



LJ University
University with a Difference

**Diploma
in
Architectural Assistantship**



Course Code:025080601

Internship/Project

Programme / Branch Name				Diploma in Architectural Assistantship			
Course Name	Internship/Project					Course Code	025080601
Course Type	HSSC	BSC	ESC	PCC	OEC	PEC	

Legends: HSSC: Humanities and Social Sciences Courses BSC: Basic Science Courses
 ESC: Engineering Science Courses PCC: Program Core Courses
 OEC: Open Elective Courses PEC: Program Elective Courses

1. Teaching and Evaluation Scheme

Teaching Hours / Week				Evaluation Scheme							
				Theory Marks				Practical Marks			Total Marks
L	T	P	Total Credit	ESE	CA	PA	Total	PV	TW	Total	
0	0	40	20	-	-	-	-	200	100	300	300

Legends: ESE: End Semester Exam CA: Continuous Assessment (Attendance + Activity)
 PA: Progressive Assessment PV: Practical Viva
 TW: Term Work

Evaluation Pattern:

- ✓ Progressive Assessment (PA) shall be done in the form of Performance Appraisal of student in the given Form C (Suggested in appendices) on monthly basis by training provider. After completion of internship, the student should report back to the institute immediately and submit all their work along with filled up forms (Forms B & C).
- ✓ End Semester Exam (ESE) shall be conducted by external examiner. Evaluation by external examiner should be done on the basis of:
 - i. The actual work done during internship period which the student shall submit in the form of portfolio duly certified and signed by the training supervisor.
 - ii. Studio work shall be done by the students in groups (maximum 4 students in one group) during the internship period. Each student should compulsorily mention the number of hours dedicated to this work in their individual diaries (Form B) which should also be submitted to the department at the end of the training along with the training work portfolio.

Progressive Assessment:

- i. Internal teaching faculty (only architecture faculty) should evaluate training on following criteria and marks.
- ii. Performance Appraisal Report (PAR) in the form of filled up forms to be done on monthly basis.
- iii. Review of daily, weekly & monthly reports.
- iv. Final portfolios submission at the end of the internship period.
- v. Internal presentation and viva by internal teaching faculty at the end of the semester on a date specified by the department.

End Semester External Examination:

- ✓ Evaluation through ESE shall be done by external exam for this course on following criteria and marks.
 - i. Review of record and training report such as daily reports, weekly reports and final training report including a certificate issued by the training provider with a critical review of the trainee/intern during the tenure of internship.
 - ii. Review of training portfolio and studio work submission.
 - iii. Portfolios presentation with viva.

2. Prerequisites

- ✓ Interior Design 1
- ✓ Interior Design 2
- ✓ Design Studio
- ✓ Building Materials
- ✓ Advanced Building Materials
- ✓ Estimating & Costing
- ✓ Structure
- ✓ History of Architecture-I
- ✓ History of Architecture-II
- ✓ Building Construction

3. Rationale

The student of Architectural Assistantship learns and acquires skills relevant to his profession during the first five semesters of the diploma programme. By the sixth semester, he has got exposure to enough opportunities to develop professional abilities needed to work as an Architectural Assistant. However, during the sixth semester, it is important to integrate previous learning/experiences to demonstrate professional competence by way of completing a comprehensive internship. Internship aims to provide an environment for the student to integrate, coordinate and apply all the skills acquired by him/her during the entire course of study. By working as an 'Intern' in an architectural firm or organization, the student can avail the benefits of an appropriate environment where he gets to apply his skills as well as get exposure to learn new skills. Thus, this course gives an essential comprehensive practical exposure to the student and helps him gain valuable real life experience to enhance competency essential for his career advancement.

4. Objectives

- ✓ Adapt to the real life experiences.
- ✓ Appreciate the working culture of field and offices.
- ✓ Prepare portfolios for presentations of project.
- ✓ Apply interpersonal skills of communication in the field/ office.
- ✓ Demonstrate an adapting ability for acquiring and applying new skills.
- ✓ Follow ethical practices based on code of conduct by Council of Architecture (COA).
- ✓ Develop liaison between consultants and architect/architectural firm.
- ✓ Perform as a team member as well as team leader.

5. Contents

As there is no theory paper so this specification table is not applicable for this subject.

6. Suggested Student Activities

The student would be required to do a documentation work of a historical building or a contemporary building of architectural merit, as a part of the studio work for the completion of the 6th semester. This is to be done in a group of maximum four students. This work shall be reviewed during monthly reviews at the institute and marked. This documentation work should be submitted for evaluation at the end of the semester.

Sr. No.	Studio Work to be done during the period of internship
1.	Prepare reports with all necessary documentation after studying a contemporary or historical building of architectural merit OR Prepare a critical evaluation of an existing documented report of a contemporary or historical building of architectural merit
2.	Prepare a final documented report after periodic reviews and discussions with concerned faculty member

7. Instructional Strategies

- ✓ Every student must work in an architect's office as a full time apprentice/trainee for a period of 15 calendar weeks.
- ✓ The training should be undertaken in a firm, where the chief architect is registered with the Council of Architecture in India.
- ✓ The student should involve himself / herself in various aspects of office work such as working drawings, presentation drawings, quantity estimation, site supervision and preparation of corporation drawings as well as do liaison work with various agencies.
- ✓ The student is required to maintain a work diary from which he/she shall present their work once a month (last working saturday of every month). The student is required to bring hard/soft copies of all the work done for these periodic presentations. These would be finally evaluated by an internal examiner through a viva voce examination prior to the external exam, on a date decided by the department.

FORM - A

From: _____

To
The Principal

Subject: Joining report of _____

As per your letter no. _____ dated _____

Respected Sir,

_____ has reported for Architectural
Apprenticeship (Office Training) at our office located at _____

on _____.

The weekly off-day/holiday of my office falls on _____.

Thanking you
Yours sincerely
()

Signature and Stamp of Architect/Supervisor

(To be sent immediately after joining the office)

FORM - B

LJ UNIVERSITY
(LJ POLYTECHNIC)
DEPARTMENT OF ARCHITECTURAL ASSISTANTSHIP

DAILY/ WEEKLY/MONTHLY
REPORT

Name of Student: - _____

Enrollment No:- _____

Mobile No:-_____ Email Id:-_____

Name of Organization with email id for correspondence:-

Day_____ /Week/Month commencing from date to date_____

Date & Day	Abstract of Work Done (Details of work with actual details of drawing/detailing/site work/other work if any)	Remarks of Training Supervisor with Signature

- * Remarks of the architect / supervisor can be excellent / very good / good/ average / below average /poor. However the office can follow its own grading/markng system for trainees.
- * Please retain whichever is applicable depending upon regularity, punctuality, sincerity, interest taken by the student. daily/weekly/monthly reports should be submitted to the department on every visit to the college i.e. on every working saturday of the month. However students can also email the same to the college email address.

Sign of Student

Sign of Faculty
(on the day of monthly visit)

Sign of Architect/Supervisor
(with designation)

Date :- _____

(Needs to be on Letter Pad of Architect/Architect's Firm)

FORM - C
Performance Appraisal Report (PAR) of Student
025080601 – Internship/Project

Name of Student:

Enrollment No:

Diploma in Architectural Assistantship

College Name:

Criteria for PAR	Excellent	Good	Average	Need Improvement
Willingness to Learn				
Team Work				
Interpersonal Relationship				
Sincerity				
Professionalism				
Soft Skills				
Communication Skills (Oral)				
Communication Skills (Written)				
Overall Evaluation (Out of 10 Marks)				
Special Skill Observed (If Any)				

Appraised by:

Date of Evaluation:

Signature & Stamp: