PRACTICAL TRAINING BROCHURE 2014

| STUDENT'S NAME |  |
| UNIVERSITY ROLL |  |
| SESSION |  |
| TRAINING OFFICE |  |
Dear Students,

Congratulations, as you are on the verge of successfully completing 8th semester of B.Arch. As you know, for the whole 9th semester, you have to undergo a practical training (apprenticeship) with a qualified & experienced registered architect. This 24 weeks period outside the college will provide you a chance to learn the intricacies of architectural profession and in due course of time you will also understand the practical problems which an architect is expected to deal with.

Since the inception of this profession, the apprenticeship is the backbone of Architectural Education. Through ages the practical knowledge is best learnt by working with an able master.

Your sincere effort and hard work during these six months will be very beneficial for your career. So I hope that you will earnestly work hard under the able guidance of your employer and make the best use of this period.

I wish you all the best.

Practical Training Coordinator : Mrs. Radhika. G
Practical Training 2014, IX Semester
Note: Read all the rules and regulations carefully and follow them without any deviations.
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1. SCHEDULE OF TRAINING FOR 2014

Commencement of Training - Latest by 1st July, 2014
Conclusion of Training - Last by 15th Dec, 2014
Total duration - 24 weeks
Training Report Submission Date - 16th Dec, 2014
Probable dates for viva-voce examination - 3rd to 4th week of Jan, 2015

2. GENERAL GUIDELINES

2.1 Choice of firm
The Architect/ Architectural firm under whom you intend to undertake training should be a qualified Architect (Regd. with Council of Architecture) with a minimum professional experience of 10 years in profession.

2.2 Fixing of Training
Students are required to fix-up their training on their own (keeping in mind the above said guideline regarding the choice of firm.)

2.3 Prior approval
After fixing the training you must apply to the Dean/Principal, Faculty of Architecture, OIAD for the approval on the prescribed form (copy enclosed as Appendix-I).

Practical Training Coordinator reserves the right to approve the office for training. He may ask the student to change the office/firm if he deems it necessary.

2.4 Change of office and address
No change is generally permitted; any change if necessitated shall be made only after stating valid reasons and submitting No Objection Certificate from the previous employer.

Prior permission of Practical Training Coordinator shall be mandatory for any change of office and change must be made within first five days of calendar month.

In case the student submits the approval letter/confirmation letter from an Architect, but fail to join him/her, he must inform him in writing stating the reasons for not joining and submit its copy to the college for record.

Change of address (official or correspondence), should be intimated to the college within one week of change. (Change of official address means shifting of the Architect’s office with whom you are working).
Note: If a student changes the office without the permission of Practical Training Coordinator, his or her subsequent training reports will be cancelled.

### 2.5 Schedule for sending progress reports.
You are required to send the Joining Report and Monthly Progress Reports in prescribed format (enclosed as Appendix II & III) to the PTC as per the following schedule, which should be strictly adhered to.

The **LAST DATES** to receive the receipts by the college.

1. Approval letter 30th June, 2014
2. Joining report 7th July, 2014
4. Progress report of August 7th Sep, 2014
5. Progress report of September 7th Oct, 2014
7. Progress report of November 7th Dec, 2014
8. Progress report of December 16th Dec, 2014

All correspondence should be addressed to **Practical Training Coordinator, Faculty of Architecture, OIAD, Juglan, Hisar.** Any dispute on account of postal delay will be considered only on the production of postal registration receipt by the students.

Scanned images of all the above reports shall also be e-mailed to [ptcarch@omgroup.edu.in](mailto:ptcarch@omgroup.edu.in). All Reports shall be posted to the below address:

To
The Principal
OM INSTITUTE OF ARCHITECTURE AND DESIGN
12 Km Stone, NH-65, Chandigarh Road, VPO: Juglan (HISAR)-125001
Ph. No. 01662-264282

### 2.6 Marking of Monthly reports
Monthly progress reports completed in all respect and received by the prescribed last date of receipt (i.e. **on or before 7th of every month**) in the college general office will get full marks. Reports received after the last date but within one week (i.e. on or before 14th on every month) will get only 80% of marks; reports received between 15th till 24th will get 60% marks. Any report received after 24th of the month will get no credit. If the last date for receipt of report falls on holiday then the immediate working day will be treated as the last date.

### 3. WORK TO BE DONE DURING PRACTICAL TRAINING
You are required to do the following work during your training period.

#### 3.1 Work During Office Hours
- All Architectural work done during the training period assigned to you by your employer, under the following types - working on sketch proposals, presentation drawings, submission / municipal drawings, working / construction drawings, preparing estimates, project reports, models, writing specifications, site visits etc.
You are required to submit best of your work at the time of viva voce after the completion of training. The number of prints to be submitted is restricted from ten to twelve. (Each print will be accepted for evaluation only if signed by the trainee in the appropriate column, and duly attested by the employer).

3.2 Work after office hrs. - In addition to the regular office work you are required to utilize your time in preparing a Training Report and a Critical Appraisal Report. This report should comprise of multifaceted aspects of any building or complex.

3.2.1 Training report - This shall be composed of Documentation of Innovative Details (Minimum 25), Site supervision and Field Observations. The Hard Copy, which is to be submitted to the college, shall be on A-3 size in Landscape format.

3.2.2 Critical Appraisal Report – This is a Critical Appraisal Report of a building designed preferably by your employer. The report is to be based on site visits personal observations and comments from the users; and will cover aspects of design, structure, construction materials, construction methods, services etc. The building should be either on the completion stage or at least 70% completed, preferably with total covered area of project not less than 10,000 sq ft. It is advised that students shall on no account choose a building or a complex, of which building design analysis has already been done by the previous batches of students during their training period. (It can be checked from the college library)

Format for the Report - The aim of this report is to make you understand all aspects of building design and its construction. The suggestive headings of the report are site planning, concept/design, circulation system, structural design services, detailing, construction techniques, materials used, cost analysis, specification used interior design, landscape etc. The Hard Copy, which is to be submitted to the college, shall be on A-4 size in Portrait format.

4. EVALUATION OF TRAINING WORK
On completion of training an open viva-voce will be conducted by a jury comprising of Practical Training in-charge and one/two external examiners appointed by the University, who will evaluate the total performance.

5. DISTRIBUTION OF MARKS

<table>
<thead>
<tr>
<th>TOTAL MARKS</th>
<th>700</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Univ. Exam Marks</td>
<td>200</td>
</tr>
<tr>
<td>Viva- Voce</td>
<td>200</td>
</tr>
<tr>
<td>(To be conducted by the external expert appointed by University)</td>
<td></td>
</tr>
</tbody>
</table>
5.2 Internal Marks

(a) Internal Marking

i. Joining Report Marks - 30

ii. Monthly Report and performance report (Based on pt tables I-3) Marks (6 x 20) - 120

iii. Training Report (refer Syllabus) - 125

iv. Critical Appraisal Report (refer Syllabus) - 125

(b) Marks awarded by the Architect - 100
(The employer is requested to give marks along with the Experience Certificate of the student at the conclusion of training which should be send in a sealed envelope by registered post directly to the Practical Training Coordinator)

Note: Every student is required to present a seminar on the building studied by him/her with the help of blue prints / transparencies / slides to his/her fellow students after joining the college. Presentation of the Critical Appraisal Report has to be done in Power Point, with maximum number of slides being 30.

6. THESIS PREPARATION
Along with the submission of the 9th Semester Training Report, students will submit brief write-ups on three projects out of which one will be approved.

Topics for Thesis also should be extensively discussed with the Principal Architect and colleagues in the Architectural Firm where the student is taking practical training.

Students may also contact teaching faculty for guidance in thesis topics through email.
To,
The Principal,
Faculty of Architecture,
OIAD, JUGLAN, HISAR.

Sub: Approval of Apprenticeship.

Sir,

I have received an acceptance from Ar.______________________________ to work as student trainee and would like to seek your approval for this apprenticeship. The duration of apprenticeship has been agreed as ___________ week staring from _________________to__________________.

Yours Sincerely,

Trainee’s Signature
(Name______________________)
Roll No.__________________
Dated__________________

It is certified that the information given above is correct.

Architect’s Signature
With Office seal/stamp
Name of Architect______________________________
Full Office Address______________________________

Mobile No.__________________Tel. No. with STD code__________________
Educational qualification______________________________
Year of graduation______________________________
Name of Institute______________________________
Total practical experience______________________________
C.O.A Registration no.______________________________

For office use

(Recommendation of PTC) Dean, Faculty of Architecture
APPENDIX-II

FACULTY OF ARCHITECTURE,
OIAD, HISAR, JUGLAN

PRACTICAL TRAINING PROGRAMME (July 2014 – Dec 2014)

JOINING REPORT

Student’s Name ________________________________________________________

Address for correspondence during training period

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

_____________________________________________________________ Tel _______________________________

Name of Architect Mr./Ms.__________________________________________

Full Office Address_________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Mobile No.__________________________Tel. No. with STD code________________________

Date of Joining __________________________ (Trainee’s Signature with date)

It is certified that Ms./Mr.__________________________________________

College Roll No._____________________________ is joining my office/firm as a student trainee

and the information supplied by him/her is correct.

____________________________

Architect’s Signature
Name ____________________

Office seal/stamp
APPENDIX-III

FACULTY OF ARCHITECTURE,
OIAD, JUGLAN, HISAR

PRACTICAL TRAINING PROGRAMME (July, 2014- Dec, 2014)
Monthly Progress Report

July, August, September, October, November, December 2014 (Tick the month of report)

Name (in block letter) ________________________________________________________________

Details of the projects handled during this month.
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________

Nature of work done by me (project wise)
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________

(Trainee’s Name & Signature)

Contact No.-

Architect’s Signature

Name……………………
(Office seal stamp)

(To be issued on the office Letterhead by the Architect Supervisor /Head of the Office
and sent to the Institute in sealed envelope)
APPENDIX-IV (Mandatory to be printed on office letter head)

PERFORMANCE REPORT

Name:__________________________________________

Date of Joining:___________________________________

Date of leaving :___________________________________

His/Her performance on the following aspect:

1. Discipline:________________________________________

2. Sincerity:________________________________________

3. Inter Personal Relationship:_________________________

4. Conceptual hold:_________________________________

5. The grasping power and the knowledge
   of detailing : building materials:_____________________

6. Speed at production level of
   Architectural Drawing:______________________________

Student may be permitted to have records of work done in terms of drawing reports etc. to enable him to submit the training portfolio to the School for Library.

Signature of Architect

Name:______________________________

CoA No:__________________________

Office Seal
# Evaluation Summary of Trainee

<table>
<thead>
<tr>
<th>S.no</th>
<th>Head under which the trainee has to be judged &amp; evaluated</th>
<th>Below average</th>
<th>Average</th>
<th>Above average</th>
<th>Outstanding</th>
<th>Truly exceptional</th>
<th>Marks obtained (for office use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Experimental Skill Research Aptitude</td>
<td>20%</td>
<td>40%</td>
<td>60%</td>
<td>80%</td>
<td>100%</td>
<td>Out of</td>
</tr>
<tr>
<td>2</td>
<td>Creative Ability &amp; Imagination</td>
<td></td>
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<tr>
<td>3</td>
<td>Ability to Analyse a Problem &amp; Formalize Solution</td>
<td></td>
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<tr>
<td>4</td>
<td>Initiative /willingness to learn</td>
<td></td>
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<tr>
<td>5</td>
<td>Perseverance/Commitment</td>
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<tr>
<td>6</td>
<td>Firmness in thoughts</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>Ability to organize &amp; work in Group</td>
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<tr>
<td>8</td>
<td>Command in computer presentation</td>
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<tr>
<td>9</td>
<td>Communication skill-Graphic</td>
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<tr>
<td>10</td>
<td>Communication skill-oral</td>
<td></td>
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<tr>
<td>11</td>
<td>Communication skill-written</td>
<td></td>
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<tr>
<td>12</td>
<td>Know-how of other subjects &amp; then involvement in Design</td>
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<tr>
<td>13</td>
<td>Interest for visits to sites during construction</td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Overall Development &amp; Behavior during the stay in office</td>
<td></td>
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<tr>
<td>15</td>
<td>Attendance &amp; Punctuality</td>
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</tbody>
</table>

**Total**

Remarks of the Architect Supervisor / Head of the Office

…………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………………

Place……………………………… Date………………………………………… COA No………………………………

Signature of Architect with office seal
Students are expected to maintain a work diary and record day to day activities during the training. Correct information should be entered in the relevant columns in hand written form. The work diary is to be submitted as apart of the Training Report. The entries should be certified by the office.

<table>
<thead>
<tr>
<th>Project SI. No.</th>
<th>Project’s Name &amp; its Location</th>
<th>Office Job No.</th>
<th>Size of the work team</th>
<th>No. of hours put into the project during the calendar WEEK starting with DATES</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>8</td>
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</tbody>
</table>

Student’s Name:………………………… Month: ..............................
Year & Session:………………………… No of Weeks in Training : ............. …
Name & Address of the trainee office : ................................................
.................................................................................................
.................................................................................................

Supervisor’s Name: .................................................. Qualifications:
................................................................. .................................................................

Entries on this table are Verified ..........................................................
Signature of Supervisor
## Work Information (in office hours)

### Monthly Dairy

**PT/AR501/03**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Type of Work done for projects</th>
<th>Project No.</th>
<th>No. of Hours put in Project S.No. from Table: PT/AR501/02</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Municipal Drawings</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Presentation Drawings</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Working Drawings</td>
<td></td>
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<tr>
<td>4.</td>
<td>Construction Details</td>
<td></td>
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<tr>
<td>5.</td>
<td>Structural Analysis/Design</td>
<td></td>
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</tr>
<tr>
<td>6.</td>
<td>Structural Drawings</td>
<td></td>
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<tr>
<td>7.</td>
<td>Services Design/Details</td>
<td></td>
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<tr>
<td>8.</td>
<td>Planning &amp; Design</td>
<td></td>
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<tr>
<td>9.</td>
<td>Interiors</td>
<td></td>
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<tr>
<td>10.</td>
<td>Models</td>
<td></td>
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<tr>
<td>11.</td>
<td>Site Supervision/Visit</td>
<td></td>
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<tr>
<td>12.</td>
<td>Estimate &amp; Costing</td>
<td></td>
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<tr>
<td>13.</td>
<td>Specifications etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Client dealing</td>
<td></td>
<td></td>
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<tr>
<td>15.</td>
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<td>19.</td>
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<tr>
<td>20.</td>
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</tbody>
</table>

Entries Here in verified
__________________________
Signature of Supervisor

Month ...............(7\textsuperscript{th} day of each month)

---

Date ____________________
APPENDIX-V (Mandatory to be printed on office letter head)

Ref. No: PT/AR-501/9
Dated: …………..

To,

The Practical Training Coordinator
Faculty of Architecture,
OIAD, JUGLAN, HISAR.

Subject: Internal Marks out of 100 (To be awarded by Architect)

Sir,

It is to state that Mr. / Ms. ___________________________ has successfully completed the practical training in this office. His / Her performance was ___________________________

________________________________________

He / She deserve ________________marks out of the maximum marks of 100.
I wish him/her______________________________

Best Regards

(Signature with Office stamp)

Name of Architect: ______________________
Full Office Address: ______________________
________________________________________

Mobile: ________________________________
APPENDIX-VI (Mandatory to be printed on office letter head)

EXPERIENCE CERTIFICATE

REF. NO: .................. DATED: ..................

IT IS TO STATE THAT MR./MS........................................... HAS SUCCESSFULLY COMPLETED THE PRACTICAL TRAINING IN THIS OFFICE, FROM ........................................... TO ..........................................

HIS / HER PERFORMANCE WAS ........................................................................................................

I WISH HIM/HER ................................................................................................................................

BEST REGARDS

(SIGNATURE WITH OFFICE STAMP)

NAME OF ARCHITECT: ________________________
FULL OFFICE ADDRESS_________________________
_________________________________________
_________________________________________
MOBILE: ________________________________
APPENDIX-VII (Mandatory to be printed on office letter head)

NO DUES & RELIEVING CERTIFICATE

This is to certify that Mr./Ms.-----------------------------------------------, a student of the IXth semester B’Arch. OM INSTITUTE OF ARCHITECTURE AND DESIGN, Hisar has completed his/her compulsory sixteen weeks Practical training as stipulated by the Kurukshetra University, in our office.

He worked under the supervision of _______ from __ to ____ and is being relieved from this office this forenoon/afternoon of ______.

It is further certified that, he has handed over the charge of materials/books etc. which were in his custody and no outstanding dues are pending against him/her.

______________________________
Seal & Signature of Architect
COA No: _______________________

Place _______________________
Date _______________________

### Students Brief on Practical Training 2014

<table>
<thead>
<tr>
<th>S. No</th>
<th>List of documents</th>
<th>Training brief for Students</th>
<th>date for distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application from college</td>
<td>printed in OIAD format submit to the Architect office along with signed by Training coordinator</td>
<td>19th &amp; 20th June 2014</td>
</tr>
</tbody>
</table>

#### Submission of Documents to College

<table>
<thead>
<tr>
<th>S. No</th>
<th>List of documents</th>
<th>Format Reference in Training Broucher 2014</th>
<th>Remarks</th>
<th>Last date for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Apporval Letter</td>
<td>Appendix I</td>
<td>before start of the training, email to training cell email id</td>
<td>30-Jun-14</td>
</tr>
<tr>
<td>2</td>
<td>Joining letter (30 marks)</td>
<td>Appendix II</td>
<td>joining date (on or before 1st July 2014), email to training cell email id</td>
<td>7-Jul-14</td>
</tr>
<tr>
<td>3</td>
<td>Monthly Progress Report (6 reports, 20 each months, total: 120 marks)</td>
<td>Appendix III</td>
<td>Posted to college address EVERY 1ST WEEK OF EACH MONTH &amp; same reports should be scanned and send to Training cell email id</td>
<td>refer page 5 in Training broucher</td>
</tr>
</tbody>
</table>

**Note:**
IN ADDITION, submit all the below documents from the Architect's office also.

#### Documents from the Architect office

<table>
<thead>
<tr>
<th>S. No</th>
<th>List of documents</th>
<th>Reference</th>
<th>Remarks</th>
<th>Last date for submission (16th Dec 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>PERFORMANCE REPORT</td>
<td>refer Training broucher 2014</td>
<td>after completion of training</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>EVALUATION SUMMARY OF TRAINEE</td>
<td>refer Training broucher 2014</td>
<td>after completion of training</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>MARKS FROM THE ARCHITECT (100 marks)</td>
<td>refer Training broucher 2014</td>
<td>closed envelope - sealed</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>EXPERIENCE CERTIFICATE</td>
<td>refer Training broucher 2014</td>
<td>after completion of training</td>
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</tr>
<tr>
<td>8</td>
<td>NO DUES AND RELIEVING CERTIFICATE</td>
<td>refer Training broucher 2014</td>
<td>after completion of training</td>
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</tr>
</tbody>
</table>

**Note:**
9 IN ADDITION, ALL MONTHLY REPORTS SHOULD BE DULY SIGNED BY THE TRAINER
10 ALL THE DRAWINGS submitted for the below reports also should be duly signed by the trainee as well as the architect.

#### Submissions of Training Works

<table>
<thead>
<tr>
<th>S. No</th>
<th>List of documents</th>
<th>Details</th>
<th>Remarks</th>
<th>Last date for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TRAINING REPORT (internal marks: 125)</td>
<td>Documentation of innovative details. Site supervision &amp; field observations</td>
<td>hardcopy-25 pages, a3 size landscape format</td>
<td>16th Dec 2014</td>
</tr>
</tbody>
</table>

#### Submissions of VIVA (external marks: 200)

<table>
<thead>
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<th>S. No</th>
<th>List of documents</th>
<th>Details</th>
<th>Remarks</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CRITICAL APPRAISAL REPORT</td>
<td>choose building completed max. 70%, Built up Area not less than 10000 sq ft</td>
<td>hard copy, a4 size portrait</td>
<td>3rd or 4th week of Jan 2015</td>
</tr>
<tr>
<td></td>
<td>internal marks: 125</td>
<td>Site planning, concept design, circulation system, structural design</td>
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<tr>
<td>3</td>
<td>PRESENTATION</td>
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<td>critical appraisal report</td>
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<td>30 slides</td>
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<td>3rd or 4th week of Jan 2015</td>
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<tr>
<td>4</td>
<td>THESIS</td>
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<td>brief and write up on 3 project topics</td>
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<td>3rd or 4th week of Jan 2015</td>
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</tr>
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</table>

Note:
Total Marks : 700
internal marks: 500
Viva by external: 200

all reports shall be sent to below address and email id

To
The Principal

OM INSTITUTE OF ARCHITECTURE AND DESIGN
12 Km Stone, NH-65, Chandigarh Road, VPO: Juglan (HISAR)-125001
Ph. No. 01662-264282
Email Id: ptcarch@omgroup.edu.in