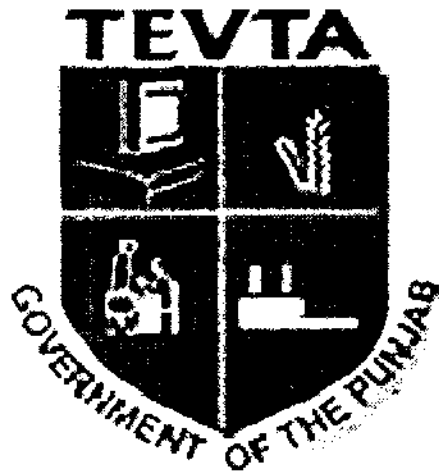


GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY



CURRICULUM FOR
QUANTITY SURVEYOR

(6 – Month Course)
Revised April 2016

APPROVED

Date: 7-4-16

Sign: 

CURRICULUM SECTION
ACADEMICS DEPARTMENT

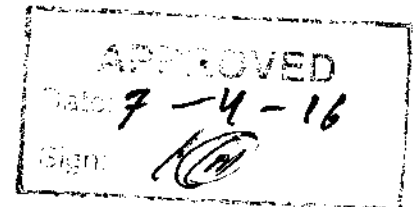
96-H, GULBERG-II, LAHORE
Ph # 042-99263055-59, 99263064
gm.acad@tevta.gop.pk, manager.cur@tevta.gop.pk

TRAINING OBJECTIVES

Rapid development in construction industries has been experienced in recent years due to enhanced activities of industrial, commercial and estates enterprises. The use of advanced construction techniques, materials and equipment along-with conventional means demanding changes. This new curriculum of quantity surveyor trade is developed to fulfill employment requirement of construction / consultant firms/ industries. The application of relevant softwares has also been introduced so that the pass out of this course will have command on the latest application tools. It is secondary level course upon completion of this six months course, the pass outs will be able to perform duties as assistants of quantity surveyor. For becoming a full quantity surveyor they have to go through an advance level course of studies.

CURRICULUM SALIENT:

Entry level	:	Matric with certificate in Draftsman civil / Matric with two year experience in relevant field / D.A.E. Civil
Duration	:	6 - Months
Total contact hrs	:	800 Contact Hours
Training Strategy	:	Practical 80% Theory 20%
Medium of Instruction	:	Urdu / English



KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee would be able to: -

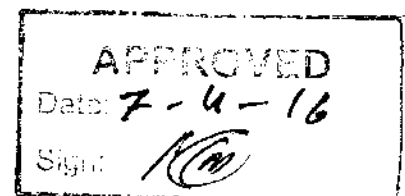
1. Describe the general principles of estimating quantities and cost of civil works.
2. Describe the method of taking of quantities of item of works from given drawings.
3. Describe the types of estimates and relevant terms.
4. Describe the components of building as well as engineering structures and sequence of their construction.
5. State the rules / methods for measuring items of works of buildings and civil works.
6. Describe the standard specifications of each item of works.
7. Prepare material statement and analysis of rates for major item of works.
8. Explain the method to determine quantity of earthwork for road construction.
9. Describe the methods of execution of works.
10. Explain the method of works record & payment procedure.
11. Describe the method of property evaluation and rent calculation.
12. Describe the uses of spreadsheet software in quantity surveying.



SKILL COMPETENCY DETAILS

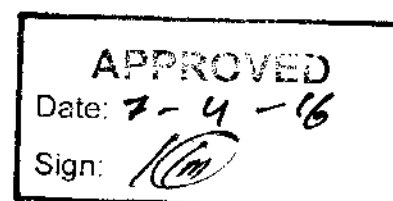
On successful completion of this course, the trainee would be able to: -

1. Work out quantities of various items of works from working drawings.
2. Prepare material statement and analysis of rates for different item of works.
3. Prepare detailed estimates for residential, commercial and industrial buildings.
4. Prepare detailed estimates of water supply and sewerage works.
5. Prepare detailed estimates of roads and road structures (Culvert and Bridges Budes)
6. Prepare the annual repair and special repair estimates of buildings.
7. Prepare contract documents.
8. Assess and recommend payment to contractor during construction.
9. Use computer software in estimating quantities and cost of project.
10. Perform property valuation & rent assessment.



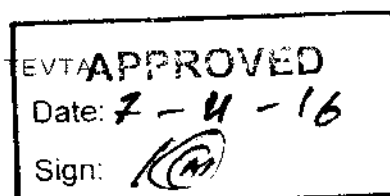
SCHEME OF STUDIESQuantity Surveyor
(6- Month Course)

S. No.	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Fundamentals of Civil Technology	48	30	78
2.	Drawings Reading	8	50	58
3.	Mensuration	22	50	72
4.	Estimation	42	256	298
5.	Computer Applications	24	190	214
6.	Functional English	16	64	80
Total		160	640	800



DETAIL OF COURSE CONTENTSQuantity Surveyor
(6 – Month Course)

S.No.	Detail of Topics	Theory Hours	Practical Hours
1.	Fundamentals of Civil Technology		
	1.1. Building Materials (Types & Properties)	14	4
	1.1.1. Bricks & Tiles		
	1.1.2. Concrete blocks		
	1.1.3. Course and Fine Aggregates		
	1.1.4. Structure stone { lime stone, sand stone, granite, marble }		
	1.1.5. Finishing Materials (Paints, Distemper, and Polish etc.)		
	1.1.6. Glass & Plastic, fiber glass		
	1.1.7. Timber (Soft ,hard and Artificial wood)		
	1.1.8. Metals: steel bars, sheets and joist		
	1.1.9. Water proofing materials.		
	1.1.10. Cement: types & properties		
	1.1.11. Concrete: Types, ingredients and ratio, etc.		
	1.2. Building Components (types & functions)	14	6
	1.2.1 Foundation: Shallow & Deep.		
	1.2.2 Damp Proof Course (D.P.C)		
	1.2.3 Masonry work & Mortars		
	1.2.4 Walls (Load bearing / Partition)		
	1.2.5 Arches & Lintels		
	1.2.6 Floors		
	1.2.7 Roofs		



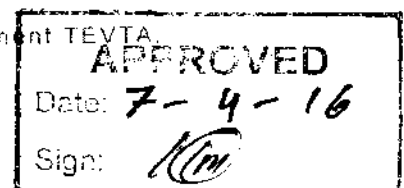
	1.2.8 Interior, exterior & Finishing		
	1.2.9 Stair & Stair case		
	1.2.10 Door & Windows		
	1.3. Building Structures.	4	6
	1.3.1 Classifications of buildings.		
	1.3.2 Structure.		
	1.3.2.1 Masonry Structures.		
	1.3.2.2 Timber Structures.		
	1.3.2.3 Frame Structure.		
	1.3.2.4 Composite Structures.		
	1.3.3 Components of frame Structure.		
	1.4. Water supply & Drainage		
	1.4.1 Basic requirement for residential buildings	1	
	1.4.2 Types of water supply pipes, fittings, valves		
	1.4.3 Sanitary Fitting & Fixtures		
	1.4.4 Septic tank, open drain, sewer and manhole.		
	1.5. Electric Installation		
	1.5.1 Domestic electrification, cables types, fitting and accessories.	2	6
	1.5.2 Wiring types, components of electric wiring.		
	1.5.3 Earthing details.		
	1.6. Form work		
	1.6.1 Types of form work	1	
	1.6.2 Form work for structural members		
	1.6.3 Scaffolding		
	1.7. Roads & Road Structures		

1.7.1	History & classification of roads.	2	
1.7.2	Road components & road geometry		
1.7.3	Construction steps		
1.7.4	Drainage of roads (culvert & bridge).		
1.7.5	Fly over, intersection		
1.8.	Sewerage System		
1.8.1	Types & components of sewerage system.	3	
1.8.2	Sewer & sewer appurtenance.		
1.8.3	Introduction to sewage treatment and disposal.		
1.9.	Irrigation & works		
1.9.1	Irrigation system in Pakistan.	3	
1.9.2	Introduction to dams, barrages, and head works.		
1.9.3	Cross drainage works		
1.9.4	Distributions works		
1.9.5	Tube wells (Components & construction).		
1.10.	Technical Specifications		
1.10.1	Relationship of specification and drawings.	2	
1.10.2	General Specification.		
1.10.3	Detailed specification of important item of works.		
1.10.4	Study of detailed specification of important item of works.		6
1.11.	Building Standards		
1.11.1	General requirement of different types of buildings.	1	
1.11.2	Standards for bath, Kitchen & Bed		

	<p>rooms etc.</p> <p>1.11.3 Introduction to building by laws.</p> <p>1.12. Construction Plants & Equipment</p> <p>1.12.1 Types of construction plants; mixers, batching plants, lift, vibrators etc, their use and outputs.</p> <p>1.12.2 Excavation, road making and others machinery; their uses and outputs.</p>	1	6
2.	<p>Drawing Reading</p> <p>2.1. Basic Drawing work</p> <p>2.1.1. Importance of drawing for quantity surveying.</p> <p>2.1.2. Types of lines, symbols and conventions.</p> <p>2.1.3. Scales: types and uses.</p> <p>2.1.4. Free hand sketching.</p> <p>2.1.5. Practice of making free hand sketches of different objects and symbols.</p> <p>2.1.6. Basic principle of orthographic projection.</p> <p>2.1.7. Relationship between elevation, plan and section.</p> <p>2.2. Building Drawings</p> <p>2.2.1 Introduction of presentation drawings, submission drawings and working drawings.</p> <p>2.2.2. Drawings included in a set of working drawings (Architectural, structural, plumbing, Electrification, HVAC and Layout plans / drawings).</p> <p>2.2.3 Technical terms (Architectural &</p>	4	30

3.2.3	Practice of calculating areas of plane geometrical figures		4
3.2.4	Practice of calculating areas of composed plane figures		3
3.2.5	Practice of calculating areas of irregular figure		8
3.2.6	Practice of calculating covered area of building from working drawings.(two room, Five Marla, Ten Marla and one kanal).	4	
3.3	Volume		
3.3.1	Volume of solid figures.		
3.3.2	Surface area of solid geometrical figures.		
3.3.3	Quantity of liquid in container.		8
3.3.4	Practice of calculating volume and surface area of solid geometrical & composed figures.	4	
3.4	Trigonometry		
3.4.1	Pythagorean Theorem		
3.4.2	Trigonometric ratios		
3.4.3	Solutions of triangle		12
3.4.4	Practice in solving problem		
3.4.5	regarding trigonometric ratio,		
3.4.6	Pythagorean theorem etc.	4	
3.5	Weight		
3.5.1	Specific weight / density.		
3.5.2	Weight of different materials and components.		12
3.5.3	Exercise to calculate weights of different bodies / components.		

4.	<p>Estimation</p> <p>4.1. Introduction to estimation</p> <p>4.1.1. Brief history of quantity surveying.</p> <p>4.1.2. Types of Estimates.</p> <p>4.1.3. Necessity of estimate</p> <p>4.1.4. Terms used in Estimation</p> <p>4.2. Rough Cost Estimates</p> <p>4.2.1 Methods of rough cost estimation</p> <p>4.2.2 Instructions for preparing rough cost estimate of residential, public, commercial & industrial building & water supply and sewerage scheme</p> <p>4.2.3 Practice of preparing rough cost estimate of various types of residential and public building with the help of given drawing and rates.</p> <p>4.2.4 Practice of preparing rough cost estimate of commercial and industrial buildings with help of given drawing & data.</p> <p>4.2.5 Practice of preparing rough cost estimate of water supply and sewerage scheme for a small colony.</p> <p>4.3. Detailed Estimate (Building)</p> <p>4.3.1. Prerequisites: working drawings, specification, schedule of rates (market rates, labour rates) and Specifications.</p>	3	3
			5
			5
			5
		4	



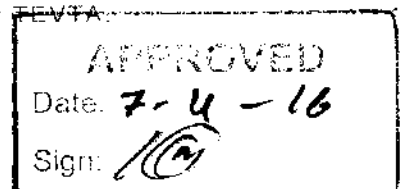
	<p>4.3.2. Important item of works in building along with brief specification, unit of measurements and rules for taking / measuring quantities of item of works.</p> <p>4.3.3. Methods of taking out quantities: Long & short wall method, and Centerline method.</p> <p>4.3.4. Practice of taking out quantities of works (Excavation, lean concrete, brick work in foundation, D.P.C, brick work in super structure) for straight T, L, H, F, and U shaped and circular walls.</p> <p>4.3.5. Practice in taking out quantities of different patterns of boundary wall.</p> <p>4.3.6. Instruction for working out quantities of all item of works of a residential building</p> <p>4.3.7. Practice of taking out quantities of all items of work of a single room and room with veranda.</p> <p>4.3.8. Preparation of abstract of quantities for two rooms' quarter.</p> <p>4.3.9. Consulting schedule of rates & preparing abstract of cost.</p> <p>4.3.10. Practice of consulting schedule of rates and working out costs for above single room, room with veranda and two room quarter.</p> <p>4.3.11. Preparation of detailed estimate of</p>	<p>4</p>	<p>12</p> <p>8</p> <p>12</p> <p>6</p> <p>8</p> <p>10</p>
--	--	----------	--

	ten maria house (Building portion only).		
4.4. Material Statement			
4.3.1.	Time saving practices		
4.3.2.	Taking – out materials for different items of building works	3	
4.3.3.	Practice of taking-out materials for all item of works with various ratios & quantities: brick work, cement plaster, R.C.C, Cement pointing & D.P.C. etc for above two room quarter etc.		10
4.5. Detailed estimate of water supply and sanitary installation in a residential building.			
4.5.1.	Water supply and sanitary fittings & fixtures.	2	
4.5.2.	Instructions for taking out quantities of water supply fittings, fixtures and length of supply line		4
4.5.3.	Instructions for taking out quantities of excavation work, lengths of sewer line with help of sanitary layout plan		
4.5.4.	Practice of taking out quantities for small domestic manhole (rectangular & circular).		4
4.5.5.	Practice to calculate w/s and sanitary, fixtures, fittings and length of piping for different patterns of baths and kitchens.		5
4.5.6.	Preparation of detailed estimate of a		

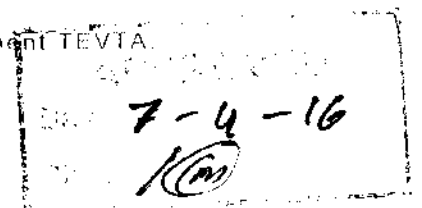
	septic tank.		6
	4.5.7. Preparation of detailed estimate of w/s & sanitary installation & fittings for residential buildings (two rooms quarter and 10 Marla residence) with the help of w/s & sanitary plan.		6
4.6.	Detailed estimate of Electrical Installation in a residential building		
	4.6.1. Electrical fitting & fixture.	2	
	4.6.2. Points & length of cable		
	4.6.3. Instruction for taking out details of Electrical fitting & fixture and length of cable for a residential building.		
	4.6.4. Preparation of detailed estimate for electrification of residential buildings two rooms quarter and 10 Marla residence) with the help of electrical layout plan.		6
4.7.	Frame Structures (Concrete)		
	4.7.1. Steel reinforcement; types, sizes and unit weights.	3	
	4.7.2. Concrete covers: slab, beam, column and retaining wall etc.		
	4.7.3. Cut length of straight bars & bend up bars, standard hooks and bends		
	4.7.4. Performa for bar bending schedule		
	4.7.5. Practice of calculating cut lengths of straight bars and bent up with hooks or bends having various diameters.		5
	4.7.6. Practice in preparation of bar bending schedule for small isolated		4



	roof slabs.		
	4.7.7. Types of stirrups & rings.		
	4.7.8. Cut length for different types of stirrups.		6
	4.7.9. Dowel bars, Overlaps (compression steel & tensile steel).		
	4.7.10. Practice of preparation of bar bending schedule for isolated beams		6
	4.7.11. Practice of preparation of bar bending schedule for an isolated column footing & columns (Square, Circular, and Rectangle).		6
	4.7.12. Preparation of detailed estimate of a frame structure building (double storey) i/c bar bending schedule but excluding water supply & sanitary portions.		10
4.8.	Sewer line & Drains		
	4.8.1 Components of sewer line & Sewer sections.	1	
	4.8.2 Preparation of estimate for moderate length of sewerage line with manholes.		10
	4.8.3 Preparation of detail estimate of open drains and collection chamber.		10
4.9.	Earth work		
	4.9.1 Lead, lift, Borrow pit, N.S.L, F.L, Gradient and side slopes.	3	
	4.9.2 Methods of calculating earthwork, average depth method, average X-		

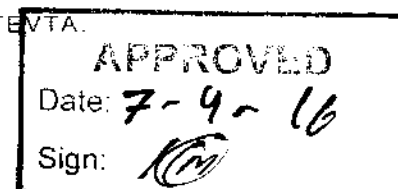


	sectional area method, graphical method and coordinate method.		
	4.9.3 Practice of calculating quantity of earthwork by various methods for a small length of embankment.		10
	4.9.4 Sketching X-sections and L-Section of proposed road embankment with the help of level book and design data.		10
	4.9.5 Computation of earthwork from above x-sections & L-section of road embankment (coordinate method & mean area method.		10
	4.9.6 Hill roads, method of computing earthwork for section partly in filling and partly in cutting.		
	4.9.7 Practice of computations of earthwork for hill roads.		
	4.10. Roads		10
	4.10.1 Types of Roads and Road structure (sub grade, subs base, base & wearing coat) and item of works.		
	4.10.2 Instruction for taking out quantities of item of works such as road metal, carriage of road metal.	1	
	4.10.3 Preparation of detailed estimate for a bitumen road. (1 km length)		
	4.10.4 Preparation of detailed estimate for concrete road. (1 km length)		5
	4.11. Culvert & Bridges		5
	4.11.1 Parts of culvert		

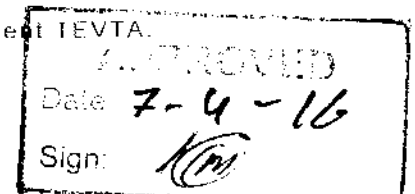


	<p>4.11.2 Instructions for taking out quantities for small slab culvert, pipe culvert, arch culvert</p> <p>4.11.3 Preparation of detailed estimate of slab culvert (10ft span)</p> <p>4.11.4 Types & components of bridge</p> <p>4.11.5 Bridge foundations (well foundation, piles foundation)</p> <p>4.11.6 Instructions for taking out quantities for well foundation</p> <p>4.11.7 Practice of calculating quantities for well foundations & different types of solid piers</p> <p>4.11.8 Preparation of complete estimate of two span bridges (20 ft span) including bar bending schedule.</p> <p>4.12. Analysis of Rates</p> <p>4.12.1 Components of rate analysis; Material, carriage, Lab-our, Tools & Plants, overheads and contractor profit etc.</p> <p>4.12.2 Preparing analysis of rates for the following items of works.</p> <p>4.12.2.1. Brick Work</p> <p>4.12.2.2. R.C.C. (1:2:4), (1, 1½, 3), (1, 3, 6), (1:4:8) etc.</p> <p>4.12.2.3. Cement Plaster (1:3) (1:5) (1:6)</p> <p>4.12.2.4. Cement pointing (1:1),(1:2),(1:3)</p> <p>4.12.2.5. Concrete floor</p>	<p>2</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>3</p>	<p></p> <p>10</p> <p>6</p> <p>10</p> <p></p>
--	---	---	--

	4.12.2.6. Dry brick paving.		
	4.12.2.7. Distempering, white washing and painting.		
	4.13. Annual & Special Repair Estimates	1	
	4.13.1 Types of Repair works, yard stick for annual repair		10
	4.13.2. Preparing annual repair and special repair estimate for a college building.		6
	4.13.3. Preparing special repair estimates for road & road structure.		
	4.14. Works Record & Payments	2	
	4.14.1. Measurement book & standard measurement book.		
	4.14.2. Rules / instructions to be followed for measurements of materials and all items of works for building and road structures		
	4.14.3. Instructions for recording measurements in Measurement book (MB).		6
	4.14.4. Preparing first running bill for a residential building (using estimate prepared for 10 marla house)		6
	4.14.5. Preparing 2 nd running bill for the same		5
	4.14.6. Preparing final bill for the same		
	4.15. Property Evaluation	2	
	4.15.1. Purposes of valuation Market value, book value, scrap value, Salvage value, years purchase		

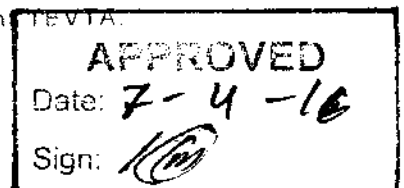


	<p>4.15.2. Methods of calculating depreciations.</p> <p>4.15.3. Method of valuation; Depreciation method, standard rent method etc.</p> <p>4.15.4. Practice of calculating value of properties by different methods</p> <p>4.15.5. Fixation of rent; Methods</p> <p>4.15.6. Practice of calculating rent of different buildings.</p> <p>4.16. Methods of Execution of works</p> <p>4.16.1. Type of works</p> <p>4.16.2. Technical terms (T.S, AA, T&P, Contingencies, work charge establishment etc.)</p> <p>4.16.3. Methods of carrying out works. (Daily Labour, Piece work, Work order, Lump sum contract, Item rate contract, etc.)</p> <p>4.17. Tender Notice & Tender Documents</p> <p>4.17.1. Components of tender document</p> <p>4.17.2. Term & conditions of tender</p> <p>4.17.3. Bill of quantities</p> <p>4.17.4. Tender Notice.</p> <p>4.17.5. Comparative statement</p> <p>4.17.6. Acceptance of tender.</p> <p>4.17.7. Preparation of tender document for the construction of a residential building.</p>		
		5	
		2	
		1	
			4
		2	5
5.	Computer Applications		
	5.1. Introduction to computer	03	02
	5.1.1. Brief history of computer		

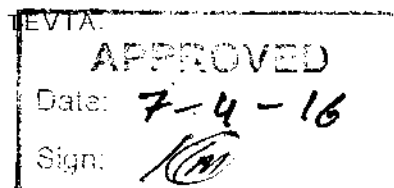


5.1.2.	Classification of personal computer.		
5.1.3.	Characteristics of personal computer	6	12
5.1.4.	Input output devices		
5.1.5.	Hardwares, software		
5.1.6.	Storage Devices.		
5.2.	Windows Operating System	4	
5.2.1.	Windows interface: Title bar, control bar, status bar, scroll bar, Menu bar and Dialog box.		
5.2.2.	Using mouse in windows		
5.2.3.	Using keyboard in windows.		
5.2.4.	Windows Desktop Icon, Start menu, Recycle bin, Clip board, screen saver, etc.	4	12
5.2.5.	Windows help		
5.2.6.	Files and folders.		
5.3.	Windows Skills		
5.3.1.	Practice to boot computer, Opening start menu, choosing program and shutting down and restarting the computer.		12
5.3.2.	Practice to set start menu, task bar, Time and date.	4	12
5.3.3.	Practice to create a new folder at desktop and copying / moving a file onto the folder.		
5.3.4.	Practice to organize Icons in order and deleting Icon, files and folders at desktop.		12
5.3.5.	Practice to re-name / change the		


	name of file and folder.		
	5.3.6. Practice to search files and folders.	5	
	5.3.7. Practice to use window help.		
	5.3.8. Practice to use the recycle bin and windows explorer.		12
	5.3.9. Practice to run a program in windows using Run and My Computer.		10
	5.3.10. Practice to hide files and folders and to display hidden files and folders.	4	10
	5.3.11. Practice to use a flash drive for copying data.		12
	5.3.12. Practice to make a copy of CD.		
	5.3.13. Practice to install window.		
	5.3.14. Practice to install printer and making a printer default one.		
5.4.	Word Processing (MS Word)	2	
	5.4.1. Introduction to MS word		
	5.4.2. Opening, closing word processor program		
	5.4.3. Opening, closing & saving documents		12
	5.4.4. Editing, Navigating, Viewing and printing of documents	4	
	5.4.5. Formatting documents and inserting objects		12
	5.4.6. Enhancement, tools & tables		
	5.4.7. Practice of opening, saving renaming and closing documents.		
	5.4.8. Practice to select text, delete, undo		12



	and searching text in a document.		
	5.4.9. Practice to copy, cut and paste text in a document.		
	5.4.10. Practice of formatting page setting.		
	5.4.11. Practice of formatting paragraph and text (Font setting, Alignment, Indent etc.)		12
	5.4.12. Practice of checking spells and correcting grammar of a text.		
	5.4.13. Type and formatting reports / letters.		
	5.5. Spread Sheet (Excel)	2	
	5.5.1. Introduction to MS Excel		
	5.5.2. Opening & closing spread sheet		
	5.5.3. Data types, worksheet and workbook		
	5.5.4. Data formatting and inserting objects.		
	5.5.5. Printing work sheet	2	
	5.5.6. Formatting cells		
	5.5.7. Function and function wizard		
	5.5.8. Practice of opening & closing spread sheet		
	5.5.9. Practice of data formatting, inserting objects.		36
	5.5.10. Practice of setting fonts, setting print area and printing work sheets.		
	5.5.11. Practice of formatting cells (Setting width, height, etc.)	2	
	5.5.12. Using formula regarding quantity surveying.		

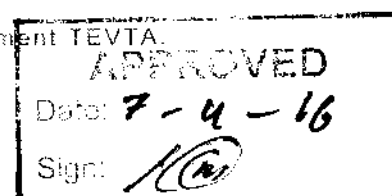


	5.5.13. Practice in function and function wizard.		
	5.5.14. Practice to feed data in spread sheets for preparing different types of estimates		
TOTAL		144	576

EVTA.
APPROVED
Date: 7-4-16
Sign: 

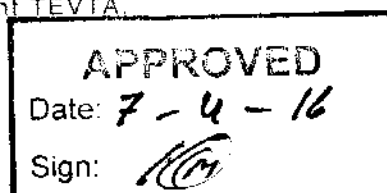
LIST OF PRACTICALS

S. No.	Name of Practical's
1.	Introduction to Measuring tools and its practice
2.	Practice for form work calculations
3.	Practice for earth work calculations
4.	Practice for water supply work calculations
5.	Practice for sewer line calculations
6.	Practice for electric installation and its estimation
7.	Practice for frame structure building calculations.
8.	Practice to calculation for 100 m sewer lines
9.	Practice to calculation for irrigation channel
10.	Practice for estimation of culvert
11.	Practice for estimation of bridge
12.	Practice for estimation of roads
13.	Practice for rough cast estimation
14.	Practice for detail estimation for a multi-story building
15.	Practice for COMPLITE Estimate for two room quarter
16.	Practice for complete estimate for 10 Marla house
17.	Practice for preparing material statement
18.	Practice for calculate sanitary and water supply fixtures.
19.	Practice for calculation for man hole.
20.	Practice for calculate bath and kitchen fixtures.
21.	Detail estimate for roof RCC Slab
22.	Detail estimate for roof RB Slab
23.	Practice for preparation of bar bending schedule for column, footing (circular, rectangular and square)
24.	Detail estimate for frame structure building



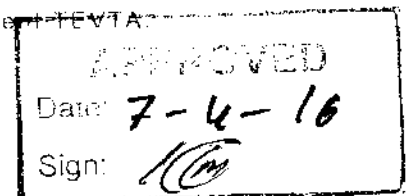
SCHEME OF STUDIES
Functional English

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Use of past indefinite tense	2	6	8
2.	Use of 'was' 'were' ' ' questions and negatives	3	6	8
3.	Explaining a situations/ analysis	2	6	8
4.	Communication in writing	2	6	8
5.	Comprehension	1	6	7
6.	Application/ C.V.	1	6	7
7.	Dialogues	1	9	10
8.	Understand vocabulary	1	3	4
9.	Writing complaints/ answers to complaints	1	9	10
10.	Interviews	2	7	10
Total		16	64	80



DETAIL OF COURSE CONTENTS
Functional English

S. No	Detail of Topics	Theory Hours	Practical Hours
1	Use of past indefinite tense 1.1 Describing past events	2	6
2	Use of 'was' 'were' ' questions and negatives	2	6
3	Explaining a situations/ analysis 3.1 Making a plan 3.2 Visiting factory area 3.3 Giving justifications	2	6
4	Communication in writing 4.1 Asking for list of stationery items 4.2 Submitting report of performance of team of technicians 4.3 Submitting joining report	2	6
5	Comprehension: practice sets	2	6
6	Job application/C.V.	1	6
7	Dialogues	1	9
8	Understand vocabulary	1	3
9	Writing complaints/ answers to complaints	1	9
10	Interviews	2	7
Total		16	64



LIST OF PRACTICALS
Functional English

S. No.	Practical
1.	Group discussion
2.	Interviews
3.	Role play

LIST OF LABS

- Computer Lab
- Drafting / Drawing Hall
- Construction Lab

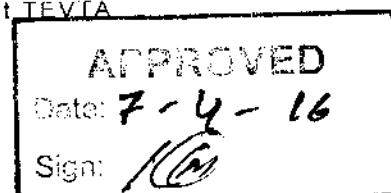
7-4-16
/C

LIST OF MACHINERY / EQUIPMENT / TOOLS AND FURNITURE

(For a Class of 25 Students)

Name of Trade	Quantity Surveyor
Duration of Course	6 – Months

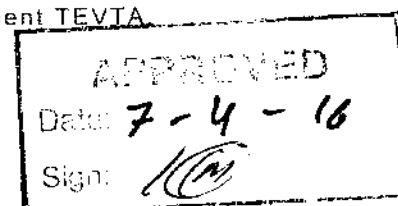
Sr. No	Nomenclature of Equipment / Tool	Quantity
1.	Computer table	26 Nos.
2.	Computer Chair	26 Nos.
3.	Software, MS Office	25 Sets.
4.	File Cabinet	03 Nos
5.	Office Table	01 No.
6.	Office Chair	02 No.
7.	White Board	01 No.
8.	Student Chairs.	25 Nos



COMPUTER LAB

S. No.	Tools / Equipment	Quantity
1.	Desktop computer (Specifications as per notification issued by MIS Section, TEVTA)	26 (1 for each student & 1 for the teacher)
2.	Printer (Laser)	01
3.	Scanner	01
4.	Internet Connection (At least 1 MB speed)	01
5.	UPS 10 KVA	01
6.	Air Conditioner 1 ½ Ton	02
7.	Multimedia Projector	01

Developed by Curriculum Section, Academics Department TEVTA



LIST OF CONSUMABLE MATERIALS

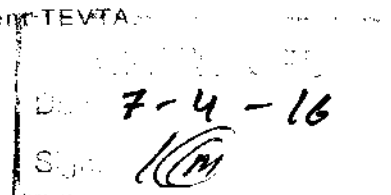
(For a Class of 25 Students)

Name of Trade	Quantity Surveyor
Duration of Course	6 – Months

Sr. No	Nomenclature of Equipment / Tools	Quantity
1.	Plain paper (A-4 size)	05 Reams
2.	Prints of detail drawings of different engineering work I.e. building, culverts, bridge, frame structure etc. (Drawing on A-3 size paper).	200 Nos.
3.	Measurement Book	50 Nos.
4.	Toner	2 Nos.
5.	Graph paper	50 Nos.
6.	Market Rates Schedule (Current Quarter)	26 Nos.

Functional English

S. No.	Item	Quantity
1.	Stationary	As per requirement
2.	Board Markers	As per requirement



MINIMUM QUALIFICATION OF TEACHER

1. B.Sc. Engg. / B. Tech (Hons) with minimum 2 – years experience in the field of Quantity Surveying.

OR

2. DAE (Civil) with 4 – years experience in the field of Quantity Surveying.

OR

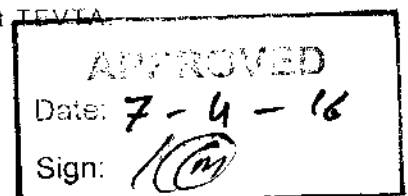
3. Civil Draftsman certificate (2–years) with 6-years experience as Quantity Surveyor.

Functional English

- M.A (English)

Computer Applications

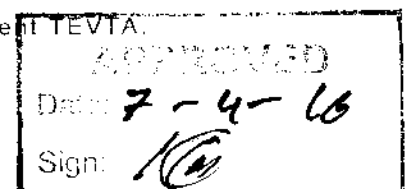
- DAE CIT/ BCS from HEC recognized university



EMPLOYABILITY OF PASS-OUTS

The pass-outs of this course may find job / employment opportunities in the following areas / sectors: -

1. Railways
2. Highway
3. Air Ports
4. Building Department
5. Military Engineering Services (MES)
6. Contractors
7. Consultants
8. Education Department
9. Irrigation
10. Banking Sector for Evaluator



REFERENCE BOOKS

Quantity Surveyor

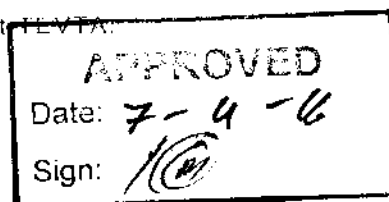
1. Quantity Surveying By Dutta
2. Quantity Surveying By Allah Bakhsh Malik
3. Rasul Manual on Quantity Surveying

Functional English

1. High School English Grammar By Wren & Martin
2. Oxford English Grammar

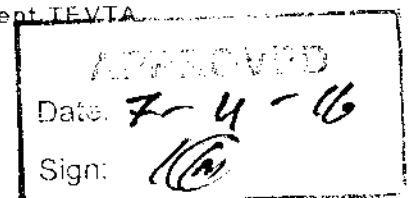
Computer Applications

1. Introduction to Computer by Peter Norton
2. 2007 Microsoft® Office System Step by Step by Joyce Cox, Steve Lambert and Curtis Frye

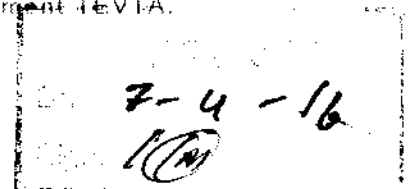


LIST OF TRADE RELATED JARGON

<u>Words</u>	<u>Definitions</u>
Acre	An imperial unit of area (4840 square yards) used in the United Kingdom. One acre is also 4046.9 square metres
Aggregate	Pebbles, shingle, gravel etc. used in the manufacture of concrete, and in the construction of "soak ways".
Annual percentage rate	(APR) the total cost of a loan, including all costs, interest charges and arrangement fees shown as a percentage rate and easily comparable.
Architrave	Joinery moulding around window or doorway.
Arrangement fees	Charge to arrange a loan on certain products.
Asphalt	Bitumen based substance, incorporates crushed stone. Strongly adhesive and impervious to moisture. Used on flat roofs and floors.
Assignment	The transfer of ownership of an insurance policy or lease on a property.
Assured Shorthold Tenancies	It is a tenancy for a period of time and thereafter monthly unless either party end the agreement and are unlike assured tenancies as they do not give long-term security.
Assured Tenancies	A tenancy for a period of time and thereafter monthly which give long-term security as the landlord does not have an automatic right of possession when he wants.
Auction	The sale of a property to the highest bidder.

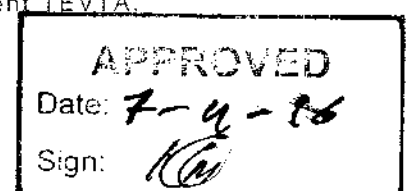


Bridging loan	A temporary loan providing financial cover which allows a purchaser to complete on the purchase of a new property before selling the previous property.
Building Insurance	Insurance taken out by the owner of the property to insure the property against risks such as fire, landslip etc. The responsibility to insure the property often passes to the buyer on exchange of contracts.
Building Survey	An in depth inspection of a property and its structure usually carried out for the purchaser to provide a report setting out its defects.
Buy to Let	This is where a buyer purchases a property with the intention of letting it out to receive an income. There are usually mortgages specific to this type of purchase known as Buy to Let mortgages.
Buy to let mortgage	A type of mortgage specifically designed for people buying a property with the intention of letting it out.
Buyer	A person who is buying a property.
Capital	The amount of the loan on which interest is calculated.
Capital gains tax valuation	is a valuation of property at specific times which is then used in the calculation of Capital Gains Tax.
Cavity Wall	A wall built in two sections to provide a cavity in between for insulation which may or may not be filled with insulation material,
Chain	The situation that occurs when a sequence of buyers are each reliant upon the completion of the sale of their existing property in order to purchase a new property.

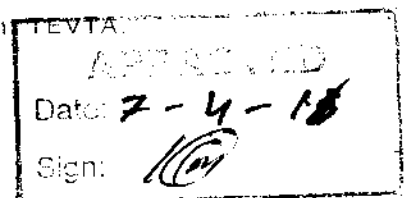


Chartered Surveyor	A member or fellow of the Royal Institution of Chartered Surveyors is a person qualified to provide specialist services relating to property.
CML	The Council of Mortgage Lenders, which has devised the Mortgage Code to ensure lenders treat customers fairly.
Common Land	Common land, or just common, is frequently used to describe a parcel of land, usually near the centre of towns and villages, which is thought to be owned 'in common' by all the members of the community.
Completion	The point at which all transactions concerning the property's sale are concluded and the buyer pays the money for the property and legal transfer of ownership passes to the buyer.
Compulsory purchase valuation	is a valuation of property at a specific time which is used in the assessment of value when a compulsory purchase order has been issued.
Conditions of sale	The details which determine the rights and duties of the buyer and seller. These may be national, statutory, or the Law Society's conditions.
Contents insurance	Insurance to cover any loss or damage to your possessions within the property.
Contract	A legal agreement between the seller and buyer of a property which binds both parties to complete the transaction.
Contract race	When two parties have made an offer on the same house and both request and receive a contract to purchase. The vendor will sell to the first party to exchange contracts, ie: it's a race!

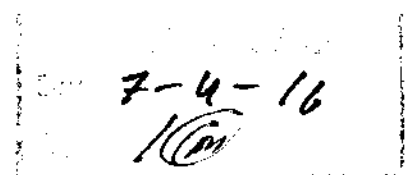
Conveyancer	A qualified individual such as a solicitor or licensed conveyancer who deals with the legal aspects of buying or selling a property.
Conveyancing	Traditional term for the legal work involved in the purchase and sale of a property.
Cornice	Ornamental moulded projection around the top of a building or around the wall of a room just below the ceiling.
Covenants	Rules and regulations governing the property, contained in its title deeds or lease.
Coving	A curved moulding at the junction between wall and ceiling.
Critical Illness Insurance	The sum insured is paid out if you are diagnosed as having contracted one of a specified range of critical illnesses.
Dado Rail	Wooden moulding fixed horizontally to a wall, about 1 metre (3ft 4in) above the floor, originally intended to protect the wall against damage by chair-backs.
Damp Proof Course	A layer of impervious material laid in a wall to prevent moisture penetration.
Deeds	Legal title documents proving ownership. The deeds will often be held by a mortgage lender.
Deposit	A sum of money (usually 10%) paid by the buyer on exchange of contracts
Detached	Term used to describe a property that stands alone and is separated from all others.



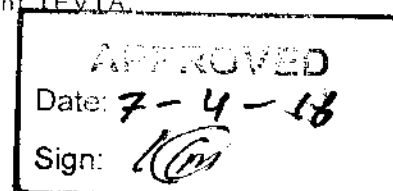
Development	A group of newly built residences.
Dilapidations	The disrepair or damage to property. This is used frequently with rented properties when a schedule of dilapidations will be prepared.
Disbursements	Fees paid by the buyer's solicitor on the buyer's behalf such as stamp duty, land registry and search fees.
Discharge	Paying off a mortgage.
Discounted Rate	The lender offers a discounted rate on the mortgage's standard variable rate for an agreed period of time.
Dispute Service	The Dispute Service is an independent, not-for-profit company established in 2003 to resolve complaints and disputes arising in the private rented sector, over the return of tenants deposits, speedily, cost-effectively and fairly.
Dormer	Dormer is a structural element of a building that protrudes from the plane of a sloping roof surface.
Double Glazing	Windows that have two layers of glass to keep a building warm or to reduce noise from outside.
Down Valuation	An appraisal of the value of the property where the value is lower than asking price.
Draft Contract	Preliminary, unconfirmed version of the contract.
Drainage reports	This is a report into all of the drains connected to a property as to whether there are any defects to them.
Drainage Search	An environmental search relating to the drainage systems of a property



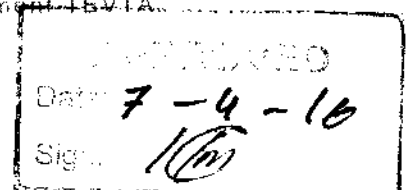
Dry Rot	A fungus which attacks structural and joinery timbers, often with devastating results. Can flourish in moist, unventilated areas.
Easement	A right over the land of another for a specific purpose such as a drain or cable.
Eaves	The overhang at the lower edge of a roof
End Terrace	Terraced House is a property which forms part of a connected row of houses. The End Terrace is the property on either end of such a row of houses.
Endowment mortgage	Interest repayments on a loan on property together with monthly premiums which create an insurance (or endowment policy) designed to generate sufficient funds to pay off the loan at the end of the term.
Energy Performance Certificate (EPC)	Energy Performance Certificates tell you how energy efficient a home is on a scale of A-G. The most efficient homes - which should have the lowest fuel bills - are in band A.
Enquiries	The process of asking a question.
Enquiries Before Contract	Questions raised by a solicitor after the title and ownership of a property during the purchasing process and prior to the exchange of contracts.
Environmental Search	This is a search that the conveyancer carries out to check whether there are any environmental issues affecting a property. These may include matters such as flooding, coal mining and land fill.
Equity	The difference between the value of a property and the amount of mortgage owed.



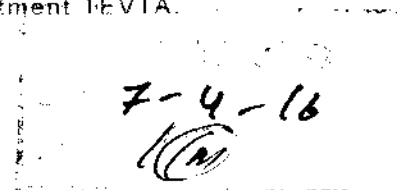
Equity Release	When a new or larger mortgage is taken out to free some of the equity that has built up in your property
Estate Agency Act	An act of Parliament which regulates the sale of property.
Estate Agent	The person or company employed to sell a property.
Excess	The initial sum you have to pay on an insurance claim.
Exchange of contracts	The point at which signed contracts are physically exchanged, legally committing the buyer and seller to the purchase and sale of a property at the agreed price and on an agreed date, i.e. the date of completion
Failed valuation survey	When the lender turns down your mortgage application after the surveyor's valuation report indicates the property is not worth the sum sought.
Fascia	A horizontal piece (such as a board) covering the joint between the top of a wall and the projecting eaves of the roof; also called fascia board
Financial Advisor	A person or company who is qualified to arrange the mortgage or finance to purchase a property and in addition.
Financial Services Authority (FSA)	Regulator of all providers of financial services in the UK
Fixed rate mortgage	A mortgage in which the interest rate is set for an agreed period of time.
Fixture and Fittings	These are nonstructural items found in a property and may or may not be attached to the property. They would include carpets, curtains, wall lights, fires,



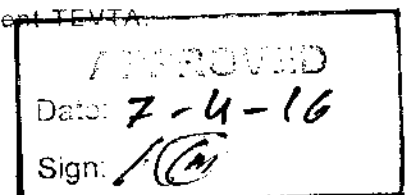
	kitchen fittings etc.
Flexible mortgage	An arrangement whereby you can increase or decrease your mortgage repayments.
Floor Slab	This is part of the structure of the building and is usually a solid substance such as concrete and forms the structure for the floor.
Flying Freehold	Where a part of one freehold property is built over part of another so that it does not touch the ground.
FNAEA (CNAEA)	Fellow of the National Association of Estate Agents
Footings	Concrete or brick set in the ground usually on bed rock that support the walls of the house and forms part of the foundations
Foundation	The part of a building where all loads are transferred to the ground.
Freehold	Technical word for the ownership of the property, meaning that it belongs to the owner without limitation of time.
Gable End	A section of wall forming the end of a building usually a triangle enclosed by the sloping ends of the roof.
Gas check	This is a survey of the gas pipes and gas equipment in a building by a Corgi registered plumber who is qualified to carry out such a survey and provide a gas safety certificate.
Gazumping	This is when a seller having accepted an offer from one party but have not yet exchanged contracts subsequently gets a higher offer and agrees to sell to that third party.



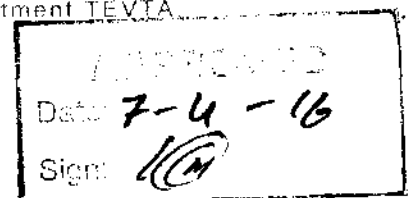
Gazundering	When a buyer offers the seller a lower offer than previously agreed just before contracts are about to be exchanged.
Grant of Probate/Representation	An order of the Court that provides the executor the authority to administer a deceased person estate under a will.
Ground rent	The annual rent levied by the freeholder to the leaseholder.
Guarantor	The lender may sometimes require a borrower to appoint a guarantor. This is someone who promises to pay the borrowers debt if the borrower defaults.
Gully	An opening into a drain, normally at ground level, placed to receive water etc. from down pipes and waste pipes.
Hectare	Metric unit of area equal to 10,000 square meters, or 2.471 acres.
HMO	Homes of Multiple Occupancy where a building is divided into two or more flats or rooms to rent.
Incomplete Chain	Where there are a sequence of interconnecting parties purchasing properties, so as to form a chain, but where the person at the bottom still has property to sell. For the chain to be complete the person at the bottom has to have no property to sell or have sold it.
Interest-only mortgage	Where only the interest on a mortgage is paid for on a month to month basis as opposed to a repayment mortgage where a proportion of the mortgage is paid off each month to pay the mortgage off completely over a period of time. An interest only mortgage is usually attached to some kind of repayment vehicle such as endowment or pension policy but doesn't have to be but this does mean that there is no process



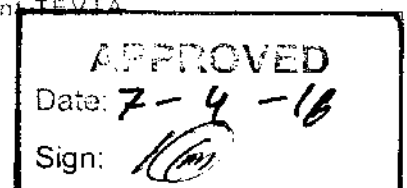
	in place to pay the mortgage off.
Jamb	Side part of a doorway or window
Joint Agency	When two estate agencies are marketing your property for sale.
Joists	Any of the small timbers or metal beams ranged parallel from wall to wall in a structure to support a floor or ceiling.
Land Registry	See Registered Title
Land registry fee	Paid to the Land Registry to register ownership of a property.
Landlord	A person who has a formal interest in property and is in possession of the property and who has rented it out or proposes to.
Lease	A legal document by which the freehold (or leasehold) owner of a property lets the premises or a part of it to another party for a specified length of time and at a sum of money, after the expiry of which occupation may revert to the freeholder or superior leaseholder.
Leasehold	Denotes that the ownership of the property is by way of a lease.
Lender's arrangement fees	Charge passed on to the buyer by the lender for arranging a loan.
Lender's legal fees	The fees incurred by the lender when arranging a mortgage. These costs are passed on to the buyer.
Lessee	One who contracts to rent property under a specified lease.



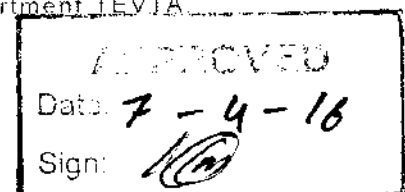
Lessor	An owner who contracts into a lease with a tenant (lessee).
Letting Agent	The Letting Agent acts on behalf of the landlord of the property to let and/or manage that property.
Life Insurance	Life insurance, sometimes referred to as life assurance, provides for a payment of a sum of money upon the death of the insured. In addition, life insurance can be used as a means of investment or saving.
Link Detached	Adjacent detached properties which are linked by a garage(s) and so form a single frontage.
Lintel	A lintel or header is a horizontal beam used in the construction of buildings. It usually supports the masonry above a window or door opening.
Listed building	One officially listed as being of special architectural or historic interest, which cannot be demolished or altered without (local) government consent.
Loan to value (LTV)	The size of the mortgage as a percentage of the property's value.
Local Authority Consent	Planning Permission and Building Regulation proposals which are submitted to the local Authority for scrutiny and approval.
Local authority search	Procedure whereby enquiries are made with a local authority or council regarding various prescribed matters such as planning, development, highway issues, etc etc which might affect the property or the immediate area.
Maintenance charge (or service charge)	The cost of repairing and maintaining external or internal communal parts of a building charged to the



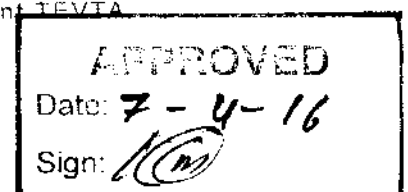
	tenant or leaseholder.
Maisonette	A residence or property that forms a part of a larger building but has its own independent access as opposed to a block of flats that has a communal access.
Management Company	A management company is responsible for the management of properties on behalf of the person or persons who have an interest in properties.
Managing Agent	A person or company who is responsible for the management of property which may include collecting rent or maintenance on behalf of others.
Market Valuation	A valuation of property as between a willing buyer and willing seller and is subject only to conditions set out in the valuation.
Matrimonial Valuation	is the valuation of a property owned by a husband and wife following their separation or divorce and is used to calculate the interests of each.
Memorandum of Sale	A document showing the parties to a sale of a property, the solicitors, the purchase price and any conditions.
Mid Terraced	Terraced House is a property which forms part of a connected row of houses. Mid Terrace is a property that is not on either end of such a row of houses.
Mortar	Mixture of sand, cement and water, used to join stones or bricks. Traditionally it was sand, lime and water.
Mortgage	An amount of money advanced by a lender such as a bank or building society on the security of a property and repayable over a long period.



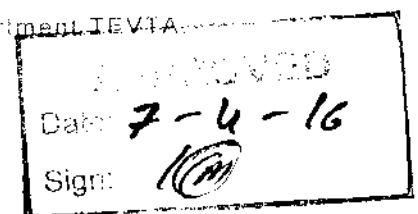
Mortgage deed	A legal document relating to the mortgage lenders interest in the property and containing the terms of the mortgage.
Mortgage payment protection (MPP)	This is an insurance designed to pay your monthly mortgage for a limited period usually a year if you are unable to work through illness, disability or redundancy.
Mortgage rate	The standard variable interest rate quoted by all mortgage lenders which normally varies with the Bank of England base rate. All discounted rates are based on this mortgage rate.
Mortgage term	The period of time over which (repayment mortgage) or at the end of which (endowment mortgage) the loan is to be repaid.
Mortgage valuation	This is a simple valuation carried out by a building society surveyor following a mortgage application and provides the lender with confirmation that the property provides sufficient security for the mortgage being borrowed. It does not usually provide a very detailed survey of the property.
Mortgagee	The lender of a mortgage (ie: bank or building society).
Mortgagor	One who borrows money, giving as security a mortgage or deed of trust on their property.
Multi Agency	When more than two or more estate agencies are marketing your property for sale. Normally the agent who sells the property is paid and the others get nothing.
N.A.E.A.	The National Association of Estate Agents (NAEA) is a professional body run by estate agents for estate agents and which sets out minimum standards of



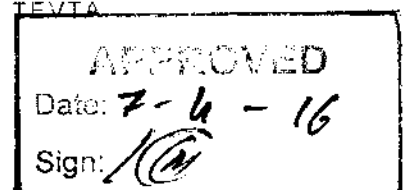
	professional competence and ethics.
N.I.C.E.I.C	The National Inspection Council for Electrical Installation Contracting (NICEIC) is an independent, charitable body that offers a voluntary regulatory service covering the UK. The NICEIC was created to ensure that consumers are protected from “unsafe and unsound electrical work.”
Negative equity	When the value of the property falls to less than the outstanding mortgage.
New Build	Where a property is being purchased for the first time from the Builder or Developer.
Newel	Stout post supporting a staircase handrail at top and bottom. Also, the central pillar of a winding or spiral staircase.
Offer	A sum of money that the buyer offers to pay for a property.
Offer of a loan	A formal document approving the mortgage you have requested and detailing the terms and conditions that will apply.
Office Copy Entries	Copies of the documents showing the title to the property held at the land registry.
Ombudsman for Estate Agents (OEA)	An ombudsmen specifically for estate agents and to whom most estate agents belong and which provides a dispute resolution service.
Open market value	The price a property would achieve when there is a willing buyer and willing seller.
Payment break	An option on flexible mortgages that allows you to



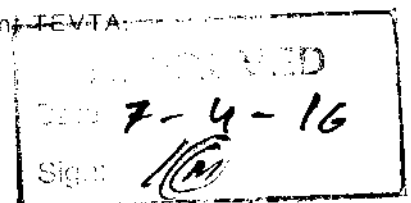
	stop making mortgage payments for up to 6 months.
Penalties	Costs that may be incurred if the borrower repays the loan too early or switches between lenders.
Peppercorn ground rent	A nominal periodic rent usually paid annually.
Preliminary enquiries	The initial enquiries about a property put forward to a seller which the seller must answer before the exchange of contracts.
Premium	The monthly amount payable for an insurance policy.
Premium lease	Lump sum paid up front as rental for a property.
Principal	The sum of the loan on which interest is calculated.
Probate	This is the administration of deceased's estate. The grant of probate by a court commits the executor to administer the estate in accordance with the will.
Purchaser	A person who is buying a property.
Purlin	A structural horizontal beam in a roof upon which rafters rest and which carries the weight of the roof.
Quantity Surveyor	A qualified professional person who assesses the quantity of materials a building would require to build it.
Quarter Day	A day in the financial year, one of four dates on which such payments including rents become due.
R.I.C.S	Royal Institution of Chartered Surveyors



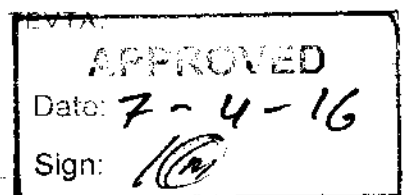
Rafters	Lengths of wood forming part on the structure of the roof on which is fixed the cladding, i.e. the tiles or slates, batons, roofing felt and any wooden boarding.
Rainwater Goods	Rainwater goods, consisting of gutters, outlets and downpipes, work in the fundamental role of drainage of water from a roof.
Redemption	When a mortgage is fully repaid.
Reinstatement Value	The cost of rebuilding a property in the event of it's destruction or other catastrophe and is the amount the property should be insured for.
Re-mortgage	Refinancing a property by either switching a mortgage from one lender to another or by taking out a second mortgage to draw down any equity gained by a rise in value.
Repayment mortgage	A mortgage repaid by way of monthly repayments of capital combined with interest over a set period of time.
Repossession	When the mortgage lender takes possession of your property due to non-payment of the mortgage.
Retention	Holding back part of a mortgage loan until repairs or specified works to the property are satisfactorily completed.
Right of Way	A right of access along a prescribed route across a property.
Rising Damp	Damp that soaks up a wall from ground upwards, i.e. rising.
Roof report	This is a report into the condition and structural



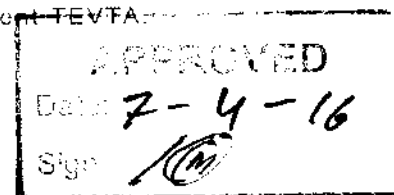
	integrity of a roof and its cladding such as tiles, slate or felt.
Roof Truss	A structural section of massive timbers overall in the form of a triangle which carries the load of the purlins and weight of the roof onto the supporting walls.
Search	A request or enquiry for information concerning the property held by a local authority or by the land registry.
Secondary Glazing	In effect a second "window" placed inside the original window frame as opposed to double glazing where two sheets of glass are placed within one window frame.
Seller	Someone who promotes or exchanges goods or services for money.
Semi-detached	A property which is joined to one other house.
Septic Tank	Underground receptacle for wastewater from a home.
Shared Ownership	Where two or more persons have a similar interest in property.
Shrinkage Cracks	Cracks occurring during the drying out process after a building is newly built and which usually appear within its first year.
Soak away	It is a pit filled with aggregate or a system of porous drains laid over land which allow water that is discharged into it to soak into the surrounding ground.
Soffits	The under-surface of eaves and fascia.
Sole Agency/Sole Selling	Where an estate agent has exclusive rights to sell a



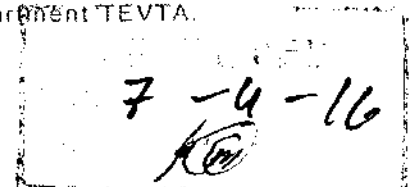
Rights	property.
Sole agent	When a seller chooses only one estate agent to sell their home.
Solicitor	Legal expert handling all documentation for the sale or purchase of a property.
Stamp Duty Exempt	Some types of purchase or transfer of land are exempt from Stamp Duty tax. The Government has designated certain areas and price ranges as exempt from Stamp Duty.
Structural survey	A detailed survey of a building including its structure carried out by a qualified building surveyor or structural engineer.
Studio Flat	A flat consisting of one main room or open-plan living area incorporating cooking and sleeping facilities and a separate bathroom/shower room.
Subject to Contract	Words to indicate that an agreement is not yet legally binding.
Subsidence	Ground movement which can result in cracking in structural walls. It can be caused by clay shrinkage, defective drains, trees and their removal and mining.
Sulphate report	This is a report into the evidence of sulphates in concrete as sulphate reacts with concrete causing it to expand resulting in structural damage to walls and floors.
Superior Landlord	People, or persons, to whom the ownership or interest in the Leasehold premises might revert in the fullness of time, following the expiry of the term of any head, or superior, lease.



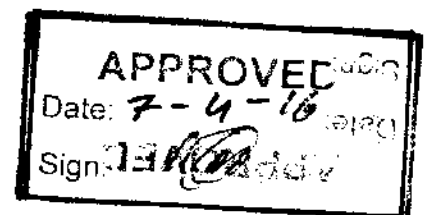
Survey	A survey of a building examines and reports on its overall condition.
Surveyor	Professionally-qualified expert who carries out a detailed inspection of a property.
Tenancy	A temporary possession of a property by a person (the tenant) who for a period of time and who pays a rent.
Tenancy agreement	A legal agreement designed to protect the rights of the tenant and landlord and setting out all the terms and conditions of the rental arrangements.
Tenancy Deposit	A sum of money paid by a tenant at the commencement of tenancy and which is held by the landlord or their agent against the tenant complying with the terms of the tenancy, i.e. paying the rent and leaving the property in a comparable condition at the end of the tenancy.
Tenancy Deposit Scheme (TDS)	An independent dispute-resolution service which is available to participating landlords, their agents, and tenants who are unable to resolve a dispute relating to the tenancy deposit at the end of the tenancy.
Tenant	A person who has temporary possession of a property by agreement and pays rent or consideration.
Tenants in common	A form of ownership by two or more people in which if one of them dies, their share of the property forms part of their estate and does not automatically pass to the other(s).
Tenure	Conditions on which a property is held
Terraced house	A property which forms part of a connected row of houses.



Timber and damp proof reports	A detailed report into all of the timbers in a building including floor and roof timbers and also into the damp proof course.
Timber and Damp Report	A report provided by a specialist company following a survey of a building which will provide details of any damp in a building or wood rot or wood worm.
Title deeds	Documents showing the legal ownership of a property.
Tracker Rate	The interest rate which is set at a percentage above the Bank of England Base Rate for a period of time (i.e. the rate 'tracks' the base rate.)
Transfer deeds	The land registry document that transfers legal ownership from seller to buyer.
Tree report	A report into the trees usually surrounding the building as to their stability and likelihood of either the tree or branches falling giving damage to a building or roots causing damage to a building.
Under Lease or Sub Lease	Where a person holding a head lease grants a lease or rental agreement of their interest to another person at a rent and for a period of time.
Under offer	The status of a property for sale, when a seller has accepted an offer from a purchaser but prior to exchange of contracts.
Underpinning	Method of strengthening weak foundations whereby a new, stronger foundation is placed beneath the original
Unproceedable Offer	An offer from a party who is not presently in a financial situation to proceed with the purchase either because they have not been able to agree a mortgage in principle or have not sold a property.



Unregistered Title	The right of ownership (or title) of a property that has not been registered at the Land Registry (see registered title)
Utility Charges	This includes charges, rates or costs relating to telephone, gas, electricity, oil, water rates and Council Tax.
Vacant Possession	Relates to the ownership of property and implies that on completion or possession the property will be empty.
Vendor	The person who is selling a property also known as the seller
Water Charges	This includes charges, rates or costs relating to water, sewerage and environmental services.
Water Search	An environmental search relating to the water systems of a property
Wet Rot	Decay of timber due to damp conditions. The damp can be eradicated once the damp conditions are removed.
Yield	Income from a property calculated as a percentage of it's value.



Curriculum Revision Committee

1. **Engr. Mazhar Abbas Naqvi** **Convener**
Principal,
Govt. Staff Training College, Faisalabad

2. **Mr. Amjad Rafique,** **Member**
Sr. Instructor,
GCT Rasul

