

GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD, GUJARAT**Course Curriculum**
ARCHITECTURAL APPRENTICESHIP
(CODE: 3365001)

Diploma Programme in which this course is offered	Semester in which offered
Architectural Assistantship	6 th Semester

1. 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 apprenticeship. Apprenticeship aims to provide an environment for the student to integrate, coordinate and apply all the skills acquired by him during the entire course of study.

By working as an 'Apprentice' 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.

2. COMPETENCY

The course content should be taught and curriculum should be implemented with the aim to develop required skills in students so that they are able to acquire following competencies:

- **Adapt to the real life experiences**
- **Appreciate the working culture of field and offices**
- **Prepare portfolios for presentations of project**

3. COURSE OUTCOMES

Students will be able to,

- 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
- Develop liaison between consultants and architect/architectural firm
- Perform as a team member as well as team leader

4. TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T+P)	Examination Scheme				Total Marks
				Theory Marks		Studio Marks		
L	T	P/S	C	ESE	PA	ESE	PA	250
0	0	30	30	00	00	100	150	

Legends: L-Lecture; T- Tutorial/Teacher guided theory Practice, S- Studio; P - Practical; C – Credit; ESE - End Semester Examination; PA - Progressive Assessment

Evaluation Pattern:

- Progressive Assessment (PA) shall be done in the form of Performance Appraisal of student in the given Form - F (Suggested in appendices) on monthly basis by apprentice training provider. After completion of Apprenticeship, the student should report back to the institute immediately and submit all their work along with filled up forms (Forms C & F). **(Maximum 150 marks)**
- End Semester Exam (ESE) shall be conducted by External Examiner **(Maximum 100 marks)**
Evaluation by External Examiner should be done on the basis of,
 - i. The actual work done during Apprenticeship period which the student shall submit in the form of portfolio duly certified and signed by the apprentice training supervisor/provided.
 - ii. Studio Work shall be done by the students in groups (maximum 4 students in one group) during the Apprenticeship period. Each student should compulsorily mention the number of hours dedicated to this work in their individual diaries (Form C) which should also be submitted to the department at the end of the training along with the training work portfolio.

Progressive Assessment: (Maximum marks - 150)

Internal teaching faculty (only architecture faculty) should evaluate training on following criteria and marks

- i. Performance Appraisal Report (PAR) in the form of filled up forms (Form - A) to be done on monthly basis. **(Maximum marks - 40)**
- ii. Review of Daily, Weekly & Monthly Reports **(Maximum marks - 10)**
- iii. Final Portfolios submission at the end of the Apprenticeship period **(Maximum marks - 50)**
- iv. Internal presentation and viva by internal teaching faculty at the end of the semester on a date specified by the department **(Maximum marks - 50)**

End Semester External Examination: (Maximum marks - 100)

Evaluation through ESE shall be done by External Exam for this course (maximum 25 students per day shall be examined by External Examiner) on following criteria and marks

- i. Review of record and Training Report such as Daily Reports, Weekly Reports, PA and Final Training Report including a Certificate issued by the Training provider with a critical review of the trainee/apprentice during the tenure of Apprenticeship **(Maximum marks - 20)**
- ii. Review of Training Portfolio and Studio Work submission **(Maximum marks – 40)**
- iii. Portfolios presentation with Viva Voce **(Maximum marks - 40)**

Important Note: Both internal and external examiners should strictly qualified as an Architect (basic degree of teaching faculty should be in relevant discipline) as per latest Gujarat Government's recruitment rule (No.SCT/10/2013/616356/GH/1176 date 28/10/13)

5. SUGGESTED WORK LOAD :

- Total 30 hours load per week per division may be considered during the Academic Tenure for progressive reviews of Training Work as well as Studio Work at the institute this includes for visiting the employer's office premises as and when required for evaluating student's work and their progress or otherwise follow-up of student's progress can also be done vide written (either by letter or by email) or oral communication with training provider

6. SUGGESTED SPECIFICATION TABLE WITH HOURS & MARKS (THEORY)

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

7. SUGGESTED STUDENT ACTIVITIES (STUDIO WORK)

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 VIth 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 Apprenticeship (outcomes)	Approx Hours Required to be dedicated by the student and mention in diary
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	50
2	Prepare a final documented report after periodic reviews and discussions with concerned faculty member	40
	Total	90

*Only approximate number of hours given in table, it may vary depending on the location and type of building which is studied. Also number of students in a group may be decided by the concerned head of the department.

8. INSTRUCTIONAL STRATEGIES

- i. Every student must work in an architect's office as a full time apprentice/trainee for a period of 15 calendar weeks.
- ii. The training should be undertaken in a firm, where the chief architect is registered with the Council of Architecture in India.
- iii. 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.
- iv. 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.

9. SUGGESTED LEARNING RESOURCES (BOTH AT INSTITUTE & DURING APPRENTICESHIP)

Following is the list of proposed learning resources,

1. Books and periodicals available with the training provider's office / any other library
2. Relevant architecture related websites and e-journals
3. Research works available with Architecture degree institute library
4. Seminars/workshops/discussions/symposiums conducted at nearby architecture degree colleges and also listen to talks by experts, with prior permission from the college authorities

10. COURSE CURRICULUM DEVELOPMENT COMMITTEE

Faculty Members from Polytechnics

- **Prof. Bhaskar J. Iyer**, H.O.D Architecture, Govt. Polytechnic, Vadnagar
- **Prof. Jayshree S. Nair**, Lecturer in Architecture, Govt. Girls Polytechnic, Surat
- **Prof. Sangita J. Vaghasia**, Lecturer in Architecture, Govt. Polytechnic, Vadnagar
- **Prof. N.M. Chhatwani**, Lecturer in Architecture, Govt. Girls Polytechnic, Surat

Co-ordinator and Faculty Members from NITTTR Bhopal

- **Prof. Dr. J.P.Tegar**, Professor & Head, Department of Civil & Environment Engineering
- **Prof. M. C. Paliwal**, Associate Professor, Department of Civil & Environment Engineering

FORM-A

નામ –

એનરોલમેન્ટ નંબર –

મોબાઇલ નંબર –

ડિપ્લોમા ઇન આર્કિટેક્ચરલ આસિસ્ટન્ટશીપ, સેમ-5

સરનામું –

પ્રતિ,

ખાતાના વડાશ્રી,

:વિદ્યાર્થીની બાંહેધરી:

- (૧) હું ૧૨ અઠવાડીયાની ફરજિયાત ટ્રેનીંગ પૂરી કરવાની બાંહેધરી આપુ છું.
- (૨) હું આ ટ્રેનીંગ ફક્ત એકજ ઓફીસ / ઓર્ગેનાઇઝેશન માં કરીશ.
- (૩) જીટીયુના નિયમ અનુસાર ટ્રેનીંગમાં જવા માટેની જરૂરીયાત પુરી ના કરી શકુ તો નિયમ મુજબ ટ્રેનીંગ ચાલુ રાખવા પાત્ર ઠરીશ નહીં અને આવા સંજોગોમાં મારી ટ્રેનીંગ છોડી દેવાની બાંહેધરી આપુ છું.

તારીખ:

વિદ્યાર્થીની સહી:

સ્થળ :

વાલીની સહી:

FORM-A

નામ –

એનરોલમેન્ટ નંબર –

મોબાઇલ નંબર –

ડિપ્લોમા ઇન આર્કિટેક્ચરલ આસિસ્ટન્ટશીપ, સેમ-5

સરનામું –

પ્રતિ,

ખાતાના વડાશ્રી,

:વિદ્યાર્થીની બાંહેધરી:

- (૧) હું ૧૨ અઠવાડીયાની ફરજિયાત ટ્રેનીંગ પૂરી કરવાની બાંહેધરી આપુ છું.
- (૨) હું આ ટ્રેનીંગ ફક્ત એકજ ઓફીસ / ઓર્ગેનાઇઝેશન માં કરીશ.
- (૩) જીટીયુના નિયમ અનુસાર ટ્રેનીંગમાં જવા માટેની જરૂરીયાત પુરી ના કરી શકુ તો નિયમ મુજબ ટ્રેનીંગ ચાલુ રાખવા પાત્ર ઠરીશ નહીં અને આવા સંજોગોમાં મારી ટ્રેનીંગ છોડી દેવાની બાંહેધરી આપુ છું.

તારીખ:

વિદ્યાર્થીની સહી:

સ્થળ :

વાલીની સહી:

FORM - B

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 - C

GUJARAT TECHNOLOGICAL UNIVERSITY

(NAME OF THE INSTITUTE)

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 _____

Day & Date	Abstract of Work done (Details of work with actual details of drawing/detailing/site work/other work if any)	Remarks of Training supervisor with sign

Day & Date	Abstract of Work done (Details of work with actual details of drawing/detailing/site work/other work if any)	Remarks of Training supervisor with sign

* Remarks of the Architect / Supervisor can be Excellent / very good / good/ average / below average /poor. However the office can follow its own grading/marking 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 :- _____

FORM - D**APPRENTICESHIP INSPECTION REPORT**

(Date: _____ or Duration (in case of overnight journey):- _____ to _____)

A teaching faculty of Architecture Dept qualified as an Architect, should visit the Architect's office / organization at least once and interact with both student trainee as well as the concerned office representative. The faculty should provide a feedback report to the Head of the Department immediately on reporting back to the institute.

1.Name & No of student.....

2.Sign of student.....

3.Name of industry/organization

4.Sections and Departments visited.....

No.	Incidents/Activities observed	Maximum Marks (10)	Marks Obtained	Comments on performance
1	Work performed in the duration (as per Form - C) Faculty should sign on all reports during the visit to industry/organization.			
2	Interaction with student about work performed by him			

Overall Comments, if any:-

Name of the architect / representative/ with whom interacted: -

Comment if any (Based on interaction with supervisor) :-

Advice to student, if any:-

Name and Signature of faculty :-

FORM - E

**EVALUATION RECORD OF MONTHLY PRESENTATION AT INSTITUTE
ALONGWITH 'PAR'**

Sr. No.	Name	Enrollment Number	Date of presentation	Marks obtained in each presentation (out of 10)	Total (Max Marks 40)

Signature of faculty.....

Name and Designation

(NAME OF THE INSTITUTE)						
ARCHITECTURAL ASSISTANTSHIP DEPARTMENT						
Course Title: ARCHITECTURAL APPRENTICESHIP (Code: 3365001)						
Evaluation of External Examiner						
SR NO	NAME OF THE STUDENT	ENROLLMENT NO.	Review of PARs, Training Reports & Employer's Certificate (Maximum 20 Marks)	Review of Training Portfolio & Studio Work (Maximum 40 Marks)	Portfolios Presentation with Viva Voce (Maximum 20 Marks)	Total (Maximum 100)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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22						
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24						
25						
26						
27						
28						
29						
30						

Name of External Examiner: - _____

Signature of External Examiner : - _____

(NAME OF THE INSTITUTE)							
ARCHITECTURAL ASSISTANTSHIP DEPARTMENT							
Course Title: ARCHITECTURAL APPRENTICESHIP (Code: 3365001)							
Evaluation of Internal Examiner							
Sr No.#	Name Of The Student#	Enrollment No.#	Monthly Presentations & PAR (Max Marks- 40)#	Review of Daily, Weekly & Monthly Reports (Max Marks - 10)	Final Training Portfolio (Max Marks - 50)#	Internal viva (Max Marks - 50)#	TOTAL (Max Marks# 150)#
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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19							
20							
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22							
23							
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25							
26							
27							
28							
29							
30							

Name of Internal Examiner: - _____

Signature of Internal Examiner : - _____

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

Form - F
Performance Appraisal Report (PAR) of Student
3365001 - ARCHITECTURAL APPRENTICESHIP

Name of Student:

Enrollment No:

Diploma in Architecture 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:

Sign & Stamp: