



MHCPL

DESIGN FUNCTIONAL PROCEDURE

Doc. No. MHCPL-FP-DES

Rev. No. 01

Date: 15.04.2025

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MY HOME CONSTRUCTIONS (P) Ltd.

Block -1, 1st floor, My Home Hub,
Madhapur, Hyderabad - 500 081.

DESIGN FUNCTIONAL PROCEDURE

Document No: MHCPL-FP-DES		Rev-01, Revision Date: 15-04-2025	
Prepared by	Reviewed by	Approved by	Issued By
Principle Architect	Chief Architect	Director(P)	MR
Date:	Date:	Date:	Date:



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1. Revision History



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2. List of Functional Procedures

SI. NO	Name of the procedure	Documents No	Rev NO	Effective date
01	Standard Operating procedures	SOP-01	RO	30-04-2025
02				
03				
04				
05				
06				
07				
08				
09				
10				

**3. Purpose:**

The purpose of this document is to define the Design Department and Support Services for – Residential and Commercial buildings of MHCPL

4. Scope:

This process is applicable to all the activities involved in the Design & Development.

5. Responsibilities:

- 3.1 Primary : Chief Architect
- 3.2 Secondary : Principal Architect

6. Activities

Management requirements –Residential & Commercial buildings

Request for survey & Geo technical info/Airport authority

1. Conceptual Design compliance with local bylaws
2. Master plan preparation
3. Floor plan
4. Approvals from client/management/developer
5. Permissions-GHMC, PCB, Fire etc
6. Construction/Pre GFC-drawings
7. Issuance of GFC drawings

Management requirements –Residential & Commercial buildings

As per management requirements/inputs conceptual design development will be carried out for commercial or residential building. Schematics will be developed such as block plan.

Conceptual Design compliance with local bylaws

Design development will be carried out for % of open space, % of amenities, % sewers to comply with local bylaws GHMC/HMDA, Fire services, PCB, Airport authorities, HMWSSB and NBC codes

Master plan preparation

Compliance to NBC codes requirements such as fire requirements, horizontal transportation, vertical transportation, toilet requirements and structural stability master plan design will be carried out.

Floor plan

Floor plan as per location and sizes of space will be determined for the design development. Floor size index will be calculated and proceed for further designing.

The conceptual design will be developed.



Approvals from client/management/developer

Schematic drawing will be submitted for approvals for management. Any changes for the master plan by client/developer in compliance with codes and bylaws will be taken up and final master plan will be developed.

Permissions-GHMC, PCB, Fire etc

Statutory drawings based on schematic drawings will be submitted for the permissions from GHMC/HMDA, Fire, PCB, electricity board, HMWSSB (coordination with MEP team)

Construction/Pre GFC-drawings

After getting the clearances construction drawings developed. All design development activities are headed by Chief architect. Chief architect will report to Chairman.

Chief architect will be supported by principal architect/design team/ junior architects, draftsmen.

The software's for design development used 1. Autocad-2D 2. Revit 3. Photoshop 4. Sketchup-3D, 3D-MAX
External services for design drawings for following services will be utilized MEP, HVAC, Structural, Vertical transportation, Horizontal transportation, Airport, PCB

Issuance of GFC drawings

Once all approvals for Pre-GFC drawings and material specifications are obtained **Good for construction (GFC)** drawings are issued to project site.