

FOURTH YEAR – SEVENTH SEMESTER

AC701

OFFICE TRAINING

CREDITS =24

- Focus:** To make students aware of and to inculcate a sense of appreciation in all the operations that take place- right from the preliminary sketch design to the completion of the project.
- Contents:** The students must complete a minimum of sixteen weeks of training in a registered architectural practice firm. They are required to participate in each activity of the organization for a minimum period of one week.
Maintaining a weekly report file and recording their activities during training period in detail (refer Guidelines for Office Training given) .
The student is also expected to do case study of one project that he is associated with, during his training period . This study should include a complete documentation and analysis of the architectural / structural and constructional aspects of the project. Details which are deemed confidential by the firm should not be included in the study report, which must be submitted along with the Weekly Report File.
A student is expected to work on preparation of Municipal drawings, basic knowledge about documentation, tender work, marking of layout on site, sanitary fittings, office administration etc.
- Method:** A student shall work in well established private architect's office, or government, semi – government office related to architectural work.