

Name of the Faculty : Parveen Beniwal
Discipline : Civil Engineering
Semester : 6th
Subject : CONSTRUCTION MANAGEMENT AND ACCOUNTS
Lesson Plan Duration : 15

Week	Theory	
	Lecture Day	Topic (including assignment / test)
1 st	1	Introduction to the Subject and its necessity
	2	1. Introduction: 1.1 Significance of construction management 1.2 Main objectives of construction management and overview of the subject
	3	1.3 Functions of construction management, planning, organising, staffing, directing, controlling and coordinating, meaning of each of these with respect to construction job.
	4	1.4 Classification of construction into light, heavy and industrial construction Stages in construction from conception to completion The construction team: owner, engineer, architect and contractors, their functions and inter-relationship
2 nd	5	2. Construction Planning: 2.1 Importance of construction planning
	6	2.2 Stages of construction planning - Pre-tender stage - Contract stage
	7	2.3 Scheduling construction works by bar charts - Definition of activity, identification of activities - Preparation of bar charts for simple construction work
	8	- Preparation of bar charts for simple construction work
3 rd	9	- Preparation of schedules for labour, materials, machinery and finances for small works - Limitations of bar charts
	10	- Practice of bar chart preparation
	11	2.4 Scheduling by network techniques - Introduction to network techniques; PERT and CPM,
	12	2.4 Scheduling by network techniques - Differences between PERT and CPM terminology Practice of CPM
4 th	13	Practice of PERT
	14	Revision
	15	3. Organization: 3.1 Types of organizations: Line,
	16	line and staff, Functional and their characteristics
5 th	17	Practice of preparation of organizational chart of an organization.

	18	4. Site Organization: 4.1 Principle of storing and stacking materials at site
	19	4.2 Location of equipment
	20	4.3 Preparation of actual job layout for a building Practice of job lay-out
6 th	21	4.4 Organizing labour at site
	22	Revision/Assignment-I
	23	Sessional Test -I
	24	5. Construction Labour: 5.1 Conditions of construction workers in India, Wages paid to workers
7 th	25	5.2 Important provisions of the following Acts: - Labour Welfare Fund Act 1936 (as amended)
	26	- Payment of Wages Act 1936 (as amended)
	27	- Minimum Wages Act 1948 (as amended)
	28	Revision/Quarries 6. Control of Progress: 6.1 Methods of recording progress
8 th	29	6.2 Analysis of progress 6.3 Taking corrective actions keeping head office informed
	30	6.4 Cost time optimization for simple jobs - Direct and indirect cost,
	31	variation with time, cost optimization
	32	Practice of Cost Optimization 7. Inspection and Quality Control: 7.1 Need for inspection and quality control
9 th	33	7.2 Principles of inspection
	34	7.3 Stages of inspection and quality control for - Earth work
	35	- Masonry
	36	- RCC - Sanitary and water supply services
10 th	37	Revision
	38	8. Accidents and Safety in Construction: 8.1 Accidents – causes and remedies
	39	8.2 Safety measures for - Excavation work
	40	- Drilling and blasting - Hot bituminous works
11 th	41	- Scaffolding, ladders, form work - Demolitions
	42	8.3 Safety campaign and safety devices
	43	Revision/Assignment-II, Sessional Test -II
	44	9. Public Work Accounts: Introduction, technical sanction, administrative approval, allotment of funds, re-appropriation of funds bill,
12 th	45	Contractor ledger, measurement book,
	46	Preparation of bill of quantities (BOQ),

	47	Practice: Preparation of bill of quantities (BOQ),
	48	Running and final account bills complete, Practice: MB/running bill/final bill
13 th	49	Completion certificate & report,
	50	Revision
	51	Hand receipt, acquittance roll. Muster Roll labour,
	52	Casual labour roll-duties and responsibility of different cadres, Budget-stores, returns, account of stock, misc. P.W. advances,
14 th	53	T & P – verification, survey report
	54	Road metal material charged direct to works,
	55	Account - expenditure & revenue head, remittance and deposit head,
	56	Definition of cash, precaution in custody of cash book, Imprest account, temporary advance, treasury challan,
15 th	57	Preparation of final bills.
	58	Preparation of accounts register, stock register.
	59	Practice of preparation of: Bills/Accounts Register/Stock Register
	60	Assignment-III

