

Faculty of Architecture and Planning

Dr. A.P.J. Abdul Kalam Technical University Lucknow
Lucknow - 226007

Introduction.

A. TRAINING RULES :

Extracts from Ordinances, Scheme of Examination & Syllabus

(for award of the degree of B. Arch by the U. P. Technical University, Lucknow.)

16. PRACTICAL TRAINING

- 16.1 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.
- 16.2 The marks for 'Practical Training' will be awarded to each student in accordance with the Regulations and Guidelines issued separately by the U.P. Technical University.

B. 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. Whatever 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 gets during training period and prepare himself for profession.
3. The student should try to seek the variety of experiences, in the 'Training office', to acquaint himself various works, procedures etc. of building trade.

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Guidelines to Students/Trainees

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, atleast one of the partner/director shall be an architect, and the firm shall have atleast one or more architects as Partner/director/employee/ associate.
- In case of a 'Public-sector'/'State or Central Government office/academic institute or a multi-national 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 atleast 10 years of working experience and the organization shall have 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 task 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 shall have no objection if the trainees accept/receive such honorarium/stipend
- The mode and amount shall depend upon the office but may be based upon the mutual agreement between the architect and 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/Training and Placement cell of the Institute shall not, in any way, be responsible for the payment against any sorts of damages, whatsoever.

4. Code of Conduct for 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 profession of architecture, and if so required for the work, shall stay beyond the scheduled time in the office.
- He/She shall respect & 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/training and placement cell, about joining in the training office, its address and contact numbers. He/She shall also inform about the address of the accommodation acquired during the training period.
- He/She shall remain in regular touch with the institute/training and placement cell and shall keep informing about the progress.
- In case of any complaint of misconduct, the Institute/'Training and Placement Cell' may take suitable and strict action against the student.

5. Arranging/Fixing-up the Training office

- The Department of Architecture, directly or through the 'Training and Placement Cell' of the Institute shall provide a list of offices, alongwith address, of some well-established and recognized architects. Addition, alteration and deletion in such a list may be made from time to time, in conformation to 'Criteria' as laid down for selection of a training office.
- After seeking advice from 'Training and Placement Cell', the student shall make his/her options available to the training and placement cell.
- With the help of 'Training and Placement Cell', 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 proforma prescribed in this Log Book.
- The trainee must obtain the '**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 the trainee may be permitted to change the training office/place of training, once only, during the period of training. He/she shall inform the Principal/Director/ Head of Department/Officer in-charge of the 'Training and Placement cell', 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 'Ordinances, Scheme of Examination & Syllabus' of the U.P. Technical Education.

8. Final Submissions

After completion of practical training, the trainee is required to submit the following.

- 'Certificate' of successful completion of the practical training also 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 this '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 training ad placement cell/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 accordance with the relevant 'Rules and Regulations' of the university.

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Conduct and Record of Training

A. TRAINING SUPERVISOR:

While receiving practical training in an architect's office, each trainee must work under the directions of a 'Training Supervisor' who has a special responsibility for training. **The 'Training Supervisor' must forward a report about the performance of trainee, confidentially direct to the concerned Institute, on performance of the trainee, during the period of training and, authenticate the information recorded on the 'Log-sheets' and the 'Daily Diary' maintained by the trainee, by affixing his signature thereon,** so that the information could form the basis for viva voce examination for award of the training marks.

B. DAILY DIARY:

The trainee should maintain a 'Daily Diary' during his practical training to supplement the information kept in the Log-Sheets. The diary should contain enough details to refresh his memories after long interval of time. It should have the record of work done during the office period and overtime. It is also the place to record the decisions made regarding various projects and reasons behind them. He is also expected to make his own comments on various decisions/discussions etc. taken for each project and his feeling of what he has learnt from handling a particular job. This part should be given the sub-heading "comments" and "observations."

C. LOG-BOOK:

- 1 This 'Log-Book' contains an 'Index Sheet' marked as PT-2 and a set of 'Log-Sheets' marked as PT-3A/___ through PT-3C/___ , in which you are expected to summarize and record the information of work done by you during the training period. Following is the procedure that is to be adopted for filling up information. *(Page number in serial order is to be written after (/) the slash.)*
(A set of sample log sheets has been attached at the end of log book marked as PT-2/S (Sample), PT-3A/S (sample), PT-3B/S (sample) and PT -3 C/S (sample) .
- 2 In the Index Sheet PT-2, you should record the details of your training office/s in the Table: 1/PT-2 which is titled as **Index of Training Office**, while the contents of next 'Log-Sheets' are summarised in the Table: 2/PT-2, which is titled as **Table of Contents**.
- 3 You should supply the '**Work information**' on the set of log sheets PT-3A, PT-3 B and PT-3C. One such set is to be used for one month. The table 1/PT-3A___ , seeks information regarding the projects handled by him with the time (in hours) devoted to each project in a particular week. In the first column a project serial number for each project is already printed. This serial number is referred to in tables 2/PT-3 B & 3/ PT-3C. In the next column 'Office Job No.' note down the number of job as allocated by the training office for their records. In the next column write the number of hours spent by you during office hours/certified over-time, for the particular project in the first calendar week (beginning with 1st Monday of the calendar month), second week (beginning with 2nd Monday) and so on. The column of remarks should carry brief note, if required.

- 4 The table 2/PT-3B seeks to elaborate the information given in Table 1/PT-3A by expanding to the number of hours put in the different types of work done in different projects. In the first major column is listed the types of work that might have been done by you while on training. The second major column provides 8 sub-columns which serialize the projects as indicated in table 1/PT -3A. In each cell below various sub-columns, you should record the number of hours spent for different types of work in the respective row. For example- Number of hours spent by you on preparing, say, presentation drawing for project no. 2, 3, & 6 etc. should be recorded in the cell located at the intersection of the row of presentation drawing and column of project serial no. 2,3, & 6, and appropriate brief notes may be recorded in the column of remarks.

In the table 3/PT-3C should be recorded the brief descriptive details of the work done for the particular project which is indicated by project serial number shown the table 1/PT- 3 A. For example- If you have prepared, among the say working drawings, the foundation plan for a project it should be detailed in the table in a suitable and brief description. You may make detailed supplementary notes in the daily diary.

- 5 The information recorded on every log sheet should be verified by your supervisor in the space provided on each 'Log-Sheet'.

6 **Important Note :**

If one log sheet no. PT-3A/___ falls short to record the number of projects handled by you in one month, make photocopies and use it consecutively and add (2) after PT-3A___ to make it PT-3A___ (2) or PT -3A___ (3) etc. and likewise use additional copies for log sheet PT-3B___ or PT-3C___.