



Prospectus



Affiliated to  
(Yashwantrao Chavan Maharashtra Open University)

# DEM

## Diploma In Estate Management

Conducted by

### All India Institute of Local Self-Government

(A Government recognised Educational Institute)  
Estd. 1926

## CENTRES

# India



Note: This pictorial representation does not purport to be the political map of India.

# All India Institute of Local Self - Government

(A Government recognised Educational Institute)

# PROSPECTUS

## DIPLOMA IN ESTATE MANAGEMENT

# DEM

Conducted by

### All India Institute of Local Self-Government at Mumbai and its Regional Centres

Stanikraj Bhavan, C.D.Barfiwala Marg (Juhu Lane),  
Near BMW Showroom, Andheri (W), Mumbai - 400058.

#### **BANDRA (E):**

M. N. Roy Human Development Campus, Opp. Government Colony,  
Bldg. No. 326, TPS Road No. 12, Bandra (E), Mumbai - 400051.

Tel No.: +91 - 22-2657 1713 / 14 / 6180 5600

Email: [contact@aailsg.org](mailto:contact@aailsg.org) • Website : [www.aailsg.org](http://www.aailsg.org)



ज्ञानगंगा घोरोघरी

**Mr. Ranjit S. Chavan**

*President*



Price: ₹ 400/-

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## ABOUT THE INSTITUTE

All India Institute of Local Self-Government (AIIILSG), established in 1926 has been actively working in the field of urban development management and is a diligent partner in promoting the cause of local governance in India and overseas.

The Institute has been the steadfast friend, philosopher and guide to Urban Local Bodies (ULBs) across the Country. For more than eight decades it has contributed to the principles and practice of urban governance, education, research and capacity building. It has designed and developed a vast array of training literature and courses and trained more than 1.5 million stakeholders in diverse areas of urban governance and urban services delivery.

These activities of the AIIILSG are practiced through 30 regional centres located in different regions of the Country. The Institute anchors the Regional Centre of Urban and Environmental Studies (RCUES) of the Ministry of Urban Development, Government of India for Western India region. This Centre is actively involved in building capabilities of municipal officials, staff and elected members from the States of Goa, Gujarat, Maharashtra, Rajasthan and the Union Territories of Diu, Daman, and Dadra & Nagar Haveli by upgrading their knowledge and skills required for effective administration and implementation of various urban development programmes.

With a view to cater to the growing requirement of ULBs in regard to services, the AIIILSG runs specialized capacity building institutions such as the National Fire Academy, the Nrupur Institute of Nursing Science and Research and the Centre for Environment & Disaster Management at Vadodara, PRUDA at Ahmedabad, National Resource Centre for Urban Poverty, International Centre of EQUI-T, the Disaster Management Cell and the Centre of GIS at Pune. It runs the Solid Waste Management Cell of the Government of Maharashtra. In recent years, AIIILSG has ventured into rural and tribal capacity building and handholding of rural institutions of self-governance.

In addition to the domestic activities, the Institute organises several tailor-made capacity building programmes for various countries in South Asia, viz, Bangladesh, Nepal, Sri Lanka and in other regions, including South Africa, Ethiopia, Indonesia, Malaysia, China, etc. The institute has linkages with renowned international organizations including UNCHS (Habitat), UNDP, UNICEF, UNFPA, WHO, DFID, CITYNET, CLGF, US-AEP and the Ford Foundation. It is the anchor institution for Urban Management Programme (UMP - UNCHS - Habitat) for South Asia.



**Mr. Ranjit S. Chavan**  
*President*

## ABOUT THE COURSE

Estate Management is an emerging challenge to the Authorities in Local Government and other stakeholders involved in Urban Development Programmes including market players in the Real Estate Development linked with intricacies of Rules and Regulations. Professionally trained manpower is the need of the hour.

Institute has accordingly designed a Diploma Course in Estate Management with **affiliation to and recognition by Yashwantrao Chavan Maharashtra Open University-YCMOU.**

Course is designed with the following objectives.

1. To impart training and develop trained manpower with requisite skills to work in Real Estate Sector.
2. To equip the personnel working in the Real Estate Sector with necessary knowledge for effective handling of Real Estate work.
3. To upscale the skills of working personnel to bring in overall efficiency while discharging the assigned duties and responsibilities relating to the work involved in the Real Estate Management.
4. To prepare skilled manpower for providing useful policy inputs for speedy decision making process.

### Teaching Methodology:

1. The methodology of teaching is evolved by considering constraints and difficulties of working student, non working students.
2. Class Room Teaching will be conducted during Public Holidays and non-working days or after Office Hours on Weekdays, as may be convenient to the Students.
3. While students are required to attend the Class Room teaching for important subjects, the teaching for other subjects/topics will be imparted online. However, students will have to attend contact programme for better understanding of the subjects/topics covered through online. Also, contact programme will facilitate the students to interact with the teaching faculty to seek clarifications, guidance and such other issues related to the subjects/topics.
4. Contact programmes will be organized at AILSG Centre preferably on public holiday or on non working days.
5. Schedule for Subject-wise Teaching Hours Class Room, Online and Contact Programme will be prepared and the schedule will be provided to the students.
6. Students will be assigned with Home Assignment for the subjects/topics covered in the Syllabus and the Students will have to complete the given Assignments within the prescribed time limit and submit the Report in the prescribed format to the Course Advisor
7. As part of learning, Students will have exposure to Group Discussion, Viva and experience sharing with the subject experts
8. After completion of the Programme Student will have to appear for the University Examination.

## RECOGNITION OF THE DIPLOMA

### महाराष्ट्र शासन

क्र.संकीर्ण-२००९/२६७/प्र.क्र.३९/नवि-२०  
नगर विकास विभाग,  
मंत्रालय, मुंबई-३२  
दिनांक :- ११ ऑगस्ट, २००९.

प्रति,

१. आयुक्त,  
सर्व महानगरपालिका,
२. संचालक तथा आयुक्त,  
नगरपालिका प्रशासन संचालनालय,  
घरळी, मुंबई.
३. मुख्याधिकारी,  
सर्व नगरपालिका

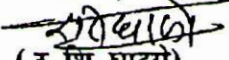
विषय :- " डिप्लोमा इन इस्टेट मॅनेजमेंट " या पदविका अभ्यासक्रम  
महानगरपालिका /नगरपालिकांमध्ये राबविण्याबाबत.

महोदय,

ऑल इंडिया इन्स्टिट्यूट ऑफ लोक सेल्फ गव्हर्नमेंट, रिजनल सेंटर, पुणे या संस्थेमार्फत " डिप्लोमा इन इस्टेट मॅनेजमेंट " हा अभ्यासक्रम चालविण्यांत येत आहे. या अभ्यासक्रमामुळे महानगरपालिका / नगरपालिकांमधील अधिकारी / कर्मचारी यांना स्थानिक स्वराज्य संस्थांच्या इस्टेट सुस्थितीत ठेवण्यासाठी अधिनियम, नियम, कार्यपध्दती इ. बाबीचे ज्ञान मिळणार आहे.

सादर पदविका अभ्यासक्रमासाठी आपल्या महानगरपालिका / नगरपालिकांतील अधिकारी / कर्मचारी यांना ऑल इंडिया इन्स्टिट्यूट ऑफ लोक सेल्फ गव्हर्नमेंट, रिजनल सेंटर, पुणे या संस्थेमध्ये प्रवेश घेणेबाबत त्या-त्या महानगरपालिका / नगरपालिकांनी ऐच्छिकरित्या ठरवावे.

आपला,

  
( र. शि. घाटगे )

कक्ष अधिकारी

प्रत,

विभागीय संचालक, ऑल इंडिया इन्स्टिट्यूट ऑफ लोक सेल्फ गव्हर्नमेंट, रिजनल सेंटर, पुणे  
पिनक मोमोराईज-२, फेज एल बिल्डिंग, कोथरुड, पुणे ४११ ०३८. यांना माहितीसाठी सादर.

## RULES & REGULATIONS

The rules & regulations given bellow are applicable to all students of **DEM**. These rules and regulations are subject to the changes, that the Institute may approve from time to time and the Rules and Regulations herein under shall be binding on every Student who join the "**Diploma in Estate Management**" (**DEM**) Course.

**1. Educational Qualification and Conditions Required for Admission:**

- i) Graduate from any discipline OR
- ii) In service / sponsored candidates from Central / State / Local Bodies / Semi Government and Public Institutions or any private Organisation, having H.S.C. or Diploma with 2 years working experience in the related field OR
- iii) Any Self employed Candidates having passed H.S.C. or Diploma in any discipline with minimum 2 years work experience in the related field.

**2. Age :**

18 years completed as on date of registration.

**3. Medium of Instruction :**

English or Marathi, subject to the availability of adequate number of students for the chosen language at the respective centre.

**4. Student Intake:**

The student in-take minimum 30 students per batch per Centre.

**5. Duration of Course:**

One Year

## 6. Admission Procedure :

### Registration :

**STUDENT SHALL SUBMIT THE REGISTRATION FORM ONLINE ON AILSG WEBSITE**

**Website: [www.aiilsg.org](http://www.aiilsg.org) on or before the due date for admission.**

### **ONLINE REGISTRATION PROCEDURE**

- Go to Online Admission Portal
  - Select Course and Center in which student would like to register
  - Fill the Registration Form
  - Verify the Registration Form
  - Confirm Registration details.
  - Take print of Acknowledgment Receipt with UNIQUE REGISTRATION NUMBER
  - With the Acknowledgment Print, student to visit center and complete the Education Qualification Certificate verification and payment process.
  - Once Education Qualification Certificate verification and payment process is complete and the Acknowledgment Receipt is verified, center will confirm their admission and system will generate **(16 digit) SID number.**
- The name of the student shall be recorded exactly as per the name mentioned in the 10<sup>th</sup> /12<sup>th</sup> Std. mark sheet, issued to the student by the States & Central Govt. Educational Board. Therefore. any request for change in the name shall not be entertained.
- Once the document is signed and accepted by the student, it shall be treated as final & legitimate.
- The auto generated Unique Registration Number, generated during online registration shall be retained by the student for all further correspondence & communication with AILSG.

- **After Online Registration, student is required to visit AILSG center within a maximum period of 5 working days with requisite eligibility document & photographs for completion of admission procedure & payment of course fee along with his/her auto generated Online Registration Number, failing which online registration of the student stands withdrawn automatically.**
- **Copies of educational qualification certificates attested by gazetted officers of Central / State Govt., should be enclosed with the application form.** In case of sponsored candidate, original certificate / letter from the competent authority of the employer should be enclosed.

➤ **List of document to be submitted :**

- Online Filled Registration Form
- Qualification Certificate ( S.S.C. / H.S.C. / H.S.C. Equivalent & Graduation)
- Address Proof (Aadhar / Passport / Electric bill or any other )
- Employee ID / Appointment Letter / Office Order from the employee
- NOC from the employee
- Candidate Photo

**7. Lecture Programme:**

- i) Dates will be informed well in advance by the concern centre.
- ii) Lecture will be conducted at AILSG Regional Centre.
- iii) Minimum 75% attendance is compulsory for appearing final examination. **(Ref. Clause 17)**

**8. Home Assignment:**

- i) The student will be required to prepare Home Assignment him self and submit it to Institute in proper fashion as suggested by the Institute. Home Assignment of each paper carry 100 marks and will be converted out of 20 for consideration in final examination (100 ÷ 5)
- ii) Home Assignment should be submitted before the examination or at decided date by the Institute.
- iii) Home Assignment should be in order and neat & clean.

**Home Assignment will complete during the regular training session.**

**Repeater student should NOT to be allowed to re-write home assignment.**

**9. Project Journal :**

- i) Every student will have to take one project on the subject given by Institute.
- ii) Maximum 4 students can take one subject but site and location must be different.
- iii) The report of project may be in hand written or typed but in proper fashion file.
- iv) Every project report carry **50 marks.**
- v) There is viva on project which carry **25 marks.**
- vi) The project report should be submitted before the commencement of examination.
- vii Marks of project and viva voce will be considered in final exam.
- viii) Submission of report is compulsory to declare result of successful candidate.
- ix) Student ID card and letter will be given by Institute.
- x) All visit and data processing will be at the cost of student.

**10. Visits:**

Visits will be arranged on selected days with prior permissions, to the important organisations.

**11. Course Fees:**

<b>COURSE</b>	<b>FEES</b>	
<b>(DEM)</b> (One Year )	<b>Registration Fee</b>	₹ 300/-
	<b>Prospectus Fees</b>	₹ 400/-
	<b>Course Fee</b>	₹ 16,250/-
	<b>YCMO University Fee</b>	₹ 3,250/-
	<b>Reading Material</b>	₹ 1,925/-
	<b>Exam Fee</b>	₹ 1,000/-
	<b>Total Fee :</b>	<b>F 23,125/-</b>

Note : Study Material is Mandatory to all Students.

- i) **The course fee paid by the student shall not be refunded for any reason whatsoever.**
- ii) Selected students shall have to pay only the course fees as stipulated in the prospectus. No other payment, including donation is payable to the Institute.
- iii) Institute has not appointed / authorized any agents or agency for admitting students to the course. Students are not required to pay any capitation fee and / or donation to any body for securing the admission. In case any such demand is made by any person on the pretext of granting admission to the course, students or parents / guardians are requested to inform in confidence to the Director General of the Institute immediately **address mentioned in page no.1.**

**12. Online Portal for the Students Management System right from admission to processing of the exam result-:**

Students are provided by the centre a online admission form, wherein relevant details are indicated. Student admission data alongwith photograph are generated through the system on the basis of student data entered on to the portal. Students must therefore cross verify the name and other relevant data / information provided to them by the centre. Online portal admission form shall indicate the following.

- Name (exactly as recorded in the 10<sup>th</sup> std. / 12<sup>th</sup> std. mark sheet / certificate)
- Photograph (through scanning)
- Full address
- Mobile no. & Landline No.
- Student Email ID
- Gender
- Student's Blood Group
- Date of Birth
- Medium of the course
- Qualification/s

- Student employment status-Name of the organization, Department, Designation.
- Portal Payment Receipt No. & Date of Payment

Student must sign the online portal admission form only after cross verification of the data indicated in the application form.

**13. Spelling Corrections and / or deletions / additions in the name of the students:**

- The name of the student shall be recorded exactly as per the name mentioned in the 10<sup>th</sup> / 12<sup>th</sup> Std. certificate, issued to the students by the States & Central Govt. Educational Board. Therefore, any request for change in the name shall not be entertained.
- AllSG shall not entertain and / or accept any request from the student for change in the name other than the name recorded in 10<sup>th</sup>/12<sup>th</sup> Std. certificate.
- Exam related documents including mark sheets and diploma certificates are generated through the system on the basis of students data entered on to the portal, specifically designed for the purpose, in order to make it free from any possible manipulation through manual intervention. It is therefore mandatory for the students to cross verify his/her name and other relevant information and if any error is noted, the same should be got rectified by the Centre before signing the documents.
- Once the document is signed and accepted by the student, it shall be treated as **final and legitimate data of the student**. However, after signing the documents, if any correction in the name is requested by the student, such request of the student may be considered subject to the **Clause 13 a) & b)** and :
  - Student shall make the request in writing within 6 months from the date of declaration of the result.

- ii) Correction shall be made by the Institute exactly as per the name recorded in 10<sup>th</sup> / 12<sup>th</sup> STD passing certificate issued to the student.
  - iii) Student must submit original certificates in support of the request.
  - iv) Student must pay ₹ **500/ - (Five hundred only)** towards re-processing charges.
- e. Institute shall not entertain and/or consider any request for any spelling correction / additions / deletions in the name after a period of 6 (six) months from the date of declaration of the result and issuance of certificates.

#### **14. Lodging and Boarding :**

The students will have to make their own arrangements for Lodging and Boarding.

#### **15. Discipline :**

- a) Any student found in the opinion of the Director General of the Institute guilty of misconduct during the continuance of the term or during the examination, will have his / her name removed from the list of candidates and he / she will be debarred from joining the class again and fees if any paid by him / her will be forfeited. Decision of the Director General in such matters shall be final.
- b) Any unauthorized and/or duplication of the Certificate of Marks and / or Diploma Certificate by fraudulent means is illegal. The offender is therefore liable to be prosecuted for such criminal and fraudulent acts. The Institute reserves the right to withdraw the diploma certificate conferred on such a person without condition.

## 16. Library :

Facilities are provided for reading in the Library Hall of the Institute at Mumbai and other major centres for the issue of books on payment of deposit.

## 17. Attendance :

- i) Students registered for the Distance Education course will be required to attend **minimum 75% of the Classroom lectures delivered during the session.**
- ii) Any student having deficiency in attendance shall be permitted appear ensuing or subsequent examination, The student will have to secure classes continuously at the centre. Subject the payment of ₹ 5000/- (Five thousand only) **In addition Regional Director will reconsider & refer the case to Board of Studies & Examine with all relevant documents. The Board of Studies will verify the case & as per merit will be decided OR** the student seek re admission to the next batch by paying the full course fees.

## 18. Examination:

The final examination shall be held during last month academic tenuous as decided by Institute.

### **Marks Required for Passing in the Examination :**

1. Minimum **40% in each theory** subject.
2. Minimum **50% each in Project & Viva Voce.**
3. **Total Theory, Home Assignment, Project & Viva Voce, student must secure 50% marks in aggregate (Total 350 Marks out of 700 Marks)** for Passing the Examination.

If student is failed in examination, the said student secure the 50% Marks in any individual paper/s, he/she will get exemption for the particular paper/s under papers. (No need to appear the subject in next exam.)

### 19. Subject wise paper for final examination

Paper	Subject	Theory Marks	Home Assignment	Total
I	Estate Manager, Organisation and Administration" Standard Administration "EMO & A"	80	20	<b>100</b>
II	Managements Principels and Techniques for Estate Managers	80	20	<b>100</b>
III	Legislatures in Relation to Property Management (LRPM)	80	20	<b>100</b>
IV	Town Planning / Valuation	80	20	<b>100</b>
V	Fundamentals of Financial Management	80	20	<b>100</b>
VI	Municipal Engineering Services Disaster Management, Environment	80	20	<b>100</b>
VI	Project Report			<b>100</b>
	Project Presentation & Group Seminar		50	
	Regular Viva on Theory Paper		50	

Candidates should appear for the examination at their own cost.

### 20. Gradation of Results:

Percentage of Marks (Total & Aggregate)		Grade
50 %	and above	Second class
60 %	and above	First class
70 %	and above	First class with Distinction

Students will be eligible for gradation from Second Class & Above provided he / she passes the examination in one and same attempt.

**Successful repeaters not entitled to any gradations.**

### 21. Examination Results :

- The results of the examination will be declared by Head Office at Mumbai normally within 60 days from the last day of the examination.

- The result may also be made available on the Institute's website and Provisional marksheet may be obtained on the same day.

## **22. Marksheet :**

Marksheet will be issued to all the candidates, who enrolled for the examination. The students shall collect the Marksheet from the respective Centres.

## **23. Diploma Certificate :**

Diploma Certificates will be issued to all the successful candidates. The students shall collect the Diploma Certificates from the respective Centres.

## **24. Re-Totaling of Marks / Perusal of Answer Paper / Re-Assessment of Marks**

In case a candidate is not satisfied with the marks awarded to him in the **D.E.M.** final result. he/she can apply for Re-Totaling of marks of Perusal of answer paper or Re-assessment of marks.

Procedure for Re-Totaling of Marks / Perusal of Answer Papers / Re-Assessment of Marks

- ✧ The application is to be made by the candidate in his / her own hand writing to the Principal / Course Coordinator of respective centre.
- ✧ The candidate should pay applicable fees along with application form.
- ✧ The candidate is required to produce a photocopy of his / her provisional mark sheet for verification of Seat No. marks etc., at the time of submission of Application Form.
- ✧ ***Candidate must apply within one month form date of declaration of the result.***

Sr. No.	Method	Fees	Process
1.	<b>Re-totaling of Marks</b>	<b>₹ 300/- per paper</b>	Marks are Re-totaled by designated official
2.	<b>Perusal of answer paper</b>	<b>₹ 750/- per paper</b>	Student can see, read and check of 2 his/her answer paper in the presence designated officials at HO Mumbai.
3.	<b>Re-assessment of marks</b>	<b>₹ 1000/- per paper</b>	Answer paper are re-evaluated by designated Examiner.

## 25. Disposal of Answer Papers, Reports, Etc.:

1. Final examination Answer Papers shall be preserved for a maximum period of **Six Month** from the date of the examination and thereafter the same shall be disposed of.
2. No complaints and/or queries whatsoever from the students received after the period specified above shall be entertained.

## 26. Duplicate Marksheet & Diploma Certificate :

For issuing Duplicate Marksheet and Duplicate Certificate for Both Diploma in Estate Management Course, the following amount will be charged towards such other procedure :

FROM THE DATE OF RESULT DECLARATION				
	Within 1 (one) year	Above 1 year to 5 years	Above 5 years to 10 years	Above 10 years
Duplicate Mark Sheet	₹ 500/-	₹ 1000/-	₹ 1500/-	₹ 2000/-
Duplicate Diploma Certificate	₹ 800/-	₹ 1500/-	₹ 2000/-	₹ 3000/-
Duplicate Mark Sheet & Diploma certificate	₹ 500/- + ₹ 800/- = ₹ 1300/-	₹ 1000/- + ₹ 1500/- = ₹ 2500/-	₹ 1500/- + ₹ 2000/- = ₹ 3500/-	₹ 2000/- + ₹ 3000/- = ₹ 5000/-

Affidavit shall have to be made and submitted with necessary fees for issuance of duplicate Mark sheet and duplicate diploma certificate, through the Centre.

OTHER ITEMS	CHARGES
Duplicate ID CARD	₹ 100.00
Recording of Change of Address	₹ 100.00
Additional set of Assignment each subject	₹ 150.00
Additional Reading Material each Subject	₹ 400.00

**27. Rules and Regulations mentioned herein above shall be applicable to the students registered under regular course as well as those registered under the (DLP) distance learning programme.**

**28. Appeal :**

Appeal in respect of any one or more of the rules and regulations herein contained shall lie with the Director General and his decision in the matter shall be final and binding.

**29. Prizes :**

- i) All India Institute of Local Self-Government **FIRST Merit Prize of ₹ 1500/-** will be awarded to the student who secure First Rank at First attempt amongst the successful students.
- ii) All India Institute of Local Self-Government **SECOND Merit Prize of ₹ 1000/-** will be awarded to the student who secure Second Rank at First attempt amongst the successful students.
- iii) All India Institute of Local Self-Government **THIRD Merit Prize of ₹ 750/-** will be awarded to the student who secure Third Rank at First attempt amongst the successful students.

**For motivating and encouraging the students through their contribution to the prize money.**



## COURSE SYLLABUS

Paper - I

### **Estate Manager, Organization and Administration** **Standard Administration - "E M O & A"** **(100 Marks) 3 hours**

Home Assignment - 20 Marks  
Theory - 80 Marks  
Total - 100 Marks

#### **1) Estate Property**

- 1.1) What is Estate
- 1.2) Type of Estate
- 1.3) What is Property
- 1.4) Land of Economic Comodity
- 1.5) Relationship of Estate to property

#### **2) History of Estate Management Discipline**

- 2.1) Tresses from 10,000. B.C.
- 2.2) Evolution of concept of manager
- 2.3) Different Manegirsed policies.

#### **3) Function of Estate Management**

- 3.1) Different Roles of Estate Manager in organization.
- 3.2) Different Responsibilities of Estate Manager in each role.
- 3.3) Different Functions of Estate Manager in different responsibilities.

#### **4) Estate Manager as Estate information hub.**

- 4.1) Classification of information
- 4.2) Content of each Flag
- 4.3) Sources and authentication of information
- 4.4) Authorities of Information / NOC

#### **5) Organization and Estate Manager**

- 5.1) Type of Organization
- 5.2) Comentray of Location of Estate Manager in organization Structure
- 5.3) Effect on efficiency of organization

## **6) Property Management.**

- 6.1) Why Property Management need
- 6.2) Content of Property Management
- 6.3) Types of House Keeping
- 6.4) Types of Maintenance & when to use what
- 6.5) Aims of Property Maintenance
- 6.6) What is Emergency unit
- 6.7) Report on Dilapidation
- 6.8) Provision of Public Safety under LGS Acts.

## **7) Property Audit**

- 7.1) Purpose of such Audit
- 7.2) Principles of Audit
- 7.3) Students of Accounting attributes
- 7.4) Auditor Report
- 7.5) Property Parcel Docket

## **8) Land Use Economics & Regional Setting**

- 8.1) Multiplicity a typical Character of Land
- 8.2) Cost and land Use
- 8.3) Multiplicity of Land
- 8.4) Concept
- 8.5) Surveys
- 8.6) Key Criteria for Group of Users
- 8.7) Analysis of Data
- 8.8) Matrices Methods

## **9) Different Implementation Methods**

- 9.1) Out sourcing \* departmental
- 9.2) PPT \* BOT
- 9.3) Interaction in Govt.'s Statutory Planning Process
- 9.4) NOCs for Development Work
- 9.5) Joint Stock Method

## **10) Property Tax**

- 10.1) Definition
- 10.2) Types
- 10.3) Different Methods
- 10.4) Computation of Property Tax
- 10.5) Payment of Tax
- 10.6) Penalties
- 10.7) Hearing
- 10.8) Correction and Authentication
- 10.9) Return of Tax

## **11) Security**

- 11.1) Type of Security
- 11.2) Mandatory Provisions
- 11.3) Different Gadgets
- 11.4) Emergency Provisions
- 11.5) Police Provision of Security Personnel
- 11.6) Storing of Explosive Perishable and Obnoxious Materials, Scrutiny of Plan From DCRs and Security

## **12) Estate Manager & (MIS) Information**

- 12.1) What is Information
- 12.2) Importance
- 12.3) Use
- 12.4) System and Sub Systems

## **13) Use of Computer**

- 13.1) Understanding of Capability of CAD Soft Ware and GIS
- 13.2) Understanding of Capability of Excel Soft Ware
- 13.3) P.P.T. for Presentation with Animation
- 13.4) M.S. Word Complete Editing and Up to Print

## **14) Project Management**

- 14.1) What is Project Management
- 14.2) Basic elements of Management
- 14.3) Type of Project
- 14.4) Tools of Present Management

## **15) Financial Evaluation of Civil Engg. Prospect all Type**

- 15.1) Net Present Value
- 15.2) Pay back period
- 15.3) Internal Rate of Return
- 15.4) Achievement Method
- 15.5) Weight Age Method

**：“Management Principles &  
Techniques for Estate Manager”  
(100 Marks) 3 hours**

Home Assignment - 20 Marks  
Theory - 80 Marks  
Total - 100 Marks

**1) Definition and scope of management - as part of importance of management in concern with Estate Manager**

1.1) Levels of management      1.2) what it is - art, science or both and how?

**2) Basic principles of management - by Henri Fayol**

2.1) Scientific management by Frederick W. Taylor - explanation with Indian Phenomena.

**3) Labour Management**

- |  |                                 |
|--|---------------------------------|
| 3.1) Recruitment   | 3.2) Training line of promotion |
| 3.3) Motivation  | 3.4) Direction                  |
| 3.5) Incentive plans   | 3.6) Job specification          |
| 3.7) Wage structure  | 3.8) Service condition          |
| 3.9) Employers responsibilities of providing basic conditions                            |                                 |
| 3.10) Welfare schemes      3.11) introduction of different labour legislatures in India. |                                 |

**4) Role of Estate Manager in Public Relation-as a Liaison Officer- everywhere.**

**5) Direction**

- 5.1) Reporting
- 5.2) Controlling
- 5.3) Regarding work and each and every activity of work has to do
- 5.4) Time Management - Preparation of proposal.

**6) PERT & CPM techniques and system analysis.**

**7) Different types of works Estate Manager has to fulfill with management skills.**

- 7.1) Capital work - construction - creating property.
- 7.2) Revenue work - repair work.
- 7.3) Maintenance work and formulation agreement for - Security, housekeeping, Gardening, waste management, plumbing and electricals.

## **8) Principles of Management**

- 8.1) Concept
- 8.2) Aims
- 8.3) Principles
- 8.4) Functions

## **9) Planning**

- 9.1) Concept
- 9.2) Definitions
- 9.3) Types
- 9.4) Stages
- 9.5) Benefits & Limits

## **10) Leadership**

- 10.1) Concept of Definitions
- 10.2) Styles
- 10.3) Types
- 10.4) Theories
- 10.5) Necessity
- 10.6) Role of Leadership in Management

## **11) Decision Making**

- 11.1) Concept
- 11.2) Process
- 11.3) Dominating Factors
- 11.4) Types

## **12) Control / Supervision**

- 12.1) Definition
- 12.2) Importance
- 12.3) Types & Process
- 12.4) Means & Techniques
- 12.5) Effective Control / Supervision

## **13) Motivation**

- 13.1) Concept
- 13.2) Definition
- 13.3) Need
- 13.4) Theories
- 13.5) Benefits
- 13.6) Effective Motivation

## **14) Communication**

- 14.1) Concept
- 14.2) Aims / Importance
- 14.3) Types
- 14.4) Effective Communication

## **15) Public Relation**

- 15.1) Concept
- 15.2) Definition
- 15.3) Basic Issues
- 15.4) Necessity
- 15.5) P.R. and Media
- 15.6) Ways of Competency Testing

## **16) Time Management**

- 16.1) Concept
- 16.2) Aims
- 16.3) Factors
- 16.4) Importance
- 16.5) Time Waster
- 16.6) Effective Utilization of Time

## 17) Report Writing

- |                            |                                    |
|----------------------------|------------------------------------|
| 17.1) Concept / Definition | 17.2) Pre Requisites               |
| 17.3) Contents & Structure | 17.4) Types                        |
| 17.5) Specialities         | 17.6) Conclusion & Recommendations |
| 17.7) Writing Techniques   | 17.8) Draft & Final Report         |

## 18) Labour

- 18.1) Types of Labour
- 18.2) Liability of Employer Towards Labour in Relation to Various Labour & Industrial Ligislations
- 18.3) Administration

## 19) Transparency in functioning of orgnisations

- 19.1) Right to information Act 2005 & Rules there under.

Paper - III

**“Legislatures in Relation to Property Management (LRPM)” 3 hours**

Home Assignment - 20 Marks  
Theory - 80 Marks  
Total - 100 Marks

### Part I

#### 1) MLRC. 1966

- |   |                       |   |
|---|-----------------------|---|
| 1.1) Introduction   | 1.2) Jurisdiction     |   |
| 1.3) Structure and Relation of Revenue / SR & TP            |                       |   |
| 1.4) Interpretation Statutory forms a) 7/12th extract b) 6D |                       |   |
| 1.5) PRC  | 1.6) CTT              | 1.7) Mutation effect                      |
| 1.8) Area Correction  | 1.9) Bojah            | 1.10) Sale permission of Govt. Grant Land |
| 1.11) Different tenure and its Meaning                      | 1.12) NA Permission   |   |
| 1.13) Fixation of Boundary Mark / Phalani                   | 1.14) Appeal & Review |   |
| 1.15) Sales Permission                                      |                       |   |

#### 2) City Survey

- |  |                      |                   |
|--|----------------------|-------------------|
| 2.1) Introduction  | 2.2) Jurisdiction    | 2.3) Structure    |
| 2.4) Mutation effect   | 2.5) Area correction | 2.6) Bojah        |
| 2.7) Procedure of fixation of Boundary Marks, CTS No. Phalni |                      |                   |
| 2.8) Partition   | 2.9) Map Legend      | 2.10) Village Map |
| 2.11) Map Reading  | 2.12) WaseWari       | 2.13) Scale       |

#### 3) Land Acquisition Act 2013

- |                         |                            |                             |
|-------------------------|----------------------------|-----------------------------|
| 3.1) Making of Proposal | 3.2) Liability of AB in LA | 3.3) Hearings               |
| 3.4) Joint Measurement  | 3.5) Sections 4 to 11      | 3.6) Sections 16 to 17 & 47 |
| 3.7) Section 48         |                            |                             |

## Part II and Part III

- 1) Transfer of Property Act 1882
- 2) Indian Contract Act 1884
- 3) Indian Registration Act
- 4) Real Estate Regulation Development Act 2016 (RERA)
- 5) Slum improvement & redevelopment Act 1977
- 6) Miner Mineral Act.
- 7) Environmental and Pollution Act 2005. NOC required, Norms, Authorities.

**Paper - IV**

**“Town planning/Valuation”**  
**(100 Marks) 3 hours**

**Home Assignment - 20 Marks**  
**Theory - 80 Marks**  
**Total - 100 Marks**

### **1) Planning hierarchy in India**

### **2) Different Town Forms**

- |                         |                          |
|-------------------------|--------------------------|
| 2.1) Ribbon Development | 2.2) Satellite Town Plan |
| 2.3) Garden City        | 2.4) Neighborhood        |

### **3) Procedure and Interaction in Process of Preparation Development Plan**

- |                              |                     |
|------------------------------|---------------------|
| 3.1) Planning aspect         | 3.2) Legal aspect   |
| 3.3) Computation of Services | 3.4) Contents of DP |

### **4) Procedure and Interaction in Process of Preparation Regional Plan**

- |                              |                     |
|------------------------------|---------------------|
| 4.1) Planning aspect         | 4.2) Legal aspect   |
| 4.3) Computation of Services | 5.4) Contents of RP |

### **5) Procedure and Interaction in Process of Preparation of Town Planning Scheme**

- |                              |                      |
|------------------------------|----------------------|
| 5.1) Planning aspect         | 5.2) Legal aspect    |
| 5.3) Computation of Services | 5.4) Contents of TPS |

### **6) Terminology in RP**

- |                        |           |
|------------------------|-----------|
| 6.1) Reservation       | 6.2) Zone |
| 6.3) Level of Services |           |

### **7) Terminology in Development Plan**

- |                              |                         |
|------------------------------|-------------------------|
| 7.1) ELU                     | 7.2) PLU                |
| 7.3) Socioeconomic surveys   | 7.4) Publication of DDP |
| 7.5) Planning Committee      | 7.6) Planning Norms     |
| 7.7) Modification            | 7.8) Major Modification |
| 7.9) Deletion of Reservation | 7.10) Purchase Notices  |
| 7.11) Appeal u/s 47          |                         |

## 8) Terminology in TPS

- |                         |                     |
|-------------------------|---------------------|
| 8.1) OP                 | 8.2) OP Value       |
| 8.3) FP                 | 8.4) Value          |
| 8.5) Increment          | 8.6) Contribution   |
| 8.7) Arbitration        | 8.8) Cost of Scheme |
| 8.9) Tribunal of Appeal |                     |

## 9) General Provisions

- |                          |                                   |
|--------------------------|-----------------------------------|
| 9.1) Building Permission | 9.2) Completion Certificate       |
| 9.3) Betterment Charges  | 9.4) FSI                          |
| 9.5) TDR                 | 9.6) Accommodation of Reservation |

## 10) Remedies suggested in MR & TP Act. 1966

### Paper No IV Part II, Valuation

#### 1) Terminology

- |                      |                   |                      |
|----------------------|-------------------|----------------------|
| 1.1) Price           | 1.2) Value        | 1.3) YP              |
| 1.4) Present Value   | 1.5) Sinking Fund | 1.6) Discount Factor |
| 1.7) Depreciation    | 1.8) Scarp Value  | 1.9) Salvage Value   |
| 1.10) Capitalization | 1.11) Rent        | 1.12) Cost           |
| 1.13) Rate Analysis  |                   |                      |

#### 2) Estimate

- |   |                    |                             |
|---|--------------------|-----------------------------|
| 2.1) Concept  | 2.2) Types         | 2.3) Specifications         |
| 2.4) RED / Rate Book  | 2.5) Rate Analysis | 2.6) Lead / Lift            |
| 2.7) Taxes  | 2.8) Contingence   | 2.9) Period of Construction |
| 2.10) Overheads of Other Services Such as Sanitary, Electricity, Water Supply, Security Gadget. |                    |                             |

#### 3) Valuation Methods

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 3.1) Comparison Method          | 3.2) Contractor's Method          |
| 3.3) Belting Method             | 3.4) Income Capitalization Method |
| 3.5) Hypothetical Layout Method | 3.6) Ready Reckoner Method        |

#### 4) Problems on Valuation

- |                                 |  |
|---------------------------------|--|
| 4.1) PV Receivable              | 4.2) PV Payable                            |
| 4.3) Sinking fund               | 4.4) YP in Perpetuity                      |
| 4.5) Reducing Balance Loan      | 4.6) Rental Building / Rent Capitalization |
| 4.7) Hypothetical Layout Method |  |

**1) Store**

- |                        |                          |                         |
|------------------------|--------------------------|-------------------------|
| 1.1) Concept           | 1.2) Need                | 1.3) Record of Material |
| 1.4) Issue of Material | 1.5) Bin Card System     | 1.6) Re Order           |
| 1.7) Economic Order    | 1.8) Performance Invoice |                         |

**2) Elements of Cost**

- |                             |                 |             |
|-----------------------------|-----------------|-------------|
| 2.1) Classification of cost | 2.2) Material   | 2.3) Labour |
| 2.4) Overhead               | 2.5) Cost sheet |             |

**3) Budget and Budgetary Control**

- |                           |                         |                       |
|---------------------------|-------------------------|-----------------------|
| 3.1) Def. scope and types | 3.2) fixed and flexible | 3.3) Cash budget etc. |
|---------------------------|-------------------------|-----------------------|

**4) Marginal Costing**

- 4.1) Break Even Chart and Analysis.

**5) Concept of Capital Structure**

- |                                |                          |
|--------------------------------|--------------------------|
| 5.1) Fixed and working capital | 5.2) Requirement of them |
| 5.3) Cash flow management.     |                          |

**6) Job costing and quotation**

- 6.1) Allotting the work.

**7) Tender Procedure**

- |   |                                    |
|---|------------------------------------|
| 7.1) Estimates, Quotation, Tender, Types  | 7.2) Prerequisite of tender notice |
| 7.3) Tender notice  | 7.4) pre-bid meeting               |
| 7.5) opening - work order - agreement - measurement book  |                                    |
| 7.6) running bill - retention money - defect liability period - delay fine<br>- extra and additional work - defect liability period - outsourcing<br>- escalation clause. |                                    |

**8) Financial Planning**

- |   |                        |
|---|------------------------|
| 8.1) Sources of raising funds             | 8.2) Repayment of loan |
| 8.3) Balance Sheet - Inflation, liquidity | 8.4) Bond Market.      |

**9) Procurement of Material**

- |                  |  |              |
|------------------|--|--------------|
| 9.1) Requisition | 9.2) Market Survey                         | 9.3) Enquiry |
| 9.4) Quotation   | 9.5) Scrutiny                              | 9.6) Receipt |
| 9.7) Inspection  | 9.8) Return / Rejection of Defective Goods |              |

**1) What are the mandatory functions in their Act.**

**2) Roads- 202-252XIV-**

- 2.1) Different types of roads (materials/width)
- 2.2) Power of ULB to lay the roads /widen /repairs/ maintain street furniture
- 2.3) What is street furniture?
- 2.4) Permissions / fine for development works across the roads
- 2.5) What are the Indian Road Congress Norms for Geometry of roads.

**3) Water supply XIII-189-2021**

- 3.1) Type of sources
- 3.2) Different terms (intake /jack well, distributary etc.).
- 3.3) Distributary types
- 3.4) Water treatment plant
- 3.5) What are the standard supply of norms (WHO)
- 3.6) Development control rules near intake and Distributary. Permission and fine
- 3.7) special tax for 24/ Hrs. supply.

**4) Drainage XII 153-188-**

- 4.1) Collection System types.
- 4.2) Disposal system
- 4.3) Power of ULB in lying system
- 4.4) private joining to mains.
- 4.5) Working of STP
- 4.6) Responsibility internal maintenance

**5) Sanitary-XVIII- 290-326 - Same as 04 A to F only relevant provisions**

**6) Refuse disposal-**

- 6.1) Type of Refuse
- 6.2) Responsibility Sorting of Refuse
- 6.3) Collection system of citizens
- 6.4) collection system of ULB
- 6.5) Method of disposal by ULB by private
- 6.6) Penalties and fines

**Section 2 Disaster Management**

**1) Introduction**

- 1.1) Define Disaster and Types of Disaster
- 1.2) Need of Disaster Management
- 1.3) Need of Control Room
- 1.4) Need of Permanent Establishment for Mitigation

**2) Disaster Management Act**

- 2.1) Detail Name and Aim of Disaster Management Act
- 2.2) Constitution of Disaster Management Authority at Stat Level
- 2.3) Roll of Disaster Management
- 2.4) Types of Disaster
- 2.5) Need of Disaster Management Drill
- 2.6) Preparation of Disaster Management Plan

### **3) Activities**

- 3.1) Public Awareness by Government, Semi Government, Corporate Offices, Local Self Governments & NGOs.
- 3.2) A Flow sheet of Activities in Disaster Management
- 3.3) Importance of meteorological Information
- 3.4) Study of Water Bound Disasters (Natural / Man Made)
- 3.5) Reason of Sunami

### **4) Analysis the Reasons of Disaster**

- 4.1) Earthquake
- 4.2) Landslides
- 4.3. Remedies for above

### **5) Technical Information**

- 5.1) Richter Scale
- 5.2) Phone Number of Ambulance
- 5.3) Viral Dieses
- 5.4) Flood Lines (Blue, Green, Red)

### **6) Fasted**

- 6.1) First Five Rules of fasted
- 6.2) Standard Ingredients
- 6.3) Types of Ambulance

### **7) Fire Fighting**

- 7.1) Toroid of Fire Fighting
- 7.2) Working and Sketch of Fire Extinguisher
- 7.3) Explain the 3 hazarded of Fire
- 7.4) How to Control the Fire Hazards

### **8) Map Ridding**

- 8.1) Enumerate the Disasters Likely to occures from upcoming map

## **Section 3 Environments**

### **1) Introductions**

- 1.1) Define Environment (Webster)
- 1.2) Which is the World Environment Day and How it is Celebrated
- 1.3) What are the contents of Environments

### **2) Environment Act**

- 2.1) Need and (Constitution 253)
- 2.2) Organizational Setup in India
- 2.3) Other Acts Associated in Environment
- 2.4) Explain Aims Objectives of (Environmental Act 1986)

### **3) Pollutions**

- 3.1) What is Pollutions (U/S 2)
- 3.2) What are Different pollutants
- 3.3) Explain Bhopal Disaster

- 4) Explain what Project needs PCB (Pollution Control Board) NOC.**
- 5) What are the Ambient air Composition under Air Pollution Act 1987**
- 6) How Pure Water is if Define under Pollution Act 1990**
- 7) What is PUC (Pollution Control Certificate)**
- 8) What are the Different Gadgets to Control the Polluted Imitations of the Following**
  - 8.1) Air
  - 8.2) Liquid/ Industrial Effluent
  - 8.3) Solid Waste
  - 8.4) Various Refuse
- 9) What is Environmental Status Reports Explain in the Details**
- 10) Criteria for site selection from under Environmental Act**
  - 10.1) Refuse Disposal Site
  - 10.2) LPG Storage
  - 10.3) Hazards Gas Mission Factory

## Project Submission

In this Diploma Course Project Submission is Made Mandatory. On job Training is an Absolute Practice. The Institute an sum of the Professional Colleges also a Very Bad Expression on Job Training.

The Scheduled of Project Work has been already Detail in Activities and Calendar Apropos to that the Schedules are the below.

- 1. Allotment of Project the student in at the end of Second module**
- 2. Project Guides will be continued up to half of third module, by Parent teacher it ends at 11 Months.**
- 3. Submission Students get about half month to Prepare the hard copy and Submit the Project at Module No. 4**
- 4. Criteria in Preparation order for allotment of Project.**
  - I) Educational Qualification
  - II) Experience
  - III) Working Table Problem of his Organization
  - IV) His liking Subject

If Candidate is not in Position to the define himself then subject will be dictated by the Institute
- 5. Project Report**
  1. Report Should have logo of both/ all Institute
  2. It should be Sind by Parent teacher as well the Authorized Officer of the another Institute
- 6. Content of Project**
  1. It will be format of Dissertation
  2. Conclusion and recommendation is mandatory.
  3. It should have write-up all the 6 subjects tot to him in this Course
- 7. Presentation and Assessment of the Project -**
  1. The Project will be assess on interpretation on the subjects Stuff.
  2. The Presentation will be to the inter class and remaining students are expected to the ask questions freely.
  3. There will be one or more external subject matter experts
  4. Parent teacher/ guide is the not expected to the ask the Question how wherever other faculties may.

Note

1. Submission of Project and appearing to the exam has got no relation at all, but in ambitions of submission of project his result till to the over presentation.
2. The Pending Presentation should be submitted within 5 academic years otherwise the student will have to reappear to the course.
3. Reappearing or delay appertains will be charged of Rs. 1500.

## TRAINING COURSES OFFERED BY AILSG'S

1. Sanitary Inspectors' Diploma Course (SI)
2. Local Government Service Diploma Course (LGS)
3. Local Self Government Diploma Course (LSGD)
4. Multi Purpose Health Worker Course (MPHW)
5. Diploma in Computer Programming and Application
6. Post Graduate Diploma in Hospital and Healthcare Management (PGDHHM)
7. Diploma in Medical Laboratory Technology (DMLT)
8. Diploma in Laboratory Techniques (DLT)
9. Bachelor of Science in Medical Laboratory Technology (B.ScMLT)
10. Advance Diploma in Medical Laboratory Technology (ADMLT)
11. Firemen's certificate course
12. Certificate Course in Computer Programming
13. Diploma in Accounting System and Procedure
14. Sub Fire - Officer's course
15. Induction Training for directly recruited Chief Officers of Municipal Councils in Maharashtra
16. Certificate Course in Computer Operation
17. Diploma in Local Government Financial Management (DLGFM)
18. Diploma in General Nursing and Midwifery Course
19. Diploma in Estate Management Course (DEM)
20. Geographical Information System (GIS)





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Stanikraj Bhavan, C. D. Barfiwala Marg, Andheri (W), Mumbai - 58.  
Tel No.: 0091-22-26206716  
26205670 / 26284431  
E-mail: contact@aillsg.org



#### MUMBAI - BANDRA

Plot No.6, F-Block B.K.C.,  
T. P. S. Road - 12, Bandra (E),  
Mumbai - 400 051.  
Tel No.: 0091-22-2657 1713  
2657 1714 / 6180 5600  
E-mail : contact@aillsg.org



#### AHMEDABAD

Barfiwala Bhavan, Nr. Bhavan's College, Cama Hotel Road, Khanpur, Ahmedabad-380 001.  
Tel.:079 - 2560 1296, 2560 1835  
E-mail : ahmedabad@aillsg.org



#### AURANGABAD

Kargil Smarak, N - 11,  
Near TV Center, CIDCO,  
Aurangabad, Maharashtra  
Tel.: 0240 - 2390042 / 43  
E-mail : aurangabad@aillsg.org



#### BELAGAVI

Bhagya Nagar, 2nd Cross,  
Tilakwadi (E),  
Belagavi - 590 006, Karnataka.  
Tel.: 0831-2481075 / 2480 007  
E-mail : belgaum@aillsg.org



#### BENGALURU

1/1, 2nd Main Road, 6th Cross,  
Gandhinagar,  
Bengaluru - 560 009, Karnataka.  
Tel.: 080-22261876 / 22371441  
E-mail : bangalore@aillsg.org



#### BHAVNAGAR

Plot No. C/4114, Takshashila College, Near KPES College, Bhagavati Circle, Kaliyabid, Bhavnagar, Gujarat - 364002  
Mob.: 0278-6992222 / 9714418375  
E-mail : bhavnagar@aillsg.org



#### BHOPAL

Sthanikraj Bhavan, 4 Shivaji Nagar, Near 6 No Bus Stop, Bhopal - 462 016, M.P.  
Tel.: 0755 - 2762289 / 4034528  
E-mail : bhopal@aillsg.org



#### BHUBANESWAR

Municipal Council Union Office Premises, Vivekanand Marg, Bhubaneswar - 751014, Odisha  
Tel.: 0674-2435498  
E-mail: bhubaneswar@aillsg.org



#### GOA

Shree Mahalaxmi English High School Campus, Talauli, Ponda, Goa - 403 401.  
Tel.: 0832- 2325168  
E-mail : goa@aillsg.org



#### INDORE

Maharaja Complex, 3<sup>rd</sup> Floor, Kothari Market, M. G. Road, Indore - 452 007, M.P.  
Tel.:0731 - 2540101  
E-mail : indore@aillsg.org



#### JAMMU

Jambu Lochan Community Hall, 1<sup>st</sup> Floor, Ustad Mohlla Jail Road, Ambphalla, Jammu (Tawi) - 180 001. Tel.: 0191-2520534  
E-mail : jammu@aillsg.org



#### JODHPUR

Main Baldev Nagar Road, Near Akhalia Choraha Masuriya, Chopasani Road, Jodhpur, Pin - 342 004, Rajasthan.  
Tel.: 0291-2771 609  
E-mail : jodhpur@aillsg.org



#### KOLHAPUR

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Tel.: 0231-2522509 / 2520610  
Email : kolhapur@aillsg.org



## ALL INDIA INSTITUTE OF LOCAL SELF-GOVERNMENT

## Registration Form For DEM Admission

Diploma in Estate Management - (D.E.M.)

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Centre:	Batch:
Medium: <input type="checkbox"/> English <input type="checkbox"/> Hindi <input type="checkbox"/> Marathi	
Academic Year: 20__ to 20__	

**Personal Information:**

Name of Student:																													
	Surname									First Name									Last Name										
<b>(Exactly as indicated in the 10<sup>th</sup> std pass / 12<sup>th</sup> pass marksheet)</b>																													
Guardian Name:																													
	Surname									First Name									Last Name										
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others																			
Religion:										Caste: <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> PH <input type="checkbox"/> GENERAL																			
Permanent Address:																													
																									Pin:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Village:										District:										State:									
Mobile No. (1)											Mobile No. (2)																		
Email:																													
Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married									In Service:	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
Guardian's Occupation											Guardian's Mobile No.																		

**Education Information:**

Degree Name:	Seat No.	Board /Uni.	Total Marks	Obtained Marks	Passing Year	Attempts
<b>S.S.C.</b>						
<b>H.S.C.</b> <input type="checkbox"/> Science <input type="checkbox"/> Commerce <input type="checkbox"/> Arts						
<b>H.S.C. Equivalent</b> (10th Pass + 2 Years) Specify Course						
<b>Graduation / Other</b> <input type="checkbox"/> Science <input type="checkbox"/> Commerce <input type="checkbox"/> Arts (Final Years Marks)						

**Document Submitted:**

<input type="checkbox"/> S.S.C. Passing Mark Sheet / Certificate	<input type="checkbox"/> H.S.C. Passing Mark Sheet / Certificate
<input type="checkbox"/> H.S.C. Equivalent Passing Mark Sheet / Certificate	<input type="checkbox"/> Leaving Certificate
<input type="checkbox"/> Sponsored Certificate (For Sponsored Candidate)	<input type="checkbox"/> Cast Certificate (If Applicable)
<input type="checkbox"/> Graduation Passing Mark Sheet / certificate	<input type="checkbox"/> N.O.C. (If Required)

**Important Instruction :**

- **Student shall submit the registration online form on or before the due date for admission.**
- The name of the student shall be recorded exactly as per the name mentioned in the 10<sup>th</sup> / 12<sup>th</sup> Std. marksheet, issued to the students by the States & Central Govt. Educational Board. Therefore, any request for change in the name shall not be accepted.
- Once the document is signed and accepted by the student, it shall be treated as final & legitimate data of the student.
- After submitting the registration form online, student will be get **auto generated unique registration no.**, which should be retained by the student for all further correspondence & communication with AILSG.
- Student is requested to visit AILSG center within a maximum period of 5 working days with requisite eligibility document & photographs for completion of admission procedure & payment of course fee along with his/her auto generated online registration no., failing which online registration of the student stands withdrawn automatically.

**The above information is correct to the best of my knowledge & belief and I agree to receive course related information on above mentioned contact numbers from AILSG.**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\*Student Signature

\_\_\_\_\_  
Signature of Director / Principal  
or Course Co-ordinator

**Keep Xerox copy of admission form with you for ever.  
University can not preserve admission form more than one year.**

**ONLINE REGISTRATION PROCEDURE**

- Go to Online Admission Portal
- Select Course and Center in which student want to register
- Fill the Registration form
- Verify the Registration form
- Confirm Registration details.
- Take Acknowledgment Receipt print with **UNIQUE REGISTRATION NUMBER.**
- With Acknowledgment Print, Student will go to center and do the payment process.
- Once payment is done and Acknowledgment receipt is verified, center will confirm their admission and system will generate SID number.

**LUCKNOW**

Sector-C-10/56/26, Vikas Nagar,  
Nr. Kishor Filling Pump, Ring Rd,  
Lucknow - 226022, (U.P.)  
Tel.: 0522 - 4065196  
E-mail : lucknow@aillsg.org

**NAGPUR**

Old NMC School (Balak Mandir),  
Walmiki Nagar, Behind Kumar  
Bakery, Gokulpeth,  
Nagpur-440 010.  
Tel.: 0712 -2553004 / 2530043  
E-mail: nagpur\_center@aillsg.org

**NARELA**

Kanya Gurukul Campus,  
Near Nani Devi Gaushala,  
Piau Maniyari Road, Narela,  
Delhi - 110040.  
Tel.: 011- 65157823  
E-mail : narela@aillsg.org

**NEW DELHI**

Bharat Ratna Sardar Vallabhbhai  
Patel Bhavan 22-23, Institutional  
Area, "D" Block, Pankha Road,  
Janakpuri, New Delhi - 110 058.  
Tel.: 011-2852 17 83 / 54 73  
E-mail: delhi@aillsg.org

**NAVI MUMBAI**

Central Library Building, 1<sup>st</sup> Floor,  
Near Y. M. C. A., Sector 4, C.B.D.  
Belapur, Navi Mumbai - 400 614.  
Maharashtra.  
Tel.: 022 - 27560434 / 27564793  
E-mail : navimumbai@aillsg.org

**NASHIK**

1<sup>st</sup> Floor, Palika Bazar,  
Behind Municipal Water Tank,  
Mahatma Nagar,  
Tel.: 0253 - 2351 071 / 72  
Nashik - 422 005. Maharashtra.  
E-mail: nashik@aillsg.org

**PATAN**

Saraswati Shishu Mandir School  
Compound, Near M.N.High  
School, Kalika Mataji Mandir  
Road, Patan - 384 265 (Gujarat).  
Tel.: 9727715435 / 9173679705  
E-mail: patan@aillsg.org

**PUNE**

Pinac Memories, II Phase,  
L - Building, Kothrud Bus Stand,  
Kothrud, Pune - 411038. (Mah.)  
Tel.: 020-2546 1624 / 2546 0793  
E-mail : pune@aillsg.org

**RANCHI**

3rd Floor, Lucas Building,  
Opposite Arya Hotel,  
Near Lalpur Chowk,  
Ranchi - 834 001, Jharkhand.  
Tel.: 0651-2561940/9811325401  
E-mail : ranchi@aillsg.org

**RAJKOT**

Shri. Kishorsinghji School No. 1,  
Kothariya Naka Chowk,  
Rajkot - 360 001, Gujarat.  
Tel.: 0281- 222 9604 / 07  
E-mail : rajkot@aillsg.org

**SOLAPUR**

Late Vankappa T. Channapattan,  
SMC Shopping Complex,  
Near Shakar pith Police Station,  
Solapur - 413005, Maharashtra.  
Tel.: 0217- 320945/947  
E-mail: solapur@aillsg.org

**SURAT**

2<sup>nd</sup> Flr.Nagar Prathamik Shikshan  
Samiti - Surat School No.78,  
Centre No. 13, Mancharpur,  
Galemandai, Surat - 395003,  
(Guj.) Tel: 0261- 2410 436 / 220  
E-mail: surat@aillsg.org

**THIRUVANANTHAPURAM**

"Sopanam" Complex, Corporation  
Building, Perorkada,  
Thiruvananthapuram - 695 005.  
Kerala.  
Tel.: 0471-2431301 / 2431316  
E-mail : trivandrum@aillsg.org

**VYARA**

2nd Floor, Surbhi Tower,  
Near Bus Stand,  
Tal.: Vyara, Dist. Tapi,  
Vyara - 394 560, Gujarat.  
Tel.: 02626-220557  
E-mail: vyara@aillsg.org

**VADODARA (Baroda)**

Nehru Bhavan, Rajmahal Road,  
Vadodara - 390 001. Gujarat.  
Tel.: 0265-2433 252 / 2431608  
E-mail : vadodara@aillsg.org

**VISAKHAPATNAM (Vizag)**

Flat No 105, Sri Towers, Besides  
Nh-5 Road, Above Axis Bank,  
Narasimha Nagar, Akkayapalem  
Visakhapatnam - 530016.  
Tel.: 0891 - 2730158 / 59  
E-mail : vizag@aillsg.org

ALL INDIA INSTITUTE OF LOCAL - SELF GOVERNMENT



AILSG, Andheri

## All India Institute of Local Self-Government

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Head Office :

M. N. Roy Human Development Campus,  
Plot No. 6, 'F' Block TPS Road No. 12,  
Bandra (E), Mumbai - 400 051.

Tel.: +91-22-2657 1713 / 14 / 6180 5600

Fax: +91-22-2657 2286 / 2657 2115

Email: [contact@aailsg.org](mailto:contact@aailsg.org)

Website: [www.aailsg.org](http://www.aailsg.org)