

Date: - / / 2012

To,

\_\_\_\_\_

Subject: Practical Training Vth year B.Arch (Gen) – Term I

Sir/Madam,

Miss \_\_\_\_\_ is a bonafide student of our college studying in Fifth year B.Arch (Gen). As per the requirement of the University of Pune, a student has to undergo Practical training in architectural or other allied professional offices, which necessarily must have an Architect registered with the Council of Architecture (India) or in case of a country other than India. An Architect registered with the Architects Association / Regulatory body of that country, as its Proprietor/ Partner / Associate / Chief Architect.

She has thus applied to your office for employment as trainee for the period of 20 continuous weeks from June 2012 with MINIMUM 100 CONTINUOUS WORKING DAYS which is the specified period for practical training as per the University of Pune syllabus. We at our institute are encouraging students to take up the training at least for 24 weeks, so that it becomes a more effective learning process. During this period the students may need some time off between 15<sup>th</sup> Oct. 2012 – Nov end 2012, to appear for her sessional / theory examination in case she has a backlog.

The student is acquainted with core subjects such as Architectural Design, Building technology and materials, Building Services, Structural Design, Working drawing, 2D

Computer Aided Drafting, Architectural Drawing and Graphics and Surveying and Leveling. She was also exposed to complementary subjects such as History of

Architecture, Basic Design, Building Climatology, Landscape Design, Quantity Surveying and Estimating, Building Bylaws and Professional Practice.

The practical training is aimed to acquaint students with the prevalent purview and procedure of architectural practice so that they acquire an expedient view of academics.

The trainee is required to be engaged on a full time basis. She is to work diligently within the disciplinary framework and comply with all the rules and regulations of your organization. A log book and work diary (maintained by the student) will be forwarded, to be duly signed by an architect of your office, registered with the relevant body as mentioned above, on successful completion of the practical training. Any lapse on the part of the student as regards her attendance, performance and behavior may please be reported to the undersigned.

During the period when the student is undergoing practical training, she is expected to do some research and data collection work for her Architectural Project assignment of the next term. We request you to use your good offices to provide her with any assistance / guidance that she may require in this regard.

On behalf of our college, we request you to consider her application favorably and accommodate her at your office as a trainee.

Thanking You,

Dr. Anurag Kashyap  
Principal

Ar. Sujata.Karve  
Head of Department (B.Arch. Gen)

