

Maharshi Karve Stree Shikshan Samstha's
DR. BHANUBEN NANAVATI COLLEGE OF ARCHITECTURE FOR WOMEN
AUTONOMOUS GRADUATE DIPLOMA IN COMPUTER AIDED INTERIOR DESIGN
YEAR 2006 -2007

FOURTH YEAR INTERIOR DESIGN
PROFESSIONAL PRACTICE [APPRENTICESHIP]

Duration: 25 weeks / 150 days / 1200 hrs

Marking:

Employer	250
Documentation	400
Viva	100

The seventh semester of four year interior design course, comprises of minimum of 25 weeks / 150 working days / 1200hrs of office working experience including site visits, market surveys, selection and procurement of material, starting from last day of sixth semester and first day of the eighth semester; will constitute total curricular period of Professional Practice [Apprenticeship]

Objectives

To acquaint students with the working of an office and administration, experience working in team as a member and leader in drawing and drawing studio, site supervision, material selection, client handling, office structure and systems etc.

Course Outline

The student should be a part of the office organisation functioning and should be active participant in the total design, drawing, supervision and administration process.

Office management

The working of an office should be studied and the observations are to be written in observation book provided by the institute. considering following headings. The student has to seek information on maximum as possible as following heads.

Administration

Articles Of Agreement

Preparing articles of agreement with client consisting of type of contract agreement such as design / design and supervision / design, supervision and execution, scope of work, terms and conditions for design project, type of fee such as percentage / lump sum, fee structure, fee payment schedule, validity of agreement, termination of agreement,

Site visit observations

Preparing site report with observations for the following heads and subheads, building location, road approaches, parking, building structure, location of site with respect to floor, the condition of the structure, access to the site from the circulation core, service core, the light condition, ventilation, noise levels etc.

Site measurement

Visiting the existing site for the project. Preparing plans elevations and sections per site measurements. Preparing existing

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door window drawings and schedules. Preparing services record drawing.

Client Briefing

Initiating clients first meeting for the project. Preparing questionnaire for the project. Documenting the requirements of the client. Preparing notes of client briefings for preparing sketch design.

Client meeting minutes

Agenda of the meeting, date, time and place of the meeting, persons present for the meeting, points discussed in the meeting, decisions taken, time frame decided for the decision implementations, next meeting date etc.

Correspondence

Preparing letters for clients, contractors, dealers, suppliers etc. Preparing approximate and detailed estimates, writing specifications and preparing tender document, inviting tender quotations, awarding of tender, preparing bill certification and bill settlement.

Project management

Preparing questionnaire for client requirements for each project, project life and schedule, drawing schedule, material procurement, fund requirement, pert charts etc.

Drawing management

Preparing drawing requirement list, preparing drawing preparation schedule, maintaining drawing record, maintaining the naming and numbering of drawings, maintaining print issue register.

Accounts

Maintaining project account, office expenses account, preparing yearly receipt and expenditure report, preparing or helping to prepare balance sheet for the financial year etc.

Liaison and Legal

Student shall record observations for the scope of interior designer's office / organisation work. Student will be aware of the membership / associate membership / license of /interior designing organisation / institution, permissions to be obtained, sanctioning authorities, financial organisations involved, the permissions and permits to be obtained for the profession, agreements with client, consultant, contractor and employee, arbitration in case of disputes.

Tender document

Preparing tender document for the interior design project. Preparing material specifications. Preparing detail specifications for individual items with item specifications, quantity, rate, units and amount columns. Summary of sub head costs and total project cost.

Bill of quantities checking

Modes of measurements, item rates, extra items other than the tender items, item measurement sheets, total quantities of materials as per tender and material procured, certification of payment for interim / final bills.

Drawing studio

The student should make notes of observation for her reference and the viva. The external examiner will refer and conduct viva with reference to each to student's notes, workbook and logbook provided by the institute.

Designing

The student shall be involved in the design process from the start of the project. She will be involved in all the discussions for the design development and client meetings to understand the design process including drawing inferences from the client's briefing, site condition and observations, concept development, inter-relation of functions in the project, circulation pattern, space allocation, selecting forms and shape complementing the design concept, the colour schemes, textures and materials for design consideration, preparing sketch design, preparing presentation drawings, preparing preliminary working drawings for the consultants, etc.

Working drawing

The student shall be made to develop and prepare the execution / working drawing for the final project design. While preparing the working drawing the student will be made aware of the possibilities of detailing, materials selection and alternatives, detailing and achieving same colours, textures, shapes and forms conceived in concept and design development, preparing schematic plans and sections of the project, preparing area details with plans, elevations and sections with necessary notes, schedules, references, material sample sheets, preparing individual enlarged details with material and finishing specifications and manufacturing / fabrication details.

Printing

Printing cad drawings in A4, A3, A2 and A1 formats on inkjet printers, taking A2, A1 and A0 plotting. Acquainting with the use of pen assignments as per layers or colours in printing options. Using various printing programs for printing cad drawings.

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Record drawings

Preparing record drawings as per finished project consisting of floor schematic plans, elevations, sections and services drawings.

Quantity and estimation

The student shall prepare approximate [thumb rule] estimate, detail individual item quantities, preparing project material total procurement quantities, preparing detail individual item estimate, prepare item wise, area wise and project estimate.

Site visit and supervision

Site report

The site report consisting persons present on the time of site visit, checking work on site as per instructions issued on previous site visit, site progress, materials to procure for work, new instructions brief, decisions taken on site, updating status of work progress.

Site instructions

Maintaining three copy site instruction book, the original copy to the project file, drawing studio, contractor / site supervisor, site reference file; issuing of new text and graphic instructions for site supervisor as per revisions, issuing text and graphic instructions for correction of drawings for drawing studio, issuing instructions text and graphic to petty contractors, issuing instructions to material suppliers,

Site checking

Checking dimensions / measurements on site with respect to drawings issued. Checking levels of horizontal surfaces as per drawings. Checking edges, surfaces for plum. Checking procured material for compliance with the specifications on drawing and tender. Checking surface finishing as per specifications on drawing and item. Checking of samples for weathering, consistency, strength, resistance to stains, scratch, dampness and fire. Checking work on site as per instructions issued on previous site visit, checking work progress as per work pert chart. Checking work as per new drawings issued. Checking of work as per revised drawings issued,

Guidelines

Professional Practice [Apprenticeship]

The student will enroll in the institute by securing admission and paying fees for the fourth year interior design on completion of third year interior design.

Student can prefer her Professional Practice [Apprenticeship] in any professional organisation dealing in Architectural design, Interior design, Product design, Set design, Corporate in house design department, Event management, TV Studio, Film studio, Exhibition, Furniture contracting, Furniture manufacturing, Modular furniture design etc.

The student has to choose the office and get consent letter by the employer and the employer detail Annexure I attached.

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The student shall work for 25 weeks / 150days / 1200 hrs in one organisation only.

The student will be issued a set of Log sheet, Workbook, Site visit logbook, Evaluation reports by the employer with confidential envelopes addressed to institute, Annexure I, Annexure II and Annexure III on the last day of sixth term.

The student will fill the necessary information in Logbook, Work logbook, Site visit logbook and Drawing task logbook; the employer will initial / sign and authenticate the information filled by the student

The employer will post evaluation report duly filled after every 5 weeks on due dates in sealed envelope to the institute, as per the Annexure II.

The student will submit the Log sheet, Work logbook, Site visit logbook, Drawing task logbook, Evaluation reports by the employer, copies of the drawings prepared, photographs of the work executed on site and the covering letter by the employer at the time of viva.

Marking

The term marking will be for 750 marks.

Employer

Employer evaluation as per Annexure III will be marked for 250 marks.

Documentation

The documentation section will consist of 400 marks. The Log sheet will be marked for 50 marks, Workbook will be marked for 100 marks, Site visit book will be marked for 100 marks, Drawing and photograph record will have 150 marks, and.

Viva

Viva will have 100 marks The Viva will be conducted to evaluate the drawing work, drawing content, Working details, services detailing, presentation of information, site observations, site progress reports, material survey, material use, quantity and estimation, project planning,