Courses that can change your life
Prospectus 2016-17

ACCOMMODATION TIMES INSTITUTE
OF REAL ESTATE MANAGEMENT

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Vision Statement

“To achieve professional excellence by enhancing the knowledge and practicing it in the field of Real Estate Sector for rapid growth and professionally applying management theories and practices for stupendous success in the real estate field.”

Board Of Advisors

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† Mr. Uttam Jhavar Chairman, Morya Properties
† Mr. Vimal Punamiya Chartered Accountant

Management Team

Management Team

† Mr. Murari Chaturvedi Founder | Chairman
† Dr. Sanjay Chaturvedi, LLB, PhD Real Estate Finance from University of Mumbai
† Mr. Ajay Chaturvedi Director, Real Estate Professional
† Ms. Roshni Chedda Dean | Registrar
† Ms. Nimisha Gupta Head Research & Library
† Mr. Sachin Tiwari E-solutions
† Mr. Suraj Dalvi Content Coordinator
† Mr. Kalyan Harale Student Relations
† Mr. Bhimraj Navghire Journal Circulation
The Institute & Its Evolution

“ACCOMMODATION TIMES INSTITUTE OF REAL ESTATE MANAGEMENT” (ATIREM) is the natural outcome of the vast experience and interaction with the professionals and the leaders of real estate industry to provide yet another service to the trade and industry.

The Institute aims to train professionals for the multidisciplinary role in real estate sector. To impart world class education in real estate management, marketing and finance, to students, executives and real estate personnel, the Institute aims to develop new breed of business leaders in real estate sector.

The rapid growth of townships and metropolitan cities urgently needs persons, who can perform various key functions in this mega crore industry. The Institute’s diploma courses are designed to train executives for real estate management with motivations to perform and aspiration to achieve. The courses are evolved to cover all the principal aspects of the real estate industry. Professional specialisation is theme of the day and real estate is no exception. In fact the canvas is vast and the scopes unlimited for the professionals trained in real estate management.

Accommodation Times is the most renowned and respected trade newspaper in India, dealing with the commercial, economic, managerial, industrial, social and legal aspects of real estate in comprehensive and integrated mode. It was established in 1986 and is published fortnightly. Over the years, it has grown in stature and today it is reaching to professionals and consumers all over India and to some important centres in the world.

In 1999, the publishers launched Accommodation Times International to cater to the information needs of NRIs interested in investing in the Indian markets. Identifying the acute need of quality professionals, trained in real estate management, Real Estate Marketing and Real Estate Finance. Accommodation Times established the Accommodation Times Institute of Real Estate Management (ATIREM) in 1999.

The Institute has been established to train professionals for the multi-disciplinary role in real estate sector and to impart world class education in real estate management. The Institute aims to develop new breed of business leaders in real estate sector.

Over 4000 students, many of them with prior work experience, have benefited from this Diploma and interwoven their new-found knowledge with their experience. Over the past five years, the institute has created and disseminated knowledge through its committed and distinguished core faculty drawn from the various segments of industry.

The Institute has its own website and its Journal registered with Registrar of Newspaper for India besides having endorsements from 14 trade associations and professional bodies. All courses offered by the institute are of autonomous and independent courses.
Research & Publication

ATIREM has the rare privilege of being promoted by the Group who have a strong and longstanding publishing credentials. A sampling of publications is provided below:
> Journal of Real Estate Management (Registered)
> Accommodation Times, Fortnightly (Since 1986)
> Maharashtra Co-operative Housing Society Times, Monthly (Since 1999)
> Accommodation Times International, Quarterly (Since 1999)

While the intellectual fountain head is the Accommodation Times which provides a thought-provoking editorials and raises policyissues and provides an integrated view of the real estate, most of the publications have tremendous reference value from the applications point of view. This could only be the beginning.

ATIREM has now roped in the services of PhDs and Master’s degree holders in furtherance of its research objectives. Accommodation Times has also taken the lead in being an organizer/co-organizer of several national and international seminars, conferences, workshops and exhibitions, further enriching its knowledge repertoire.

Industry Interface, Honours, Recognition & Affiliations
Accommodation Times is the only fortnightly providing comprehensive input to the real estate sector and has a proven track record of 30 years. Recognition has come in several forms to Mr. Murari Chaturvedi, Editor and Publisher. He is an honorary member of Practicing Engineers Architects and Town Planning Association (PEATA). His contribution to the sector has been recognized by the Maharashtra Chamber of Housing Industry (MCHI), India Tech Foundation and Good Governance India. He has interacted with the policy-makers in the Government of India across the podium at several national - level conferences and his views are well-received. The institute has built a long standing association with several visiting faculty, who are professionals, industrialists, academicians and researchers. The institute has provided information and data to various students of MBA from different parts of the world and India. The information and data was provided to many Trade bodies and Trade promotion councils all over the world.
Dr. Sanjay Chaturvedi, a LLB (Gen) and Phd from University of Mumbai in Real Estate Finance, had written many books, articles and have been in Research since last two and half decade, is heading the Syllabus and Research of the Institute. Besides these, many other Industry peers like Shri Niranjan Hiranandani are our patron and guiding force.

The students of ATIREM will have access to the well stocked and specialised library of Mumbai Metropolitan Development Authority (MMRDA), Bandra Kurla Complex, Bandra (East), Mumbai.
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Diploma in Real Estate Management (DREM)

Duration : Six Months
Mode : Total Correspondence Course
Certification : Diploma
Eligibility : XII or equivalent in any discipline
Fees : Rs.15,000/-

Programme Design : The Diploma course in Real Estate Management is structured as a six month correspondence course. In the beginning of each month, study material will be sent to students. The course is based on distance learning format. In addition to study material the students will also receive Accommodation Times and other reference materials.

STUDY MATERIAL - 1
☐ The Concept and Background of Real Estate Management
☐ Nature and Description of Real Estate
☐ The Scope of Real Estate Business
☐ The Real Estate Industry
☐ Housing Revolution - A Long March
☐ Basics and Principals of Management.
☐ The System and Background of Real Estate Management.
☐ Parameters and Areas of Interaction of Real Estate Professionals, Collection of Data And
☐ The Theory of Management Information.
☐ Main Elements of Real Estate Management.

STUDY MATERIAL - 2
☐ Present Status of Real Estate and Housing in India and Emerging Trends.
☐ Total Quality Management (Tqm)
☐ Human Resource Planning and Development
☐ Property Management
☐ Integrated Facility Management
☐ Service Tax-Faq’s on Construction of Complex Services
☐ Investment in Real Estate
☐ National Housing and Habitat Policy 1998

STUDY MATERIAL - 3
☐ Construction Management
☐ Your Interaction with Architects and Architectural Terms Construction Methods
☐ Agreement with Contractors
☐ Repairs and Maintenance During and After Construction
☐ Forms of Complaint Register, Noc of Complaints from Client, Complain Analysis Sheet and Monthly Maintenance Service Report.
☐ Factors Involved in Cost Control and Profitable Procurement of Materials in Building Industry
☐ Economy in Construction.
☐ Vastu Principles.
STUDY MATERIAL - 4
☐ Legal Aspects.
☐ Sale of Properties. Indian Registration Act, Land Records, Sale of Flat in Co-op Housing Society
☐ Transfer of Development Rights (TDR).
☐ Further Details on TDR
☐ Slum Rehabilitation Schemes
☐ Mortgage of Immovable Property
☐ Sale of Immovable Property
☐ Scrutiny of Title Deed
☐ Agreement to Sell
☐ Sale Deed
☐ Power of Attorney
☐ Steps to be taken after Purchase of Property
☐ Valuation of Properties Offered as Collateral Securities to the Banks.
☐ Purchase of Property by Non Resident Indians (NRI's)

STUDY MATERIAL - 5
☐ Housing Finance
☐ Further Details of Home Loans.
☐ Housing Finance and Documentation
☐ Project Finance
☐ Bright Future for Renewable Energy
☐ Rain water Harvesting
☐ Malls in India
☐ Service Apartments
☐ Role of National Housing Bank (NHB)
☐ Real Estate Sector in India
☐ Real Estate Price Trends
☐ Real Estate Business in India
☐ Real Estate Investment Trusts
☐ Real Estate - IPO.
☐ Foreclosure of Property.

STUDY MATERIAL - 6
☐ Real Estate Marketing
☐ Real Estate and Direct Marketing
☐ Real Estate Marketing Mix.
☐ Real Estate Sales and Marketing.
☐ International Trend: Real Estate Marketing through Internet
☐ Promotion and Advertising of Real Estate Projects.
☐ What can Advertising Really Achieve for Business
☐ Real Estate Agents/Consultants
☐ Schedule of Rates of Commission
☐ Magic Mantra for Selling Real Estate.
☐ Communicate your Personality.
☐ Body Language for Executive
Diploma in Real Estate Marketing (REM)

Mode : Total Correspondence Course  
Duration : 4 months  
Certification : Diploma  
Eligibility : XII or equivalent in any discipline  
Fees : Rs.15,000/-

Programme Design : The Diploma course in Real Estate Management is structured as a 4 months correspondence course. In the beginning of each month, study material will be sent to students. The course is based on distance learning format. In addition to study material the students will also receive Accommodation Times and other reference materials.

STUDY MATERIAL - 1
☐ Introduction to Real Estate.  
☐ Real Estate Development and Property Market.  
☐ Marketing Techniques and Project Promotion.  
☐ Four ‘P’s of Marketing.  
☐ Market Survey / Summary and Competition.  
☐ Real Estate Marketing Mix

STUDY MATERIAL - 2
☐ Swot - Strength, Weakness, Opportunities and Analysis Threats.  
☐ Negotiation Techniques.  
☐ Marketing Tools and Presentation.  
☐ Communication Strategies and Follow Ups.  
☐ Real Estate Sales and Marketing

STUDY MATERIAL - 3
☐ Marketing Plan  
☐ Advertising Media Planning and Event Based Marketing.  
☐ Personality Development and Presentation Skills / Techniques  
☐ Customer Relationship Management  
☐ Marketing Research, Database Creation - Techniques and Analysis

STUDY MATERIAL - 4
☐ Property Exhibitions  
☐ Customer Behaviour and System Analysis  
☐ International Real Estate Marketing and Marketing through Internet  
☐ Documentation for Sold Properties.  
☐ Legal Aspect of Documentation and Assistance for Housing / Premises Finance
Diploma in Real Estate Finance (DREF)

Duration : 4 Months
Mode : Total Correspondence Course
Certification : Diploma
Eligibility : Graduate
Fees : Rs.15,000/-

Programme Design : The Diploma course in Real Estate Management is structured as a 4 months correspondence course. In the beginning of each month, study material will be sent to students. The course is based on distance learning format. In addition to study material the students will also receive Accommodation Times and other reference materials.

STUDY MATERIAL - 1
☑ Introduction to Real Estate
☑ Real Estate Industry
   a. Size
   b. Employers
   c. Players
☑ Urban and Rural study

STUDY MATERIAL - 2
☑ Real Estate Investments
☑ Real Estate Finance
   a. Housing Finance
   b. Corporate
   c. Commercial
   d. Fund raising for Housing Finance Companies
☑ Project Finance

STUDY MATERIAL - 3
☑ Real Estate Investment Funds
☑ Financial Planning
☑ Construction Finance

STUDY MATERIAL - 4
☑ Infrastructure Finance
☑ Pricing and Valuation
☑ Corporate Finance
Advance Diploma in Real Estate Entrepreneurship

Mode: Total Correspondence Course
Duration: 4 months
Certification: Diploma
Eligibility: Graduate
Fees: Rs.25000/-

Programme Design: A comprehensive course which cover four aspects of Real Estate. Viz. Management, Finance, Marketing and Law. This is the course for next generation Builders.

Management

STUDY MATERIAL - 1 : The Systems and Background of Real Estate Management
STUDY MATERIAL - 2 : Property Management
STUDY MATERIAL - 3 : Construction Management and Project Planning
STUDY MATERIAL - 4 : Legal Aspects in Real Estate and TDR
STUDY MATERIAL - 5 : Project Finance and Identifying other sources for Project Funding
STUDY MATERIAL - 6 : Promotion and Advertising of Real Estate Projects

Finance

STUDY MATERIAL - 1 : Principles And Practice Of Real Estate
STUDY MATERIAL - 2 : Real Estate Venture Capital Fund
STUDY MATERIAL - 3 : Government Of India Policies
STUDY MATERIAL - 4 : Project Evaluation Technique

Marketing

STUDY MATERIAL - 1 : Future Trends
STUDY MATERIAL - 2 : Real Estate Marketing Mix, International Trend: Real Estate Marketing through Internet
STUDY MATERIAL - 3 : Constituents of Real Estate Marketing Plan
STUDY MATERIAL - 4 : What can Advertising really Achieve for a Business?
Real Estate Law

• Due Diligence Process for Acquiring Land and Property
• Legal Documentation of Property Transactions Including Transfer Formalities in CHS
• Conveyance and Title Investigations
• Fraud Detection Techniques and Drafting of Agreements and Other Documents
• Development Rights
• Corpus Money Expected at Redevelopment
• Rent for Temporary Alternative Accommodation including Deposits, If Any
• Hardship Allowance / Compensation for Inconvenience
• White Goods/ Household Amenities Received by Members from Developer
• Reimbursement of Expenses from Developer
• Liquidation & Disbursement of Existing Sinking Fund
• Tds on Receipt
• Tax Planning (Saving) Instrument
• Implications of Vat/Service Tax
• Responsibility / Liability Towards Stamp Duty
• Restructuring of Society
• Methods of Accounting
• Disclosure in the Course of Search – Whether Income be Taxed on Completion of Project
• Finance Cost Indirect Cost and Compounding Charges
• Property v/s Business Income
• Interest Earned on Surplus Money Parked as Fixed Deposit with Bank Taxed Under the Head
• Capital Gain v/s Business Income
• Important Case Laws
• Municipal Policy on Property Taxes
• Section 194LA
• Tax Audit
• Capital Gain
• Income from House Property
• Changes of the above Sections as per Direct Tax Code
• Land Revenue Code
• Title Investigations and Land Records
• FSI Calculations
• Due Diligence
• Law Related Real Estate.
Diploma in Society Management

Mode : Total Correspondence Course
Duration : Three Months
Study Material : Six
Fees : Rs.15,000/-

Introduction : Co-operative Housing Society (CHS) is a major concept in housing in urban centres. Rules, regulations and Bye-Laws needs to be understood thoroughly by members and society bearers. Bonds signed by office bearers have criminal liabilities under Indian Law, hence society management must be understood correctly.


For Whom : Members of CHS, Office Bearers of CHS, Professionals seeking society management as profession, Society Accountants, Lawyers, CAs, Housewife.

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Diploma in Land Management

Mode : Total Correspondence Courses
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Land is the most scare commodity. For residential, commercial and industrial purposes, we need land. Plus investment in Agriculture land is the most lucrative proposal. One must understand 7/12 extracts, mutation entries, NA process, Adivasi land, lease and land holding patterns in India. Indian Land Revenue Code is five century old and needs to understand deeply for investment or development purposes in India.

Course Design : Legal Documentation of acquisition of Agriculture Land, Land Revenue Code, Land Title Documents, Land Surveys and Management. Non Agriculture Process, Title Investigation, understanding village forms and documents.

For Whom : Development Managers, Builders and Developers, Brokers, Legal Professionals, FCAs, Liaisoning Officers, Law Officers, Estate Managers, General Managers, Freshers Looking for Career as a Estate Managers and others.
Diploma in Site Management

Mode : Total Correspondence Courses
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Project Management is very vital aspect of site supervisions, site management and material handling including liasioning with local Ward offices of Municipal Corporation. Understanding various terms like IOD and CC, Material analysis, Site inspections and Sale client handling.

Course Design : Material Analysis, Reading floor plans, Terms and conditions with local municipal bodies, co-ordinating with Architects, Engineers, Material Procurement Department, Sale presentations, Facility Management on under construction sites.

For Whom : Freshers, Civil Contractors, Civil Engineers, Career seeker in construction management, On Site Sales Team,

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Diploma in Retail Management

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Retails and Malls along with Shopping stores and Specialised stores is catching fire in metros. The course is having deep in site on specialised skill in sales presentations, floor management, inventory recording, displays techniques, reporting formats and communication skills.

Course Design : Displays and Logic, Floor plans and registrations, reporting formats, material handling, sales presentations and product knowledge, brands and latest trends, customer behaviour and antiquates, Physical presentation and communication skills.

For Whom : Freshers, Sales staff of retail stores and malls, career aspirants in Retail Sector.
Diploma in Facility Management

Mode    : Total Correspondence Course  
Duration : Two Months  
Study Materials : Four  
Fees : Rs.15,000/-

Introduction : Investing in Real Estate is easy but up keeping it is a difficult task. Big corporate and big societies are looking forward for people who can facilitate their estates and assets. Facility management includes hospitality, security, taxation and liaisoning, maintenance and supplies.  
Course Design : Handling of Agencies and Personnel, Facility Management Arenas, Liaisoning with local ward office, Maintenance and Structural Audits etc.  

For Whom : Freshers, Sales staff of retail stores and malls, career aspirants in Retail Sector.

Diploma in Property Insurance

Mode    : Total Correspondence Course  
Duration : Two Months  
Study Materials : Four  
Fees : Rs.15,000/-

Introduction : Property Insurance is one of the biggest business and needs very specific knowledge on structure and Documentation. Many Municipal Corporations have made it mandatory to insure buildings and structures. Factories and Plants and Machinery needs insurance besides pure residential buildings or a flat or an apartment towards unsolicited incidences. Housing Finance companies also insists on property insurance before giving any loans. The course will cover comprehensive insurance coverage across all the insurance players and sector.  
Course Design : Displays and Logics, Floor plans and registrations, reporting formats, material handling, sales presentations and product knowledge, brands and latest trends, customer behaviour and antiquates, Physical presentation and communication skills.  

For Whom : Freshers, Insurance Agents, Property Brokers, Housewife’s, Home Loan Advisers.
**Diploma in Property Brokerage**

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<td>Fees</td>
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**Introduction**: Property Brokerage and consultancy is very specific service. Knowledge of Real Estate Markets, Legal Documentation, Housing Finance Documentation and Transfer Formalities in a society is must. Besides this, property broker also must understand customer behaviour, real estate instruments like TDR etc. There are many segments like Residential Segment, Commercial Lease or Outright Segment, IT parks, Second Homes, Land and FSI, Society Redevelopment, Retails Hotels etc. Knowledge of each of this must be acquired to do good business.

**Course Design**: Legal Documentation of Property Transaction, Housing Finance Process, Society Formalities, Sales Presentations, Market Research, etc.

**For Whom**: Freshers, Property Brokers, Agents, Directors, Marketing Professionals, Realtors, Consultants, Marketing Staff.

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**Diploma in Slum Rehabilitation and Redevelopment SRD**

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<td>Duration</td>
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<td>Study Materials</td>
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<td>Fees</td>
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**Introduction**: Slums Rehabilitation Development Schemes by various states in India have matured. With only limited space left within the city limits, SRD is the only solution for real estate players and state governments. The schemes floated by various state government along with real time experience of generating awareness and documentation along with how to deal with slum people will be highlighted.

**Course Design**: Documentation, Term Sheets and Terminology like Annexure, LOI etc., Customer Behaviour, Sale Techniques, Liaisoning with departments, acquisition and delivery.

**For Whom**: Freshers, Property Brokers, Agents, Directors, Marketing Professionals, Realtors, Consultants, Marketing Staff, builders and developers.
Diploma in Real Estate Journalism

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Every media house wants Real Estate content and have introduced supplements. Real Estate is biggest advertiser in the country and Media houses wants professional journalist on Real Estate Reporting. Reporting in Real Estate sector needs networking and knowledge of practices in the country. Accommodation Times is running into its 27th year and have great expertise in the field.

Course Design : Documentation, Term Sheets and Terminology like Annexure, LOI etc., Trade Associations and developing authorities and their role, sources of information, networking, news formats, content generation, statistics etc.

For Whom : Freshers, Working Journalist, writers, students etc.

Diploma in International Marketing

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : NRI and international marketing requires edge over traditional way of marketing. The How to participate in international property exhibitions, sales presentation, NRI etiquette, FEMA and RBI rules on repatriation and other legal formalities, exploring new NRI markets, market surveys and research etc.

Course Design : Marketing presentations, Marketing dynamics and stats analysis, Customer Behaviour and NRI investment pattern. Investment tools and Legal aspects of property transactions with NRI and MNCs.

For Whom : Freshers, Builders, Developers, VP Marketing, Property Brokers, Agents, Directors, Marketing Professionals, Realtors, Consultants, Marketing Staff.
Diploma in Real Estate Deal Structuring

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Deal Structuring often requires in Real Estate Transaction Process. We need to understand the real estate principles and practices. Law of Land and customer behaviour often breaks the deals. Corporate have their own notions and requirements. In the buyer’s market, it is very difficult to understand the deals and its requirements.

Course Design : Due Diligence Process, Legal Documentation of Property transactions, Stamp Duty and other formalities. Customer Behaviour, Corporate requirement, Term Sheet, initial documentation and securing brokerage initially.

For Whom : Freshers, Builders, Developers, legal staff, lawyers, students, brokers and agents, liasioning officers, land and development officers, bankers, home loan sanctioning authority, government departments and bureaucrats.

Diploma in Real Estate Taxation

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Taxation is a major aspects in Real Estate Transaction process besides many other application like balance sheet exposures, accounting standards, IRFS, Capital Gain Taxation and Planning, Property Taxation and various aspects of VAT and Service Tax in Real Estate.

Course Design : Court Judgments of various taxation related issues. VAT, Service Tax, Capital Gain Taxation and Property Tax calculations along with transaction cost like stamp duty and other costs, Accounting Standards, Financial Reporting formats, Tax Planning and issues.

For Whom : Builders, Developers, Accounting and Financial staff, students, brokers and agents, liasioning officers, land and development officers, bankers, home loan sanctioning authority, government departments and bureaucrats, Investment Bankers, Private Equity managers, Fund Managers, Financial brokers and Chartered Accountants.
Diploma in Agriculture Land Deals

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Land is the raw material for real estate development, also for industrial development and for future investments. The course will highlight various legal aspects of land deals and transaction process. Due Diligence and documentation for acquisition of land, agriculture land acquisition requirements, eligibility, ceiling on holding, types of land and various uses, Term Sheet etc.

Course Design : Due Diligence Process, Legal Documentation of Land transactions, Stamp Duty and other formalities. Land Revenue Code, Corporate Ceiling of Land Holding, Term Sheet and initial documentation, Eligibility and Repatriation by NRIs and Foreigners.

For Whom : Freshers, Builders, Developers, legal staff, lawyers, students, brokers and agents, liasioning officers, land and development officers, bankers, home loan sanctioning authority, government departments and bureaucrats, Investors, NRIs, MNCs, Corporate, individual investors.

Diploma in Redevelopment of Properties

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Redevelopment is buzz word. Every city in India is going through transformation and because of land scarcity, redevelopment is the only choice remaining with builders and developers or even for self redevelopment. The course will high light various aspects of legal and civil side of redevelopment. Role of various professionals in redevelopment process.

Course Design : Documentation for Tenders. Process with respective Society rules in various states, Indian Contract Act and various other legal formalities. Liosioning with local municipal offices, engaging various professionals like architects and others, understanding FSI calculations etc.

For Whom : Freshers, Builders, Developers, legal staff, lawyers, students, brokers and agents, liasioning officers, land and development officers, bankers, home loan sanctioning authority, government departments and bureaucrats, Land Managers, Development Managers.
Diploma in Legal Documentation of Property Transactions

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Legal Documents are very necessary aspects of real estate transaction process. Indian Land Revenue Code and various Act governs Real Estate Transactions. The course will make you understand basics like difference between Agreement for Sale and Sale Agreements, conveyance deeds, how to read property title documents like 7/12 extracts, property cards etc. Term Sheet and Due Diligence Process.

Course Design : Due Diligence Process, Legal Documentation of Property transactions, Stamp Duty and other formalities like Legal Terminology, Term Sheet and initial documentation essential for drafting agreements.

For Whom : Freshers, Builders, Developers, legal staff, lawyers, students, brokers and agents, liaisoning officers, land and development officers, bankers, home loan sanctioning authority, government departments and bureaucrats.

Diploma in Real Estate FDI and ECB

Mode : Total Correspondence Course
Duration : Two Months
Study Materials : Four
Fees : Rs.15,000/-

Introduction : Latest provisions of Union Budget in Finance Act for External Commercial Borrowings (ECB) and FDI in real estate will revolutionize the Affordable Housing market. Funds will pour in from overseas. The course will highlight procedures, documentation and channels to lure such funds.

Course Design : Procedure for ECB and FDI, RBI forms and directives, Term and Conditions, Intermediate agencies and their roles, accounting standards and compliances.

For Whom : Builders, Developers, Accounting and Financial staff, students, brokers and agents, liaisoning officers, land and development officers, bankers, home loan sanctioning authority, government departments and bureaucrats, Investment Bankers, Private Equity managers, Fund Managers, Financial brokers and Chartered Accountants.
Diploma in Real Estate Environmental Permission and Documentation

Mode : Total Correspondence Course  
Duration : Two Months  
Study Materials : Four  
Fees : Rs.15,000/-

Introduction : Large format and township plus industrial township and large development requires special skill to prepare documents and presentation plus compliance for getting environment permissions for such projects.

Course Design : Procedure for applying for Environment permissions, Understanding compliance and authority’s jurisdiction, methods and other practices. Documentations and representations in meetings and objections.

For Whom : Builders, Developers, Accounting and Financial staff, students, brokers and agents, liasioning officers, land and development officers.

Diploma in Green Building Development and Process

Mode : Total Correspondence Course  
Duration : Two Months  
Study Materials : Four  
Fees : Rs.15,000/-

Introduction : The next generation of real estate development will be Green Building concept introduced by TERI and LEED certification. Municipal Corporation are offing Tax Rebates for Green Buildings. Corporate and other clients are asking LEED and GRIHA certifications.


For Whom : Builders, Developers, Accounting and Financial staff, students, brokers and agents, liasioning officers, land and development officers, bankers, home loan sanctioning authority, government departments and bureaucrats, Investment Bankers, Private Equity managers, Fund Managers, Financial brokers and Chartered Accountants, Architects, Engineers, Civil Engineers.
Interested in Real Estate seminar / Training / Master class on Legal / Financial / Marketing courses at your workplace, institute, community centre or any other gathering? Whether you are an employer or represent a professional association or social group, give us a call and we’ll do our best to match you with a ATIREM Professional in your area who can answer your questions and lead your group to a better understanding of what Real Estate is all about and how to start.

You’ve Got Questions - We Have Answers!

We have the experts to answer your questions on the following topics and more.

We can also customize seminars to address topics relevant to your group.

E.g. Land Management, FSI Calculations, Financial Management, Carbon Credits, Finance, Marketing, Legal, and many other specific areas.

Interested, but not sure how to get started?

**Admin Office:**
**Accommodation Times Institute Of Real Estate Management**
4, Vishwashanti Bldg, 1st floor, 7th Road, Abv Arihant Super Market, Before Khar Subway, Opp : Food King Hotel, Santacruz - East, Mumbai - 400 055.

**Reg. Office:**
Anmol Building, 1st Lane, 7th Road, Santacruz (E), Mumbai - 400055

**Contact:**
+91 9167998383
022-65703470, 022-26173827

To Register for upcoming Knowledge Series Master Class / Seminar / Conference in your city on Legal / Finance / Marketing send email to ks15@atirem.com
Admission Information

- Admission is open to all adults
- Fees to be paid in Indian Rupees
- The study materials will be despatched by courier within India. Overseas students will be sent PDF format files of study materials by e-mail or may be downloaded from the website of the institute.
- Duly filled application forms along with proof of education and with two photographs must be submitted to the institute.
- Fees is payable in advance and not refundable. All the cheques and DD must be in favour of “Accommodation Times Media & Communications Pvt. Ltd.” payable at Mumbai.
- The Institute reserve the right to disqualify any student during the course for misrepresentation, during the course.
- Students who are not fitting in the eligibility criteria may submit employer’s certificate for admission in different courses.
- Any communication with institute must be in writing.
- Form must be submitted at ATIREM 4, Vishwashanti, Above Arihant Super Market, 7th Road, Santacruz East, Mumbai 400055.
or at ks15@atirem.com

Employment Opportunities & Placements

The institute has standing requests from Real Estate Companies, builders, developers and corporate for direct enrolment of students after successfully passing the Diplomas.

The placement record of the students has been commendable. Some of the past recruiters include: Akruti Nirman Ltd., Canfin Homes Ltd., CMC Ltd., Dudhwala Builders, J C Construction, K Raheja Developers, NSE Rizvi Builders, Sampatti.com, Satellite Group, Shivshahi Punarvasan Prakalp Ltd. (SPPL), Tata Housing Development Corporation, Vikram Ispat, IDBI, LIC, Hiranandani Constructions Ltd, ICICI, Shapoorji Pallonji, Evershine Builders etc.

Student Forum

ATIREM has formed Student’s Alumni. To share ideas and make network of management professionals in real estate sector, the alumni is constantly upgrading the knowledge and information to keep the professional skills.
The faculty of Diploma Courses in Real Estate is outstanding practitioners and academicians in real estate management housing finance sector and property market with sound working knowledge and concept of management issues in this specialised sector. The course faculty consists of eminent professionals and experts in the real estate sector and property market.

Flexibility to the above norms, may be possible in case of deserving candidates. At the end of the course, students will be sent question papers, which they have to answer and send by hand delivery or registered post to the Institute within one month of the final study material received.

The students shall have to obtain minimum 35% marks in individual paper and 40% marks in the aggregate.

The grades are given as per the following:
- Above 75 percent ‘A’+
- From 60 percent to 74 percent ‘A’
- From 45 percent to 59 percent ‘B’
- From 35 percent to 44 percent ‘C’

The results of the examinations will be declared within two months after submitting the answers. Diploma will be awarded to the successful candidates, immediately after the results. The decision of the Institute and its Board of Examiners regarding the results of the examination will be final and binding on the students.

All Fee to be paid in favour of “Accommodation Times Media & Communications Pvt Ltd.” payable at Mumbai. Or pay online on website www.atirem.edu.in Fees once paid is not refundable and non-transferable.

Journal of Real Estate Management, quarterly for one year.

6th Floor, MMRDA Building, BKC, Bandra (E), Mumbai.

Real Estate Study Circle (Google Group) by invitation only.

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