

Ref No: B.DES-PID 4YR/ DS463/ 2024-25/ 01

DATE: 20-05-2024

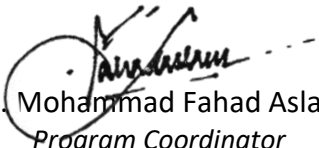
## NOTICE

Students of Bachelor of Design (Product & Interior Design) are hereby informed that as per the Program Ordinance, Practical Training is mandatory for students of 7<sup>th</sup> Semester for *16 Weeks* as part of the curriculum of the course *DS463 Practical Training*.

As per the evaluation scheme, DS463 is a 12-credit course. The Evaluation Scheme and Syllabus are attached at the end of this document docket, for your reference.

Students are instructed to go through this docket carefully so as to successfully complete your Mandatory Practical Training.

The **last date for joining any firm for practical training is 20<sup>th</sup> June 2024** as per Academic Calendar. Students are advised to join good firms outside Lucknow for their internship for better exposure and holistic development. Students joining firms in Lucknow for internship will not be considered qualified for appearing in Internal & External End Semester Viva, without due approval from Head, Department of Architecture and Dean, Faculty of Architecture, Planning & Design for extremely rare circumstances.

  
Ar. Mohammad Fahad Aslam  
Program Coordinator  
Bachelor of Design

**LIST OF REQUIRED DOCUMENTS (to be submitted at the time of reporting for viva):**

S. No.	Document		Size / Remarks	Mode of Submission
1	Certificates	a. Joining Letter b. Relieving Letter c. Experience Certificate d. Any other, if.	<b>Original and Coloured Copy</b> in A4 (Office Flap).  <i>Original certificates will be returned to student after verification; copy will be retained.</i>	Hard copy and scanned copy.  <i>Joining Letter to be emailed to Prog. Coordinator's ID latest by <b>01<sup>st</sup> July 2024</b></i>
2	Training Portfolio	(See instructions)	A3 (spiral binding) Duly signed and stamped by the office	Hard copy and soft / scanned copy
3	Log Book	Duly signed and stamped log book consisting details of daily work (See next page for Log Book Format)	A4 (spiral binding) Duly signed and stamped by the office (also attach copy of each certificate in starting of the log book)	Hard copy and scanned / soft copy
4	Daily Diary	(See instructions)	A4 / A5	Hard copy
5	Tour Diary	(See instructions)	A4 / A5	Hard copy
6	Feedback	Feedback report of trainee	Sealed envelope	Hard copy and scanned copy / soft copy

**INSTRUCTIONS:**

- Students are required to email the Monthly report against the work done in office within three working days after the month end. All monthly reports will be later compiled in single Log book.
- Students have to make a collection of photographs of site visits during their office job which states the purpose and conclusion of scheduled visit.
- Training portfolio must contain Cover page with index, training work on A3 Size, and details of site visits along with photographs in collaged form. Must be Duly signed and stamped by the office.
- A Daily diary is a record (originally in handwritten format) or collection of entries about everyday activity or experience in the office arranged by date (basically they could be notes, standards, norms, rates of materials, meeting briefs, discussion with consultants etc.).
- Tour diary shall include the report or documentation (study, sketches, photographs, interviews etc.) of the city/ place/ building etc. where student is placed or the places they visit during training period.



# PRACTICAL TRAINING

## DAILY LOG SHEET

**FOR THE MONTH OF:** .....

**PARTICULARS OF STUDENT:**

Name of Student: .....

Class: Bachelor of Design (Product & Interior Design) 7th Semester (2024-25)

**DETAILS OF OFFICE / FIRM:**

Name: .....

Address: .....

**DETAILS OF WORK / JOB:**

S. No.	Project Title & Location	Office Job Number	Date	Remarks (Details of Work Done)

**Date:** .....

**Place:** .....

Signature of Student



## Integral University, Lucknow

<b>Effective from Session: 2023-2024</b>							
<b>Course Code</b>	DS463	<b>Title of the Course</b>	Practical Training	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>Year</b>	4 <sup>th</sup>	<b>Semester</b>	7 <sup>th</sup>	-	-	-	12
<b>Pre-Requisite</b>	None	<b>Co-requisite</b>	None				
<b>Course Objectives</b>	To enable the students to gain the kind and range of practical experience, this will prepare them for their likely responsibilities, immediately after qualifying B. Des. Course.						

Course Outcomes	
<b>CO1</b>	To enable the student to gain the kind and range of practical experience which will prepare them for their likely responsibilities, immediately after qualifying Bachelor of Design (Product & Interior Design) course
<b>CO2</b>	To acquaint with various work, procedures etc. of the designer profession
<b>CO3</b>	To maximize exposure of new material, technologies, building practices, etc.
<b>CO4</b>	To sensitize to be more observant to their surroundings by visiting the site
<b>CO5</b>	To enhance the professional development skill to deal with the client, labor, vendor, etc.

S. No.	Title	Content
1	Training Rules: Practical Training	The Head of Department of Architecture will approve the office of the ‘Practical-Training’ for the student. The marks for ‘Practical Training’ will be awarded to each student in accordance with the Regulations and Guidelines issued separately by the University.
2	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. Des 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.
3	Guidelines For a Student Trainee: Honorarium/Stipend	Offices usually pay some amount as honorarium/stipend to meet out of pocket expenditure to the trainee. The University shall have no objection if the trainees accept/receive such honorarium/stipend. The mode and amount of the honorarium shall depend upon the office and be based upon a mutual agreement between the employing Firm and the trainee. However, it shall neither be a claim of the trainee nor binding on the firm but for proper professionalism and to maintain the dignity of profession, the training office pay a respectable amount as stipend/honorarium. The University/Training and Placement cell of the Institute shall not in any way be responsible for the payment against any sorts of damages, whatsoever.
4	Code of Conduct for The Trainee	He/she shall abide by the rules, regulations and general instructions of the office/firm. He/she shall remain punctual and regular in attendance. He/she shall make all efforts to learn the work involved in the profession, and if so required for work, shall attend the office beyond the scheduled time in the office. He/she shall respect and obey the senior members of the office/firm. He/she shall take up the job with full responsibility and show utmost interest in the work allotted. He/she shall inform the institute/training and placement cell about joining in the training office, its address and contact numbers. He/she shall also inform the address of the accommodation acquired during the training period. He/she shall remain in regular touch with the University/ ‘Training and Placement Cell’ and shall keep the Training and Placement Cell fully informed about his/her progress in the training office. In case of any complaint or misconduct, the University/Training and Placement Cell may take suitable and strict action against the student.
5	Joining and the Leaving Training Office	The trainee is expected to join the training office on the scheduled date, and submit his ‘Joining Report’ on the letterhead of the office duly signed by Head of the Training to the Institute in the Performa prescribed for the purpose and contained in the Log Book. The trainee must obtain a ‘No Dues Certificate’ duly and get relived from the office at the end of the training period or before changing the ‘Training Office’. The trainee must submit this ‘No Dues Certificate’ along with the Log Book.
6	Change of Training Office	In case of any emergency, a trainee may be permitted to change the training office/place of training once only during the entire period of training. He/she shall inform the Principal/Director/Head of Department/Officer in-charge of the ‘Training and Placement Cell’, and seek prior permission for such a change. The total duration of the practical training shall be the sum of the period of stay in different offices. It shall be in conformity with the ‘Duration of Training’ as prescribed in the ‘Ordinances, Scheme of Examination & Syllabus’ of the University.

		<p>from the architect.</p> <p>‘Daily Diary’ with details of the day to day work record, which will be returned to the student after assessment and viva voce examination. The suggested ‘Proforma’ of the page of the daily diary is available in the prescribed ‘Log-Book’.</p> <p>‘Training report’ supplemented with the prints and documents of work done during practical training. The prints and documents shall be obtained with the permission of the office and shall be duly signed by the ‘Supervisor’.</p> <p>Training report shall be submitted in three copies. First copy shall be returned to the student after assessment of Continuous Assessment marks and viva voce examination. The second copy shall be retained by the Training and Placement Cell/library. These shall be presented in A-4 size with ring binding.</p>
8	Failures	In case the student/trainee remains unsuccessful or fails in completing his/her practical training or viva-voce examination, the matter shall be dealt with in accordance with the relevant ‘Rules and Regulations’ of the University.



**Reference Books:**

Tomris Tangaz, Interior Design Course, 2006

Tomris Tangaz, The Interior Design Course: Principles, Practices and Techniques for the Aspiring Designer, 2006

Course Articulation Matrix: (Mapping of COs with POs and PSOs)																		
PO-PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	3	3	2	1	1	2	3					3	2	3	3	3	
CO2	2	3	3	1	1	2	3	3					3	2	3	3	2	
CO3	3	3	3	2	1	2	2	3					3	2	3	3	3	
CO4	2	3	3	1	1	1	2	3					3	2	3	3	2	
CO5	2	3	3	1	1	1	2	3					3	2	3	3	2	
CO6	2	3	3	2	1	1	2	3					3	2	3	3	3	

1- Low Correlation; 2- Moderate Correlation; 3- Substantial Correlation

 Ar. Safa Seraj <b>Name &amp; Sign of Program Coordinator</b>	 <b>Sign &amp; Seal of HoD</b>
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Proposed Teaching Scheme for B.Des. (Product Interior Design)

Semester 07

Sl.	Course Code	Course Category	Subject Name	Teaching					Sessional	ESE		Total	Duration / Mode	Course Attributes						Sustainable Development Goals	
				Hours/Periods/Credits						T	P/V			Employability	Entrepreneurship	Skill Development	Gender Equality	Environment & Sustainability	Human Value		Professional Ethics
				L	T	P/ST	Total	C													
1	DS 463	DC	PRACTICAL TRAINING	0	0	0	0	12	420	-	280	700	Viva-Voce	✓	✓	✓		✓	✓	✓	9: Industry Innovation and Infrastructure 12: Responsible Consumption and Production 13: Climate Action
			<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>				<b>700</b>									