

**Faculty of Architecture and Planning
Dr. A. P. J. Abdul Kalam Technical University**

TRAINING AND PLACEMENT CELL

Standard Operating Procedure (SOP)

1. Introduction

The Training & Placement (T&P) Cell of Faculty of Architecture and Planning, Dr. A.P.J. Abdul Kalam Technical University, Lucknow is the chief facilitator for the students to obtain placements best suited to them and primarily liaisons between Industry and the Institute. The goal of Training & Placement Cell is to provide world class internship and placement to the students of the institute. The Training & Placement Cell is dedicated to motivate and help the student community towards their placement and practical training. Additionally, the Cell also provides the required infra-structural facilities to recruiters besides catering to other logistics.

2. Purpose of SOP

The SOP outlines the standardized procedures for facilitating the training and placement of students of Faculty of Architecture and Planning, Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

The SOP and the accompanying annexures may be subject to periodic reviews for rectification,

3. Training and Placement Cell Committee

A dedicated Training and Placement Cell is established to oversee the practical training and the placement process. The Training and Placement Office comprises of the following:

- Faculty In-Charge/Coordinator as Training and Placement Officer
- Faculty Members
- Student Coordinators from all programs

4. Role and Responsibilities of Training and Placement Cell

- The Training and Placement Cell shall facilitate the students for internship and placement.
- The Training and Placement Cell shall propose a list of potential companies/ organizations/ consultancy firms for internship and placements.
- The Training and Placement Cell shall call meetings of program coordinators on regular basis to plan the activities of training and placement.

- The Training and Placement Cell shall collaborate with faculty members, alumni, industry experts, professionals and others to conduct workshops, seminars and expert talks on resume making, portfolio development, soft skill enhancement and to update them regarding recent developments in profession.
- The Training and Placement Cell shall organize career guidance and counselling sessions for students to help them identify their goals, interests and strengths.
- The Training and Placement Cell shall maintain a database of internship and placed students and their employers.

A. GENERAL GUIDE LINES FOR TRAINING

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 UG/ PG Course. 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.

A1. GUIDELINES FOR UG/ B.ARCH. 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 10 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-

(a) Preparation of:

Sketch designs, presentation drawings etc.
Municipal drawings according to the byelaws.
Workings drawings and details.
Estimates, bill of quantities & specifications.

(b) Discussion with:

Clients.
Structural Consultants.

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Services Consultants.

- (c) Inspection and management of site.
- (d) Preparation of:
 - Models, perspectives and photographs.
 - Reports, progress charts etc.
- (e) 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/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 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/training and placement cell 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/'Training and Placement Cell' and shall keep the Training and Placement Cell fully informed about his/her progress in the training office.
- In case of any complaint or 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 / Faculty of Architecture, directly or through the 'Training and Placement Cell' 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.

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- 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. Duration of Practical Training

- The duration of practical training is equivalent to a semester. The dates to start and finish the practical training shall coincide with the starting and finishing dates of the respective semester, in accordance to academic calendar of Dr. A.P.J. Abdul Kalam Technical University, Lucknow. However, the candidate can start his/her practical training before the said schedule i.e. during summer vacations.

7. 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 signed by Head of the Training 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.

8. 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/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 Dr. A.P.J. Abdul Kalam Technical University.

9. Final Submissions

After completion of practical training, the trainee is required to submit the desirable documents as prescribed in the syllabus.

10. 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 Dr. A.P.J. Abdul Kalam Technical University.


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A2. GUIDELINES FOR PG STUDENT TRAINEE: Masters in Architecture (Interior Design)

The aim of the 'Professional 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 M. Arch. (Interior Design) Course. 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 interior designing & building trade. the professional training is non-credit course.

1. Criteria for selection of a Training Office

- in any government, or private organization undertaking Interior Design works. The said organization (Proprietor/Partner/Director/Head of Department/Chief Architect etc.) shall have at least 10 years of working experience and should have Interior Design projects.

2. 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/training and placement cell 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/'Training and Placement Cell' and shall keep the Training and Placement Cell fully informed about his/her progress in the training office.
- In case of any complaint or misconduct, the Institute/Training and Placement Cell may take suitable and strict action against the student

3. Arranging/Fixing-up the Training office

- The Department / Faculty of Architecture, directly or through the 'Training and Placement Cell' of the Institute shall provide a list of offices, along with their addresses of some well-established and recognized Architects & Interior designers. 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 '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.


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4. Duration of Professional Training

- The practical training shall be for a minimum period of 4 weeks. The practical training will commence during the summer break between second and third semester. However, if due to certain unavoidable issues, any student is unable to take the training after the 2nd semester, he/she shall take the training after the completion of the 4th Semester.
- The dates to start and finish the practical training shall coincide with the starting and finishing dates of the respective semester, in accordance to academic calendar of Dr. A.P.J. Abdul Kalam Technical University. Lucknow.

5. 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.
- The trainee must obtain a 'No Dues Certificate' duly signed by Head of the Training and get relieved from the office at the end of the training period. The trainee must submit this 'No Dues Certificate'.


6. Final Submissions

After completion of professional training, the trainee is required to submit the following to the parent Institute.

- 'Training Certificate' of successful completion of the professional training, from the head of the firm, in two original copies.
- The student is required to submit a 'Portfolio' of the works undertaken by him/her. The portfolio should contain a brief introduction of the organization, list of work undertaken, description of individual projects worked upon, role of the student supported by verification by the organization. The prints and documents shall be obtained with the permission of the Training office and shall be duly signed by the 'Supervisor'.
- 'Portfolio' shall be submitted in two original copies. One 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 and Placement Cell/library. These shall be presented in A-3 size with ring binding.

7. Failures

- If due to certain unavoidable issues, any student is unable to take the training after the 2nd semester, he/she shall take the training after the completion of the 4th Semester. If the student as per the clause mentioned above is unable to take the training after the completion of the 2nd Semester, his/her 3rd semester results shall reflect carryover.
- Once the student has completed the training after the 4th Semester all his/her results shall be declared. The results shall reflect if the student has completed training successfully and satisfactorily or not after assessing the performance through Viva. In the Marksheet it will be mentioned: "Training Completed, Satisfactory Performance"

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A3. GUIDELINES FOR PG STUDENT TRAINEE: Masters in Architecture (Environmental Design)

The aim of the 'Professional 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 M. Arch. (Environmental Design) Course. During this training, students should seek diverse experiences in their training office to familiarize themselves with the various tasks, procedures, and aspects of environmental design and the building industry. The professional training is non-credit course.

1. Criteria for selection of a Training Office

- in any government, or private organization undertaking Environmental Design works. The said organization (Proprietor/Partner/Director/Head of Department/Chief Architect etc.) shall have at least 10 years of working experience and should have Environmental Design projects.

2. 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/training and placement cell 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/'Training and Placement Cell' and shall keep the Training and Placement Cell fully informed about his/her progress in the training office.
- In case of any complaint or misconduct, the Institute/Training and Placement Cell may take suitable and strict action against the student

3. Arranging/Fixing-up the Training office

- The Department/Faculty of Architecture, either directly or through the Institute's 'Training and Placement Cell', will provide a list of offices, including the addresses of several well-established and recognized architects who incorporate environmental design solutions in their practice. This list may be updated periodically with additions, alterations, or deletions, in accordance with the established criteria for selecting 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.

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4. Duration of Professional Training

- The practical training shall be for a minimum period of 4 weeks. The practical training will commence during the summer break between second and third semester. However, if due to certain unavoidable issues, any student is unable to take the training after the 2nd semester, he/she shall take the training after the completion of the 4th Semester.
- The dates to start and finish the practical training shall coincide with the starting and finishing dates of the respective semester, in accordance to academic calendar of Dr. A.P.J. Abdul Kalam Technical University. Lucknow.

5. 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.
- The trainee must obtain a 'No Dues Certificate' duly signed by Head of the Training and get relieved from the office at the end of the training period. The trainee must submit this 'No Dues Certificate'.


6. Final Submissions

After completion of professional training, the trainee is required to submit the following to the parent Institute.

- 'Training Certificate' of successful completion of the professional training, from the head of the firm, in two original copies.
- The student is required to submit a 'Portfolio' of the works undertaken by him/her. The portfolio should contain a brief introduction of the organization, list of work undertaken, description of individual projects worked upon, role of the student supported by verification by the organization. The prints and documents shall be obtained with the permission of the Training office and shall be duly signed by the 'Supervisor'.
- 'Portfolio' shall be submitted in two original copies. One 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 and Placement Cell/library. These shall be presented in A-3 size with ring binding.

7. Failures

- If due to certain unavoidable issues, any student is unable to take the training after the 2nd semester, he/she shall take the training after the completion of the 4th Semester. If the student as per the clause mentioned above is unable to take the training after the completion of the 2nd Semester, his/her 3rd semester results shall reflect carryover.
- Once the student has completed the training after the 4th Semester all his/her results shall be declared. The results shall reflect if the student has completed training successfully and satisfactorily or not after assessing the performance through Viva. In the Marksheet it will be mentioned: "Training Completed, Satisfactory Performance"

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A4. GUIDELINES FOR PG STUDENT TRAINEE: Master of Urban and Regional Planning (M.U.R.P.)

The aim of the 'Professional Training' is to expose the students to the profession of planning and foster links with industry.

Concepts and Hierarchy

The student is expected to work in any project related to urban planning or any specialization such as infrastructure planning, environmental planning, transportation planning, housing etc.

Individual contribution of the student in the project handled, in any of the stages of work undertaken (data analyses, project formulation, policy framing etc.) is expected.

Each student shall undergo professional training for a minimum 4 weeks in an establishment approved by the coordinator.

Each student is required to submit a performance report from the place of training and a detailed report of the works undertaken by him/her.


The content of the report should contain a brief introduction of the organization, list of work undertaken, description of individual projects worked upon, role of the student supported by verification by the organization.

Note

The student is required to undertake summer training after 2 semesters of course study, in any government, private or research organization undertaking regional and urban planning works.

The practical training shall be for a minimum period of 4 weeks. The practical training will commence during the summer break between second and third semester. However, if due to certain unavoidable issues, any student is unable to take the training after the 2nd semester, he/she shall take the training after the completion of the 4th Semester.

If the student as per the clause mentioned above is unable to take the training after the completion of the 2nd Semester, his/her 3rd semester results shall reflect carryover. Once the student has completed the training after the 4th Semester all his/her results shall be declared. The results shall reflect if the student has completed training successfully and satisfactorily or not after assessing the performance through Viva. In the Marksheet it will be mentioned: "Training Completed, Satisfactory Performance".


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B. GENERAL GUIDE LINES FOR PLACEMENT

The Training and Placement Cell shall coordinate with prospective employers through email for facilitating the placement of students.

B1. PLACEMENT PROCESS

- Placement Cell which includes the Professor-In-Charge (PIC), faculty coordinators and student representatives, sends invitation to the companies/organizations along with the relevant information.
- The interested recruiters fill a Job Notification Form (JNF) containing all the required details about the placement. They may send the required information to the PIC at his email address or through post at the Placement office.
- Any recruiter interested in delivering a Pre-Placement Talk may send the request to the Placement Office along with the relevant details.
- The JNF is made available to the students along with the relevant details.
- Interested students may apply for the recruitment process of a company through online or written applications.
- In consultation with the company, the Placement Cell shall allot a particular date to the company for the interviews.
- Companies can go through the resumes of the interested students to shortlist the students.
- The recruiters schedule online placements, or visit the campus at the allotted date(s), to conduct the test(s) and/or interview(s) as per the recruitment process.

The recruiters are required to declare the final list of the selected students on the date of interview(s).

B2. FACILITIES FOR RECRUITERS

The Recruiters are provided with all the required facilities for the placement process, as mentioned below -

- The computer and internet facilities are available for online test.
- Any recruiter interested in delivering a Pre-Placement will be provided with an auditorium and other required facilities.
- Fully furnished, air conditioned rooms will be available for group discussion and personal interviews.
- Telephonic and Video conferencing facilities will be provided through Zoom, Skype, Google meet and Microsoft team.


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