

HABEEB KHAN
PRESIDENT

**ADVISORY FOR PRACTICAL TRAINING/INTERNSHIP OF B.ARCH. STUDENTS AT
INSTITUTIONS IMPARTING 5-YEAR B.ARCH. COURSE IN THE COUNTRY**

Ref. No.CA/5/Academic/2021/Circular-Internship
December 2, 2021

To,

**ALL HEADS OF ARCHITECTURAL INSTITUTIONS/ FACULTY/ PRACTISING &
EMPLOYED ARCHITECTS & STUDENTS**

Dear Friends,

Practical Training/Internship is very a unique and vital aspect of Architectural education. It is a platform from where academia and profession come together on one platform. This interaction enriches the students and makes them aware of intrinsic aspects of profession and exposes them to the architectural world. However, it is one of the most loosely governed and regulated resulting in no standard guidelines for the same. This advisory is an effort to put this in an organised framework.

The Council prescribed the Council of Architectural (Minimum Standards of Architectural Education) Regulations, 2020. These Regulations at Appendix-A, Sub-Clause 5(7) state the following regarding Practical Training:

“In Internship the students engage in work in an architectural practice/ government architecture departments and train specifically under architects registered with the Council. The results shall be periodically assessed by the architect under whom they are assigned and defend their portfolio in front of a jury or panel at the end of the internship period.”

After consultation with various stakeholders, this advisory is being issued to put in order the entire exercise of Practical Training.

A : Responsibilities of the ARCHITECT / FIRM

1. Provide a written Letter of Appointment to the Trainee, clearly specifying the following:
 - i. Term and Duration of the Training Period, with Start Date & End Date (as provided by the Trainee and their Institution). Also specify the daily hours, weekly hours, weekly working days, number of Leaves (casual/sick-leave/etc.), declared holidays, etc.
 - ii. Outline the Role & Responsibility of the Trainee, in conjunction with the approved syllabus of the Institution/University.



- iii. Provide the Trainee with a Stipend, and declare value of the same in the LoA. The amount of this Stipend must be at least between 50% and 80% of the salary paid to a fully qualified Graduate-Architect working at the Firm.
2. Designate a Mentor in the Firm who will be in-charge of the Trainee, as the go-to person with whom the Trainee shall interact & coordinate for all matters related to the job profile/work-output/ learnings-expected/team-participation/holidays/etc. as well as filling & submitting the Weekly Job Card as provided by the Institution.
3. Give the Trainee access to all the amenities & facilities provided to all other staff in the Firm, incl. the Library, pantry & lunchroom, washrooms, lockers/parking (if any), provide daily tea/coffee as to all others.
4. Ensure that the Trainee is exposed to those aspects of architectural practice that they are not actively & hands-on exposed to within their academic terms at their Institution. These would include (but not limited to):
 - Calculating BOQs, writing Specifications, preparing Tender Documents
 - Sourcing & shortlisting Materials/Fittings/Fixtures/etc for a live project
 - Being present during Interactions with Engineering consultations, PMCs, Client teams, to understand notions of Collaborative & Team Working
 - Visit the Site of Works, and be exposed to Measure-Drawings, Inspection Visits, preparation of MoMs, Site Register entries, documenting Site Progress for Reports, Filing, etc
 - Some aspects of Business Admin, Financial Admin, Taxation, Billing Procedures, creation of Contracts, etc.
5. Provide the Trainee with Leave (within the designated Working Days requirements), to attend bonafide requirements of their home Institution viz. Vivas, Lectures, Presentations (if any), on the Trainee producing a Letter to that effect from the Institution (or a direct email/communication from the Institution to the Firm).
6. Allow the Trainee to take copies of their part of projects they worked-on (unless it's under NDA) for their academic purposes of the end-Sem Viva, and their personal Portfolio/CV.

B : Expectations of the STUDENT / TRAINEE

1. Applications for Internship Training must be clear, concise, precise, honest, and verifiable. They should also include clear information about the period of Training, incl Start Date/End Date and clear Total Duration (in weeks/days). This should also be accompanied by the Program & Objectives of Training as provided by the Institution.
2. On receiving confirmation of having secured a position as Trainee, the candidate should request for a Letter of Appointment, in the format as prescribed by the Institution.
3. On receiving the LoA, the Trainee should formally accept the same, with stamp & sign retaining the original for oneself and provide copies to the Firm and the Institution.



4. Meet with the Designated Mentor assigned by the Firm (could be the Principal themselves), to chalk out an overview of the broad schedule of how the objectives will be addressed over the duration of the Training Period.
5. It is imperative that the Trainee is Regular at Work, punctual, humble, attentive, and eager to absorb & learn at all times during the entire period of Internship Training.
6. Fulfil all assigned & designated tasks to the fullest, on time, with utmost clarity, to the best of one's ability. Never be afraid to Ask in case of any doubts, difficulties, lack of information or clarity. Seek information from all Co-working colleagues, from the Library, from the Internet, from references - that could enhance the quality of the work being prepared & submitted.
7. Strictly follow the Decorum of the Firm you are training at. Understand their Dress Code, whether declared or unsaid, incl hairstyles/facial hair/tattoos/rings/footwear. Follow all rules and laws regarding smoking/alcohol/narcotics, bullying & harassment of any kind, work-life balance beyond the designated Working Hours per day/per week, maintaining professional dignity at all times, not getting involved with any bribery or inducements, report misconduct (if any). This is the time to learn to be a good, ethical professional.
8. Actively interact with colleagues at the Firm, be friendly and approachable. Your skills with people, and the relationships you develop during Internship can go a long way in opening paths for your future in the profession - in a multitude of beneficial ways.
9. Use this exposure to the rough & grind of real Practice to introspect upon the further skills you might require to imbibe, further knowledge and expertise you might seek, the direction in which you might like to focus upon for your own future personal & professional growth.

C : Responsibility of the INSTITUTION

1. Provide a clear, precise and comprehensive Internship Training Programme, to both : the Student embarking upon Training, and the Architect/Firm that is accepting the Trainee. This Programme must cover the clear Objectives and levels of expertise that the student will be expected to reach/achieve to submit & answer a Viva Voce at the end of the Semester.
2. Open a channel of communication (via email?) with the Firm to directly exchange information on the Program, schedules of the Institution, upload of Weekly Reports, and any other exchange of information as may be required.
3. Ensure that the students being qualified to be sent out as Trainees have achieved the expected levels of skills, expertise and maturity to go out to take their first steps into the Professional World. After all they do represent your Institution - so any positive or negative goodwill that will accrue will directly be attributed to the perceived quality of the Institution itself.
4. It will be prudent for the Institution to create a Data Base of Architectural Firms that their students could send their applications to for the Internship Training. This DataBase could be built up on either from amongst those Firms that their students have trained at and got positive feedback, or by direct initiatives by the Institution to pre-qualify Firms they would think fit for their students to train at. A further connect would be if architects from such listed firms are also invited by the Institution as visiting faculty, or external examiners on design juries, or as guides for thesis programs etc i.e. to foster a synergy



between such Firms, the Institution & Students - for the tripartite benefits of all concerned.

I am sure all the above stakeholders will follow the above advisory in letter and spirit for the betterment of architectural education. Let us all come together for a brighter and more respectable future of our profession.

Together we can bring about a change.

Jai Hind.

Warm Regards,

A handwritten signature in blue ink, appearing to be 'Habeeb Khan', written over a blue horizontal line. The signature is stylized and includes a large flourish.

HABEEB KHAN
President