.

Teaching and Examination Scheme:

Teaching Scheme			Credits C	Examination Marks					Total Marks
CI	T	P		Theory Marks		Practical Marks		CA	
				ESE	MSE	V	P	ALA	
4	1	0	5	60	30	10	20	30	150

Legends: CI-Class Room Instructions; T – Tutorial; P – Practical; C – Credit; ESE - End Semester Examination; MSE- Mid Semester Examination; V – Viva; CA - Continuous Assessment; ALA- Active Learning Activities.

Continuous Assessment:

Sr. No	Active Learning Activities	Marks
1	Contract Prepare the Contract document file and upload on GMIU Web Portal.	10
2	Tender Prepare the Tender notice and detail tender on given item and upload on	10



	GMIU Web Portal.	
3	Legal and Tex Prepare various legal and Tax slab in construction activity and upload on GMIU Web Portal.	10
Total		30

Course Content:

Sr. No	Course content	Hrs	% Weightage
1	Introduction Definition of Contract Legal issues in contract – Standard forms of contracts- General and special conditions of contracts- Contract pricing by the client, project management consultants and the contractor, Contract correspondence and contract closure. Construction Contracts Types of contracts, Documents forming a contract, General conditions of Indian contracts – International contracts - Contract administration, Law of Torts - Interpretation of contract in case of inconsistency including case study.	16	25%
2	Tenders Prequalification – Bidding – Accepting – Evaluation of Tender from Technical, Contractual and Commercial Points of View – Contract Formation and Interpretation – Potential Contractual Problems - World Bank Procedures and Guidelines – Tamilnadu Transparency in Tenders Act. Arbitration Comparison of Actions and Laws – Agreements –Appointment of Arbitrators – Conditions of Arbitration – Arbitration Tribunals - Powers and Duties of Arbitrator –Enforcement of Award – Arbitration and Conciliation Act 1996 - Arbitration case study.	18	28%
3	Legal Requirements Insurance and Bonding – Types of Bonds - Laws Governing Sale, Purchase and Use of Urban and Rural Land – Land Revenue Codes- Claims and disputes - Dispute resolution techniques. Tax Laws Income Tax, Sales Tax, Excise and Custom Duties and their Influence on Construction Costs – Legal Requirements for Planning – Property Law – Agency Law – Local Government Laws for Approval – Statutory Regulations	16	28%



4	Labour Regulations Social Security – Welfare Legislation – Laws relating to Wages, Bonus and Industrial Disputes – Workmen’s Compensation Act 1923 – Indian Factory Act 1948 – Tamil Nadu Factory Rules 1950 – Child Labour (Prohibition and Regulation) Act, 1986 - Other Labour Laws and Regulations.	10	18%
	Total	60	100

Suggested Specification table with Marks (Theory):60

Distribution of Theory Marks (Revised Bloom’s Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	NA	NA	NA	NA	NA	NA

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.

Course Outcome:

After learning the course, the students should be able to:	
CO1	Explain the various types of construction contracts and their legal aspects.
CO2	Appreciate the merits and demerits of a contract form and choose the most appropriate form ensuring sufficient safeguards are agreed upon to protect the interest of the party represented from Torts, LD etc.
CO3	Identify and develop the stages of a tender; decide the work flow and be able to define requirements of each relevant stage
CO4	Prevent failure of a contract; Understand legal recourse when a contract fails irreconcilably
CO5	Relate legal aspects of a contract, Gain knowledge in tax laws
CO6	Understand and apply labour regulations to construction industry, be aware of practice of industry in executing contracts.

List of Assignment

Based on the above topic student must submit the assignment.



Instructional Method:

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

Text Books:

1. Jimmie Hinze, (2013), Construction Contracts, 3rd Edition, McGraw Hill, New Delhi
2. M.R. Sharma, (2013), Fundamentals of Construction Planning & Management S.K. Kataria & Sons, New Delhi.

Reference Books:

1. Joseph T. Bockrath and Fredric L. Plotnick, (2013), Contracts and the Legal Environment: for Engineers and Architects, 7th Edition, McGraw Hill, New Delhi
2. P.C. Markanda, Naresh Markanda and Rajesh Markanda, (2016), Law Relating to Arbitration and Conciliation, 9th Edition, Lexis Nexis, New York.
3. Martin Brook (2016), Estimating and Tendering for Construction Work, 5th Edition, Routledge, Taylor & Francis.
4. Govt of India, Central Public Works Department, CPWD Works Manual 2014.

