



WOMEN'S EDUCATION SOCIETY'S
SMT. MANORAMABAI MUNDLE COLLEGE OF ARCHITECTURE
SEMINARY HILLS, NAGPUR

PRACTICAL TRAINING BOOKLET

VIII & IX SEMESTER 2020 - 2021



TRAINING & PLACEMENT DEPARTMENT



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SMT. MANORAMABAI MUNDLE COLLEGE OF ARCHITECTURE
SEMINARY HILLS, NAGPUR.**

BOOKLET FOR PRACTICAL TRAINING

VIII & IX SEM 2020-21

TRAINING AND PLACEMENT CELL

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VISION

SMMCA envisions to reach global standards by deliberate modernization without losing the essential characteristics of our tradition.

MISSION

SMMCA's mission is to foster higher education of architecture in women and thereby enlightening them and empowering them.

GOALS.

To develop in its students architectural academics and all around competency.

To create an educational environment and to equip the students with up-to date knowledge.

Analytical and practical skills.

Creative approach.

Appropriate attitude.

To strengthen their links with profession and R&D

To hone skills of living in a technologically globally and ecologically aware environment.

To develop amongst students commitment towards society.

To promote lifelong learning and foster values based on creativity and critical learning.

MESSAGE TO THE STUDENTS.....

Dear student,

In partial fulfilment of the B.Arch degree you are required to undergo Practical Training with a registered Architect for a period of two semesters, either with one firm or two firms for a total period of 33 weeks. After every semester of Practical Training period there will be viva voce, a portfolio, report and the certificate duly signed by the COA registered Architect, must be presented at the time of viva voce

This booklet will give you an overall structure of the practical training, during this period it is important for you to gain practical knowledge, understand the application of academic knowledge, and more over you have to explore your potential. While undergoing the practical training certain tasks have been enlisted in the booklet which needs to be fulfilled.

We take this opportunity to wish you very good luck, we are confident that the practical training will benefit you professionally. You will be able to analyse your strengths and weaknesses and grab the opportunities as they come.

In this pandemic situation you would be joining the office, hope you take utmost care of your health and be safe

Prof.Shobhana Tembhurnikar
Ar. Sneha Mandekar
In charge of Training Cell.
SMMCA ,Nagpur.

Dr.Ujwala Chakradeo
Principal.
SMMCA, Nagpur.

INTRODUCTION

The Practical Training will be for two semesters (Eighth and Ninth), which amounts to 20% of your academic learning for the Bachelor's Degree. Therefore it is important to take the Training seriously and learn as much as possible about the running of the office, delegation of responsibilities and all aspects of execution of architect's design.

The purpose of the training is to acquaint with the practice in field outside the academic world, this will give you insight into broader issues, and the architect needs to deal with. This will prepare you to deal with the "Thesis Project" in a mature and better way, you have attended Research classes and have chosen an issue. You have a list of books and research papers you have selected for investigation. You must complete your research and draw inferences and arrive at a typology. You should also select the site and get all the information such as dimensions, contours, vegetation and availability of services. Selection of site involves studying its regional and local context. This will have a bearing on your decisions. Visit and study the site and the surroundings. When you go around you will be able to arrive at options such as the position/s of access, the focal points that the site suggests and any landmark you need to relate to. Noise and pollution will also influence your decision.

The architects who take students for training have a justifiable expectation that you are a competent draftsman. This entails basic knowledge of construction and its representation on drawings, proficiency in use of CAD. The constant complaint from the practicing architects is that you do not come up to the minimum standard expected of you by them. They have to spend their own and their senior staff's time teaching you what you have known already. These Complaints reflect badly on you in particular and eventually on college also. Offices would naturally give preference to students with skills beneficial to the office and good academic record. The Architects use various softwares. This will give you the opportunity to learn which will help you to improve your presentations for the Project.

Past two years our students have been undergoing two week hands on workshop at various identified places as per the student's choice. This year because of the pandemic situation we will be having after you finish with your practical training.

Hands on workshop is also a part of your practical experience in the professional field, this would also be included in the valuation of the Practical Training Viva- Voce.

AIMS OF PRACTICAL 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 B. Arch. Course.
- 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.
- 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 A STUDENT TRAINEE:-

CRITERIA OF SELECTING ARCHITECTS OFFICES.

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.

The training may be permitted in an Architect's office outside India also, provided the office meets the above criteria.

Therefore getting a placement in desired office has become difficult. The following procedure would help

- 1) Prepare a good portfolio. This should show your best work neatly drafted and completed. Try to include good quality drawings. The numbers is not important. The portfolio should contain your representative work such as design, submission drawings, working drawings and architectural details. Other than these if you have good sketches or photographs of models, include them. For easy handling the size of drawings should not be greater than A2. If you are taking CAD drawings it is important to work in layers, use appropriate line widths, use color or tints judiciously. Be careful about the fonts and their sizes. As you know, when you plot your computer drawings, the lettering plays havoc. Drawing is the means of communication for architects. Therefore these should be clear, precise and understandable by architects as well as non-architects. The college will help you in preparing the portfolio in 6th Semester. This will be outside of the academic work. You should take the advantage of the guidance. You can work on the portfolio in the vacation between 6th and 7th Semester.
- 2) Prepare good, presentable Curriculum Vitae. Choose a good quality paper and prepare a nice letterhead. Start with your name, date of birth, your last qualification with college and

university, and the current position, mention your achievements, and then go backwards. Don't mention the marks you received unless these were outstanding. Get briefer as you go back, no one would be interested in which primary school you went to. Mention what your interests are. These could be reading, debating, sports, travel, painting, sketching, model making, photography etc. Remember that you must have done something in the chosen activity. Remember this is not a wish list to impress the reader. However you could mention something that you would enjoy if the opportunity arose.

3) Make yourself familiar with the chosen architect's work through books, magazines, friends and faculty. You should also read books about their works and philosophy. Any self-respecting architect will want you to know why you have approached his/her office and you should be able to explain it clearly. This will increase your chances of getting a placement there.

4) You don't have to aim to get placement in iconic offices only. There are many good offices which have not been in the news. They have good reputation of doing excellent work and being friendly and beneficial to staff. Some offices arrange lectures, discussions and also trips to interesting sites. They care about the progress of their trainees.

5) Approach architect's offices by telephone or letter. Your application should appear as though it has been written specifically for that office. Avoid giving an impression that this is one of many you are approaching. Avoid e-mails at this stage. Preliminary approach could be made, as early as, in the summer vacation after 6th Semester. The offices will not commit themselves this early. But you should build up a rapport. You could broach the subject of placement sometime from mid-August in the seventh semester. Try to arrange to visit their offices and seek interviews later.

6) For those who have not been able to choose an office could use the College's Placement Cell list of architects' offices, where students had received Training in the past. This list is being expanded. You could help by giving your experience report, at the end of 8th and 9th Semester, of the office you had training in. At the end of the day what is important is not what the office offers you but what you are able to take from any office, small or large, famous or not so. Remember that any office to survive, has to give satisfactory performance. There is enough that you can learn from even a one man office.

JOINING THE OFFICE

You are used to working hard sporadically, mainly at the time of submissions. Generally, you take things easy, excusing yourselves of being students. The first difference you will notice is in the discipline and the working hours followed by most offices. You will be expected to work for 7-8 hours every day and some times more to meet office's deadlines. In many offices you are not allowed to use mobile phones during working hours. In some offices, you have to deposit mobiles on entry and take them out during lunch break and at the end of the day.

It is important to understand the working procedures of the architect's office. The methods vary from office to office. The purpose of training is to understand the whole process of practical execution of design. In the office it is not only preparing drawings but to understand how a design is developed in consultation with the clients, other consultants such as structural, electrical, air conditioning, acoustics, services, quantity surveying consultants. There are various meetings to discuss all these matters. There are inevitable discussions with the Local

Authorities. If you are able to build enough confidence in the mind of the architect of your competence and the sincerity to learn, you will be given opportunities to attend such meetings. You should aim to work on all the stages. You should be in contact with your allotted college guide and keep her/him informed of the progress you are making. If you find that you are given only one type of work and no opportunities to perform other tasks you should discuss this with the mentor (architect in charge for your training in the office). If you do not succeed, report immediately to your college guide, so that the college may persuade the architect to give you varied tasks. The college is planning to send faculty members to visit offices where the students are working to check the progress made by the students in the office and also in the academic work such as 'the Project'.

The job you will be working on may not have reached the stage of execution on site or the site may be remote or too far away. Therefore you may not be able to visit that site. However, you should befriend colleagues and try to visit their sites and learn more about the executed jobs and their performance and the users' feedback. When you visit a site try to study the drawings, familiarize with what you will see. When on site observe, not merely see. Discuss with the architect why or how certain things were done. Make your own observations and when back in office write a report. Don't be afraid to ask questions or seek explanations. Discuss the report with colleagues and try to learn more from their experience. You are most likely make mistakes or come to hasty conclusions. Remember this is the only way to learn. One day you will be responsible to write reports etc. This experience will prepare you for such a situation.

Filling in the log book may appear to you to be boring and of no particular use to you. When you are working you tend to think that you will remember what you have done and when. But the memory fades or gets distorted. Therefore it is important to note down what you have done each day. You may be asked to work on 2 or 3 jobs in a day because the office may have deadlines. At the end of each month you will be able to glance at the logbook and you will be surprised to note how many things you have done in that month. If you don't fill in logbook every day, you will forget half the tasks you actually did. At the end of the Training you will be able to glance and think how many different things you did. You will be able to analyse for yourself what was useful and what was not. We will urge you to make a habit of filling in the logbook every day, and get it signed by the mentor (person in charge of trainees) each week.

Try to collect the documents regularly. If you leave collecting these till the end, there will be many prints and other documents. The architect may prevent you from taking such a bulk. You are required to bring these for the Sessional examination. Besides this you will be able to refer these documents in future. A list of material you need to bring is given in this handbook.

Try to understand making of the programmes, which will in near future come useful in completing your Project satisfactorily. There are various ways of making programmes. The simplest is the bar chart method. In the long run you will realise the need to plan your time and your office's time.

We hope that you will learn a number of skills, experience a different environment from the academic one, you are used to. Above all enjoy your work and enjoy yourselves.

Ar. S.R.Marathe.

Advisor - Training and Placement Department.

TRAINING PERIOD SCHEDULE.

Period	Acceptance Proforma.	Practical training progress report.	Viva- Voce and submission.
18 th January 2021 to 31 st August 2021	Submitted to the college before 25 th January 2021	Upto 28 th Feb 2021. (To be submitted to the college by 15 th March).	Portfolio, report and certificate duly signed by the architect.
	Submission of portfolio for VIII Sem		
	Submitted to the college before 4 th June 2021	Upto 1 st July 2021. (To be submitted to the college by 15 th July 2021).	Portfolio, report and certificate duly signed by the architect.

Evaluation Schedule.

Semester.	Viva- Voce and submission.	Evaluation (marks)
VIII Semester (Practical Training) End of Semester.	Portfolio, report and certificate duly signed by the architects.	Practical Training- 200 Marks. .
IX Sem (Practical Training) End of Semester	Portfolio, report and certificate duly signed by the architects	Viva and submission- 500 marks.

Evaluation Criteria.

VIII SEM	Maximum marks- 200.	Minimum marks- 100
	Viva voce – 100 Portfolio – 50 Report – 30 Diary - 20	
IX Sem	Maximum marks.-500	Minimum marks -250
	Viva voce – 300 Portfolio – 150 Report – 30 Diary - 20	

Training Portfolio –

Portfolio to be produced at the time of Practical Training Viva- Voce, must contain Xerox sheets of your own work carried out in the office.

Maintenance of Diary/ Log Book: - Date wise

Report content: -

- 1) Certificate from the architectural firm.
- 2) Organisational set up of the office.
- 3) Working of the office.
- 4) Experience in the office.
- 5) Your role in the office.
- 6) Site visits.
- 7) Your own experience about practical training.

In addition to the above you are advised to carry but the following:

- 1) Study and observe the city you are in, urban fabric, infrastructure and socio-economic structure.
- 2) Important historical monuments.
- 3) Interact with atleast five architects.

All above documents are required for the University Viva-Voce examination on Practical Training.

Thesis Schedule 2021-2022

28 rd & 29 th April 2021	Aim, objectives, methodology and introduction to topic.
27 th Sept. 2021	Joining and Submission of progress report which will include: Final topic, Architectural challenge, Aims and objectives, Identified site and precedent studies.
1 st Oct. 2021 to 7 th Oct. 2021	Discussion with respective guides.
18 th Oct..2021 to 20 th Oct.2021	Revised methodology of work i.e. time table of work to be done.
25 th OCT.2020 to 30 th Oct (review week)	Review II (Internal)
22 th Nov.2021	Submission of data collection and precedent study and inferences
25 to 27 th Nov.2021	Review III Open Jury on research and precedent study
19 Dec.2021	Internal Review IV(Internal)
16 th Jan.2022	Internal Review V (Internal)
4 th week of Jan 2022	External Review I(Requirements: Concept, Site analysis, Site-plan, building Plan, Elevations, Sections in sketch format
3 rd week of Feb. 2022	External Review II- Final submission of drawings and Preliminary report
3 rd week of Feb. 2022 to 4 th week of	Working on Architectural detailing.

March 2022	
4th week of March 2022	External Review III- Architectural detailing and Draft report (detailing of architectural Challenge)
4th week of April 2022	Pre Final Review - Prefinal Submission (All architectural drawings and thesis report)

Dates may change due to holidays, examination and other college commitments.

STRATEGIES FOR THE PRACTICAL TRAINING.

While undergoing nearly ten months Practical Training you also need to understand the following things, which would help in building a practical knowledge in the Architecture Profession.

1) **Organisation set up of the firm.**

Importance of the organisation in the office scenario, type and number of staff required in the office, hierarchy in firm, responsibilities of each person in the office

2) **Working of the office.**

Allotment of the works to each individual in the office, role of each person in the office, working hours in the office.

3) **Understanding the philosophy of the architectural firm.**

Each architect has his or her own way of designing or handling the project as per their experience. Particular region or place also influences the approach of the designer. While gaining practical experience student should also understand the philosophy of the architect.

4) **Site visits, meeting with the clients, work on the site.**

The ongoing projects which you are working, the progress on the site becomes worth visiting, students should keep the record of the site visit, you would gain knowledge about the construction work in the field, services and also the time management on the site.

Client is an important person, the meetings are often held between architect and the client because he is the likely user and the financier of the dream project, you need to understand his requirements and instructions.

5) **Infrastructure facility provided.**

Understand the infrastructure provided by the office for the particular organisation set up, right from the planning, ambience created, facilities provided.

6) **Trainees' role in the office.**

You are an employee while undergoing practical training in the architectural firm, you might have a mentor under his/her guidance you would be working, and initially you may have to get acquainted with imperial scale. Hard work would be an essential part, timely output is a must, grasping the knowledge and presenting in the proper manner, learning different presentation techniques will be beneficial.

7) **Any kind of R & D.**

Some offices also carry out research and documentation works, during the academics you are exposed to such kind of subjects; it will be quite beneficial to you while working on the office projects, this would also help in your future carrier.

8) **Software used.**

Software drawings have become essential in the architectural firms; even the clients prefer and understand in better way, advance software's.

9) Area of specialisation of the architectural firm.

a) Urban planning.

The firm could also be dealing with urban related projects where one can learn how infrastructure and services are provided at the regional level and the bylaws related to it.

b) Landscape designing.

Architectural firms also take landscape projects, the subject which you have learnt in your academics you would get to know the practical application and also know the scope of the landscape designer.

c) Architectural designing.

Every architectural firm takes design projects, you would get to learn the manifestation of design concepts in the practical field, use of building materials and their techniques, minute details, services etc.

d) Interior designing.

Interior projects are very commonly taken, students would get to know the scope of it, application and execution of ideas for the interior projects.

e) Environmental designing.

Environmental design provides students with the skills to understand analyse and solve problems with a view toward community planning, physical development and the design of sustainable environment.

f) Green building.

Many architectural firms adapt for green building solutions in their building projects, you would get to learn the measures taken for the performance of the building, what factors are adopted on LEED and other rating etc.

10) Advance building services.

Integration of advance building services especially in high rise buildings, big complexes. Building service engineers are responsible for the design installation, operation and monitoring of the mechanical, electrical and public health system required for the safe, comfortable and environmental friendly. You would get to learn the integration of advance services in the architectural design.

11) Building automation systems.

Applicable to big complex structures, mostly this type of work is done by the experts in BAS. It is the automatic centralised control of buildings HVAC, lightings and other systems through BAS. The objective of building automation is improved occupant comfort, efficient operation of building systems and reduction in energy consumption and operating costs.

12) Building information modelling.

It is an intelligent 3D model based process for planning design, construction and management of the building, especially for big projects, BIM software is used in offices which helps to streamline the projects, deliver them faster more economical and reduce environmental pollution.

Annexure-I

Women's Education Society, Nagpur
Smt. Manoramabai Mundle College of Architecture



L. A. D. College Campus, Seminary Hills, NAGPUR - 440 006

Tel: 0712-2510208 Fax: 0712 - 2512338

Email: admin.info.ladarch@gmail.com

Web site: www.ladarch.com

B.ARCH. – VIII SEMESTER

PRACTICAL_TRAINING_PROGRESS_REPORT_(UPTO 28th February 2021)

(TO BE SUBMITTED TO THE TRAINING AND PLACEMENT DEPARTMENT ON OR BEFORE 15th MARCH 2021)

Name of the Trainee - _____

Works undertaken by the Trainee -

Architects Comments about the trainees work -

Student's personal evaluation of practical training –

Signature of Architect

Annexure-II

Women's Education Society, Nagpur
Smt. Manoramabai Mundle College of Architecture



L. A. D. College Campus, Seminary Hills, NAGPUR - 440 006

Tel: 0712-2510208 Fax: 0712 - 2512338

Email: admin.info.ladarch@gmail.com

Web site: www.ladarch.com

Ref. :

Date :

B.ARCH. – IX SEMESTER

PRACTICAL TRAINING PROGRESS REPORT (UPTO 1st July 2021)

(TO BE SUBMITTED TO THE TRAINING AND PLACEMENT DEPARTMENT ON OR BEFORE 15th July 2021)

Name of the Trainee - _____

Works undertaken by the Trainee -

Architects Comments about the trainees work -

Student's personal evaluation of practical training –

Signature of Architect

SUMMARY.

	Content	Requirement
	Practical Training Eighth Semester	<ul style="list-style-type: none"> • Write Log Book signed by the mentor every month • Collect printouts of the work done • Write Report of site visits • Estimates or measurement Book
	Thesis review Review1	<ul style="list-style-type: none"> • Inferences from literature • Typology arrived at- • Sites proposed- Then selected site • Physical Attributes, Site analysis of selected site
	Viva Voce(Practical Training) Marks - 200 Passing- 100	<ul style="list-style-type: none"> • Certificate from Employer • Prints of drawings and report • Your assessment of office. • Documentation of the experience on Hands-on Workshop.
	Practical Training Ninth Semester	<ul style="list-style-type: none"> • Same as eighth semester • Report on study of buildings • Appreciation and criticism
	Viva Voce (training) Marks- 500 Passing- 250	<ul style="list-style-type: none"> • Same as eighth semester
	Thesis Project Review 2	<ul style="list-style-type: none"> • Secondary study area • Concept generation • Study of theory and philosophies related to chosen topic • Schematic design solution • Study model