

## FOURTH YEAR (7<sup>TH</sup> SEMESTER)

### 4RARCP701: PRACTICAL TRAINING – I (PRACTICAL)

	SUBJECT CODE	SUBJECT NAME	L	T	P/S	Evaluation				Contact Hours	Credits
YR		SEVENTH SEMESTER				In Sem.	End Sem. Theory	End Sem. Jury and/or Exam.	Total Marks		
FOURTH	4RARCP701	PRACTICAL TRAINING – I (PRACTICAL)	-	-	40	600	-	600	1200	40	36

#### OBJECTIVES

- To offer students an opportunity to work in an architect's office and get acquainted with the demands of the profession, including carrying out independent critical study of a building of architectural importance, study of an innovative building material and study of observed and drafted details.

#### Course contents:

The professional training shall be for minimum duration of sixteen weeks (devised to be joined latest by 15<sup>th</sup> July, of the respective year) in various aspects of architectural practice. During this period, the candidate shall produce monthly reports - Training Report, Building Study, Building Material Study and Detailing study. The Training Report shall consist of the various drawings, observations, technical graphic data, etc. worked on during the process of training. The Building study shall be a critical appraisal of one noted building. The Building Material study shall include pertinent data, characteristics and applications of a contemporary building material. The Detailing study shall deal with the various aspects of a construction detail. Professional training will be carried out as per the prescribed professional training rules listed out in the Training Manual.

#### INTRODUCTION:

#### I. TRAINING RULES:

##### Extracts from Ordinances, Scheme of Examination & Syllabus:

*(For the award of the degree of B. Architecture by the Dr. K. N. MODI UNIVERSITY, NEWAI, RAJASTHAN)*

#### PRACTICAL TRAINING:

Each student will be required to proceed on 'Practical Training' for the VII semester after appearing at the VI semester examination. The principal/ Head of Department of Architecture of the concerned Institute will approve the office of the 'Practical-Training' for the student. The marks for 'Practical Training' will be awarded to each student in accordance with the Regulations and Guidelines issued separately by the Dr. K. N. Modi University.

#### II. AIMS OF PRACTICAL TRAINING:

1. The aim of the 'Practical Training' is to enable the students to gain the kind and range of practical experience which will prepare them for their likely responsibilities, immediately after qualifying B. Arch. Course.
2. The 'Practical Training' should be regarded as an important academic activity. Howsoever good the arrangement of training may be, the trainee student, still, has the responsibility to use his own initiative in making the best use of the opportunities which he/she gets during training period and prepare himself/herself for the profession.
3. The student should try to seek a variety of experiences in his/her 'Training office' to acquaint himself/herself with various works, procedures etc. of building trade.

### **Guidelines for student Trainee**

#### **1. Criteria for selection of a Training Office:**

- In case of proprietorship firm, the proprietor shall be an architect; also, the firm shall have at least two or more architects as employee/associates.
- In case of 'Partnership' / 'Pvt. Ltd.' Firms, at least one of the partner/director shall be an architect, and the firm shall have at least one or more architects as Partner/director/employee/ associate.
- In case of a 'Public-sector' /'State or Central Government office/academic institute or a multinational organization", there shall be a separate wing for architectural consultancy works.
- The said architect (Proprietor/Partner/Director/Head of Department/Chief Architect etc.) shall have at least 5 years of working experience and the organization should have a variety of projects.

#### **2. Working Relationship between Architect and Trainee:**

- The architect shall provide enough jobs to the trainee to keep him/her occupied.
- The Architect shall expose the trainee to difference aspects of professional practice. The tasks given to the trainee shall include the following-
  - **Preparation of**
    - Sketch designs, presentation drawings etc.
    - Municipal drawings according to the byelaws.
    - Workings drawings and details.
    - Estimates, bill of quantities & specifications.
  - **Discussions with**
    - Clients.
    - Structural Consultants.
    - Services Consultants.
  - **Inspection and management of site.**
  - **Preparation of**
    - Models, perspectives and photographs.
    - Reports, progress charts etc.
  - Other administrative works.

#### **3. Honorarium/Stipend:**

- The architects usually pay some amount as honorarium/stipend to meet out of pocket expenditure to the trainee. The Institute/College of the student shall have no objection if the trainees accept/receive such honorarium/stipend.
- The mode and amount of the honorarium shall depend upon the office and be based upon a mutual agreement between the employing architect and the trainee. However it shall neither be a claim of the trainee nor binding on the architect but in order of professionalism and to maintain the dignity of profession, the training office of architects pay a respectable amount as stipend/honorarium.

- The Institute/Departmental Authorities of the Institute shall not in any way be responsible for the payment against any sorts of damages, whatsoever.
- 4. Code of conduct for the trainee:**
- He/she shall abide by the rules, regulations and general instructions of the office/firm.
  - He/she shall remain punctual and regular in attendance.
  - He/she shall make all efforts to learn the work involved in the profession, and if so required for work, shall attend the office beyond the scheduled time in the office.
  - He/she shall respect and obey the senior members of the office/firm.
  - He/she shall take up the job with full responsibility and show utmost interest in the work allotted.
  - He/she shall inform the institute/Departmental Authorities about joining in the training office, its address and contact numbers. He/she shall also inform the address of the accommodation acquired during the training period.
  - He/she shall remain in regular touch with the institute/ 'Departmental Authorities' and shall keep the Departmental Authorities fully informed about his/her progress in the training office.
  - In case of any complaint or misconduct, the Institute/Departmental Authorities may take suitable and strict action against the student.
- 5. Arranging/Fixing-up the Training office:**
- The Department of Architecture, directly or through the 'Departmental Authorities' of the Institute shall provide a list of offices, along with their addresses of some well-established and recognized architects. Addition, alteration and deletion in such a list may be made from time to time in conformity to 'Criteria' as laid down for selection of a training office.
  - After seeking advice from 'Departmental Authorities', the student shall make his/her options available to the Departmental Authorities.
  - With the help of 'Departmental Authorities', the student shall make all efforts to settle his/her appointment as trainee with an established and recognized architect.
- 6. Joining and Leaving the Training Office:**
- The trainee is expected to join the training office on the scheduled date, and submit his '**Joining Report**' on the letterhead of the office duly signed by Head of the Training to the Institute in the Performa prescribed for the purpose and contained in the Log Book.
  - The trainee must obtain a '**No Dues Certificate**' duly and get relieved from the office at the end of the training period or before changing the 'Training Office'. The trainee must submit this '**No Dues Certificate**' along with the **Log Book**.
- 7. Change of Training Office:**
- In case of any emergency, a trainee may be permitted to change the training office/place of training once only during the entire period of training. He/she shall inform the Principal/Director/Head of Department and seek prior permission for such a change.
  - The total duration of the practical training shall be the sum of the period of stay in different offices. It shall be in conformity with the 'Duration of Training' as prescribed in the 'Scheme of Examination & Syllabus' of Dr. K. N. Modi University, Newai, Rajasthan.
- 8. Final Submissions:**
- After completion of practical training, the trainee is required to submit the following to the parent Institute.
  - '**Certificate**' of successful completion of the practical training mentioning the attendance in percentage, from the architect.
  - '**Daily Diary**' with details of the day to day work record, which will be returned to the student after assessment and viva voce examination. The suggested 'Proforma' of the page of the daily diary is available in the prescribed 'Log-Book'.

- **‘Training report’** supplemented with the prints and documents of work done during practical training. The prints and documents shall be obtained with the permission of the Training office and shall be duly signed by the ‘Supervisor’.
- Training report shall be submitted in two copies. First copy shall be returned to the student after assessment of sessional marks and viva voce examination. The second copy shall be retained by the Departmental Authorities/library. These shall be presented in A-4 size with ring binding.

**9. Failures:**

- In case the student/trainee remains unsuccessful or fails in completing his/her practical training or viva-voce examination, the matter shall be dealt with in accordance with the relevant ‘Rules and Regulations’ of the university.

**10. Conduct of Examinations:**

- Viva to be conducted in the end of the semester in which students have to present the colored printout A3 sheets of their work done in the respective offices.
- Monthly log book also to be presented in the viva along with their joining certificate and training certificate.