



**Government of Maharashtra**  
**Skill, Employment, Entrepreneurship and Innovation Department**



**Maharashtra State Board of Skill, Vocational Education and Training**

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**MODEL CURRICULUM**  
**UNIFIED DEVELOPMENT CONTROL AND PROMOTION REGULATIONS (UDCPR) AND ONLINE**  
**DEVELOPMENT PERMISSION MANAGEMENT SYSTEM (BPMS) TECHNICAL EXECUTIVE**

**COURSE CODE: MSB081001**



COURSE TYPE:	CERTIFICATE COURSE
SECTOR:	CONSTRUCTION
SUB-SECTOR:	TOWN PLANNING - DEVELOPMENT PERMISSION
OCCUPATION:	TECHNICAL EXECUTIVE (SPATIAL PLANNING)
VERSION:	VERSION 1.0/ JANUARY 2024
NSQF:	NSQF LEVEL-5 (Proposed)

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## 1. About Board

- 1.1. Government of Maharashtra had established Maharashtra State Technical Education Examination Board (MSBTEE) in 1956 under Directorate of Technical Education. In due course of time due to exponential growth of technical and vocational education, Government of Maharashtra bifurcated Directorate of Technical Education and established Directorate of Vocational Education and Training in 1986. Subsequently Maharashtra State Technical Education Examination Board (MSBTEE) was also bifurcated and Maharashtra State Vocational Education Examination Board (MSBVEE) was established vide Government of Maharashtra Resolution EXM-7384/ 38751/ (535) TE-1 (A) dated 23.01.1986.
- 1.2. Maharashtra State Vocational Education Examination Board (MSBVEE) is now renamed and established as Maharashtra State Board of Skill, Vocational Education and Training to regulate matters pertaining to Skill, Vocational Education and Training and Entrepreneurship Education as per the National Skill Qualification Framework and other Skills Courses in the State of Maharashtra vide Maharashtra State Board of Skill, Vocational Education and Training Act, 2021 (Mah. Act No. IX of 2022) dated 20.01.2022 which came into force on 26.01.2022.
- 1.3. The functions of Board can broadly be classified as following:
  - 1.3.1. Design and Approval of Course
  - 1.3.2. Affiliation of Vocational Training Institute (VTI)
  - 1.3.3. Training Management
  - 1.3.4. Assessment and Certification
- 1.4. Maharashtra State Council for Vocational Training (MSCVT) has been now merged with the Board. All the activities of MSCVT and affiliated institutes have been transferred to Board vide Government of Maharashtra Resolution VOC-2020/ P.K.111/ Kaushalya-2, dated 16.02.2022
- 1.5. Courses:
  - 1.5.1. Board presently offers varied duration Certificate Courses, 2-year duration Diploma Courses, 1-year duration Advance and Post Graduate Diploma Courses.
  - 1.5.2. These courses are divided in 36 different sectors. The courses are designed to give hands on experience in the respective skills set and hence 70 to 80 percentage of course is practical based.
  - 1.5.3. Beyond its own courses, Board has adopted all the courses designed by Sector Skill Councils. Thus, as on date Board imparts training in various 2500+ courses across 6500+ Vocational Training Institutes. Both the number of courses and institutes are increasing exponentially.
  - 1.5.4. 123 Courses of duration one and two years are notified under Apprenticeship Training Scheme by Government of India vide Ministry of Skill Development and Entrepreneurship, Gazette Notification dated 07.09.2017. Hence, large number of industrial and service sector establishments are associated with Board for engaging its trainees.
  - 1.5.5. Two Years duration courses are given equivalency to 12<sup>th</sup> Standard of Maharashtra State Board of Secondary and Higher Secondary School Examination, Pune vide Government of Maharashtra Resolution VOC-2012/ 591/ P.K.245(A)/ Vyashi-4, dated 28.09.2012
  - 1.5.6. One and Two year courses are recognized as an alternative qualification to the respective ITI trades for the purpose of job by industries
  - 1.5.7. Computer group courses are recognized as Computer Qualification for State Government service vide Government of Maharashtra Resolution MTS 2012/ P.K.277/ 39, dated 04.02.2013
  - 1.5.8. Construction Supervisor and Architecture Draftsman courses are included in recruitment rules of Public Works Department of State Government vide Government of Maharashtra Resolution SRR-1007/ P.K.32/ Astha-2, dated 11.03.2008
  - 1.5.9. Candidates completing Diploma and Certificate Courses in Health Care Sector courses are granted registration by Maharashtra Paramedical Council
- 1.6. Assessment:

- 1.6.1. The assessment is done at the end of their training for certificate courses and annually for Diploma, Advance Diploma and Post Graduate Diploma courses.
- 1.6.2. The assessment comprises of both formative and summative assessment so as to evaluate the trainee's overall performance during the training period and at the end of training.
- 1.6.3. Board has been conducting assessment of candidates trained under various District, State and Central schemes along with training funded through CSR and self-funded basis.
- 1.6.4. Board is also conducting practical examinations for technical subjects at 10<sup>th</sup> Standard on behalf of Maharashtra State Board of Secondary and Higher Secondary School Examination, Pune
- 1.6.5. Board issues assessment statement to all the trainees undergoing training and offers certificate to the successful trainees.

## 2. Course Information

Course Approved By	Maharashtra State Board of Skill, Vocational Education and Training
Name of Course	Unified Development Control and Promotion Regulations (UDCPR) and Online Development Permission Management System (BPMS) Technical Executive
Course Code	MSB081001
Course Type	Certificate Course
Sector	Construction
Sub-Sector	Town Planning - Development Permission
Occupation	Technical Executive (Spatial Planning)
Version	Version 1.0/ January 2024
Batch Size	30 (Fixed batch size for all courses)
Mode of training	Offline / Blended
Brief Job Description/ Learning Outcomes	<p>The course is designed and delivered to enable learners to:</p> <ul style="list-style-type: none"> <li>• Acquaint with relevant concepts, key words, terminologies in spatial planning and development and various authorities</li> <li>• Appreciate importance of DCPR in planning and development of an area and understand salient features of the UDCPR</li> <li>• Comprehend meaning and significance of important provisions of UDCPR and appreciate linkage between its different provisions</li> <li>• Seek license as technical personal and be aware of roles and responsibilities</li> <li>• Recognize need of having ease of doing business and benefits of online approval system</li> <li>• Understand features of online BPMS, various services offered and process flow</li> <li>• Perceive integration with internal and external services</li> <li>• Develop skills to draft and submit flawless proposal in BPMS with the help of User Guide</li> <li>• Raise tickets in respect of the issues faced</li> <li>• Overcome challenges in submitting online proposal and emerge as efficient technical personal</li> </ul>
Personal Attributes:	<ul style="list-style-type: none"> <li>• A good draftsman/ civil engineer/ architect/ urban planner should have technical skills, basic understanding of Development Control and Promotion Regulations and Online Development Permission Management System such as BPMS and soft Tech's Auto-DCR.</li> <li>• Reading and understanding of Regional Plans, Development Plans and Town Planning schemes, drawings and 3D models.</li> <li>• Have good hands on CAD, ZWCAD software, applications of MS-Excel in Civil Engineering.</li> <li>• Drawing and reading of building plan, elevation, section</li> <li>• Good communication skill</li> <li>• Problem solving ability</li> </ul>

	<ul style="list-style-type: none"> <li>• Basic knowledge of legal codes, rules and regulations. The surveying is expected to be physically fit to work across various locations with varied environmental conditions.</li> </ul>
Progression Pathways	<ul style="list-style-type: none"> <li>• Can join construction industry as Supervisor 2 and will progress further as Supervisor 1 and can rise to the level of Engineer/ Architect.</li> <li>• Can become Entrepreneur in the related field of Spatial Planning/ Development Permission</li> <li>• Can join Apprenticeship program in different types of industries</li> </ul>

### 3. Course Duration

Course Duration (If Certificate)	Theory	Practical	Total
	34 Hours	66 Hours	100 Hours
On the Job Training (OJT)	25 Hours		
Mode of Training	Offline/ Blended		

### 4. Course Reference Details

#### 4.1. Reference NCO Code and Occupations

(Refer National Classification of Occupations-2015 manual for list of NCO Codes)

4.1.1. NCO-2004/ 7122.50 & ROADS & RUNWAYS CONSTRUCTION

### 5. Training System

#### 5.1. Training System per week (Applicable for Certificate Courses)

5.1.1. Maximum 7 hours per day

5.1.2. Flexible working timings

### 6. Entry Qualification for Trainee

Entry Qualification for Trainee	Bachelors/ UG in Urban Planning/ Architecture/ Planning / Architectural Assistant or intermediate in Architecture Draftsman OR ITI civil or Architectural Draftsman/ Diploma in Civil Engineering with 2-3 years' experience in field of Spatial Planning/ Development Permission
Minimum age for Trainee	Min 20 years
Physical parameters	Not applicable
Eligibility for Person with Disability	LD Locomotors Disability HH Hard of Hearing LC Leprosy Cured DW Dwarfism AA Acid Attack SLD, MD, CP, LC, DW, DEAF, AUTISM

### 7. Instructor Qualification

Instructor Qualification	Bachelors/ UG degree in Architecture/ Planning/ Civil Engineering OR Masters in Planning
Experience	Min 5 years in field of Spatial Planning/ Development Permission

### 8. Applicable Fess Category

Training Fee Category	2
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### 9. Course Structure

Table below depicts the distribution of training hours across various course components/ subject during the duration course.

S.N.	Course Component/ Subject	Duration in Hours		
		Theory	Practical	Total
1	Introduction to concepts in Spatial planning	06	-	06
2	UDCPR	07	14	21
3	Online Approval	11	32	43
4	Employability Skills	10	20	30
	<b>Total</b>	<b>34</b>	<b>66</b>	<b>100</b>
5	<b>On the Job Training (OJT)</b>	-	<b>25</b>	<b>125</b>

## 10. Course Curriculum

### 10.1. Introduction to Spatial Planning

S.N.	Key Learning Outcomes		Duration in Hours		
	Topic	Sub-topic	Theory	Practical	Total
1	Introduction to Spatial Planning	Relevance, Deliverables of course, Employability as technical personal	01	-	01
		Tiers of Planning, Contents of RP, DP and TPS, Interrelationship between these	02	-	02
		Different Planning Authorities in Maharashtra and their roles, Officers empowered to decide upon the development permission proposals, Relevant provisions in the MR and TP Act, 1966	01	-	01
		Land use, Reservations, Roads	02	-	01
		<b>TOTAL</b>	<b>06</b>	-	<b>06</b>

### 10.2. UDCPR

S.N.	Key Learning Outcomes		Duration in Hours		
	Topic	Sub-topic	Theory	Practical	Total
2	UDCPR	Importance, Applicability, salient features	1.5	-	1.5
		Land-use zones and Users permissible	02	-	02
		Various Restrictions on development	1.5	-	1.5
		Various types and scale of development –sub-division, layout permission, amalgamation, group housing etc., Low risk, moderate risk,	01	-	01
		Necessary requirements for seeking development permission- Access, plot size, side margins, height, parking, open space, amenity, internal road widths etc.	-	1.5	1.5
		Documents required to be submitted and sources-ownership, technical, clearances/ NOCs of certain authorities	-	1.5	1.5
		Types of Technical Personnel and Role of Technical Personnel at different stages of development, State level licensing	01	-	01
		P-line, FSI - Basic FSI, Gross FSI, Net FSI, Ancillary FSI, Premium FSI, In-situ FSI, Pro-rata FSI, Incentive FSI, Additional FSI	-	02	02
		TDR, its generation, Types of TDR (Land, construction, amenity, slum, Urban renewal, Heritage), TDR utilization, Potential of plot w.r.t Road width in Congested and Non-congested areas in different authorities	-	01	01

S.N.	Key Learning Outcomes		Duration in Hours		
	Topic	Sub-topic	Theory	Practical	Total
		Permission under Accommodation Reservation	-	01	01
		Users permissible in the DP reservations	-	01	01
		Allowing Residential/ Commercial use in Industrial Zone	-	01	01
		Proposals in the periphery of gaothans and fringe area of ULB 's	-	01	01
		City specific and RP specific provisions	-	02	02
		Common Reasons of refusal/ re-assignment of development permission and how to avoid the same	-	02	02
		<b>TOTAL</b>	<b>07</b>	<b>14</b>	<b>21</b>

### 10.3 Online Approval System – BPMS

S.N.	Key Learning Outcomes		Duration in Hours		
	Topic	Sub-topic	Theory	Practical	Total
3	Online Approval System	What is BPMS ? Necessity and its benefits	1.5	-	1.5
		Salient Features of BPMS	02	-	02
		System requirements, software versions required for setup of system, Data Masters in the system- Support from technical personal	02	-	02
		Process flow for BPMS at ULBs and SPAs, ADAs	1.5	-	1.5
		Process flow for RP Area	01	-	01
		Outline of Steps in online submission of development proposal – Installation and TP Client tool, Registrations and ULB mapping, Admin configurations and workflows mapping, Service Data entry and Application submission, Service wise Scrutiny, Various Integrations, Payments approvals, DSC Final Certification flows	03	-	03
		Step1 - Application details, documents and submission with digital signing. Demonstration and hands on <a href="https://mahavastu.maharashtra.gov.in/index.php?signin=1">https://mahavastu.maharashtra.gov.in/index.php?signin=1</a>	-	02	02
		Step2 - TP client details. Demonstration and hands on	-	02	02
		Step3 - Learning layers for online submission. Demonstration and hands on <a href="https://mahavastu.maharashtra.gov.in/index.php?signin=1">https://mahavastu.maharashtra.gov.in/index.php?signin=1</a>	-	02	02
		Step4 - Using shortcuts to draw layers and labels. Demonstration and hands on <a href="https://mahavastu.maharashtra.gov.in/index.php?signin=1">https://mahavastu.maharashtra.gov.in/index.php?signin=1</a>	-	02	02
		Step5- Checking drawing for mistakes prior to scrutiny. Demonstration and hands on <a href="https://mahavastu.maharashtra.gov.in/index.php?signin=1">https://mahavastu.maharashtra.gov.in/index.php?signin=1</a>	-	03	03

S.N.	Key Learning Outcomes		Duration in Hours		
	Topic	Sub-topic	Theory	Practical	Total
		Step6- generation of report and submission. Demonstration and hands on <a href="https://mahavastu.maharashtra.gov.in/index.php?signin=1">https://mahavastu.maharashtra.gov.in/index.php?signin=1</a>	-	02	02
		Step7- creating plotting for final pdf and digital signing. Demonstration and hands on <a href="https://mahavastu.maharashtra.gov.in/index.php?signin=1">https://mahavastu.maharashtra.gov.in/index.php?signin=1</a>	-	02	02
		Dos and don'ts, frequently committed mistakes in application/ input data and resolving these. Demonstration and hands on <a href="https://mahavastu.maharashtra.gov.in/index.php?signin=1">https://mahavastu.maharashtra.gov.in/index.php?signin=1</a>	-	03	03
		Dos and don'ts, frequently committed mistakes in drafting and resolving these. Demonstration and hands on <a href="https://mahavastu.maharashtra.gov.in/index.php?signin=1">https://mahavastu.maharashtra.gov.in/index.php?signin=1</a>	-	04	04
		Resolving Issues faced and their classification into tickets-how to classify	-	02	02
		How to raise tickets properly, provide adequate information while raising tickets,	-	02	02
		SOP for tickets resolution and closure, User Guide, Videos and FAQs on the website for ready reference	-	02	02
		<b>Practical's</b> : Online submission of development proposal and raising tickets	-	04	04
		<b>TOTAL</b>	<b>11</b>	<b>32</b>	<b>43</b>

#### 10.4 Employability Skills

S.N.	Key Learning Outcomes		Duration in Hours		
	Topic	Sub-topic	Theory	Practical	Total
4	Employability Skills	Ensure a healthy and safe working environment for subordinates.	01	2.5	3.5
		How cities should be planned? What are the best spatial planning practices among world? Data base creation related to Urban Planning / Site, Data analysis on basis of the data collected from Site.	01	-	01
		Co-ordination & Communication: Reporting of site conditions, following rules & guidelines, transfer/ upload the recorded data on the computer system using appropriate CAD software, Presentation skills.	01	2.5	3.5
		Identify and respond to risks / emergencies associated with the work practices, workplace	02	-	02
		Obtain approval from senior for confirming the correctness of Proposal draft. Working with Internet & software like MS Office, CAD etc	04	10	14



S.N.	Key Learning Outcomes		Duration in Hours		
	Topic	Sub-topic	Theory	Practical	Total
		Ensure organizational policies and procedures are followed for health, safety and welfare	01	05	06
		<b>TOTAL</b>	<b>10</b>	<b>20</b>	<b>30</b>
		<b>Total</b>	<b>34</b>	<b>66</b>	<b>100</b>

#### 10.5 On the Job Training

S.N.	Key Learning Outcomes		Duration in Hours		
	Topic	Sub-topic	Theory	Practical	Total
5	On the Job Training		-	-	25
		<b>TOTAL</b>	<b>34</b>	<b>66</b>	<b>125</b>

### 11. Assessment/ Examination Pattern

#### 11.1. Minimum Attendance:

Trainee having attendance more than 80% shall be eligible for Assessment. Institute shall have the authority to grant 10% relaxation in the attendance to the trainee on medical grounds on submission of medical certificate from practicing medical professional. Institute shall conduct extra classes to complete the missed-out curriculum.

#### 11.2. Basis for Assessment

11.2.1. The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training program through summative assessment as notified by the Board from time to time.

11.2.2. The Continuous Assessment (Internal) during the period of training shall be done by Formative assessment method by testing for assessment criteria against learning outcomes. The training institute must maintain individual trainee portfolio. The marks of internal assessment will be as per the formative assessment template provided by the Board.

11.2.3. The final assessment will be in the form of summative assessment method. Board shall conduct assessment. The pattern and marking structure for assessment is mentioned in this Model Curriculum. The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The external examiner during final assessment shall also check individual trainee's profile and competency before giving marks for practical examination.

#### 11.3. Minimum pass percent

11.3.1. Formative Assessment: 60%

11.3.2. Practical Assessment: 50%

11.3.3. Theory Assessment: 40%

11.3.4. There shall be no Grace marks.

#### 11.4. Formative Assessment

Formative Assessment shall be evidence based. Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examination body. The marks of Formative Assessment shall be the part of final result. The following marking pattern to be adopted while assessing:

S.N.	Component	Percentage weightage
1	Job carried out in labs/ workshop	20%
2	Record book/ daily diary	20%
3	Progress chart	20%
4	Attendance and punctuality	20%
5	Assignment/ Project work/ On the Job Training	20%
	<b>Total</b>	<b>100%</b>

### 11.5. On the Job Training:

On the Job Training marks shall be given by respective Establishment on continuous evaluation basis.

### 11.6. Summative Assessment

Summative Assessment shall be conducted by Board as per following schedule

11.6.1. Certificate Course: Summative assessment at the end of course.

### 11.7. Marking System:

#### Certificate Course (All NSQF Courses and Non NSQF Board Course of duration less than 1 year):

S.N.	Paper Code	Subject	TH/ PR	Hours	Max Marks	Passing Marks
1	MSB08100130	Formative Assessment	-	-	100	60
2	MSB08100111	Course Theory	TH	3	100	40
3	MSB08100121	Course Practical	PR	3	200	100
4		<b>Total</b>			<b>400</b>	<b>200</b>

## 12. Annexure A – Infrastructure Requirement

### 12.1. Workshop/ Computer Lab

12.1.1. Minimum space required:

Min 30 Sq. Meter

12.1.2. Minimum flooring to ceiling height required:

Minimum 2.5 Meter

### 12.2. Power connection

12.2.1. Type of Supply:

Single Phase

12.2.2. Load:

3 KW

### 12.3. Computer Lab

S.N.	Name with brief specification	Category	Quantity	Unit of Measurement
1	Computer/ All in One/ Laptop I-5 Processor, Windows 10 (64 bits), 8 GB RAM, HDD 500 GB, AutoCAD 2018	Machine	30	Number
2	Printer	Machine	2	Number
3	Scanner	Machine	1	Number
4	Instructor Chair	Furniture	1	Number
5	Instructor Table	Furniture	1	Number
6	Computer Chair	Furniture	30	Number
7	Computer Table	Furniture	30	Number
8	White Board- 4 X 6 Feet	Furniture	1	Number
9	Projector	Furniture	1	Number
10	Notice Board			

Note:

- Multifunction Printer can be procured instead of separate Printer & Scanner
- Smart TV/ Interactive Board can be procured instead of separate White Board and Projector
- Computer Lab should have power back as UPS or generator in the area where there are frequent power cuts

### 12.4. List of Raw Material required during entire course duration

S.N.	Name with brief specification	Category	Quantity
1	Registers	Stationary	At actuals
2	A4 papers bundle		
3	Drawing sheets A0 TO A3		
4	Blue/ black pen		

S.N.	Name with brief specification	Category	Quantity
5	Pencil, Erasers		
6	Stapler		
7	Drawing pins		

### 13. Annexure B – Course Expert List

Maharashtra State Board of Skill, Vocational Education and Training (MSBSVET) sincerely acknowledges contributions of the Industries, Course Experts, Domain Experts, Trainers, Faculties from Universities and all others who contributed in drafting and subsequent revising the curriculum.

Special acknowledgement is extended by MSBSVET to the following expert members who had contributed immensely in this curriculum.

S.N.	Name & Designation	Organization and E Mail ID
1	Shri. Aseem Kumar Gupta, I.A.S. Hon' Principal Secretary	Urban Development Department (UD-1), Govt. of Maharashtra psec.ud1@maharashtra.gov.in
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3	Shri. Prakash Bhukte Ex. Joint Director	Town Planning and Valuation Department, Maharashtra State
4	Shri. Shailendra Bendale, Town Development and Planning Officer	Town Planning Department, Thane Corporation. shailendrabendale@gmail.com
5	Shri. Girish Gosavi, Project Manager	Maharashtra Information Technology Corporation Limited (Mahait) girish.gosavi@mahait.org
6	Mr. Kailas Ravte	Secretary, MSBSVET
7	Ms. Kishoree Chavan	Asst. IT Manager, MSBSVET