



Subject: Professional Practice - I

Topic: Professional Conduct, Regulations, 1989

Presented by: Ruchi Saxena

# PROFESSIONAL CONDUCT, REGULATIONS, 1989

- To promote standard of professional conduct/ self-discipline required of an Architect,
- Society-quality of environment /welfare of society /economic development
- Client --services of a high standard, inform conditions of engagement /scale of charges, Not to sub-commission to another Architect
- Professional conduct-
- no gifts/commission,
- impartiality in administering contract,
- integrity,
- advancement of Architecture/ education, research/
- compete fairly/
- observe and uphold the Council's conditions /
- not to supplant architects/
- comply with COA Architectural competitions guidelines/
- take care of employees/ associates/ consultants/
- not to advertise/
- when working outside country comply with their guidelines

# PROFESSIONAL CONDUCT, REGULATIONS, 1989

- ARCHITECTS (PROFESSIONAL CONDUCT) REGULATIONS, 1989 \*--To promote standard of professional conduct/ self-discipline required of an Architect, :-  
Every architect, in practice/ employment shall :-
  - i. ensure that his professional activities do not conflict with his general responsibility to contribute to the quality of the environment and future welfare of society,
  - ii. apply his skill to the creative, responsible and economic development of his country,
  - iii. provide professional services of a high standard, to the best of his ability,
  - iv. if in private practice, inform his Client of the conditions of engagement and scale of charges and agree that these conditions shall be the basis of the appointment,
  - v. Not sub-commission to another Architect or Architects the work for which he has been commissioned without prior agreement of his Client

# PROFESSIONAL CONDUCT, REGULATIONS, 1989

- vi. not give/ take discounts, commissions, gifts or other inducements for the introduction of Clients or of work,
- vii. act with fairness and impartiality when administering a building contract,
- viii. maintain a high standard of integrity,
- ix. promote the advancement of Architecture, standards of Architectural education, research, training and practice,
- x. conduct in a manner which is not derogatory to his professional character, nor likely to lessen the confidence of the public in the profession, nor bring Architects into disrepute
- xi. compete fairly with other Architects,
- xii. observe and uphold the Council's conditions of engagement and scale of charges,
- xiii. not supplant or attempt to supplant another Architect,

# PROFESSIONAL CONDUCT, REGULATIONS, 1989

- xiv. not prepare designs in competition with other Architects for a Client without payment or for a reduced fee (except in a competition conducted in accordance with the Architectural competition guidelines approved by the Council),
- xv. not attempt to obtain, offer to undertake or accept a commission
  - --for which he knows another Architect has been selected or employed
  - --until he has evidence that the selection, employment or agreement has been terminated and
  - -- he has given the previous Architect written notice
  - ▮ -- that he is so doing : provided that in the preliminary stages of works, the Client may consult, in order to select the Architect, as many Architects as he wants, provided he makes payment of charges to each of the Architects so consulted,
- xvi. comply with Council's guidelines for Architectural competitions and inform the Council of his appointment as assessor for an Architectural competition ,

# PROFESSIONAL CONDUCT, REGULATIONS, 1989

- xvii. when working in other countries,
  - --observe the requirements of codes of conduct applicable
  - --to the place where he is working ,
- xviii. not have / take as partner any person who is disqualified for registration by reason of the fact that his name has been removed from the Register ,
- xix. provide their employees with suitable working environment, compensate them fairly and facilitate their professional development
- , xx. Recognize/ respect the professional contribution of his employees,
- xxi. provide their associates with suitable working environment, compensate them fairly and facilitate their professional development
- , xxii. recognize and respect the professional contribution of his associates,
- xxiii. recognize and respect the professional contribution of the consultants,
- xxiv. enter into agreement with them defining their scope of work, responsibilities, functions, fees and mode of payment ,

# PROFESSIONAL CONDUCT, REGULATIONS

- xxv. shall not advertise his professional services nor
- shall he allow his name to be included in advertisement or
- to be used for publicity purposes save the following exceptions :-
  - (a) a notice of change of address may be published on three occasions and correspondents may be informed by post,
  - (b) exhibit his name outside his office /on a building, either under construction or completed, for which he is or was an Architect, provided the lettering does not exceed 10 cm. in height ,
  - (c) advertisements including the name and address of an Architect may be published in connection with calling of tenders, staff requirements
  - (d) allow his name associated with illustrations / descriptions of his work in press / other public media but he shall not give or accept any consideration for such appearances,
  - (e) allow his name to appear in advertisements /inserted in the press by suppliers / manufacturers of materials used in a building he has designed, provided he does not accept any consideration for its use,
  - (f) allow his name in brochure prepared by Clients for the purpose of advertising or promoting projects for which he has been commissioned,
  - (g) produce /publish brochures, pamphlets describing his experience and capabilities for distribution to those potential Clients whom he can identify by name and position ,
  - \*\* (h) allow his name to appear in the classified columns of the trade / professional directory and/or telephone directory/ website.

# PROFESSIONAL CONDUCT, REGULATIONS, 1989

- In a partnership firm of architects,
- -- every partner
- -- shall ensure
- --that such partnership firm
- -- complies with all the defined regulations
- Violation of any of the regulation
- -- shall constitute
- --a professional mis-conduct



- Conditions of Engagement  
and

- Scale of Charges  
under

the Architects (Professional  
Conduct) Regulations, 1989.

# Comprehensive Architectural Services

- Architect is required to provide following services :
- Part I – ARCHITECTURE :
  - ▣ 1 Preparing Design Brief--Taking Client's instructions and preparing design brief.
  - 2 Site Evaluation---impact of existing / proposed development on its immediate environs.
  - 3 Design and Site development.
  - 4 Structural Design.
  - ▣ 5 Designing Public Health Services--Sanitary, plumbing, drainage, water supply and sewerage design.
  - 6 Designing Electrical Services- Electric, electronic, communication systems .
  - 7 Designing HVAC-- Heating, ventilation and air conditioning design (and other mechanical systems).
  - 8 Designing Mechanical System-Elevators, escalators, etc.
  - 9 Disaster Management-- Fire protection and Security systems etc.
  - 10 Periodic inspection -- evaluation of Construction works.

# Comprehensive Architectural Services

- ALLIED FIELDS :
- Landscape Architecture
- Interior Architecture
- Architectural Conservation
- Retrofitting of Buildings
- Graphic Design and Signage

# Schedule of Architectural Services

Architectural services are rendered in 7 stages

Stage 1--Concept Design

Stage 2—Preliminary Design & Drawings

Stage 3--Drawings For Client's approvals  
-- Statutory Approvals

Stage 4— Working Drawings &  
--Tender Documents

Stage 5— Inviting /Analysing Tenders,  
appointment of Contractors

Stage 6- Construction & Supervision

Stage 7-- Completion

# Schedule of Architectural Services

Architect after taking instructions from Client, render following services:

- CONCEPT DESIGN [STAGE 1] :-10%
- --Ascertain Client's requirements
- -- examine site constraints & potential
- -- prepare a design brief for Client's approval.
- ▣ -- Prepare report on site evaluation, / state of existing buildings, if any ;
- -- analysis impact of existing / proposed development on environs.
- --Prepare drawings / documents for Client to get done detailed survey & soil investigation of the site
- --Suggest measures required to mitigate adverse impact of the existing / proposed development on its immediate environs.
- -- Prepare conceptual design based on requirements
- -- prepare rough estimate of cost on area basis.
- .

# Schedule of Architectural Services

- PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] -10%:
  - -- Modify conceptual designs
  - -- incorporating required changes
  - ▣ -- prepare the preliminary drawings/ sketches/ study model for Client's approval
  - - along with preliminary estimate of cost on area basis
- DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS [STAGE 3] -15%:
  - - Prepare drawings for Client's final approvals -
  - -Prepare drawings essential for statutory approvals
  - --ensure compliance with codes, standards and legislation,
  - -- assist Client in obtaining statutory approvals - if required.
- WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] -10%:
  - Prepare working drawings,
  - specifications and schedule of quantities
  - sufficient to prepare estimate of cost/ tender documents
  - including mode of measurement
  - method of payments,
  - quality control procedures on materials & works
  - other conditions of contract.
- APPOINTMENT OF CONTRACTORS [STAGE 5] :-10%
  - -- Invite, receive and analyse tenders;
  - -- advise Client on appointment of contractors.

# Schedule of Architectural Services

- CONSTRUCTION [STAGE 6] :-35%
- ▣ – Prepare / issue working drawings/ details for proper execution of works during construction.
- -- Approve samples of various elements and components.
- -- Check /approve shop drawings submitted by contractor/ vendors.
- -- Visit the site of work, at intervals mutually agreed upon
- -- inspect / evaluate the Construction Works
- -- where necessary clarify any decision,
- -- offer interpretation of drawings/specifications
- ▣ -- attend conferences / meetings to ensure project proceeds in accordance with conditions of contract
- -- keep Client informed
- – render advice on actions
- -- to ensure work proceeds according to contract documents/ drawings and
- -- to exercise time and quality controls,
- -- day-to-day supervision carried out by a
- Appointing--Construction Manager (Clerk of Works/ Site Supervisor or
- --Construction Management Agency --in large / complex project
- -- to work under guidance/ direction of Architect
- – paid by Client.
- -- Issue Certificate of Virtual Completion of works.

# Schedule of Architectural Services

## COMPLETION [STAGE 7] :-10%

- Prepare / submit
- --completion reports and
- -- drawings
- -- for project
- -- assist the Client
- -- in obtaining "Completion/ Occupancy Certificate"
- -- from statutory authorities,
- -- Issue two sets of as drawings including services and structures.