

Ref No: B.DES-PID 4YR/ DS463/ 2025-26/ 01

DATE: 29-04-2025

## **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 confirmation of firms for practical training is 16<sup>th</sup> June 2025** as per Academic Calendar. Students are instructed to keep the following details in mind when selecting their internship firms:

**1. Location & Established of the Firm Requirement:**

- All students are required to pursue their internship outside Lucknow to ensure broader industry exposure and learning.
- Internships within Lucknow are not permitted. Permissions to do so can only be given in rare and exceptional cases, and that too with prior written approval from the Dean of the Faculty and the Head of the Department.
- The firm you will be joining should be 10 or more years old.

**2. International Internships:**

- Students who undertake internships abroad will be *appreciated and awarded additional marks during the evaluation process*.
- This reflects the student's proactive approach and global perspective in professional learning.



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 2025</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