Shri Vaishnav Vidyapeeth Vishwavidyalaya
Shri Vaishnav institute of Architecture
Choice Based Credit System (CBCS) Scheme in the light of NEP-2020 by COA
B. ARCH (2021-26)

COURSE CONTENT

ARCH 800: PROFESSIONAL TRAINING

COURSE	CORE	COURSE AREA	COURSE TYPOLOGY	NAME OF THE COURSE	L	T	S	CREDIT	THEORY 2-TERM EXAM 20%	THEORY TA 20%OR 30%	THEORY ESUE 40%OR 50%	THEORY TOTAL	STUDIO TA 10%OR 50%	STUDIO EV 10%OR 50%	STUDIO TOTAL	TOTAL MARKS	EXAM DURATION (HRS)
FIELD WORK									INT	EX		INT	EX				
ARCH800	PA	PR	PRACTICAL	PROFESSIONAL TRAINING		1 6		16					400	400	800	800	

L - THEORY; S- STUDIO, T-TUTORIAL; C - CREDIT; HRS: HOURS; MST - MIDTERM TEST; A MST - AVERAGE OF MIDTERM; ESUE - END SEMESTER UNIVERSITY EXAMINATION; IA - INTERNAL ASSESSMENT PROGRESSIVE; SS- FOLIO FINAL Sessional (INTERNAL); EV - EXTERNAL VIVA VOICE; RVW - INTERMEDIATE REVIEW

4THYEAR / VIII Semester

ARCH 800: PROFESSIONAL TRAINING

Syllabus: 18 weeks (16 hours/week) Total Teaching hours: 288 Hr.

COURSE OBJECTIVE:
To develop an understanding of the duties and liabilities of an architect along with knowledge of bye-laws that relate to the building & the environment in the Indian context.
- To allow the student to see how classroom concepts and skills are professionally practised.
- To expose students to aspects of landscape architecture, planning, and design that are best experienced in practice.

COURSE OUTCOME:
At the end of the course, students will be able to
- Gain an understanding of workplace dynamics, professional expectations, and the influence of culture on both.
- Build proficiency in a range of business or industry skills appropriate to the field of the internship placement, including professional and intercultural communication through written, verbal, and non-verbal means.
- Refine and clarify professional and career goals through critical analysis of the internship experience or research project
- Give academic value to the internship.
- Add an analytical dimension to the overall experience Encourage a professional approach to academic work

EXPECTED SKILLS / KNOWLEDGE TRANSFERRED:
The skills required for an architect to grow into a complete professional.
After completion of this course, the student will be able to:
1. Outline the organizational structure, ethics and aspects of teamwork to coordinate and execute various tasks assigned in an architect's office.
2. Take part in the process of design and decision-making through various tools for effective communication.
3. Recommend best practices and solutions for a given context.
4. Develop and represent the architectural knowledge gained from the internship experience in the form of a Portfolio.

COURSE OVERVIEW:
To expose the students to the various problems and issues encountered in the normal course of architectural practice & teach them the methods of legal redressal, Internship for not less than 18 weeks in one semester.

COURSE CONTENTS:

SR. NO.	SYLLABUS: TOPIC	SUBTOPIC	TEACHING HOURS:
	DESIGN		

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COURSE	CORE	COURSE AREA	COURSE TYPOLOGY	NAME OF THE COURSE	TEACHING SCHEME				EVALUATION SCHEME								TOTAL MARKS	EXAM DURATION (HRS)
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Professional Practice. The Architects' Registration Act. The architect and his office. Relationship with clients, consultants and contractors. Legal responsibilities. Code of Professional Practice Fees, Agreements and Contracts, negotiations, arbitration and Architectural competitions. Building Codes and regulations. Building Permit. Presentations, business management, sales promotion, human relations and personnel management. Efficiency studies and performance appraisal, billing, accounting, correspondence, information storage and retrieval.

Every student must work in an Office of an experienced Architect registered with the Council of Architecture/Governing body of any other country and have a minimum of five years of practical/professional experience after her/his graduation. (if undertaking training outside India)as a full-time trainee for 14- 16 calendar weeks /90 days in the Eighth Semester (excluding Viva-voce) from the date of commencement of training. The student should involve himself/herself in various aspects of work in office-like working drawings, presentation drawings, quantity & cost estimation, site supervision, municipal drawings, etc.; Student has to prepare & submit: Building Appraisal Report, Building Audit Report, Technical Report & Training Report as per the Training Manual.

This course provides an opportunity for students to experience a working environment in an architecture firm in which to observe and apply their knowledge and skills for the degree. Projects will be negotiated between the School and the host organisation, involving students in a variety of design stages from preliminary design, design development, documentation, and presentation to a client. Students may also be involved in meetings, clerical work and administration to gain insight into the day-to-day functioning of a business.

The course will be offered to students based on academic merit through a competitive application and interview process. Students must complete the

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1	Professional Training	course to the satisfaction of the host organisation and academic supervisor **Report on his/ her works:** Every student must document the Architect and his work, his philosophies, and his practices and try analyzing some of his work; Student has to prepare & submit: a Report and a presentation on it Organization of office, client contact & presentation, processes of design development, working drawings, Sanction Drawing, contracts, exposure to consultants, understanding of the impact of costs on building design, and site supervision.	18 Wks

Note: Detailed instructions given by the University regarding the training, the frequency of reporting to the department, etc. will be issued at the end of the Eighth Semester, which the student must strictly follow.

After completion of training, every student will have to submit a detailed report with a set of drawings on at least four projects on which she/he has worked during the 16-18 calendar weeks of the practical training period.

Nature of work expected to be done during training

Content of the training report

Critical Appraisal of a building of national/international importance

Evaluation:

· The internal assessment shall be evaluated at the end of 18 weeks (Eighth Semester) and shall be conducted by the faculty deputed by the department in the institute.

· The detailed report and drawings prepared during practical Training by students will be evaluated at a viva-voce by a jury consisting of one external, one internal and the head of the department or his nominee.

After submission of the report, the department at its convenience will arrange for the conduct of the viva-voce examination

GUIDELINES

The place of the internship is to be finalised and displayed on the Institute Notice Board fifteen days in advance of the commencement of the vacation

Internship: During the internship phase (last seven weeks of the program), students will be working at their internship placement for around 28 hours a week, from Mondays to Thursdays

NOTE:: Evaluation is to be done through viva voce by an external examiner appointed by the university at Institute. Portfolios, after the university exam, shall be retained at the Institute level for the viva–voice

Evaluation: Stages: Proposal and on final submission of the paper /DOCUMENTATION of places visited Students contribute to the topic/area is of critical importance.

detailed out as per the academic calendar

a paper presentation on any subject of interest in the core or elective subjects.

The student needs to identify an area for research and in consultation with a guide propose first.

On approval, this is to be developed through the summer and culminate as a research paper.

Requirements (from students): Proposal, reviews, final presentation and paper.

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ARCH 800: PROFESSIONAL TRAINING

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a summer case study where the student has to select a built building by one of the architects and have a live document of the building and analyse the building and a word of the concept according to the architect.

ASSESSMENT
• Students are required to submit 2 intermediate reports supported by an intermediate weekly log.
- 200 marks of mid-term evaluation are based on all these.
• The performance of the student in the viva- voce examination will be conducted by a panel of internal and external examiners and a written test- 400 marks of the End Semester Examination
• The qualitative assessment grading done by the office in the 'Evaluation Sheet of Trainee' would be quantified for an assessment of 200 marks of internal assessment.
• The Final report compiled during the entire training period would account for internal assessment and would be required to be submitted one week before the conduct of the End Semester viva-voce Examination. Also, a final log sheet and confidential training report are to be submitted at the same time. This will be considered a Continuous progression evaluation.
• Students are required to submit a report with the architect's philosophy and kind of work and analyze the design language with some of his projects - 200 marks of mid-term evaluation are based on all these.

TYPE OF OFFICE /ORGANISATION
While choosing an office for training, students shall keep note of the following:
• In the case of a proprietorship firm, THE PROPRIETOR SHALL BE AN COA REGISTERED ARCHITECT.
• In the case of 'Partnership'/'Private Limited firms, at least one of the partners/directors shall be an architect, and the firm shall have at least one or more architects as Partner/ director/employee/ associate.
• In the 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 firm/office/organization should be at least 10 years old.
• Apart from the list of architects/firms, suggested a list of organizations may include Government Institutes/Institutions, State Town and Country Planning Boards, Urban Development Authorities, State Housing Boards, Municipalities, Municipal Council and Municipal Corporations where a separate wing for architectural consultancy works exist.

FRAUD AWARENESS
Students are reminded that to maintain the academic integrity of all programs and courses, the university has a zero-tolerance approach to students offering money or significant value goods or services to any staff member who is involved in their teaching or assessment. Students offering lecturers or tutors or professional staff anything more than a small token of appreciation is unacceptable, in any circumstances. Staff members are obliged to report all such incidents to their supervisor/manager, who will refer them for action under the university's student disciplinary procedures.

ATTENDANCE PENALTIES FOR THIS COURSE*
1 absence from a workshop = 1 point off the course's final grade
1 absence from work (internship placement) = 1 point off the course's final grade
more than 3 unexcused absences = f for the course
unsubmitted written work* = f (0 points) for the assignment in question
work handed in late = 1 point off the assignment per day
unsubmitted midterm evaluation = 2 points off the course's final grade
poorly filled out midterm evaluation = 1 point off the course's final grade
plagiarism = f (0 points) for the assignment in question
* past Friday – week 5 (11:59 pm), no written work will be accepted (grade for the assignment = 0).

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WRITTEN WORK Total length for all assignments combined: 15 pages in English General goal These written assignments will cover all aspects of the internship experience: the company, the sector, the intercultural experience, and the individual professional development. The final result will be a comprehensive account of the experience and its impact. Each section must incorporate elements related to the student's internship credits.

Analytical Approach

The general idea for this course is to encourage students to truly reflect on the varied subjects it covers, and not merely state facts and observations. The first crucial step for this consists in raising the right questions. Investigation (within the company, through research, through self-questioning) follows, allowing to find nuanced answers or further questions. Organized Outline This writing process is the opportunity to put into practice, a method consisting in organizing ideas in a structured outline. The format includes visible titles and subparts with explicit titles for all sections. Specific angles General Introduction The introduction will present the student's background, motivations and initial goals for the internship.

The Company and its Sector: In this section, the student must show an insider's understanding of the organization, not only through a clear description of the company, what it does/offers, and how it operates internally, but also through an analysis of its strengths and weaknesses, of the general context in which it operates, of the challenges it faces, of its identity as a community and position in a border community. It should NOT be written in the first person.

The Intercultural Experience: In this section, the student will account for his/her experience and understanding of cultural differences, both on a general scale, as a process of adjustment, and through specific examples related to human relationships, work environment and ethics, the vision of life or society and issues related to the sector.

The Professional Experience: In this section, the student will recount his/her internship experience in terms of missions and tasks, but also in terms of accomplishments, challenges, lessons, developed skills or competencies, and contribution to the community.

General Conclusion The conclusion will focus on the outcomes of this experience, how the student has evolved, what kind of professional they aspire to be and how this experience will impact future professional or personal choices. Assignments will be emailed as Microsoft Word documents. Methodological handouts and readings are available on Blackboard. Please note: it is the student's responsibility to organize their time and respect deadlines.

Employment Requirements and Internship Initiation Summary:

1. Minimum of 4-5 weeks (summer semester) of full-time work. For summer interns, this allows securing a position as late as June 1st, and working until fall classes begin. Note that internships may begin as early as 4th-year schedules can be arranged, providing a 7-8 month opportunity.

2. Must be under the supervision of a graduate Architect or other design professional. Registered Architects, Engineers, and Certified Planners also qualify.

3. Submit 2 copies of the Internship Program Application to the Internship Coordinator, before starting the internship.

Notes

• the internship should be supervised by a licensed or registered design professional (LA, Architect, Planner, Engineer). However, the qualification as a graduate design professional is also acceptable. • For Design-Build settings, there must be another landscape architect on the staff (if not registered, then someone with a degree). Internship work must have a design/office component, preferably at least 50% of the time. Credit is not given for "build" work only.

• For Arboretum/Botanical Garden settings, must be supervised by an LA or professional horticulturist. An office component is desirable, but if the internship involves outdoor training, etc., there should be no problem.

• With unusual internship opportunities, it's required to talk with the Intern Coordinator ahead of time. • If you are having trouble locating an internship, contact the Intern Coordinator. For year students and

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Grads: even if an internship has not been secured for the summer, advance enrols. If an internship is not secured, an incomplete will be given in the fall, allowing an additional year to satisfy the requirements. If you fall in this category, talk to the Internship Coordinator.

• Intended primarily to give students office experience, the program is flexible enough to allow a balance of both in the field, and in the office situations, if appropriate. Positions involving only site construction or maintenance, while valuable in their own right, are not permitted for internship credit.

Requirements:
1. Submit at least 3 weekly reports during the internship (the form will be sent to the internship location, by the intern coordinator).
2. Paper – A 2-page, single-spaced, a paper describing your experience, specifically discussing office structure, clients, responsibilities, and accomplishments, is due the first Monday of every month.
 3. An 8 1/2″ x 11″ graphic brochure describing your place of employment with appropriate contact information is due the first Monday of October.
4. Mentoring – Work with at least one student and assist them in focusing their search and acting as a resource. Identify students, contact them and meet with the Internship coordinator. Work with them to create a one-page plan by the first Monday of the Month.
5. Panel display – A panel will be assigned for you to create an interesting display describing your internship and place of employment. This will be up for 2 weeks beginning It is the responsibility of the student to display and remove it promptly.

SUGGESTED READINGS

1. Handbook on Professional Practice by I. I. A, Image systems, Mumbai,1998. 2. Estimating and Costing by Dutta,3. CMDA-Development control rules for CMA. 4. TN cinematograph manual, govt central press, Chennai,1998.,5. Environmental Acts of the Ministry of Environment & Forests, GoI. R H..Namavati, Professional practice, 7th ed, Lakshmi book depot, Mumbai,1997.

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COURSE CONTENT

ARCH 811: REPORT ON DOCUMENTING AN ARCHITECT'S WORK

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ARCH811	SEC	DC	SEMINAR CUM LAB	REPORT ON DOCUMENTING AN ARCHITECTS WORK			4	4					100	100	200	200	

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ARCH 811: REPORT ON DOCUMENTING AN ARCHITECT'S WORK

Syllabus: 15 weeks (4 hours/week) Total Teaching hours: 60 Hr.

COURSE OBJECTIVE:
To analyse various art forms, and understand the techniques involved in creative thinking.
To provide exposure to various aspects of data collection associated with the Dissertation
COURSE OUTCOME:
EXPECTED SKILLS / KNOWLEDGE TRANSFERRED:
different skills for creative thinking, understanding various art forms and appreciating architecture.
Students will get exposure & awareness of various built environments at different geographical places of architectural relevance across the state, region, country & world.
Students will get an understanding of the "synthesis of learning" by observing, registering & photo-documenting the above-stated places.
The programme outcome will be extremely valuable in creating a knowledge base in the architecture field not only in India but in nearby countries as well.
Production of classified images, sketches, and notes on first-hand experiences. of many a monument, institution, and settlement in India, which become a basis for future research.
After completion of this course, the student will be able to:
1. To explain his role, responsibilities and code of conduct as an architect.
2. Apply the professional aspects of an architecture office/company and the multiple issues in the conception, preparation and execution of the project on a site.
3. Interpret and theorize the principles into practices.
4. Develop skills that help to design for special requirements and situation-specific problems.
COURSE OVERVIEW:
Provides knowledge on the innovations in and influences on architecture and thinking process in design; The student shall be required to make a 'Study Report' which is formulated in consultation with the allotted guides in the seventh semester and evaluated as a report in the eighth semester. This report would be based on the material study, building study, urban studies, architects' interviews, market survey, construction techniques, technological survey etc.

COURSE CONTENTS:

SR. NO.	SYLLABUS: TOPIC	SUBTOPIC	TEACHING HOURS:
		• Student and faculty members stay at the selected place for 8 to 15 days. • Students will get a comprehensive awareness of that place. • Students will sketch, write notes, & photo/video document that place. • Students will also document the social, cultural, and environmental aspects of that place • Students came back to the institute and make the final edited document and report within the remaining days. Evaluation: Stages: Proposal and final submission of the paper. • Students' contribution to the topic/area is	

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