

8. Describe the following (20)

- (i) Earnest money and security money
- (ii) Temporary and Permanent imprest
- (iii) Particulars of a tender notice
- (iv) Procedure of maintaining cash book.

Roll No.

23522

**M. Tech. 3rd Sem. Civil
Engineering (Specialisation in
Structural Design) Examination-
December, 2016**

PROFESSIONAL PRACTICES

Paper : MTSD-302

Time : 3 hours

Max. Marks : 100

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard will be entertained after the examination.

Note: All questions carry equal marks. Attempt **five** questions in all. Assume missing data, if any, suitably.

1. Describe the responsibilities of structural design engineer, architects and other consultants. Also explain their interrelationship. (20)

23522-150-(P-4)(Q-8)(16) (1)

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2. (a) What do you mean by "project" in professional practice? Explain the different stages of preparation and execution of a project work. (10)

(b) What are the different types of contract systems? Describe the necessary documents for a contract. (10)

3. (a) What are the duties of an in-charge of works? Describe the different practices followed in handing over and taking over charge on transfer. (10)

(b) Differentiate between accounts of 'stock' and 'tools and plant'. (10)

4. (a) What do you mean by accounting system? Describe in detail all the different accounting procedures. (10)

(b) Define professional fees. Describe the different mode of payment to the contractor. (10)

5. Write a short note on "Professional associations and the history of professional associations" in detail. (20)

6. (a) Differentiate between muster roll system and piece work agreement briefly. (10)

(b) Briefly describe 'tax planning' and 'social obligations' related to professionals. (10)

7. (a) What do you mean by contract document? Describe the different terms used in contract document. (10)

(b) Describe office organisation. Describe the different departments dealing with different branches of organisation. (10)