

## **Guidelines for Professional Training for Semester VIII**

### **Introduction:**

Based on the new syllabus of B.Arch. (Bachelor of Architecture) in the University of Mumbai that came into effect from 2012, the professional training term is now semester VIII (second half of the fourth year). Students of the fourth year are now expected to work in offices of architecture and allied fields (interior design, landscape design, conservation, etc., under architects registered with the Council of Architecture) for the duration of one term for 16 credit points. The duration of the Professional Training term shall be a minimum of 4 calendar months/ 90 working days. The students will subsequently face a viva-voce based on their experience in the architectural firms.

Students are expected to return to college for their Final year, Semesters IX and X which will require their full time attendance. The following are expected from the students, firms and Jury members as given below:

### **Guidelines for the architecture firms:**

1. Students must work only under architects registered with the Council of Architecture, New Delhi.
2. Students are expected to work full time in the architectural firms for a duration of 40 hrs per week for minimum 4 calendar months/ 90 working days. Students shall be free on weekends.
3. During the training period, the student is expected to work in accordance with the discipline of the organization, however as these students are in the middle of their B. Arch course, they may not be treated as interns awaiting full professional qualifications.
4. The objective for the training period is for the student to get a comprehensive view of office practices and disciplines in an architectural organization and to contribute to the organization based on their current knowledge and skills.
5. A student at the level of fourth year has necessary drawing skills (both by hand and computer) and understanding of structure, construction and services, the ability to design mid-level residential, commercial and institutional projects, make working drawings and approval drawings.
6. It is expected that the student receive remuneration of Rs. 5000/- per month (at the minimum). This amount may increase based on merit as deemed by the organization.

### **Guidelines for the students:**

1. Students are expected to work full time in the architectural firms for a duration of 40 hrs a week for minimum 4 calendar months/ 90 working days. Students shall be free on weekends.
2. Students are expected to carry out their entire Professional Training term in a single office.
3. Students may work in offices on design and architecture drawings, site visits, meeting with clients, etc. but also on allied subjects such as interior design, landscape design, conservation, documentation, research, and associated work.
4. At the end of their training the student will have to submit a detailed report of the experience gained during that time. A log book will have to be maintained by the student and counter signed by the principal of the firm (having COA registration) and also attested by the college. Both the report and the log book shall be presented by the student during the professional practice jury.
5. Students are expected to return to college for their Final year, on the first day of Semester IX for full time attendance.

### **Guidelines for Jury members:**

1. The viva for the professional training shall take place at the end of semester VIII in an exam conducted by the University of Mumbai.
2. Students are to be marked out of 200 of which minimum marks for passing are 100.
3. During the viva, students shall present to the jury members their log books and a detailed report of work done in an architecture office. It is expected that the students be examined on these documents.
4. Students may work in offices on design and architecture drawings, site visits, meeting with clients, etc. but also on related subjects such as interior design, landscape design, conservation, documentation, research, and associated work.
5. As these students are in the middle of their B. Arch course, they may not be treated as interns awaiting full professional qualifications.

To be printed on company letterhead

Date:

To,

**Pillai College of Architecture,**  
Dr. K. M. Vasudevan Pillai Campus,  
Sector 16, New Panvel,  
Maharashtra, India 410 206.

**EXPERIENCE CERTIFICATE**

This is to certify that Mr. / Ms. \_\_\_\_\_ has satisfactorily completed \_\_\_\_\_ days of the **professional practice training** at our firm.

Our evaluation of the work is given in the following pages.

**ASSESSMENT FORM**

*(To be completed and signed by the head/principal of the firm)*

STARTING DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

NO. OF TOTAL DAYS: \_\_\_\_\_ NO. OF WORKING DAYS: \_\_\_\_\_

CRITERIA	EVALUATION (Excellent / Very Good / Good / Fair / Average )	OTHER COMMENTS IF ANY
Attendance		
Interest and participation		
Technical knowledge		
Practical ability		
Reliability and responsibility handling		
Communication skills with colleagues and clients		

**Signature:**

Date:

**Name of the Principal of the firm:** \_\_\_\_\_

COA Number: \_\_\_\_\_

Stamp/Seal of the firm



## Student's Log Book for Professional Practice Training

Academic Year : \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Student's Name: \_\_\_\_\_

Roll No : \_\_\_\_\_

Name of the Firm / Organization : \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Contact No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Name of the Principal / Supervisor Architect :

\_\_\_\_\_

Council of Architecture Registration Number: \_\_\_\_\_



## Professional Practice Training Log Book- Summary

Student's Name: \_\_\_\_\_

Roll No.: \_\_\_\_\_

Name & Address of the Firm: \_\_\_\_\_

*Tick where applicable:*

Week No.	Date (From date- to date)	Design / Presentations	Tender Drawings	Municipal Drawings	Working Drawings	BOQ / Specifications	Client Meeting	Site Visit	Research Work	Other work
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Principal's Signature*  
*College Seal*

\_\_\_\_\_  
*Sr. Architect's Signature*  
*Office Seal*



### Professional Practice Training Log Book

Student's Name: \_\_\_\_\_

Name of the Firm and Location: \_\_\_\_\_

Week No.	Day	Date	Name of the Project /s	Brief Description of work



\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Principal's Sign & College Seal*

\_\_\_\_\_  
*Sr. Architect's Sign & Office Seal*

### EMPLOYER FEEDBACK FORM

Dear Employer,

Our 4<sup>th</sup> year architecture student \_\_\_\_\_ is working in your organization as an intern. We are thankful to you for giving an opportunity to our student to do internship with your prestigious organization.

We request you to fill up this feedback form. It will help us to improve the Institute further and give you better interns and employees in future.

Please Tick to rate the following:

<i>Particulars</i>	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Average</i>
1. Student's overall performance					
2. Student's general communication skill					
3. Student's design and drawing skill					
4. Student's computer software skill					
5. Student's ability to learn new techniques					
6. Curriculum of the B. Arch. course					
7. Institute's efforts towards training the student					

Please contact us if you have any specific comments / suggestions. You can e-mail us: [pica@mes.ac.in](mailto:pica@mes.ac.in).

We would like to know if you are a PiCA alumnus? YES \_\_\_\_\_ NO \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name of the firm / organization : \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact No: \_\_\_\_\_

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