

STANDARD OPERATING MANUAL

for

Special Academic Components

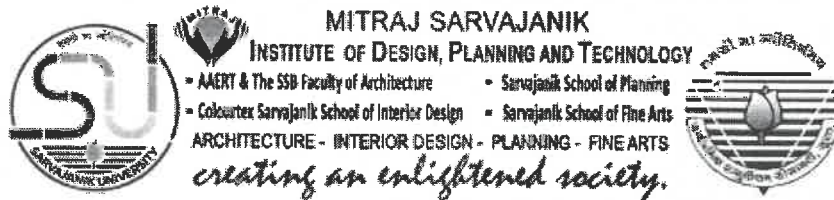
Professional Electives, Transdisciplinary Open Electives,
Liberal Studies and Life Skills, Related Study Programmes,
Summer Internship, On Job Training, Research Project



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23/4/26
(CAC meeting)

MITRAJ Sarvajani Institute of Design, Planning and Technology

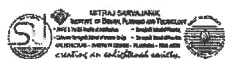
(Constituent College of Sarvajani University)



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APPLICABILITY MATRIX

Programme wise and Semester wise Applicability of Special Academic Components

This Applicability Matrix shall form an integral, enforceable, and binding part of this Standard Operating Manual. It establishes, with precision, the semester wise applicability of Professional Electives, Transdisciplinary Open Electives, Liberal Studies and Life Skills, Related Study Programmes, Summer Training, and On Job Training for each programme governed under this Manual.

No deviation, substitution, clubbing, or reinterpretation of these components shall be permitted except through formal approval of the competent academic authority and due notification.

Applicability Framework for Professional Electives, Transdisciplinary Open Electives, and Allied Academic Components:

1. Bachelor of Architecture (B.Arch)

Semester	Professional Elective	Transdisciplinary Open Elective	Liberal Studies & Life Skills	Related Study Programme	Prof. Training	Open & Dist. Learn. Course (ODL)
I	✓	✓	✓	✗	✗	✗
II	✓	✓	✓	✓	✗	✗
III	✓	✓	✓	✗	✗	✗
IV	✓	✓	✓	✓	✗	✗
V	✓	✗	✓	✗	✗	✗
VI	✓	✗	✓	✓	✗	✗
VII	✓	✗	✗	✗	✗	✗
VIII	✓	✗	✗	✗	✓	✓
IX	✓	✗	✗	✗	✗	✗
X	✓	✗	✗	✗	✗	✗

2. Bachelor of Interior Design (B.ID)

Semester	Professional Elective	Trans disciplinary Open Elective	Liberal Studies & Life Skills	Related Study Programme	Summer Intern-ship	On Job Training (OJT)/ Res. Project (RP)	ODL
I	✓	✓	✓	✗	✗	✗	✗
II	✓	✓	✓	✓	✗	✗	✗
III	✓	✓	✓	✗	✗	✗	✗
IV	✓	✓	✓	✓	✗	✗	✗
V	✓	✗	✓	✗	✗	✗	✗
VI	✗	✗	✓	✓	✓	✗	✗
VII	✗	✗	✗	✗	✗	✓	✓
VIII	✗	✗	✗	✗	✗	✓	✗

3. Bachelor of Visual Arts (B.VA)

Semester	Professional Elective	Transdisciplinary Open Elective	Liberal Studies & Life Skills	Related Study Programme	Summer Intern-ship	On Job Training (OJT)/ Res. Project (RP)
I	✓	✓	✓	✗	✗	✗
II	✓	✓	✓	✓	✗	✗
III	✓	✓	✓	✗	✗	✗
IV	✓	✓	✓	✓	✗	✗
V	✓	✗	✓	✗	✗	✗
VI	✗	✗	✓	✓	✓	✗
VII	✗	✗	✗	✗	✗	✓
VIII	✗	✗	✗	✗	✗	✓

4. Master of Architecture (Urban Design) – M.Arch (UD)

Semester	Professional Elective	Transdisciplinary Open Elective	Liberal Studies & Life Skills	Related Study Programme	Summer Training	Prof. Training
I	✗	✗	✗	✗	✗	✗
II	✓	✗	✗	✗	✗	✗
III	✓	✓	✗	✗	✗	✗
IV	✓	✓	✗	✗	✗	✓

5. Master of Planning (Urban and Regional Planning) – M.Plan (URP)

Semester	Professional Elective	Transdisciplinary Open Elective	Liberal Studies & Life Skills	Related Study Programme	Summer Training	Prof. Training
I	✗	✗	✗	✗	✗	✗
II	✓	✗	✗	✗	✗	✗
III	✓	✓	✗	✗	✗	✗
IV	✓	✓	✗	✗	✗	✓

6. Master of Interior Design (M.ID)

(As per approved curriculum Version 2, applicable from Academic Year 2025 onwards)

Semester	Professional Elective	Transdisciplinary Open Elective	Liberal Studies & Life Skills	Open & Dist. Learn. Course (ODL)	Related Study Programme	Specialization Studio
I	✓	✗	✗	✗	✗	✗
II	✗	✓	✗	✗	✗	✗
III	✓	✗	✗	✓ (ODL / Off-campus)	✗	✓
IV	✗	✓	✗	✓ (ODL / Off-campus)	✗	✗

General Explanatory Notes

- Related Study Programmes are embedded through approved off-campus documentation/reports/deliverables
- Evaluation authority rests with the designated faculty coordinator and expert, as per approved minutes
- No Liberal Studies and Life Skills component is applicable at PG level unless explicitly notified.
- As determined by the academic schedule, the designated Semester Coordinators shall formally communicate to all concerned students the list of electives, summer internship, on-job trainings, and any other credit-bearing components offered during that term.
- This communication shall include clear information regarding the nature of each offering, eligibility criteria, credit allocation, prerequisites (if any), timelines for

enrolment or placement, and the procedures through which credits may be earned, including opportunities available in earlier semesters where applicable.

- The purpose of this advance communication is to enable students to make informed academic choices, plan their credit requirements in a timely manner, and initiate necessary arrangements—particularly for on-job and summer training placements—well in advance of prescribed deadlines.
- Semester Coordinators shall ensure that such information is disseminated through officially recognized channels and within timelines that allow students adequate opportunity for planning, registration, and placement preparation

Explanatory Notes for M.ID

- Semester I (on campus) and III (off campus) are governed through Professional Electives (Skill Enhancement)
- Semester II (on campus) and IV (off campus) are governed through Transdisciplinary Open Electives (Common Value-Added Courses)

Legal and Academic Status of the Applicability Matrix

- This matrix shall be treated as conclusive evidence of applicability
- Any academic or administrative action taken in contradiction to this matrix shall be deemed procedurally irregular
- Programme coordinators and ERP administrators shall ensure strict adherence

1. DEFINITIONS, CLASSIFICATION, AND INTERPRETATIVE PRINCIPLES

1.1 Purpose of Definitions

For the purpose of uniform interpretation and consistent implementation of this Standard Operating Manual, the terms defined in this section shall carry the meanings assigned

herein. These definitions are framed specifically for the governance of **Professional Electives, Transdisciplinary Open Electives, Liberal Studies and Life Skills, Related Study Programmes, Summer Internship, and On Job Training/Research Project**, and shall prevail over colloquial or informal usage within the Institute.

Where a term is defined both in the Programme Regulations and in this Manual, the definition provided in this Manual shall apply **only within the limited scope of this Manual**, without altering the meaning of the term in any other regulatory context.

1.2 Professional Elective

A **Professional Elective(PE)** refers to a credit bearing academic component offered within an approved programme, intended to enhance **disciplinary skills, applied knowledge, technical competence, or professional readiness** beyond the core curriculum.

Professional Electives are characterised by the following attributes:

- They are aligned with the professional orientation of the parent programme
- They may be offered by internal faculty members or external subject experts
- They may involve studio work, workshops, applied exercises, field exposure, or blended learning formats
- They will share a common course code and title across programmes, while permitting differentiated exercises or outputs
- Evaluation authority rests with the designated coordinator and expert, whose academic judgement shall be final and binding

Professional Electives are not intended to replicate or substitute core courses. In cases where thematic overlap exists, the elective shall be designed to ensure **complementarity and depth**, rather than duplication.

1.3 Transdisciplinary Open Elective

A **Transdisciplinary Open Elective(TOE)** refers to a credit-bearing academic component designed to facilitate **cross disciplinary engagement** beyond the conventional boundaries of the parent programme.

Such electives are characterised by:

- Thematic structuring around academic domains and or single disciplines
- Accessibility to students from multiple programmes, subject to semester wise applicability
- Emphasis on integrative thinking, contextual awareness, and exposure to allied fields
- Delivery by faculty members or experts from diverse academic or professional backgrounds

Transdisciplinary Open Electives are intended to expand intellectual horizons and foster holistic development. They are governed by domain-based frameworks approved at the institutional level and shall not be interpreted as programme specific specialisations.

1.4 Liberal Studies and Life Skills

Liberal Studies and Life Skills(LSLS) refer to credits-bearing structured academic components aimed at the psychosocial, cognitive, affective, and ethical development of undergraduate students.

These components:

- Are applicable only at the undergraduate level unless otherwise notified
- Focus on communication, teamwork, self-awareness, civic responsibility, cultural understanding, and life competencies
- May be delivered through interactive, experiential, or reflective pedagogies
- Are evaluated through non-conventional assessment modes suited to their learning objectives

Liberal Studies and Life Skills are integral to the educational philosophy of the Institute and shall not be treated as ancillary or optional activities.

1.5 Related Study Programme

A **Related Study Programme (RSP)** refers to a structured academic engagement undertaken by students outside the conventional classroom setting, but formally recognised for credit or academic fulfilment.

Related Study Programmes may include:

- Thematic study and documentation
- Field based academic engagements
- Pre-approved CoA academic competitions
- Institutional collaborations
- An RSP shall be considered valid only when:
 - It is approved by the competent academic authority
 - Its objectives, duration, and evaluation mechanism are clearly defined
 - It is supervised or coordinated by an assigned faculty member

1.6 Summer Internship

Summer Internship refers to a formally recognised academic training component undertaken during the designated summer period, intended to provide **practical exposure, professional orientation, or skill reinforcement.**

Summer Internship:

- Is programme and semester specific, as defined in the Applicability Framework
- May be conducted on campus or off campus
- Requires prior approval, documented learning objectives, and defined evaluation criteria
- Shall be completed within the stipulated timeframe prescribed by the Institute

Completion of Summer internship is mandatory where specified and shall form part of the academic record.

1.7 On Job Training

On Job Training (OJT) refers to structured, supervised professional engagement undertaken by students in real world practice environments, aligned with the learning objectives of the programme.

On Job Training:

- Is applicable only in specified semesters as per the Applicability Framework
- Requires placement in an approved organisation or professional setting
- Is governed by defined duration, supervision, reporting, and evaluation requirements
- Shall be assessed based on performance, documentation, and faculty evaluation

OJT shall not be treated as casual internship or employment, but as a formal academic component.

1.8 Interpretative Principles

For the purpose of interpreting this Manual:

- The term “**shall**” denotes a mandatory requirement
- The term “**may**” denotes discretionary authority within defined limits
- The singular shall include the plural and vice versa
- Headings are for convenience of reference and shall not affect interpretation

Any ambiguity arising from interpretation of these definitions shall be resolved by the Principal in consultation with the Dean, and such interpretation shall be binding unless modified by a competent academic authority.

2. ACADEMIC GOVERNANCE AND APPROVAL FRAMEWORK FOR SPECIAL ACADEMIC COMPONENTS

2.1 Purpose and Governance Rationale

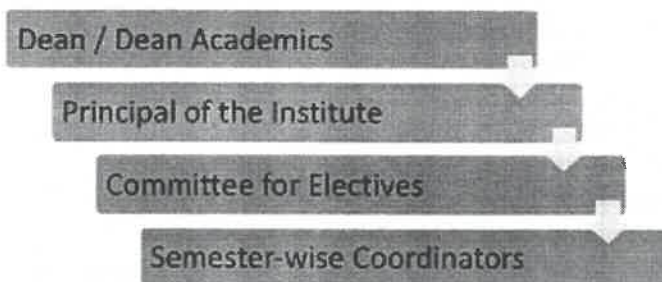
Professional Electives, Transdisciplinary Open Electives, Liberal Studies and Life Skills, Related Study Programmes, Summer Internship, and On Job Training/Research Project are academically integral yet structurally distinct components within the programmes of the Institute. These components often involve flexible content boundaries, interdisciplinary participation, external expertise, off-campus engagement, and non-conventional modes of delivery and evaluation.

In order to ensure academic rigor, procedural consistency, and institutional accountability while retaining pedagogic flexibility, such components shall be governed through a **distinct, structured, and multi-tiered approval and oversight framework** as prescribed in this section. This framework is intended to prevent ad hoc decision-making, informal approvals, or unilateral deviations, and to ensure that all academic actions are traceable, justifiable, and defensible.

2.2 Competent Academic Authorities and Hierarchy

The governance of the special academic components covered under this Manual shall vest in the following authorities, functioning within a clearly defined hierarchy:

- Dean / Dean Academics
- Principal of the Institute
- Committee for Electives
- Semester-wise Coordinators



No authority lower in this hierarchy shall exercise powers reserved for a higher authority, nor shall any authority act in contradiction to decisions taken at a higher level.

2.3 Committee for Electives

2.3.1 Constitution

A **Committee for Electives** shall be constituted by the Dean or Principal MITRAJ Sarvajani IDPT. The Committee may be constituted as a standing committee or for a defined academic period, as determined by the Dean.

The Committee shall ordinarily comprise:

- Principal or Dean Academics as Chairperson
- Senior faculty members

- Faculty members with experience in conducting of electives, or professional practice

The composition of the Committee may be revised by the principal from time to time to ensure academic relevance and balanced representation.

2.3.2 Mandate and Jurisdiction

The Committee for Electives shall function as the **primary academic scrutiny and recommendation body** for all matters relating to:

- Professional Electives
- Transdisciplinary Open Electives
- Liberal Studies and Life Skills
- Related Study Programmes
- Off-campus, online, blended, or ODL-based elective offerings

Its jurisdiction shall extend across undergraduate and postgraduate programmes within the scope of this Manual.

2.3.3 Functions

The Committee for Electives shall be responsible for:

- Reviewing and approving elective proposals prior to offering
- Scrutinising electives proposed outside or beyond indicative syllabus outlines
- Ensuring alignment with programme objectives and domain frameworks
- Preventing duplication with core courses
- Advising on continuation, modification, or discontinuation of electives
- Recommending new domains or thematic clusters based on academic and professional developments

The Committee shall record its recommendations in writing and forward them through prescribed institutional channels.

2.4 Approval, Addition, Withdrawal, and Modification of Elective Offerings

2.4.1 General Principle

No Professional Elective, Transdisciplinary Open Elective, Liberal Studies and Life Skills course, Related Study Programme, Summer Training, or On Job Training component shall be **added, withdrawn, substituted, or materially modified** except in accordance with the procedure prescribed in this section.

Any action taken in deviation of this procedure shall be deemed **procedurally invalid**.

2.4.2 Stage I: Initiation by Faculty Member or Subject Expert

Any proposal for addition, withdrawal, or modification shall originate from a faculty member of the Institute or a formally proposed subject expert. The proposal shall be submitted in writing and shall include:

- Nature of the proposal and academic justification
- Relevance to programme outcomes and domain framework
- Broad syllabus outline or description of proposed change
- Credit value, contact hours, and mode of delivery
- Indicative evaluation approach

- All decisions regarding electives will remain the prerogative of the institute and appropriate decision for the same will be taken after due discussion in the elective committee meetings /MS- IDPT I & R meetings/ACC meetings
- Informal or verbal proposals shall not be recognised.

2.4.3 Stage II: Review by Committee for Electives

The proposal shall be submitted to the Committee for Electives of the concerned programme and to Committee for Electives propose for open discussion in I&R meeting, who shall review it for:

- Curriculum coherence
- Academic relevance
- Regulatory compliance
- Feasibility within the semester structure

Only proposals **recommended in writing** by the Committee for Electives Head shall proceed further.

2.4.4 Stage III: Institutional Review by the Principal

Proposals endorsed by the Committee for Electives shall be forwarded to the Principal. The Principal shall examine:

- Institutional feasibility
- Availability of resources
- Procedural compliance

Upon satisfaction, the Principal shall endorse the Committee for Electives' decision after review. The Principal shall not bypass this Committee.

2.4.5 Stage IV: Academic Scrutiny by the Committee for Electives

The Committee for Electives shall scrutinise the proposal with respect to:

- Academic rigor and relevance
- Domain appropriateness
- Credit equivalence and workload
- Evaluation soundness
- Faculty or expert suitability

The Committee may recommend approval, approval with modification, deferral, or rejection, with recorded reasons.

2.5 Role of Semester-wise Coordinators

Semester Coordinators shall be responsible for:

- Information dissemination at various stages to enable students to make an informed decisions specially for courses that require/ involving off campus/ distance learning/ external resource persons and sources, not necessarily only pertaining to the specific semester which calls for earned credit.
- Mapping preferences for electives and final allotment ensuring balance of number of students amongst the electives offered, maintaining records for the same.
- Allotment of classes/ materials required by the resource person conducting the elective.

- Briefing students at various junctures before, during, post completion of course.
- Liaising with resource persons assigned for the elective/course
- Certificates of completion shall be issued in the triplicate, one for the student, one for the Institutional record and one for the University record.
- Distribution, Award of certificates, Collection of completion certificates after due requisites (signs & stamps) and maintaining attendance, evaluation and ERP records for MS- IDPT and Sarvajani University
- Special briefing about credits, contact hours, requirements for course completion and evaluation.

They shall not have authority to unilaterally alter approved electives, evaluation mechanisms, or credit structures.

2.6 Role of Faculty Members and Subject Experts

Faculty members and subject experts engaged for special academic components shall be responsible for:

- Designing learning activities aligned with approved objectives
- Delivering instruction as per approved modes
- Conducting evaluation fairly and transparently
- Maintaining academic integrity

The expert's judgement for evaluation in conjunction with assigned coordinator, shall be final, subject only to procedural review.

2.7 Responsibilities of Students

- It is the responsibility of the students to study the curriculum (relevant version), credit structure, electives offered and take appropriate informed decisions from time to time.
- The student will be responsible for maintaining their earned certificates and records for future use. The institute will not be responsible if the issued certificate filled or unfilled are lost or misplaced. A duplicate/copy will be issued after payment of the fine/ additional fee.

2.8 Documentation, Oversight, and Accountability

The Institute shall maintain documented records of:

- Approvals and recommendations
- Course outlines and briefs
- Attendance and participation
- Evaluation summaries
- ERP and certification entries

Any procedural deviation shall be recorded and reported. Repeated or serious lapses may invite administrative or academic action.

2.9 Non-Bypass and Safeguard Clause

No authority, committee, or individual shall bypass, compress, or retrospectively regularise the approval process defined in this section. Any elective or component offered without compliance shall not be recognised for academic credit.

3. STRUCTURING AND OPERATION OF PROFESSIONAL ELECTIVES

3.1 Academic Purpose and Positioning

Professional Electives constitute a core mechanism through which the Institute enables students to acquire **advanced disciplinary skills, applied knowledge, and professional competence** beyond the prescribed core curriculum. These electives are intended to respond to evolving professional practices, emerging technologies, sectoral specialisations, and contextual demands of architecture, design, planning, and allied disciplines.

Professional Electives shall therefore be structured to complement, deepen, or extend core learning, without duplicating mandatory subjects or diluting academic rigor.

3.2 Applicability and Programme Specificity

3.2.1 Professional Electives shall be offered only in those semesters and programmes explicitly specified in the **Programme-wise and Semester-wise Applicability Framework for Special Academic Components**.

3.2.2 Undergraduate and postgraduate Professional Electives shall be governed by **distinct academic expectations**, notwithstanding the use of common course codes or titles, where approved.

3.2.3 No Professional Elective shall be offered to a cohort or programme for which it is not applicable, unless expressly approved through the governance procedure prescribed in Section 2.

3.3 Domain Based Structuring

3.3.1 All Professional Electives shall be organised within **clearly identified academic or professional domains**, as approved by the Institute.

3.3.2 Domains may include, but are not limited to:

- Skill enhancement and applied techniques
- Advanced design methodologies
- Planning tools, systems, and governance
- Digital, parametric, or computational applications
- Sector specific professional practice

3.3.3 The domain framework shall serve as the primary organising principle for offering, grouping, and reviewing Professional Electives.

3.4 Course Codes, Titles, and Commonality

3.4.1 Professional Electives shall be assigned **common course codes and course titles** across multiple programmes, where such commonality is academically justified and approved.

3.4.2 Where common codes or titles are used:

- Learning objectives may be programme specific
- Assignments, exercises, and outputs may differ in complexity and depth
- Evaluation shall be calibrated to the academic level of the programme

3.4.3 Commonality of code or title shall not imply uniformity of academic outcomes across programmes.

3.5 Overlap with Core Courses

3.5.1 In cases where the thematic scope of a proposed Professional Elective overlaps partially with a core course of any programme, such overlap shall not automatically disqualify the elective.

3.5.2 In such cases, the faculty member or subject expert shall ensure that:

- The elective focuses on advanced, applied, or alternative perspectives
- The learning activities are distinct from core course content
- There is no repetition of evaluation components

3.5.3 The Committee for Electives shall specifically scrutinise such proposals to ensure academic distinction and value addition.

3.6 Mode of Delivery

3.6.1 Professional Electives may be delivered through one or more of the following modes, as per the nature of the course and with prior intimation/approval of the concerned authorities appointed by the Institute:

- Studio based instruction
- Workshops or intensive modules
- Field based engagement
- Blended or online modes
- Off campus or industry linked formats

3.7 Evaluation and Academic Authority

3.7.1 Evaluation of Professional Electives shall be conducted by the designated faculty member or subject expert or the designated panel appointed as examiner by the Institute

3.7.2 The evaluation framework may include, as appropriate:

- Continuous assessment
- Studio or workshop outputs
- Reports, portfolios, or presentations
- Applied projects or assignments

3.7.3 The academic judgement of the evaluator and coordinator shall be final and binding, subject only to verification of procedural compliance. However, the Institute reserves the right to rationalize/neutralize the marks/grades/evaluation in view of fair and relative institutional standards of evaluation through jury/viva/group discussion/performance or any other mode found appropriate/suggested by the concerned designated faculty member or subject expert or the designated panel appointed as examiner by the Institute

3.7.4 No standardised question paper shall be mandatory unless specifically prescribed.

3.8 Attendance, Participation, and Completion

3.8.1 Attendance for Professional Electives shall be recorded through the approved academic planner or mechanism, as notified by the Institute.

3.8.2 Minimum participation and completion requirements shall be specified by the faculty member or expert at the commencement of the elective.

3.8.3 Failure to meet such requirements may result in non-completion or non-award of credit, as applicable.

3.8.4 No financial transactions, unless approved by the principal/ Dean, is allowed for electives offered on campus by the institute.

3.8.5 3. No exemption from attendance/ internal evaluation/ assignments/ juries/ exams will be granted for off campus courses.

3.9 Online and Distance Learning Courses

- Students may acquire credits of electives before commencement of the semester or during the semester through online courses of SWAYAM/ any pre-approved distance learning courses which fall in line with the academic framework of the Institute.
- However, the course for which the certificate of evaluation or completion is submitted before end of 12th week of the semester for which the credit is required shall be considered.

3.10 Documentation and ERP Recording

3.10.1 Upon completion of the Professional Elective, the following shall be documented:

- Final list of enrolled and completed students
- Evaluation summary and grades or marks
- Certification or completion records, where applicable

3.10.2 1. For evaluation purposes the ERP will only contain the course code and course title with domain. No specification or mention will be made of the specific skill/ ability/ competence acquired after completion of the elective in the semester end results issued by the Sarvajanic University.

3.11 Review and Continuation

3.11.1 Professional Electives shall be subject to periodic review by the Committee for Electives.

3.11.2 Continuation, modification, or discontinuation of an elective shall be based on:

- Academic outcomes
- Student feedback
- Relevance to programme objectives
- Resource feasibility
- All decisions regarding electives, will remain the prerogative of the institute and appropriate decision for the same will be taken after due discussion in the elective committee meetings / IDPT I & R meetings/ACC meetings

3.12 Completion Certification and Credit Acknowledgement

3.12.1 Upon satisfactory completion of **Professional Elective**, every student shall be issued a **formal Completion Certificate** by MITRAJ Sarvajanic Institute of Design, Planning and Technology.

3.12.2 The Completion Certificate shall serve as an official academic record certifying that the student has successfully fulfilled the requirements of the course, irrespective of the mode of delivery, including on-campus, off-campus, workshop-based, blended, or online formats.

3.12.3 The Completion Certificate shall mandatorily contain the following details:

- a. Name of the student and enrolment number
- b. Title of the course
- c. Approved academic domain of the elective
- d. Total number of hours involved

- e. Statement confirming fulfilment of prescribed completion criteria
- f. Credit value earned or academic recognition accorded
- g. Academic year and semester of completion
- h. Authorised signature and institutional authentication

3.12.4 The Completion Certificate from the Institute shall be issued only after verification of evaluation, documentation, and procedural compliance.

3.12.5 Issuance of the Completion Certificate shall constitute conclusive evidence of completion for ERP entry, credit recognition, academic progression, and audit purposes.

4. STRUCTURING AND OPERATION OF TRANSDISCIPLINARY OPEN ELECTIVES

4.1 Academic Intent and Transdisciplinary Rationale

Transdisciplinary Open Electives are conceived as academic components that enable students to engage with **themes, questions, and practices that transcend the boundaries of their parent discipline**. These electives are designed to foster integrative thinking, contextual understanding, and intellectual flexibility by drawing upon knowledge systems, methods, and perspectives from multiple disciplines.

Such electives are not intended to function as extensions of disciplinary specialisation. Rather, they are structured to encourage **cross-disciplinary dialogue, thematic continuity, and holistic learning**, thereby contributing to the broader educational objectives of the Institute.

4.2 Applicability and Access

4.2.1 Transdisciplinary Open Electives shall be offered only in the programmes and semesters specified in the **Programme-wise and Semester-wise Applicability Framework for Special Academic Components**.

4.2.2 Subject to semester-wise applicability, these electives may be open to students from multiple programmes, irrespective of their primary discipline.

4.2.3 Eligibility conditions, if any, shall be clearly communicated prior to registration.

4.3 Domain Based Framework

4.3.1 All Transdisciplinary Open Electives shall be organised within **approved academic domains** that reflect broad thematic areas of inquiry.

4.3.2 Domains shall be defined to enable continuity across semesters and programmes and may include, but are not limited to:

- Cultural and knowledge systems
- Health, wellbeing, and psychosocial studies
- Governance, law, and public policy
- Environment, sustainability, and resilience
- Technology, digital systems, and society

4.3.3 The domain framework shall be approved and periodically reviewed by the Committee for Electives.

4.4 Course Codes, Titles, and Common Offerings

4.4.1 Transdisciplinary Open Electives shall be assigned **common course codes and titles** across programmes.

4.4.2 Where common offerings are made:

- Course content may be contextualised through programme specific exercises
- Learning outcomes shall remain aligned with the approved domain intent
- Evaluation shall be calibrated to reflect the academic level of the students

4.4.3 The use of a common code or title shall not imply identical learning depth across programmes.

4.5 Mode of Delivery

4.5.1 Transdisciplinary Open Electives may be delivered through:

- Lecture and seminar-based formats
- Studio or workshop formats
- Experiential or activity-based learning
- Blended or online modes

4.5.2 Delivery modes shall be selected based on pedagogical suitability and communicated to students prior to enrolment.

4.5.3 No financial transactions, unless approved by the principal/ Dean, is allowed for On Job Training and electives offered on campus by the institute.

4.6 Evaluation and Academic Authority

4.6.1 Evaluation of Transdisciplinary Open Electives shall be conducted by the designated faculty member or subject expert or the designated panel appointed as examiner by the Institute.

4.6.2 Evaluation may include reflective assignments, participation, projects, presentations, or other suitable assessment tools aligned with learning objectives.

4.6.3 The academic judgement of the evaluator and coordinator shall be final and binding, subject only to verification of procedural compliance. However, the Institute reserves the right to rationalize/neutralize the marks/grades/evaluation in view of fair and relative institutional standards of evaluation through jury/viva/group discussion/performance or any other mode found appropriate/suggested by the concerned designated faculty member or subject expert or the designated panel appointed as examiner by the Institute.

4.6.4 No standardised question paper shall be mandatory unless specifically prescribed.

4.7 Attendance, Participation, and Completion

4.7.1 Attendance and participation shall be monitored through approved academic planners or mechanisms.

4.7.2 Minimum requirements for satisfactory completion shall be specified at the commencement of the elective.

4.7.3 Non-fulfilment of such requirements may result in non-completion or non-award of credit.

4.7.4 3. No exemption from attendance/ internal evaluation/ assignments/ juries/ exams will be granted for off campus courses if any.

4.8 Documentation and ERP Recording

4.8.1 Records of enrolment, participation, and evaluation shall be maintained by the coordinator and faculty member.

4.8.2 For evaluation purposes the ERP will only contain the course code and course title along with domain. No specification or mention will be made of the specific skill/ ability/ competence acquired after completion of the elective in the semester end results issued by the Sarvajani University.

4.9 Review and Quality Assurance

4.9.1 Transdisciplinary Open Electives shall be subject to periodic academic review by the Committee for Electives.

4.9.2 Feedback from students and faculty shall inform decisions regarding continuation, revision, or discontinuation.

4.9.3 All decisions regarding electives will remain the prerogative of the institute and appropriate decision for the same will be taken after due discussion in the elective committee meetings / IDPT I & R meetings/ACC meetings

4.10 Completion Certification and Credit Acknowledgement

4.10.1 Upon satisfactory completion of **Transdisciplinary Open Elective**, every student shall be issued a **formal Completion Certificate** by MITRAJ Sarvajani Institute of Design, Planning and Technology.

4.10.2 The Completion Certificate shall serve as an official academic record certifying that the student has successfully fulfilled the requirements of the course, irrespective of the mode of delivery, including on-campus, off-campus, workshop-based, blended, or online formats.

4.10.3 The Completion Certificate shall mandatorily contain the following details:

- a. Name of the student and enrolment number
- b. Title of the course
- c. Approved academic domain of the elective
- d. Total number of hours involved
- e. Statement confirming fulfilment of prescribed completion criteria
- f. Credit value earned or academic recognition accorded
- g. Academic year and semester of completion
- h. Authorised signature and institutional authentication

4.10.4 The Completion Certificate from the Institute shall be issued only after verification of evaluation, documentation, and procedural compliance.

4.10.5 Issuance of the Completion Certificate shall constitute conclusive evidence of completion for ERP entry, credit recognition, academic progression, and audit purposes.

5. STRUCTURING AND OPERATION OF LIBERAL STUDIES AND LIFE SKILLS

5.1 Educational Philosophy and Intent

Liberal Studies and Life Skills are integral academic components intended to support the **holistic development** of undergraduate students. These components are designed to cultivate psychosocial awareness, cognitive abilities, affective maturity, ethical sensitivity, communication competence, and social responsibility.

Unlike discipline specific or professionally oriented courses, Liberal Studies and Life Skills focus on **foundational human capacities** that underpin effective learning, collaboration, citizenship, and professional conduct. Accordingly, their structuring, delivery, and evaluation shall reflect their developmental intent rather than conventional subject based pedagogy.

5.2 Applicability and Level of Offering

5.2.1 Liberal Studies and Life Skills shall be applicable **only at the undergraduate level**, except where explicitly approved otherwise by the competent academic authority.

5.2.2 These components shall be offered strictly in the semesters specified in the **Programme-wise and Semester-wise Applicability Framework for Special Academic Components**.

5.2.3 No Liberal Studies and Life Skills component shall be offered to postgraduate students unless formally notified and approved through the governance procedure prescribed in Section 2.

5.3 Thematic and Developmental Structuring

5.3.1 Liberal Studies and Life Skills shall be structured around **thematic and developmental domains**, which may include psychosocial, cognitive, affective, ethical, and civic dimensions.

5.3.2 The thematic progression across semesters shall be designed to ensure **developmental continuity**, with increasing levels of self awareness, engagement, and responsibility.

5.3.3 Thematic domains and indicative topics shall be approved by the Committee for Electives and reviewed periodically.

5.4 Nature of Courses and Pedagogical Approach

- Communication and public speaking
- Teamwork and leadership
- Emotional intelligence and wellbeing
- Cultural awareness and social etiquette
- Ethical reasoning and civic engagement

5.4.1 Pedagogical approaches shall prioritise:

- Interactive and participatory learning
- Experiential and activity-based engagement
- Reflection and self-assessment
- Group based exercises and discussions

5.4.2 Conventional lecture driven delivery shall be avoided where it does not align with the learning objectives of the component.

5.5 Role of Faculty Members and Resource Persons

5.5.1 Liberal Studies and Life Skills may be delivered by internal faculty members, external experts, or trained facilitators, as approved.

5.5.2 Resource persons shall be selected based on suitability for facilitation, mentoring, and experiential learning, rather than solely on disciplinary credentials.

5.5.3 The designated faculty member or resource person shall be responsible for outlining expectations, facilitating sessions, and overseeing evaluation.

5.6 Evaluation and Assessment Philosophy

5.6.1 Evaluation of Liberal Studies and Life Skills shall be **developmental and formative in nature**, aligned with the objectives of the component.

5.6.2 Assessment methods may include:

- Participation and engagement
- Reflective journals or submissions
- Group activities and exercises
- Demonstrated competencies or behaviours

5.6.3 Quantitative grading shall be used only where appropriate and approved. Emphasis shall be placed on meaningful feedback rather than comparative ranking.

5.6.4 The academic judgement of the evaluator and coordinator shall be final and binding, subject only to verification of procedural compliance. However, the Institute reserves the right to rationalize/neutralize the marks/grades/evaluation in view of fair and relative institutional standards of evaluation through jury/viva/group discussion/performance or any other mode found appropriate/suggested by the concerned designated faculty member or subject expert or the designated panel appointed as examiner by the Institute.

5.6.5 No standardised question paper shall be mandatory unless specifically prescribed.

5.7 Attendance, Participation, and Completion

5.7.1 Active participation shall be a core requirement for successful completion of Liberal Studies and Life Skills.

5.7.2 Attendance and participation shall be monitored through approved academic planners or records.

5.7.3 Students failing to meet minimum participation requirements may be deemed not to have satisfactorily completed the component.

5.7.4 No financial transactions, unless approved by the principal/ Dean, is allowed for electives offered on campus by the institute.

5.8 Documentation and ERP Recording

5.8.1 Records of enrolment, participation, and completion shall be maintained by the Coordinator.

5.8.2 For evaluation purposes the ERP will only contain the course code and course title. Mention will be made of the domain acquired after completion of the course in the semester end results issued by the Sarvajank University.

5.9 Review and Continuous Improvement

5.9.1 Liberal Studies and Life Skills offerings shall be periodically reviewed by the Committee for Electives.

5.9.2 Review shall consider student feedback, facilitator reports, and observed developmental outcomes.

5.9.3 Based on review, themes, pedagogical approaches, or delivery formats may be refined in accordance with the governance procedure prescribed in Section 2.

5.9.4 All decisions regarding Liberal Studies and Life skills will remain the prerogative of the institute and appropriate decisions for the same will be taken after due discussion in the elective committee meetings / MS-IDPT I & R meetings/ACC meetings.

5.10 Completion Certification and Credit Acknowledgement

5.10.1 Upon satisfactory completion of **Liberal Studies and Life Skills**, every student shall be issued a **formal Completion Certificate** by MITRAJ Sarvajanic Institute of Design, Planning and Technology.

5.10.2 The Completion Certificate shall serve as an official academic record certifying that the student has successfully fulfilled the requirements of the course, irrespective of the mode of delivery, including on-campus, off-campus, workshop-based, blended, or online formats.

5.10.3 The Completion Certificate shall mandatorily contain the following details:

- a. Name of the student and enrolment number
- b. Title of the course
- c. Approved academic domain of the elective
- d. Total number of hours involved
- e. Statement confirming fulfilment of prescribed completion criteria
- f. Credit value earned or academic recognition accorded
- g. Academic year and semester of completion
- h. Authorised signature and institutional authentication

5.10.4 The Completion Certificate from the Institute shall be issued only after verification of evaluation, documentation, and procedural compliance.

5.10.5 Issuance of the Completion Certificate shall constitute conclusive evidence of completion for ERP entry, credit recognition, academic progression, and audit purposes.

6. STRUCTURING AND OPERATION OF RELATED STUDY PROGRAMMES

6.1 Academic Purpose and Scope

Related Study Programmes (RSPs) are structured academic components intended to provide **supplementary, application-oriented, and contextually grounded learning** beyond the conventional classroom or studio environment. These programmes are self-directed, self-organized, and self-managed by student groups, and are organized by them to enable students to engage with themes, tools, practices, and professional contexts that are directly related to the academic domain of their parent programme.

RSPs are not extracurricular activities. They are formally governed academic engagements recognised for credit or academic fulfilment, subject to approval and compliance with this Manual.

6.2 Applicability and Programme Alignment

6.2.1 Related Study Programmes shall be applicable only in those programmes and semesters specified in the **Programme-wise and Semester-wise Applicability Framework for Special Academic Components**.

6.2.2 The minimum required engagement for each Related Study Programme (RSP) shall be **32 hours**. Students must plan and organize their activities in a manner that ensures meaningful and continuous participation across this duration. The total hours should be appropriately distributed across sessions, activities, or tasks, and must be duly documented and verified to qualify for academic consideration.

6.2.3 Every Related Study Programme shall demonstrate **clear and explicit alignment with the domain, objectives, and learning outcomes of the parent programme**.

6.2.4 No RSP shall be treated as a generic or cross-programme activity unless specifically approved as a transdisciplinary offering through the prescribed governance procedure.

6.3 Forms of Related Study Programmes

Related Study Programmes may take one or more of the following forms, subject to approval:

- Off campus Field-based academic studies or thematic engagement
Study tours or documentation.
- COA/INTACH/NASA India Heritage documentation competitions, pre-approved travel studio, pre-approved international exposure programmes, international student exchange programmes and all such activities of merit and importance.
- Related Study Programmes will be accepted based on the quality and relevance of their anticipated outcomes for each specific component. Such programmes shall be assessed or associated with a prescribed minimum number of hours for the purpose of credit allocation or completion requirements, and shall be pre-approved by the concerned Committee upon submission of a formal request proposal. Approval shall be granted on the merit of the study associated with the programme and its adherence to the stated and derived objectives of the same.
- All such forms shall be governed uniformly under this section.

6.4 Approval and Pre-Approval Mechanism

6.4.1 All Related Study Programmes, including workshops, shall require **prior approval by the designated elective committee and appropriate Institutional channel after filling the RSP Proposal form and getting approval.**

6.4.2 The Committee shall scrutinise proposals with respect to:

- Academic relevance and rigor
- Alignment with programme outcomes
- Credit equivalence or academic weight
- Mode of delivery and assessment
- Avoidance of duplication with core or elective courses
- All decisions regarding RSP will remain the prerogative of the institute and appropriate decision for the same will be taken after due discussion in the respective committee meetings /MS- IDPT I & R meetings/ACC meetings

6.4.3 Only programmes approved through this mechanism shall be eligible for recognition, evaluation, and ERP recording.

6.5 Supervision, Documentation, and Student Responsibility

6.5.1 Every Related Study Programme shall be supervised or coordinated by an assigned faculty mentor. The mentor shall not be obligated to accompany or participate in all activities but will provide guidance to students at their discretion, as deemed appropriate.

6.5.2 Students shall be responsible for submitting:

- Completion of site visit with the prescribed time schedule and required data collection deliverables.
- Certificates of enrolment and submission of competitions with the detailed documentation of the competition with prescribed deliverables.
- Reports, or academic correspondence with academic committee, or academic outputs prescribed by the Institute

6.5.3 Failure to submit required documentation within stipulated timelines may result in non-recognition of the programme.

6.6 Evaluation and Recognition

6.6.1 Evaluation of Related Study Programmes shall be conducted in accordance with the approved evaluation framework, which may include:

- Verification of completion
- Assessment of submitted academic work
- Faculty review or presentation, where applicable

6.6.2 The academic judgement of the evaluating authority shall be final, subject to procedural compliance.

6.7 Overview of Thematic Areas for Related Study Programmes (RSPs)

This document presents the thematic scope of Related Study Programmes (RSPs) across B.Arch, B.ID, and BVA programmes. RSPs are designed as self-directed and exploratory academic engagements that extend learning beyond the classroom through study and documentation.

- For B.Arch, RSPs focus on built environments including heritage structures, vernacular settlements, materials, construction systems, and conservation aspects.

- For B.ID, the emphasis is on interior environments, craft-based spatial elements, and user experience within traditional and adaptive contexts.
- For BVA, RSPs are centred on visual research and documentation of art, craft, heritage, and cultural expressions.

Together, these themes provide a structured framework to guide students in undertaking meaningful, contextually relevant study programmes aligned with their discipline.

6.8. B.Arch: Study and Documentation of Built Environments

RSPs for B.Arch shall focus on study and documentation of built environments related to heritage, traditional and vernacular architecture, crafts and sacred landscapes.

6.8.1 Historic religious architecture and sacred complexes

- Documentation of temple complexes: site planning, processional movement, shrine hierarchy, mandapa sequences, tanks/step-tanks, sculptural programmes, gateways, circumambulatory paths and later additions.
- Documentation of mosque and dargah complexes: courtyard organisation, prayer hall geometry, ablution spaces, shrine/tomb enclosures, threshold conditions, gendered occupation and relationship with adjoining bazaars.
- Documentation of church complexes: nave and transept organisation, altar articulation, cemetery and memorial spaces, bell towers, verandahs, stained glass and local material adaptations.
- Documentation of stepwells, kunds and baolis: sectional geometry, stair systems, pavilions, shafts, water-level logic, ornament, hydrological relationship and ritual use.
- Documentation of pilgrimage nodes and sacred precincts: shrines, dharamshalas, rest spaces, water points, food spaces, ritual circuits, seasonal crowding and temporary infrastructures.

6.8.2 PALACES, forts, civic heritage and historic institutions

- Documentation of fort complexes: gates, bastions, walls, internal courts, circulation systems, water management, residential zones, armories and visual command of the landscape.
- Documentation of palaces and large havelis: public/private hierarchy, ceremonial spaces, service courts, decorative systems, facade orders and climate-responsive sections.
- Documentation of historic administrative and institutional buildings: porticoes, halls, verandahs, circulation, material systems, colonial or regional adaptations and contemporary reuse pressures.
- Documentation of historic educational buildings (pathshalas, madrasas, early schools/colleges): classroom forms, courtyards, hostels, verandahs, light and ventilation strategies.

6.8.3 Vernacular domestic architecture and settlements

- Full measured documentation of typical vernacular houses (pol houses, havelis, wadas, nalukettu, bhungas, stone or bamboo houses), covering plan, sections, elevations, roof systems, plinths, openings, built-in storage, ritual niches and services.

- Comparative documentation of several house types within one region (farmer, artisan, trader, priest), analysing variation in room hierarchy, courtyard size, thresholds, work-living integration and social patterns.
- Documentation of vernacular village or small-town settlements: street networks, cluster patterns, public spaces, water points, sacred trees, institutional buildings and edge conditions.
- Documentation of transformed vernacular houses: inserted toilets, enclosed balconies, terrace additions, new materials and changes responding to contemporary needs.

6.8.4 Precinct, street and sacred landscape studies

- Documentation of historic streets and bazaars: cross-sections, shop-house interfaces, otlas, colonnades, sign systems, service lanes, live-work relationships and time-based occupation patterns.
- Documentation of heritage neighbourhoods or pol precincts: gateway structures, chowks, shrines, wells, bird-feeding towers, plot grain, building heights and roofscape continuity.
- Documentation of sacred landscapes: ghats, temple tanks, riverfront shrines, cremation grounds, sacred groves and pilgrimage paths, with attention to topography and ritual practices.
- Documentation of hill, desert, coastal or forest-edge settlements as ecological variants of vernacular form.

6.8.5 Craft-linked built environments and material cultures

- Documentation of craft settlements (weavers, potters, metal workers, wood carvers, block printers, etc.), focusing on live-work spatial arrangements, workshop spaces, kilns/looms, storage and display zones.
- Documentation of workshop-house hybrids: room sequences from domestic front to work areas, transitional spaces, semi-open workspaces and street interfaces.
- Documentation of building elements shaped by craft traditions: carved doors, brackets, balconies, jalis, painted ceilings, frescoed walls, stone lattices, lime work and handmade tiles.
- Documentation of vernacular furniture in architectural settings: seating systems, chowkis, charpais, storage pieces, wall niches, low platforms and their relationship with interior space.

6.8.6 Materials, construction and detail studies

- Documentation of timber construction traditions: structural logic, joinery details, column and beam systems, trusses, balconies and carved support elements.
- Documentation of stone construction: masonry patterns, block sizes, dressing techniques, carving methods, structural spans and weathering behaviour.
- Documentation of earthen architecture: wall build-up, plasters, floor finishes, damp behaviour, repair cycles and climatic response.
- Documentation of lime-based systems: plasters, lime wash, fresco substrates, decorative mouldings and conservation issues.
- Documentation of roofing traditions: country-tile roofs, slate, stone slabs, thatch, bamboo and composite assemblies.

- Documentation of floors, ceilings and surface ornament: oxide floors, stone inlay, painted beams, coffered ceilings, mirror work, mud reliefs and geometric or floral pattern systems.

6.8.7 INDUSTRIAL heritage and modern heritage

- Documentation of industrial heritage: historic mills, factories, workshops, warehouses, docks, railway yards and associated housing, focusing on structural systems, machinery footprints, circulation, worker facilities and patterns of current use or abandonment.
- Documentation of modern heritage: significant twentieth-century buildings and campuses (modernist public buildings, housing estates, institutions), recording planning, form, structure, materials, services and later modifications, and reflecting on their heritage value.

6.8.8 Change, continuity and conservation

- Documentation of alterations in heritage streets and houses: signage changes, service pipes, balcony enclosures, cement over lime, added floors and insertion of contemporary materials.
- Documentation of damage and risk in heritage structures: cracks, deformation, vegetation growth, water ingress, inappropriate repairs and stress from traffic or visitor loads.
- Documentation of conservation crafts and practices: lime masons, carpenters, stone carvers and painters, their tools, techniques and current work contexts.
- Documentation of visual corridors and landscape settings of monuments or sacred sites, including skyline change, new intrusions and buffer-zone encroachments.

6.9. B.ID: Study and Documentation of Interiors and Built Environments

RSPs for B.ID shall focus on study and documentation of interior environments within heritage, traditional and vernacular contexts, and on craft-linked interior practices.

6.9.1 Traditional and heritage residential interiors

- Documentation of traditional residential interiors (havelis, wadas, nalukettu, bhungas, etc.): entrance vestibules, family rooms, courtyard edges, kitchens, sleeping alcoves, storage walls, puja spaces, service areas and furniture arrangements.
- Documentation of merchant-house interiors: front rooms, display areas, office/counting rooms, storage lofts, inner courts, decorative surfaces and circulation patterns.
- Documentation of transformed heritage interiors where contemporary living patterns have modified original spatial and material configurations.

6.9.2 Ritual and community interiors

- Documentation of ritual interiors: temple mandapas, sanctum approach zones, dargah interiors, church sanctuaries, shrine backdrops, textile hangings, lamp placements and ritual furnishing.
- Documentation of community interiors: dharamshalas, community halls, caste/community meeting spaces and vernacular guest accommodation, focusing on seating systems, visual emphasis and shared amenities.

- Documentation of spaces associated with rituals and festivals (temporary shrine rooms, pandal interiors, festival courts) and their visual and spatial organisation.

6.9.3 Craft, art and their implications in interior design

- Study and documentation of traditional crafts and arts (textiles, woodwork, metalwork, ceramics, murals, folk paintings) with explicit analysis of their potential implications for interior design in terms of surfaces, furniture, lighting, colour schemes and spatial experience.
- Study and documentation of how specific traditional art and craft practices can inform interior elements such as partitions, screens, ceiling treatments, floor patterns, wall panels, decorative installations and product design, supported by visual studies and scenario sketches.

6.9.4 Craft-linked interior details and elements

- Documentation of interior surfaces shaped by crafts: frescoes, murals, painted ceilings, wood panelling, lime relief, mirror work and carved stone or wood elements.
- Documentation of traditional flooring, ceiling and wall finishes in interiors: stone patterns, oxide floors, timber ceilings, woven ceiling elements, mud and lime plasters, decorated borders.
- Documentation of traditional built-in and movable furniture: platforms, low seating, storage alcoves, cupboards, lofts, shelves, chowkis and charpais, with emphasis on use, ergonomics and cultural patterns.

6.9.5 Exhibitions, temporary interiors and documentation

- Study, organisation, participation and documentation of small-scale or institutional exhibitions and temporary interior installations (for example craft exhibitions, student shows, heritage displays), where students contribute to layout, display systems, visual communication and visitor flow and prepare a detailed documentation set.
- Documentation and analysis of temporary exhibition or fair interiors that present traditional arts and crafts, focusing on display strategies, lighting, material use, signage, narrative sequences and user movement.

6.9.6 Syncretic and adaptive-reuse interiors

- Documentation of adaptive-reuse interiors in heritage buildings (for example heritage hotels, museums, cafés), mapping original structure and fabric versus inserted elements, new services and interior interventions.
- Documentation of syncretic interiors where traditional and contemporary elements coexist, analysing how materials, furniture, lighting and graphics negotiate between old and new.

6.9.7 User experience and behaviour in traditional interiors

- Documentation of daily use and occupation patterns in traditional or heritage interiors across time of day, seasons and events.
- Documentation of gendered, age-based or role-based uses of interior spaces in traditional homes and community buildings.
- Documentation of transitions between interior and exterior (thresholds, verandahs, semi-open spaces) and their impact on comfort and social interaction.

6.10. BVA: Visual Research and Documentation of Heritage, Vernacular Art, Crafts and Visual Culture

Before starting any Related Study Programme, each BVA student shall submit a brief proposal (aims, research questions, site/region/craft selected, methods such as drawing/photography/archives, expected visual and written outputs), which must be pre-approved by the assigned mentor or departmental committee. Only projects with prior approval, clear study-documentation intent and a minimum of 32 hours of meaningful involvement will be recognised as BVA RSP work.

6.10.1 Vernacular art and crafts (various media)

- Study and documentation of vernacular wall arts (rangoli/kolam, alpna, mud reliefs, tribal wall paintings) in homes, courtyards and streets of a selected locality, using field sketches, photographs and motif catalogues with explanatory notes on context, technique and meaning.
- Study and documentation of vernacular textile arts (weaving, block printing, tie-dye, embroidery) in one region, focusing on repeat patterns, colour schemes, symbolic elements and their everyday use in clothing and interiors, presented as motif sheets and a concise visual report.
- Study and documentation of vernacular pottery and terracotta traditions (domestic, ritual and architectural use), recording vessel forms, proportions, surface treatments, firing marks and display practices, with drawn profiles and photo documentation.
- Study and documentation of vernacular wood, metal or bamboo crafts (toys, utensils, ritual objects, household tools), with attention to form families, ornament, patina, repair marks and how these objects are placed and seen in domestic or public settings.

6.10.2 Traditional art and crafts (classical and folk)

- Study and documentation of one traditional painting tradition (for example Madhubani, Pattachitra, Kalamkari, Phad, Thangka), recording its themes, composition rules, border systems, line quality and colour conventions, and compiling analytical plates with both original references and student redrawing.
- Study and documentation of traditional sculptural arts (temple sculptures, village deities, masks, pillar figures), using drawing, photography and measured sketches to understand posture, proportion systems, stylisation and iconographic attributes.
- Study and documentation of ritual and festival arts (idols, pandal decorations, processional chariots, temporary shrines and arches), tracing their making, visual language and spatial presence across stages of the event (construction, use, immersion/dismantling).
- Study and documentation of visual elements of traditional performing arts (costume, make-up, headgear, props, stage backdrops), focusing on their visual design, materials, symbolism and relationship to character or narrative.

6.10.3 Region-specific art and craft cultures

- Study and documentation of the artistic and craft traditions of a specific region (such as Kutch, Saurashtra, Shekhawati, Bastar, Kumaon), mapping key art forms, typical

motifs, colours, materials and sites where they are encountered, presented as a visual atlas of the region's aesthetics.

- Study and documentation of one town or village as an art-craft landscape: signboards, shopfronts, domestic decorations, shrines, textiles in use, market displays and workshop interiors, compiled as a coherent visual portfolio with annotated maps.
- Comparative study of urban versus rural expressions of the same regional art or craft (for example Warli in village homes versus galleries/cafés), using photo-essays and annotated sketches to analyse changes in scale, medium, audience and meaning.

6.10.4 Heritage arts: sculpture, painting and objects in collections

- Study and documentation of heritage sculptures in temples, museums or open-air sites, focusing on a selected group (for instance guardians, dancers, narrative panels), with close visual analysis in drawings and photographs and notes on style and condition.
- Study and documentation of heritage paintings (miniatures, murals, manuscript illustrations) in museums, archives or historic buildings, emphasising style, brushwork, colour palettes, framing devices, narrative strategies and any visible restoration.
- Study and documentation of ritual and domestic heritage objects (lamps, ritual vessels, masks, musical instruments, puja sets) located in temples, homes or museum collections, recorded through detailed sketches, multiple views and short object histories where possible.
- Study and documentation of public statuary and memorial sculpture in a city, examining posture, scale, plinth design, inscriptions, setting and the way people interact visually with these works in everyday life.

6.10.5 Archival and museum/archival arts studies

- Archival study of historic scrolls, narrative paintings or pata/pattachitra works, focusing on panel sequencing, figure placement, text-image relationships and material condition, combined with diagrammatic redrawings and a short interpretive note.
- Archival study of miniature painting portfolios or albums (reproductions or originals where accessible), analysing themes, page layouts, margins, calligraphy, colour and iconography, with selected pages redrawn or re-composed as analytical plates.
- Archival study of historic photographs, prints or posters related to a particular city, monument, festival or craft, comparing archival images with current field photographs to understand visual change and continuity, compiled as paired plates with commentary.
- Study and documentation of museum displays of Indian art and crafts: how objects are grouped, labelled, lit and contextualised, leading to a visual-critical report with floor-plan diagrams, installation sketches and photographs.
- Study and documentation of earlier art and craft documentation projects (for example government surveys or institutional catalogues), summarising their visual findings and re-presenting them through updated visual diagrams, timelines or comparative plates.

6.10.6 Visual culture, festivals, fairs and traditional events

- Study and documentation of traditional religious festivals, temple fairs or pilgrimage events, focusing on visual elements such as decorations, temporary structures, idols, banners, costumes and processions, recorded through drawings, photographs and sequencing diagrams.
- Study and documentation of traditional village fairs or craft melas, examining stall layouts, display styles, signage, temporary art and how different crafts are visually presented to visitors.
- Study and documentation of sacred visual culture in everyday life: home shrines, small roadside shrines, calendar images, posters and framed pictures, observed across a defined neighbourhood and analysed as a visual system.
- Study and documentation of street graphics and traditional visual culture: hand-painted signboards, temple chariot painting, religious posters and banners, classified by style, motif and message in a visual report.

6.10.7 Vernacular and traditional art in everyday environments

- Study and documentation of domestic visual cultures in a selected group of homes: framed pictures, wall hangings, textiles, calendars, souvenirs and small sculptural pieces, recorded through sketches, photographs and layout diagrams.
- Study and documentation of how vernacular and traditional art appears in contemporary commercial environments such as cafés, boutique shops or hotels, with photo-essays and analysis of appropriation, scale and context.
- Study and documentation of traditional motifs as they appear in contemporary printed matter (packaging, invitations, posters, textbooks), collecting and classifying examples into motif families.

6.10.8 FLAGSHIP participation in exhibitions, biennales and festivals (research-linked)

- Meaningful participation in art exhibitions, biennales or festivals may be recognised as a B.VA RSP only when the student submits an approved proposal with a clear study or research question about the event (for example curation of traditional arts, representation of crafts, audience engagement), works under formal mentorship, contributes substantially to artworks, curation, exhibition design, visual documentation or communication, engages for a minimum of 32 hours, and produces a combined visual and written research output (such as a process portfolio and reflective report) demonstrating what was learned from the experience.

6.13 Limits and Safeguards

6.13.1 The appointed committee, may prescribe limits on:

- Number of Related Study Programmes recognised per semester
- Credit equivalence or workload
- Repetition of similar workshops or courses

6.13.2 Related Study Programmes shall supplement, and not substitute, core academic requirements unless expressly approved and shall be considered in accordance with the Programme Outcomes(PO) and Programme Specific Outcomes(PSO).

6.14 Completion Certification and Credit Acknowledgement

6.14.1 Upon satisfactory completion of a **Related Study Programme**, every student shall be issued a formal Completion Certificate by the Institute.

6.14.2 The Completion Certificate shall certify successful completion of the approved programme and fulfilment of all academic and documentation requirements.

6.14.3 The Completion Certificate shall include:

- a. Name of the student and enrolment number
- b. Title of the Related Study Programme and specific topic or course name
- c. Total number of hours involved
- d. Statement confirming fulfilment of prescribed completion criteria
- e. Credit value earned or academic recognition accorded
- f. Academic year and semester
- g. Authorised institutional signatory

6.14.4 The Completion Certificate shall be issued only after verification and approval by the designated mentor or elective committee.

6.14.5 No Related Study Programme shall be recognised for credit or academic fulfilment without issuance of the Completion Certificate.

7. STRUCTURING AND OPERATION OF SUMMER INTERNSHIP

7.1 Academic Purpose and Nature

Summer Internship is an academically integral yet structurally distinct component within the programmes of the Institute. This component often involves flexible content boundaries, interdisciplinary participation, external expertise, off-campus engagement, and non-conventional modes of delivery and evaluation.

Summer Internship is a structured academic component designed to provide students with practical exposure, professional orientation, and experiential learning during the designated period between academic semesters. It serves as a bridge between academic learning and professional practice, enabling students to contextualise theoretical knowledge within real world environments.

In order to ensure academic rigor, procedural consistency, and institutional accountability while retaining pedagogic flexibility, such components shall be governed through a distinct, structured, and multi-tiered approval and oversight framework as prescribed in this section. This framework is intended to prevent ad hoc decision-making, informal approvals, or unilateral deviations, and to ensure that all academic actions are traceable, justifiable, and defensible.

Summer Internship is an academic requirement, not an employment arrangement, and shall be governed strictly by the provisions of this Manual.

7.2 Applicability and Duration

7.2.1 Summer Internship shall be undertaken only in those semesters and programmes explicitly specified in the Programme-wise and Semester-wise Applicability Framework for Special Academic Components.

7.2.2 The nature, scope, and academic expectations of Summer Internships at the undergraduate levels shall be governed by the respective programme regulations.

7.2.3 In programmes operating under an Exit Model, successful completion of the Summer Internship shall be a mandatory requirement for obtaining the corresponding level certification, wherever such internship is specified within the curriculum structure.

For Bachelor of Interior Design and Bachelor of Visual Arts Programme at MS-IDPT,

- Students shall mandatorily comply with the norm of Summer Internship (180 hours/120 hours as per the applicable version) if he/she is opting for EXIT model after FIRST, SECOND or THIRD year, in order to get the relevant qualification of corresponding level. (This shall be over and above the mandatory credits required to be eligible for exit option)
- The student continuing for FOUR years shall have to mandatorily earn 4 credits for Summer Internship as part of the third-year total credits as a prerequisite to enrol in fourth year (i.e. before starting the Professional Training)

7.2.4 The credits of summer internship are to be earned before the end of the applicable semester as mentioned in the curriculum framework. Students can earn these credits well in advance, with prior approval and as per all procedural formalities.

7.3 Nature of Internship and Approved Organisations

7.3.1 Summer Internship shall be undertaken in organisations/offices/studios/institutions, or professional settings that are relevant to the academic and professional domain of the parent programme.

7.3.2 The Institute may notify a list of approved organisations or categories of organisations eligible for Summer Training.

7.3.3 Students seeking internship in organisations outside the notified list shall obtain prior approval through the prescribed governance channel.

7.3.4 Summer Internship may be undertaken through one or more of the following modules/components, as approved along with EXPECTED OUTCOME. However, below mentioned formats are preferred and suggestive, anything besides these options shall be approved only after due scrutiny and review by the Committee headed by the Principal/Dean

7.3.4.1 TRAVEL PROGRAMMES/ DOCUMENTATION

Guidelines for selecting the programme:

- Objective of the programme
- Mentor of the programme (Internal/External)
- Place/Places Identified with justification
- Number of days to be spent (Minimum 60 hours extending up to maximum of 180 hours)
- Scope of work
- Contribution of this programme in self-growth and learning
- Expected Outcome
- Documentation of Place/people/culture/art/architecture on the basis of personal/collective experience collected through primary resources
- Submission of work in the form of travelogue/book/documentation/drawings/models

7.3.4.2 FIELD PROJECT/APPRENTICESHIP

Guidelines for selecting the programme:

- Objective of the field project/apprenticeship
- Mentor of the programme/firm offering the apprenticeship (Internal/External)
- Project details/study premises
- Number of hours/days to be spent-how and when (Minimum 60 hours extending up to maximum of 180 hours)
- Scope of work
- Contribution of this programme in self-growth and learning
- Expected Outcome
- Documentation of all the work done as a part of this programme, including project details/project phases undertaken/project learning
- Submission of work in the form of a portfolio/report

7.3.4.3 DESIGN COMPETITION

Guidelines for selecting the programme:

- Competition portal-authenticity
- Competition brief-timeline-submission requirements
- Whether individual or group participation
- Mentor/Guide for the competition
- Intensity-Number of working hours required (Minimum 60 hours extending up to maximum of 180 hours)
- Scope of work-evaluation criteria-certificate criteria
- Contribution of this competition in self-growth and learning

- Expected Outcome
- Completion of all the mandatory submission requirements as per the brief given
- Submission of all the work submitted as part of the competition along with proof and certificate from the mentor
- Result of the competition

7.3.4.4 COMMUNITY ENGAGEMENT/SERVICES/NCC/NSS/OTHER SOCIAL ACTIVITIES

Guidelines for selecting the programme:

- Nature of activity
- Organization details
- Mentor/Guide for the activity
- Scope of work-contribution-outcome
- Time frame/One single activity/multiple activity(Minimum 60 hours extending up to maximum of 180 hours)
- Contribution of this activity in self-growth and learning
- Expected Outcome
- Documentation of all the activities done as part of this programme with photographs
- Completion certificate from the concerned authority
- Report submission

7.3.4.5 OTHER POSSIBLE OPTIONS:

- Participation in any specific workshop/conference/seminar/activities organized or offered by the Institute, MS- IDPT
- Participation and/or paper presentation in any specific National or Inter National conference
- Working as Teaching Assistant/Research Assistant for a Faculty/Mentor/Institute
- Working as Volunteer for any specific event of City scale
- Taking a specific skill enhancement/ability enhancement for learning particular software
- Any specific programme identified by an individual worth enough for value addition

NOTE:

- Any selection must be first submitted to the designated committee appointed by the Institute
- Registration for the selected programme must be done only after the approval/validation by the committee appointed by the Institute
- Progress shall be evaluated at regular intervals as scheduled by the committee in alignment with the institutional requirements and schedule

7.4 Approval and Allocation Process

7.4.1 Competent Academic Authorities and Hierarchy

The governance of the special academic components covered under this Manual shall vest in the following authorities, functioning within a clearly defined hierarchy:

- Principal or Dean Academics as Chairperson
- Pro-Dean
- Head of the Department
- Senior faculty members
- Coordinators

No authority lower in this hierarchy shall exercise powers reserved for a higher authority, nor shall any authority act in contradiction to decisions taken at a higher level.

7.4.2 Committee for Summer Internship

7.4.2.1 Constitution

The Committee shall ordinarily comprise:

- Principal or Dean Academics as Chairperson
- Pro-Dean
- Head of the Department
- Senior faculty members
- Coordinators

The composition of the Committee may be revised by the principal from time to time to ensure academic relevance and balanced representation.

7.4.2.2 Mandate and Jurisdiction

The Committee for Summer Internship shall function as the primary academic scrutiny and recommendation body for all matters relating to Summer Internship. Its jurisdiction shall extend across undergraduate programmes within the scope of this Manual.

7.4.2.3 Functions

The Committee for Summer Internship shall be responsible for:

- Reviewing and approving Summer Internship proposals prior to offering
- Reviewing and approving Summer Internship applications submitted by students
- Scrutinising Summer Internship modules / component proposed outside or beyond indicative syllabus outlines, (if any).
- Ensuring alignment with programme objectives and domain frameworks
- Preventing duplication with Core Courses/Professional Training Objectives
- Advising on continuation, modification, or discontinuation of Summer Internship modules / component.
- Recommending new domains or thematic clusters based on academic and professional developments

The Committee shall record its recommendations in writing and forward them through prescribed institutional channels.

7.4.3 Approval, Addition, Withdrawal, and Modification in Summer Internship

7.4.3.1 General Principle

No Summer Internship component shall be added, withdrawn, substituted, or materially modified except in accordance with the procedure prescribed in this section.

Any action taken in deviation of this procedure shall be deemed procedurally invalid.

7.4.3.2 Stage I: Initiation of Summer Internship by Summer Internship coordinators

Faculty Coordinators in due consultation with the committee shall introduce/initiate the Summer Internship as a mandatory credit compliance component to the students at the beginning of the third semester of the programme (and in no case later than the end of third semester), inform and guide the students about the various possible options that can be undertaken, explain various formalities and procedure to be followed and invite the proposals from students in specified time limits. Any proposal for addition, withdrawal, or modification shall come through a formal Institutional Channel. The students shall submit the proposal in writing in prescribed formats and shall include:

- Nature of the proposal and academic justification
- Details of resource person/s, experts/ firm/organization
- Broad syllabus outline or description of the proposed module

- Expected outcome and its relevance to programme outcomes and domain framework
- Number of engagement hours, credit value, start and end date and mode of delivery
- Indicative evaluation approach
- Informal or verbal proposals shall not be recognised.
- All decisions regarding summer internships will remain the prerogative of the institute and appropriate decisions for the same will be taken after due discussion in the MS-IDPT I & R /and or Summer Internship committee meetings.

7.4.3.3 Stage II: Review by Committee for Summer Internship

The proposal shall be submitted to the Committee for Summer Internship of the concerned programme and for open discussion in MS-IDPT I & R and/or committee meeting, who shall review it for:

- Curriculum coherence
- Academic relevance
- Regulatory compliance
- Feasibility within the semester structure

Only proposals received/recommended by the Committee for Summer Internship shall proceed further.

7.4.3.4 Stage III: Academic Scrutiny by the Committee for Summer Internship

The Committee for Summer Internship shall scrutinise the proposal with respect to:

- Academic rigor and relevance
- Domain appropriateness
- Credit equivalence and workload
- Evaluation soundness
- Faculty or expert or firm or organization suitability

The Committee may recommend approval, approval with modification, deferral, or rejection, with recorded reasons.

7.4.3.5 Stage IV: Institutional Review by the Principal

Proposals endorsed by the Committee for Summer Internship shall be forwarded to the Principal. The Principal shall examine:

- Institutional feasibility
- Relevance to the objectives
- Procedural compliance

Upon satisfaction, the principal shall endorse the Committee for Summer Internship modules /components decision after review.

7.4.3.6 Process

- Step: 1- Understanding the whole idea of summer internship
- Step: 2- Brainstorming for the possible options
- Step: 3- Selection of the programme
- Step: 4- Submission of brief report about the selected option mentioning all necessary details in prescribed formats to the committee
- Step: 5- Approval to be received from the committee
- Step: 6- Registration for the approved programme and submission of registration
- Step: 7- Working in the timeframe of the programme
- Step: 8- Progress reports to be submitted to the Institute as and when asked for
- Step: 9- Submission of the document/report as completed
- Step: 10- Appearing for the Semester End Exam of the University.

7.5 Supervision and Monitoring

7.5.1 Role of the Mentor

- Each student undergoing Summer Training will be supervised by an internal/external mentor or coordinator as per the need of the module/component.
- The mentor shall engage the student in the specific task/work/assignments, adhere to the Institutional philosophy and prescribed outcome, keep record of the tasks assigned/interactions, monitor progress through periodic evaluation and submit the final reports including completion certificate to the Institute as and when asked for.
- Students shall comply with institutional guidelines and professional conduct requirements during the internship period.

7.5.2 Role of Summer Internship Coordinators

Semester Coordinators shall be responsible for:

- Information dissemination at various stages to enable students to make an informed decision for selection/identification of the component/module for off campus summer internship not only pertaining to the applicable semester by the end of which the credits are to be earned but time to time in advance as well as during the ongoing internship.
- Briefing students at various junctures before, during, post completion of course about credits, contact hours, compliance of requirements for course completion and evaluation as per the defined procedure and prescribed formats.
- Mapping preferences for Summer Internship modules and final allotment and maintaining records for the same.
- Liaising with resource persons / firms selected for the summer internship modules
- Collection of progress reports/completion certificates/portfolios after due requisites (signs & stamps) and maintaining records of the same.

They shall not have authority to unilaterally alter approved Summer Internship modules, evaluation mechanisms, or credit structures, unless otherwise informed/directed by the committee.

7.6 Documentation and Reporting

7.6.1 Upon completion of Summer Training, students shall submit:

- Portfolio of work accomplished
- Progress reports/periodic reports or reflective document, as prescribed
- A completion certificate or letter from the host organisation
- Any additional documentation required by the Institute

7.6.2 Failure to submit complete documentation within prescribed timelines may result in non-recognition or delayed evaluation.

7.6.3 Upon satisfactory completion of a Summer Internship, every student shall be issued a formal Completion Certificate by MITRAJ Sarvajani Institute of Design, Planning and Technology.

7.6.4 The Completion Certificate shall serve as an official academic record certifying that the student has successfully fulfilled the requirements of the Summer Internship.

7.7 Evaluation and Academic Recognition

7.7.1 Summer Internship shall be subject to periodic review by the Committee/Principal

7.7.2 Continuation, modification, or discontinuation of Summer Internship with any firm /artist etc be based on:

- Academic outcomes
- Student feedback
- Relevance to programme objectives
- Resource feasibility
- All decisions regarding summer internships will remain the prerogative of the institute and appropriate decisions for the same will be taken after due discussion in the IDPT I & R /and or committee meetings.

7.7.3 Semester End Evaluation of Summer Internship shall be conducted as per the evaluation components of curriculum and by the assigned subject expert or a designated evaluation panel

7.7.4 Evaluation may be based on:

- Quality of engagement and learning
- Training report or documentation
- Feedback from the host organisation

7.7.6 The evaluation framework may include, as appropriate:

- Continuous assessment
- Portfolios, or presentations
- Submission of necessary documents/completion reports/certificate as prescribed

7.7.7 The academic judgement of the evaluator shall be final and binding, subject only to verification of procedural compliance.

7.7.8 No standardised theoretical question paper shall be mandatory unless specifically prescribed.

7.8 Attendance, Participation, and Completion

7.8.1 Attendance for Summer Internship shall be maintained by the concerned expert/firm/organization and recorded through the approved academic mechanism, as notified by the Institute.

7.8.2 Minimum participation and completion requirements shall be specified by the faculty coordinator or expert at the commencement of the internship term.

7.8.3 Failure to meet such requirements may result in non-completion or non-award of credit, as applicable.

7.8.4 No financial transactions, unless approved by the principal/ Dean, is allowed for Summer Internship.

7.8.5 No exemption from attendance/ internal evaluation/ assignments/ juries/ exams will be granted for any module of Summer Internship

7.9 Non-Completion and Consequences

7.9.1 Students who fail to complete Summer Internship satisfactorily shall be required to repeat or re-register for the component, as per institutional rules.

7.9.2 Summer Internship shall be a prerequisite for progression to subsequent academic requirements where prescribed.

8. STRUCTURING AND OPERATION OF ON JOB TRAINING (OJT) & RESEARCH PROJECT (RP)

8.1 Academic Purpose and Distinction

As per NEP-2020, a student opting for the option of Four Years Programme of “**Bachelor of Interior Design with Honors**”/ **Bachelor of Visual Arts with Honors**” shall have to earn 6 credits of On Job Training herein mentioned as **OJT**-each in VII and VIII semesters.

And A student opting for the option of Four Years Programme of “**Bachelor of Interior Design (Honors with Research)**”, “**Bachelor of Visual Arts (Honors with Research)**” shall have to earn 6 credits of Research Project, herein mentioned as **RP**, both in semester VII & VIII.

On Job Training (OJT) is a structured, credit bearing academic component designed to immerse students in **real world professional environments** over an extended and supervised period. Unlike short term exposure or summer internship, includes field work undertaken as a part of any project including site visits – management and coordination / Industry Exposure / Documentation etc. enabling students to apply academic knowledge, develop professional judgement, and understand organisational workflows and ethical responsibilities.

Research Project (RP) is a structured, credit bearing academic component designed and offered to the students having **strong research aptitude** as an option to On Job Training.

It is intended to encourage inquiry-based approach towards art and design, systematically processed to understand the correlation of theory, innovation and practicality.

“While the On-the-Job Training component prepares students to understand real-world challenges, the research project aims to nurture a questioning and analytical mindset.”

8.1.1 Interpretation of On Job Training (OJT) for Bachelor of Interior Design Programme

For **Bachelor of Interior Design with Honors**, “On Job Training” includes field work undertaken as a part of any project including site visits- management and coordination /Industry Exposure/ Documentation etc. as approved from time to time by the Institution.

In VII Semester of Bachelor of Interior Design with Honors, the component of On Job Training is to be done simultaneously along with Professional Training i.e. 12 credits of Professional Training and 6 Credits of OJT both to be earned in the same firm/office. The Firm/ Office shall ensure that the student placed as trainee in their firm/office receives due exposure to office work as well as field work. Upon successful completion of both, Professional Training and On Job Training, the firm/ office shall issue separate certificates for both the components Certificate of Completion.

In VIII Semester of Bachelor of Interior Design with Honors, students can earn the 6 credits of OJT in the same office in continuation with the VII semester or can continue in the same office post-Institutional hours in VIII semester or can earn 6 credits of OJT in separate firms in VII and VIII semesters respectively

In any case, prior intimation and approval from the authorized Institutional Channel is mandatory. Anything without approval shall not be considered for the accomplishment of credits.

(i.e. as the Interior Design Programme already has 12 credits of Professional Training Component in Semester VII. So, a student can do 18 weeks x 5 Days x 8 Hours = 720 hours of Training. Out of these 720 hours, 240 hours (or 180 hours as applicable) shall be considered for OJT-1 of Semester VII, 240 Hours (or 180 hours as applicable) shall be considered for

OJT-2 of Semester VIII and the remaining 240 hours (or 360 hours as applicable) shall be considered for Professional Training of Semester VII. Therefore, the concerned Office/Firm/Organization where the student has undertaken Professional Training shall issue separate certificates for all the three components, i.e. Professional Training, OJT-1 and OJT-2 as per the formats attached.

Further, if the student is not able to complete 720 hours in Semester VII, he may earn the remaining 240 hours (or 180 hours as applicable) of OJT-2 along with the Training Semester separately and may continue in the 8th Semester and shall produce the completion certificate as and when required in Semester VIII.

That means that the student can start and complete the OJT-2 even before the commencement of the Semester VIII.)

8.1.2 Interpretation of On Job Training (OJT) for Bachelor of Visual Arts Programme

For **Bachelor of Visual Arts** with Honors, "On Job Training" of Semester VII will have to be done parallel to the Studio, which includes field work undertaken as a part of any project including working with any design firms/art gallery/museum/artisans/ documentation of art-practices/workshop related to various art practices under the supervision of artist/artisan/curator, as approved time to time by the institution.

For **Semester VIII** the OJT will have to be done parallel to the Studio of Major Course, a minimum of 240 hours (or 180 hours as applicable) of OJT will have to be done which shall include working with any Design firms/ Art gallery/Museum/artisans/ documentation of art-practices, art-historical study trip, working under artist etc. as per prior approval from the institute. Students can continue this in line with the OJT undertaken in semester VII or opt for another exposure to earn the 6 credits of OJT in semester VIII, with prior approval of Institution.

(There is no component of Professional Training in Bachelor of Visual Arts Programme, and, as the Institute is already involved in many Consultancy/Research Projects/Proposal Projects, and therefore, the Institute shall offer the opportunities of OJT to BVA students within the campus, which shall be over and above the mandatory contact hours mentioned in the curriculum. This will also help the Institution to achieve the objective of "Earn while you Learn", "iff", Financial Transactions are received by the Institution or committed by the training firms which shall be purely optional.)

8.1.3 Interpretation of RP (Research Project) component for Bachelor of Interior Design and Bachelor of Visual Arts Programme:

A student opting for the option of Four Years Programme of "**Bachelor of Interior Design (Honors with Research)**", "**Bachelor of Visual Arts (Honors with Research)**" shall have to earn 6 credits of Research Project, herein mentioned as **RP**, both in semester VII & VIII. Research Project includes an independent Research taken by a student under the guidance of the Mentor/Guide/Organization/Firm designated by the Institute.

Regarding the possibility of offering options of doing "**Bachelor of Interior Design (Honors with Research)**", "**Bachelor of Visual Arts (Honors with Research)**" to the students of Bachelor of Interior Design and Bachelor of Visual Arts, the same above mentioned methodology in 8.1.1 and 8.1.2 shall be adopted and the research

mentor/guide/organization firm/office/institution shall give the opportunity for Research Workshop/Research Methodology through case studies/seminars/workshops/any other acceptable methods and the research mentor/guide/organization firm/office/institution shall offer certificates as per the formats attached in the Annexure.

The Institute may choose to admit students for research who meet the following minimum criteria:

1. A minimum aggregate of 75%marks in the 1st to 6th semester.
2. A unique and well-selected research topic.
3. Any other eligibility criteria defined by the universities

(Reference: As suggested in Standard Operating Procedure, Implementation of NEP-2020 Gujarat, issued on July 2023, point 3.5.1 Readiness Requirements at HEI level.)

For “Bachelor of Interior Design (Honors with Research), in Semester VII, student can select his/her area of interest and do in depth research on the selected topic under the area of interest. To earn the credits of the course, student must submit a research report in a prescribed format and have to appear for the jury/viva in Semester End Evaluation.

In Semester VIII, Student in consultation with Mentor/Guide, and with prior approval of the Institute can decide to Extend/Continue with the Research Project undertaken in semester VII or can opt for another independent research project. In either case, student must submit a research report in a prescribed format and have to appear for the jury/viva in Semester End Evaluation.

For “Bachelor of Visual Arts (Honors with Research), in Semester VII, Student can select his/ her area of interest and do in depth research on the selected topic under the area of interest. To earn the credits of the course, student must submit a research project/dissertation in a prescribed format and have to appear for the jury/viva in Semester End Evaluation.

In Semester VIII, Student in consultation with Mentor/Guide, and with prior approval of the Institute can decide to Extend/Continue with the Research Project undertaken in semester VII or can opt for another independent research project. In either case, student must submit a research project/dissertation in a Prescribed format and have to appear for the jury/viva in Semester End Evaluation.

8.2 Applicability and Timing

8.2.1 On Job Training & Research Project shall be applicable only in those programmes as specified in the Programme-wise and Semester-wise Applicability Framework for Special Academic Components and shall be treated explicitly in accordance with the broader Programme Outcomes as well Programme Specific Outcome.

8.2.2 The duration and credit value of OJT & RP shall be as prescribed in the approved programme curriculum and notified by the Institute prior to commencement.

8.2.3 The applicability of OJT and RP may be treated differently for different programmes considering the uniqueness of each programme and may differ in terms of its execution and evaluation framework, but within the prescribed philosophy and pedagogy of the Institution.

8.3 Organisation and Nature of Engagement

8.3.1 For Bachelor of Interior Design, OJT/RP must be completed for the prescribed duration as mentioned in the syllabus. It shall include working with an architect, interior designer, or industry professional; site visits; travel studio; hands-on workshops; conducting research under a Research Mentor-Guide; or undertaking research in a designated firm, organization, or institute, as per the applicable track of either OJT or RP.

8.3.2 For Bachelor of Visual Arts, OJT/RP must be completed for the prescribed duration as mentioned in the syllabus. It shall include working with practicing artists or artisans; design or graphic firms; art galleries; art museums; art-historical study trips; documentation; workshops; or research under a Research Mentor-Guide, as per the applicable track of either OJT or RP.

8.3.3 The scope of work during OJT/RP shall be aligned with the academic objectives of the programme and shall provide meaningful professional exposure.

8.3.4 The credits of OJT and RP for SEM VII and VIII may be earned together or separately, in their respective semesters, with the same or different firm/office/organization. However, credits shall be considered only as per the applicable credit framework of the respective semester.

8.3.5 The credits of OJT/RP shall be earned within the specified time frame and without compromising any regular academic engagement, schedules, or mandatory on-campus presence.

8.3.6 No OJT/RP shall be considered valid unless undertaken under the approved, reviewed, and minimum standards framework of the respective program and institution. Engagements that are lacking academic relevance/value addition shall not be approved-

8.3.7 Office/firm/organization must issue separate progress reports/completion certificate/other applicable documents separately for 12 credits of Professional Practice and 6 credits of OJT-1 / RP-1 and 6 credits of OJT-2/RP-2 specifically in case of Bachelor of Interior Design Programme

8.4 Approval Procedure APPROVAL AND ALLOCATION PROCESS

8.4.1 Competent Academic Authority and Hierarchy

The governance of the special academic components covered under this Manual shall vest in the following authorities, functioning within a clearly defined hierarchy:

- Principal or Dean Academics
- Pro-Dean
- Head of the Department
- Senior faculty members
- Coordinators

No authority lower in this hierarchy shall exercise powers reserved for a higher authority, nor shall any authority act in contradiction to decisions taken at a higher level.

8.4.2. The committee comprising of senior faculty members and coordinators for Professional Training/On Job Training/Research Project shall be responsible for:

- Reviewing and approving applications prior to proceeding
- Ensuring the scope of undertaking Professional Training and On Job Training/Research Project Components for the firms identified by the students
- Ensuring alignment with Programme Objectives and domain frameworks, Programme Outcome (PO) and Programme Specific Outcome (PSO)

- Advising on continuation, modification, or discontinuation of OJT/RP component.
- Recommending new domains/options based on academic and professional developments
- Maintaining Record and aligning commencement and completion of Professional Training/OJT/RP with academic schedule
- Bringing forward any misconduct/act of offence/issue damaging to the reputation of the Institutions to the notice of the prescribed institutional channels
- Confirming completion of academic formalities and registration of the student for the applicable semester

8.4.3 Initiation, Application and Approval process for OJT and RP

8.4.3.1 General Principles

- The OJT/RP shall be aligned to the Professional Training specifically in case of Bachelor of Interior Design and shall be executed either on campus or off campus based on the nature and scope of work specifically in case of Bachelor of Visual Arts
- No Professional Training/OJT/RP component shall be added, withdrawn, substituted, or materially modified except in accordance with the procedure prescribed in this section.
- Any action taken in deviation of this procedure shall be deemed procedurally invalid.

8.4.3.2 Initiation and Execution Process

- Faculty Coordinators in due consultation with the senior faculty members shall introduce Professional Training/Studio Major along with selection of OJT or RP track as a mandatory credit compliance components to the students at least three months prior to the first day of commencement of applicable semester and inform and guide the students about the various possible options that can be undertaken, explain various formalities and procedure to be followed and invite the proposals from students in specified time limits.
- Following the orientation, the students shall submit an application mentioning Name, profile &/or affiliation of the organization / Head of organization / Research Mentor-Guide for OJT/RP along with training as per the specified formats.
- The options / proposals submitted by the students shall be reviewed by the Programme Head, senior faculty members &/or designated Coordinator / Coordinators for academic relevance and feasibility.
- After due scrutiny, the students may be asked for revisions/modifications/change of options and to submit new/revised proposals if applications are lacking any required information or not appropriate for the purpose.
- The eligible applications (along with the academic work portfolio) shall then be sent to the identified/selected Offices/Firms/Organizations/Research Mentor along with Professional Training application by the Professional Training and OJT/RP Coordinators (in Case of Bachelor of Interior Design) and to the identified artists/art firms/art studios/organizations by the OJT/RP Coordinator (in case of Bachelor of Visual Arts) through institutional channel only and as per the established system.
- No application shall be sent directly by the student to any of the office/firm/organisation and any such direct action shall be subjected to disciplinary action.
- On receiving confirmation of their application, student shall inform about finalized Offices/Firms/Organizations/Artists/Art firms/Art studios/Research Mentor and shall submit acceptance letter along with other necessary documents if asked for.

- ◆ Once the student submits the acceptance/confirmation letter received by him/her, from the place of selection, the coordinators shall issue an acknowledgement letter from the Institution to the Offices/Firms/Organizations/Artists/Art firms/Art studios/Research Mentor
- ◆ The student shall submit the acknowledgement letter to the concerned Offices/Firms/Organizations/Artists/Art firms/Art studios/Research Mentor and on joining, shall submit the joining report to the concerned coordinators
- ◆ The students shall strictly follow the time line/schedule and all the formalities informed to them and shall submit the necessary reports/documents as and when asked for.
- No student shall commence Professional Training/On Job Training/Research Project without completing the necessary process and without the formal approval of the Institution
- ◆ It is mandatory to appear for the Semester End Exam as per the schedule.
- OJT/RP are strictly academic in nature. Under no circumstances shall students make any payment, fee, or charge to any individual, firm, or organization, only except where such payment is formally preapproved by the Institution for a defined academic purpose

8.5 Supervision and Institutional Oversight

8.5.1 Students of respective class undergoing On Job Training / Research Project shall be assigned faculty coordinators by the Institute.

8.5.2 The faculty coordinator shall be responsible for:

- Orienting students for the applicable components and their interconnectedness
- Guiding the students for the process to be followed
- Ensuring the execution of the process defined by the Institute
- Monitoring student progress
- Reviewing periodic reports or updates
- Liaising with the workplace / Research Mentor whenever required

8.5.3 Students shall adhere to professional conduct, confidentiality, and ethical standards during the OJT / RP period.

8.5.4 No exemption from attendance/ internal evaluation/ assignments/ juries/ exams will be granted for off campus courses if mentioned as a mandatory requirement in the curriculum framework

8.5.5 All decisions regarding On Job Trainings / Research Project and internships will remain the prerogative of the institute

8.5.6 The Institute shall enable and organize regular fellowship meets with MOU partners/Professional Bodies/Professionals in order to facilitate Institute-Industry collaboration and to accomplish Professional Training/OJT/RP.

8.6 Documentation and Reporting

8.6.1 Upon completion of Professional Training/On Job Training / Research Project, students shall submit:

- Weekly report in given format and separate for each component i.e. Professional Training/OJT 1/OJT 2/RP 1/RP 2
- Evaluation report in given format and separate for each component i.e. Professional Training/OJT 1/OJT 2/RP 1/RP 2

- A completion or experience certificate from the host organisation separate for each component i.e. Professional Training/OJT 1/OJT 2/RP 1/RP 2
- A detailed report, portfolio, or reflective document, qualitatively describing outcomes of Professional Training/On Job Training / Research Project as prescribed and separate for each component

8.6.2 All documentation shall be submitted within prescribed timelines by the students as asked in soft &/or hard copies. Late or incomplete submissions may result in delayed evaluation &/or non-recognition.

8.7 Evaluation and Academic Recognition

8.7.1 Evaluation of On Job Training / Research Project shall be conducted by the assigned faculty supervisor &/or an evaluation panel constituted by the Institute for each semester.

8.7.2 Evaluation shall consider:

- Nature and quality of professional engagement
- Learning outcomes demonstrated
- Quality of submitted documentation
- Feedback from the host organisation

8.7.3 The academic judgement of the evaluating authority shall be final and binding, subject to procedural compliance.

8.8 Non-Completion, Withdrawal, and Repetition

8.8.1 Students who fail to complete On Job Training satisfactorily shall be required to repeat or re-register for the component, as prescribed.

8.8.2 Withdrawal from OJT after commencement shall require written justification and approval of the competent authority.

8.8.3 OJT shall be a prerequisite for academic completion where prescribed by the programme.

9. EVALUATION, CERTIFICATION, ERP RECORDING, AND ACADEMIC FINALITY

9.1 Governing Principles of Evaluation

Evaluation of Professional Electives, Transdisciplinary Open Electives, Liberal Studies and Life Skills, Related Study Programmes, Summer Training, and On Job Training shall be governed by the principles of **academic integrity, transparency, proportionality, and finality**.

Given the varied pedagogical nature of these components, evaluation mechanisms shall be **fit for purpose** and aligned with approved learning objectives, rather than bound to uniform examination formats.

9.2 Evaluation Authority and Academic Autonomy

9.2.1 Evaluation authority shall vest with the **designated faculty member, subject expert, or evaluator** approved for the concerned component.

9.2.2 The evaluator shall be responsible for:

- Defining evaluation criteria at the commencement of the component
- Conducting assessment in accordance with approved mechanisms
- Recording outcomes accurately and fairly

9.2.3 The academic judgement of the evaluator shall be **final and binding**, subject only to verification of procedural compliance. No re-evaluation, moderation, or appeal on academic merit shall ordinarily be entertained.

9.3 Nature of Evaluation Across Components

9.3.1 Evaluation may include, as appropriate:

- Continuous assessment
- Studio or workshop outputs
- Reports, portfolios, or reflective submissions
- Presentations or demonstrations
- Verification of completion and participation

9.3.2 No standardised question paper shall be mandatory for these components unless specifically prescribed.

9.3.3 For online, off-campus, or ODL-based components, the **completion certificate or official record issued by the approved provider** may constitute the primary basis for evaluation, subject to verification.

9.4 Attendance, Participation, and Eligibility for Evaluation

9.4.1 Minimum participation or attendance requirements, where applicable, shall be specified at the commencement of the component.

9.4.2 Students failing to meet such requirements may be declared **not eligible for evaluation or completion**, irrespective of performance in submitted work.

9.5 Certification and Academic Recognition

9.5.1 Upon satisfactory completion and evaluation, students shall be deemed to have fulfilled the academic requirements of the component.

9.5.2 Where applicable, the Institute may issue:

- Component completion certificates

- Credit achievement certificates
- Official acknowledgements of participation

9.5.3 Such certification shall form part of the student's academic record.

9.6 ERP Recording and Institutional Records

9.6.1 All approved components shall be recorded in the **Enterprise Resource Planning (ERP) system** strictly in accordance with institutional policy.

9.6.2 ERP entries shall include:

- Approved course code, title and domain, where applicable
- Credit value or completion status
- Evaluation outcome

9.6.3 Attendance records for these components shall be maintained through **academic planners or designated records**, and not necessarily through class-wise ERP attendance modules, unless specifically required.

9.6.4 For evaluation purposes the ERP will only contain the course code and course title. No specification or mention will be made of the domain/discipline/ skill acquired after completion of the elective/course/training/internship in the semester end results issued by the Sarvajani University.

9.7 Finality, Disputes, and Procedural Review

9.7.1 Evaluation outcomes, once recorded and approved, shall attain **academic finality**.

9.7.2 In the event of a student grievance, review shall be limited strictly to:

- Verification of adherence to prescribed procedures
- Confirmation that evaluation criteria were applied uniformly

9.7.3 No challenge on academic judgement, grading discretion, or qualitative assessment shall be entertained beyond procedural review.

9.8 Institutional Responsibility and Safeguards

9.8.1 The Institute shall ensure that all evaluations, certifications, and ERP records are:

- Accurate
- Timely
- Traceable
- Defensible

9.8.2 Any lapse in recording, certification, or procedural compliance shall be addressed through corrective administrative action.

LIST OF ANNEXURES:

- 1. List of Electives / Forms/Certificates for Electives**
- 2. Forms/Certificates for RSP**
- 3. Forms/Certificates for Summer Internship**
- 4. Forms/Certificates for Professional Training/On Job Training/Research Project**

Annexure 1

Liberal Studies & Life Skills Topics

Semester	Course Code	Course Type	Course Name	Domain	offered to	courses offered	Suggested resource persons for consideration / or in advisory capacity
Semester 1	BFGN13102	Multidisciplinary / Interdisciplinary (MDC)	Liberal Studies & Life Skills I	Psychosocial Skills I	BARCH BID BVA	<ul style="list-style-type: none"> Public Speaking Team Building 	<ul style="list-style-type: none"> Ms. Maharukh Chichgar Dr. Parinaz Bharucha
Semester 2	BFGN13202	Multidisciplinary / Interdisciplinary (MDC)	Liberal Studies & Life Skills II	Psychosocial Skills II	BARCH BID BVA	<ul style="list-style-type: none"> Psychology Social & Cultural Etiquette 	<ul style="list-style-type: none"> Mr. Murtuza Railwaywala Ms. Maharukh Chichgar
Semester 3	BFGN13301	Multidisciplinary / Interdisciplinary (MDC)	Liberal Studies & Life Skills III	Psychomotor Skills	BARCH BID BVA	<ul style="list-style-type: none"> Survival Skills - Self Help Skills (Swimming / Sailing / Firefighting / Health - CPR - Nursing / Maintenance & Repairing / Life saving during trekking) 	<ul style="list-style-type: none"> External Experts from each category.
Semester 4	BFGN13401	Multidisciplinary / Interdisciplinary (MDC)	Liberal Studies & Life Skills IV	Cognitive Skills	BARCH BID BVA	<ul style="list-style-type: none"> Fundamental of Artificial Intelligence Digital Literacy 	<ul style="list-style-type: none"> Expert from SCET Expert from SCET
Semester 5	BFGN13501	Multidisciplinary / Interdisciplinary (MDC)	Liberal Studies & Life Skills V	Affective Skills I	BARCH BID BVA	<ul style="list-style-type: none"> Voluntary Actions Environmental Awareness 	<ul style="list-style-type: none"> Aakash Bansal Aakash Bansal
Semester 6	BFGN13601	Multidisciplinary / Interdisciplinary (MDC)	Liberal Studies & Life Skills V	Affective Skills II	BARCH BID BVA	<ul style="list-style-type: none"> Art Appreciation Film Appreciation 	<ul style="list-style-type: none"> Prof. Naishadh Jani Mr. Janantik Shukla
Additional potential topics can be offered time to time							
<ul style="list-style-type: none"> Self-exploration & Personality Building Sociology Fundamental of Economics 							



Professional Electives

Semester	Course Code	Course Type	Course Name	Domain	offered to	courses offered	Suggested resource persons for consideration / or in advisory capacity
Semester 1	BFEL15101	Skill Enhancement Course (SEC)	Professional Elective 1A	Craft Skills I	BARCH BID BVA	<ul style="list-style-type: none"> Paper Mache Print Making Textile Dyeing & Printing Origami & Kirigami Calligraphy 	<ul style="list-style-type: none"> Prof. Abhishek Mandala Prof. Rajashri Smart Ar. Prathma Desai Prof. Krunal Zaveri Mr. Vipul Sondagar
Semester 2	BFEL15201	Skill Enhancement Course (SEC)	Professional Elective 2A	Craft Skills II	BARCH BID BVA	<ul style="list-style-type: none"> Model Making Architectural Photography Interior Photography Wall Mural Traditional & Contemporary Craft - IKS Context 	<ul style="list-style-type: none"> Prof. Krunal Zaveri Mr. Advait Pandya Ar. Setu Chhaya Prof. Dr. Jasmin Kaur Prof. Krushnapriya
Semester 3	BFEL15301	Skill Enhancement Course (SEC)	Professional Elective 3A	Art Theory & Practices I	BARCH BID BVA	<ul style="list-style-type: none"> Assemblage Art History of Civilisation/Art/Style Relief Printing Basics of Animation Paper Sculpture 	<ul style="list-style-type: none"> Prof. Abhishek Mandala Prof. Naishadh Jani Prof. Kuanjan Goswami Prof. Yogendra Patel Prof. Krunal Zaveri
Semester 4	BFEL15401	Skill Enhancement Course (SEC)	Professional Elective 4A	Art Theory & Practices II	BARCH BID BVA	<ul style="list-style-type: none"> 3D Printing Puppetry 3D Animation Synergy with Structure from Architecture Film Making & Visual Effects 	<ul style="list-style-type: none"> Mr. Aniket Tandel Prof. Krushnapriya Prof. Yogendra Patel Prof. Nehal Desai Mr. Janantik Shukla
Semester 5	BFEL15501	Skill Enhancement Course (SEC)	Professional Elective 5A	Professional Competence I	BARCH BID BVA	<ul style="list-style-type: none"> Disaster Management Furniture & Product Design Lighting Design or HVAC Building Envelope Design Miniature Painting Museology 	<ul style="list-style-type: none"> Prof. Sangita Mohanty Prof. Priyank Parekh External Expert External Expert Prof. Dr. Jasmin Kaur Ms. Bhamini Mahida
Semester 6	BFEL15601	Skill Enhancement Course (SEC)	Professional Elective 6A	Professional Competence II	BARCH	<ul style="list-style-type: none"> Universal Design Street Design Pre approved courses* 	<ul style="list-style-type: none"> Prof. Sarupa Dave + Prof. Tejas Patel Prof. Dr. Jasmin Kaur

Semester 7	BFEL15701	Skill Enhancement Course (SEC)	Professional Elective 7A	Career Advancement I	BARCH	<ul style="list-style-type: none"> Earthquake Resistance Architecture Green Building Rating System Pre approved courses* 	<ul style="list-style-type: none"> Prof. Dr. Nehal Desai Prof. Chintan Shah + Mr. Gaurav Jain
Semester 8	BFEL15801	Skill Enhancement Course (SEC)	Professional Elective 8A	Career Advancement II	BARCH	<ul style="list-style-type: none"> NPTEL / Swayam / MOOC (Pre Approval mandatory)* 	<ul style="list-style-type: none"> Prof. Alpa Pandya
Semester 9	BFEL15901	Skill Enhancement Course (SEC)	Professional Elective 9A	Career Advancement III	BARCH	<ul style="list-style-type: none"> Architecture Conservation Healthcare Architecture Pre approved courses* 	<ul style="list-style-type: none"> Prof. Alpa Pandya Prof. Mahesh Nagecha
Semester 10	BFEL15001	Skill Enhancement Course (SEC)	Professional Elective 10A	Career Advancement IV	BARCH	<ul style="list-style-type: none"> Climate Change & Resilience Built Environment & Humanities Pre approved courses* 	<ul style="list-style-type: none"> Prof. Sangita Mohanty Prof. Vahbiz Engineer + Prof. Niraj Naik



Trans-Disciplinary Open Electives

Semester	Course Code	Course Type	Course Name	Area/Domain	offered to	All Bachelor Programme	Suggested resource persons for consideration / or in advisory capacity
Semester 1	BFEL16102	Common Value Added (Elective) Course (VAC)	Transdisciplinary Open Elective 1B	Indian Performing Arts	BARCH BID BVA	<ul style="list-style-type: none"> Dance - IKS Context Drama Music (Instrumental) - IKS Context Music (Vocal) - IKS Context 	<ul style="list-style-type: none"> Ms. Rajvi Vyas External Expert External Expert External Expert
Semester 2	BFEL16202	Common Value Added (Elective) Course (VAC)	Transdisciplinary Open Elective 2B	IKS & Health Science	BARCH BID BVA	<ul style="list-style-type: none"> Self Defence Indian Yoga Practices Health Awareness (Mental, Dental, Ayurveda, Physical, Spiritual) Wellness & nutrition Outreach of Indian Knowledge System 	<ul style="list-style-type: none"> Mr. Visphy Kharradi Ms. Shail Vakil External experts Ms. Farzana Kharradi Dr. Aanand Pandya
Semester 3	BFEL16302	Common Value Added (Elective) Course (VAC)	Transdisciplinary Open Elective 3B	Financial Literacy	BARCH BID BVA	<ul style="list-style-type: none"> Banking Basics of Accounting Basics of Taxation Insurance 	<ul style="list-style-type: none"> Expert from NJ Prof. Roshni External Expert Expert from NJ
Semester 4	BFEL16402	Common Value Added (Elective) Course (VAC)	Transdisciplinary Open Elective 4B	India Constitution and Legal System	BARCH BID BVA	<ul style="list-style-type: none"> Indian Constitution Indian Judiciary Fundamental Rights RTI 	<ul style="list-style-type: none"> All Four courses will be conducted by Prof. Nikunj Rathod + External Expert
Additional potential topics can be offered time to time					BARCH BID BVA	<ul style="list-style-type: none"> Early Indian Culture/ Literature/ Mythology - IKS Context Cyber Security Branding & Marketing Artificial Intelligence in Design 	



Structuring and Operation Framework for Electives

Course code : _____
Course Name : _____
Offered to : _____
Domain : _____

Brief Domain Overview

Semester	Area/Domain	Courses Offered under major domain	resource persons

Semester Progression Stages

Stage 1: Elective Pitching Session

A short briefing on the domain and the offered courses will be conducted on the pitching day. Students are advised to understand the course objectives and outcomes before making their selection.

Stage 2: Submission of Course Preference

At the end of the pitching session, a Google Preference Form will be circulated.

 Preference Form Link: _____

Students must submit their preferences based on personal interest and inclination. Equal distribution of students across the offered courses will be ensured.

Stage 3: Allotment of Elective Course

The respective Elective Coordinators will scrutinize the submitted preference forms and allot the final course based on availability & preferences received. The decision of the institute will be final.

Stage 4: Attendance & Academic Engagement

Students are required to:

- Attend regular classes throughout the semester
- Follow instructions given by the course expert
- Complete all tasks / assignments as part of CCE & SEE evaluations

Stage 5: Issue of Completion Certificate

Based on attendance records, academic performance, and required submissions, the course expert will assess student progress and issue a Completion Certificate (as per institute format). This certificate will be considered as the final academic record for result preparation.



MS IDPT Letterhead

MS IDPT Letterhead

Certificate of Completion

Student copy / Institute copy / SU copy

This is to certify that Mr./Ms. _____,
Enrolment No _____ of Year ____ Semester ____ Program: **B.Arch/B.ID/B.VA**
Course name _____ &
Course Code _____ has successfully completed the elective
(title) _____
conducted by _____
(expert name).

The duration of elective was 16 weeks, from _____ to _____ (date) with a total of 32
hours. He/she has attended _____% of the classes & is awarded 2 credits.

The student was regular in attendance, sincere in participation and displayed commitment towards
learning throughout the duration of the course.

Principal's signature

Seal

Date

Student Sign



RSP Proposal Form (For B.Arch & BID Only)

Academic Year: _____

1. Students details:

Program: B.ARCH / B.ID

Name of Student: _____

Enrollment No: _____

Current Year _____

Sem: _____

Contact no: _____

Email: _____

2. RSP program

Title of study: _____

Type of study: _____

Track (tick on applicable track)

- Heritage Building Documentation
- Heritage Research Documentation
- Streetscape Documentation
- Historic City Study
- Settlement Study
- Other (specify) _____

Time period for study: _____

3. Study area details:

Name of study area / site : _____

Name of city / Town / village : _____

Study Area (in sq m) : _____

4. Location map (mandatory)

Attach a map indicating site, access route, surrounding landmark, scale etc....

5. Objectives (state minimum five)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

6. Scope of work (describe what will be documented)

Example : spatial organization / material & construction technique / measured drawing etc...
 write details:

7. Methodology: (how will work be carried out?)

Include

- Photographic geo tagged documentation
- Sketches
- Mapping
- Archival research
- Case studies
- Measured drawings
- Field visit duration of visit _____

Detailed methodology

8. Work plan (approximately minimum 32 hours)

Site visit	: _____ hrs	Photography	: _____ hrs
Drawings	: _____ hrs	Data compilation	: _____ hrs
Sketches	: _____ hrs	Final Compilation	: _____ hrs

9. Expected deliverables

- Site maps

- Plan
- Section.
- Elevation
- Streetscape drawing
- Photographic documentation
- Details
- Monograph
- Printed Book
- Soft copies of work

10. Field work requirements

(evidence eg. photos, sketches, field notes....)

11. Permissions (add as attachment)

Site access permission / local authority permission / safety regards if any

12. Proposed mentor Details

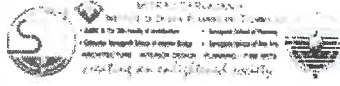
Mentor name from MSIDPT: _____

Mentor signature : _____

Committee members

Signature





MITRAJ Sarvajanic Institute of Design, Planning and Technology

Students declaration:

I hereby declare that

- a) I clearly understand and acknowledge that the MITRAJ Sarvajanic Institute of Design, Planning and Technology, is not involved in any way in the organizing and execution of the RSP undertaken by me. Further, the Institute is not responsible for any accident, injury, illness, loss of property, delay, misconduct, monetary matters, legal issues, or any unforeseen incidents that may occur before, during or after the RSP.
- b) The proposed study will be my academic work
- c) I understand minimum 32hrs of actual academic work is mandatory
- d) The institute reserves the right to declare invalid any work plagiarized or copied from public domain or previous architecture colleges work.
- e) All sketches & drawing will be original
- f) I understand the institute's right to refuse granting of credit if academic rigor & quality is not satisfactory
- g) If it is a group assignment , then total hours shall be a summation of mandatory minimum hours of individuals.
- h) The signed proposal form & signed approval form must be submitted in triplicate copies to the committee.
- i) All the correspondence in this regard must be maintained by the student & produced when required
- j) I understand that I will not be exempt from any jury / submission / academic work/ academic attendance during the period of site visit / work visit
- k) I understand that the mentor will guide me as per his / her discretion and convenience.
- l) The RSP must be pre-approved before undertaking it.

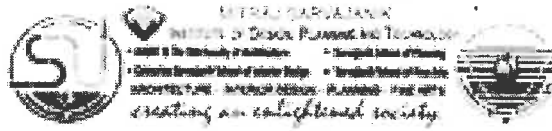
Document checklist:

- Proposal form
- Location Map / site plan
- Preliminary photos
- Preliminary sketches
- Work plan.
- Permission documents

Student signature : _____

Date : _____





MITRAJ Sarvajani Institute of Design, Planning and Technology

RSP PROPOSAL FORM (BVA)

1. Student Details

Name of Student	
Enrollment No	
Course / Specialization	
Year / Semester	
Contact & Email	
Institution	
Mentor Name	
Duration of Study	
Total Hours	

2. Nature of Study / Visit

Title of Study: _____

- International-National Exhibition / Biennale / Retrospective/Art Fair
- Archival Study of portfolios/Albums/Museum Displays, Historic Artifacts
- Heritage / Museum
- Study and Documentation of Traditional Art & craft
- Participation in a creation of Public Art project by Recognized body or An Art foundation
- Art/Craft Workshop
- Study and Documentation of eminent Artist's Studios/Art galleries / Museums through physical visits
- Others

3. Visit Details

Event Name	
Site Type (Village / Museum / Gallery / Fair / Biennale etc.)	
Name of Event (if applicable)	
City / Country	
Duration / Dates	



4. Location map (mandatory)

Attach a map indicating site, access route, surrounding landmark, scale etc....

5. AIM OF THE STUDY

(Write in 4-5 lines focusing on visual analysis and artistic understanding)

6. Select Objectives for RSP {(✓) One or more}

- To understand visual elements
- To document artistic practices through **sketches, photographs, and notes**
- To analyse the relationship between **art, context, and audience**
- To explore **traditional and contemporary intersections in visual culture**
- To develop **personal artistic response and critical thinking**

7. Scope of work (describe what will be documented):



8. Methodology

- Field Visit
- Observation,
- On site sketching,
- Photography & Documentation,
- Research,
- Interview,
- Workshop,
- Documentation,
- Archival Research,
- Visual Analysis

9. ART FAIR / BIENNALE / RETROSPECTIVE STUDY

If student selects this:

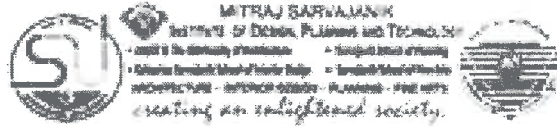
- Study of exhibition design and display strategies
- Analysis of artworks (Minimum 10 works from Artists)
- Case studies
- Curatorial concept and theme
- Audience interaction and experience
- Documentation through sketches + photo essays

10. Work Plan (Minimum 32 Hours)

Visit/Observation	Hours
Sketching	Hours
Photography	Hours
Research	Hours
Analysis	Hours
Final Compilation of works/Portfolio	Hours

11. Expected Deliverables (√) below

- **Minimum 10–20 field sketches** (observational + analytical)
- **Photographic documentation** of site / artworks / process
- **Process notes / field observations**
- **Drawings**
- **Motif / pattern studies**
- **Material & technique studies**
- **Visual analysis sheets** (colour, symbolism, context)
- **Comparative studies** (traditional vs contemporary / rural vs urban)
- **Annotated diagrams**
- **Archival / reference study** (if applicable)



MITRAJ Sarvajanik Institute of Design, Planning and Technology

- o Timeline / evolution charts
- o Creative artworks (2–5 works) based on study
- o Concept development sheets
- o (If applicable) Art Fair / Biennale / Exhibition documentation
- o Analysis of minimum 10 artworks / exhibits
- o Curatorial & display study
- o Written report (1000–1500 words)
- o Final portfolio in Published form (A3/A4, properly designed)
- o Presentation / Viva

12. Field work requirements

(evidence eg. photos, sketches, field notes....)

13. Permissions (add as attachment)

Site access permission / local authority permission / safety regards if any

14. Proposed mentor Details

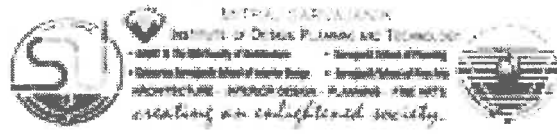
Mentor name from MS-IDPT: _____

Mentor signature : _____

15. Committee Detail:

Name	Prof. Vahhbiz engineer	Prof. Niraj Naik	Prof. Shivani Thakkar	Prof. Sarupa Dave
Designation	Associate Professor	Professor	Assistant Professor	Assistant Professor
Signature				





MITRAJ Sarvajani Institute of Design, Planning and Technology

16. Student Declaration

I hereby declare that

- a) I clearly understand and acknowledge that the MITRAJ Sarvajani Institute of Design, Planning and Technology, is not involved in any way in the organizing and execution of the RSP undertaken by me. Further, the Institute is not responsible for any accident, injury, illness, loss of property, delay, misconduct, monetary matters, legal issues, or any unforeseen incidents that may occur before, during or after the RSP.
- b) The proposed study will be my academic work
- c) I understand minimum 32hrs of actual academic work is mandatory
- d) The institute reserves the right to declare invalid any work plagiarized or copied from public domain or previous architecture colleges work.
- e) All sketches & drawing will be original
- f) I understand the institute's right to refuse granting of credit if academic rigor & quality is not satisfactory
- g) If it is a group assignment , then total hours shall be a summation of mandatory minimum hours of individuals.
- h) The signed proposal form & signed approval form must be submitted in triplicate copies to the committee.
- i) All the correspondence in this regard must be maintained by the student & produced when required
- j) I understand that I will not be exempt from any jury / submission / academic work/ academic attendance during the period of site visit / work visit
- k) I understand that the mentor will guide me as per his / her discretion and convenience.
- l) The RSP must be pre-approved before undertaking it

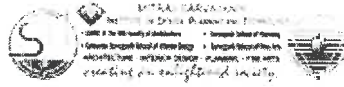
17. Document Checklist

- Proposal Form
- Location/Site
- Preliminary Photos
- Preliminary Sketches
- Work Plan
- Permission Documents

Student Signature: _____

Date: _____





Committee Decision Format
(to be issued by competent authority)

Academic Year: _____

1. Students details:

Program: B.ARCH / B.ID
Name of Student: _____
Enrollment No: _____
Year _____ Sem: _____
Contact no: _____
Email: _____

2. RSP program

Title of study: _____
Type of study: _____

Track (tick on applicable track)

- Heritage Building Documentation
- Heritage Research Documentation
- Streetscape Documentation
- Historic City Study
- Settlement Study
- Other (specify) _____

Time period for study: _____

3. Study area details:

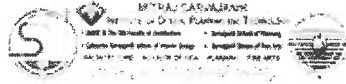
Name of study area / site : _____
Name of city / Town / village : _____

4. After reviewing the submitted proposal the committee has determined

- Approved
- Not approved
- Approved with condition

5. Reason for rejection (if not approved)





MITRAJ Sarvajanik Institute of Design, Planning and Technology

6. Condition (if approved with condition)

- Modify scope
- Increase documentation depth
- Revise work plan
- Provide required documents
- Provide additional information _____
- Work previously compiled in MSIDPT / Public domain / Any architecture institutes
- Proof of academic work

7. Approved validity

This approval is valid for
current semester _____
current academic year _____

Committee Detail:

Name	Prof. Vahhbiz engineer	Prof. Niraj Naik	Prof. Shivani Thakkar	Prof. Sarupa Dave
Designation	Associate Professor	Professor	Assistant Professor	Assistant Professor
Signature				



Annexure 3



APPLICATION FOR SUMMER INTERNSHIP PLACEMENT

Date:

To,

Subject: Placement of Bachelor of Interior Design / Bachelor of Visual Arts Students for Summer Internship

Dear Sir / Madam.

Greetings from Sarvajank Colourtex School of Interior Design / Sarvajank School of Fine Arts, MITRAJ Sarvajank Institute of Design Planning and Technology. Sarvajank University. Surat — one of the pioneer institutes offering Design Education in the fields of Architecture. Interior Design. Visual Arts, Urban Design, and Planning.

As part of the academic requirements. students enrolled in the Four-Year Programme of Bachelor of Interior Design / Bachelor of Visual Arts are required to undertake a Summer Internship of 180 hours prior to the completion of their third year of study. This internship is intended to provide students with exposure to real-world professional environments and practical work situations.

During this period, students undergo internships/apprenticeships that may include field-based learning, minor projects, community engagement, or professional services. A total of four academic credits is to be earned through engagement with a reputed Architecture or Design Firm/Office/Artist Studio/Agency/Trade Organization or as approved by the Institution. The primary objective of this course is to promote experience-based and hands-on learning, enhancing students' knowledge, skills, and professional attributes while enabling them to understand real-world practices and scenarios. The internship will culminate in the form of a portfolio, report, or documented outcome, which will be presented as part of the academic evaluation to earn the prescribed credits.

In this context, the student wishes to work with your esteemed organization to fulfill the above-mentioned academic objectives. We, therefore, request you to kindly consider accommodating our student(s) in your firm and provide them with exposure to professional fieldwork.

We would be obliged if you could accept Mr./Ms. _____ for the Summer Internship at your firm, subject to academic clearance. The student may be contacted at the following email address: _____. We kindly request you to intimate the student directly on the above-mentioned email ID.

Thank you for your cooperation and support.
Yours sincerely,

Prof. Persi Engineer,
Principal,
Sarvajank Colourtex School of Interior Design / Sarvajank School of Fine Arts
MITRAJ Sarvajank Institute of Design, Planning and Technology,
Sarvajank University, SURAT.





APPLICATION FORM FOR THE APPROVAL OF SUMMER INTERNSHIP

*Separate forms to be filled for separate Firms/separate Assignments

A. Applicant Details	
Name of the Programme	Bachelor of Interior Design/Bachelor of Visual Arts
Year- Semester	
Name of the Student	
Enrolment No.	
Contact No.	
Email ID (Institutional Email ID only)	
B. Module details	
Summer Internship applied at: (Mention the name of the Person/Firm/Organization below and attach separate Brochure/Website/Reference/Flyer/Advertisement mentioning details)	
Details of the assignment to be undertaken and scope of work(Attach separate page with details)	
Start Date	
End Date	
No of engagement hours(Minimum 60 Hours)	
Mentor	
Fees Amount (If applicable)	
Learning objectives:	
Date Submitted	Applicant's Sign

C. Remarks(For Office Use Only)	
Approved/Not Approved:	
Hours Considered	
Remarks if any:	
Review Committee	Sign
Prof. Rikta Desai (HoD-ID)	
Prof. Dr. Jasmine Kaur (HoD-VA)	
Prof. Avinash Engineer (Co-Ordinator-ID)	
Prof. Sanaeya Variava (Co-Ordinator-ID)	
Prof. Rajarshi Smart (Co-Ordinator-VA)	
Prof. Yogendra Patel (Co-Ordinator-VA)	





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SUMMER INTERNSHIP APPLICATION DETAILS

Date: DD/MM/YYYY

Respected _____ Sir _____ / _____ Madam,
I would like to submit the name(s) of the Architect/Designer/ Artist /Firm /Agency/Trade Organization, where I am keen to undergo my summer internship to be completed before the end of the sixth semester as a mandatory requirement of the program – **Bachelor of Interior Design / Bachelor of Visual Arts.**

Hereby I would like to apply for the Summer Internship in the following firms.

Sr. No.	Name of the Architect/Designer/ Artist/ Firm/Agency	Address	Contact No.	Email. Id /Website	Engagement Hours (Hours per day*Days* Week)
1.					
2.					
3.					
4.					

Attached here with, please find the forms I earlier submitted as Expression of Interest for approval. I request you to kindly scrutinise and permit me to attend summer internship as mentioned above.

Name of the student: _____ Year-Semester _____

Enrolment No.: _____

Institute Email address of student: _____

Mobile No. of the Student: _____

Sign: _____



JOINING REPORT

To,

Sarvajanik Colourtex School of Interior Design / Sarvajanik School of Fine Arts
MITRAJ Sarvajanik Institute of Design, Planning & Technology, Sarvajanik University
Dr. R. K. Desai Marg, Opp. Mission Hospital,
Athwalines, Surat. – 395001

Subject: Joining Report of the Summer Internship Interns

Dear Sir / Madam

We hereby inform you that Mr./Ms. _____ student of
Year _____ Semester _____ studying in Bachelor of Interior Design/ Bachelor of Visual Arts at your
Institution, has joined with our firm/organization/art studio/art gallery/artist/artisan for the purpose of summer
internship/summer term as per the details mentioned below.

1. **Joining Date:**

2. **Time Duration from** _____ / _____ /2026 **to** _____ / _____ /2026

3. **Total No. of Engagement hours during the period** _____

Detail of firm / organization.

Name of Chief Architect/Designer/Artist/ Partner: _____

Office Seal with address: _____

Phone Number of firm/organization : _____

Email of firm/organization : _____

Signature: _____

FROM STUDENTS TO THE INSTITUTE

Dear Sir / Madam,

I have joined the Summer Internship mentioned as above. I shall abide by all rules/policies/guidelines of the
Firm/Office/Studio/Organization & the Institute.

Date : _____

Student's Name:

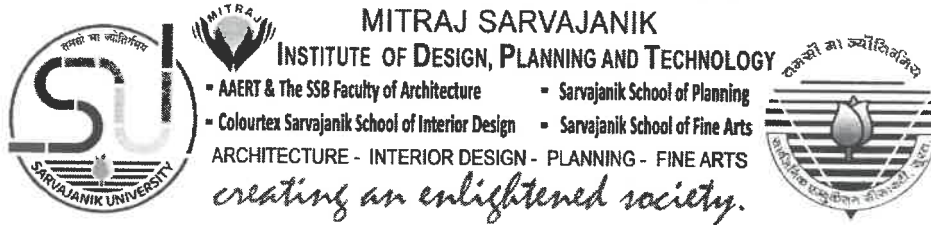
Student's Signature:

FOR OFFICE (MS-IDPT) USE ONLY

Received By : _____

Receiver's Sign and Date : _____





Date:
To,

Subject: Letter of Acknowledgement

Dear Sir / Madam,

Greetings from Sarvajani Colourtex School of Interior Design/Sarvajani School of Fine Arts, MITRAJ Sarvajani Institute of Design, Planning and Technology, Sarvajani University, Surat — one of the pioneer institutes offering design education in the fields of Architecture, Interior Design, Visual Arts, Urban Design, and Planning.

We are grateful to you for kindly accommodating our student Mr./Ms. _____, from the _____ programme, for their **Summer Internship** with your esteemed organization.

As per the academic requirements of the institute, students are required to complete a **Summer Internship of 180 hours**, either under a single organization or a maximum of **three separate modules**. The internship will culminate in the form of a **portfolio, report, or documented outcome**, which will be presented as part of the academic evaluation to earn the prescribed credits.

The expected examination period for the 6th Semester is between _____. We therefore request you to kindly ensure that the student completes the requisite internship hours on or before _____.

At the conclusion of the Summer Internship, we kindly request you to:

1. Issue a **Summer Internship Completion Certificate**, and
2. Provide a **duly progress report / evaluation form** in given format for submission to the institute

We truly appreciate your cooperation and support in the professional development of our students.

Yours sincerely,

Prof. Persi Engineer,
Principal,
Colourtex Sarvajani School of Interior Design / Sarvajani School of Fine Arts
MITRAJ Sarvajani Institute of Design, Planning and Technology,
Sarvajani University, SURAT.



PROGRESS REPORT OF STUDENT FOR SUMMER INTERNSHIP

Period: From _____ to _____

Name of the Student _____

Programme: Bachelor of Interior Design/Bachelor of Visual Arts. Year _____ Semester _____

Details of Work done:

Date	Day	Project Title	Details of Tasks/Activity/Work Done by Trainee

Remarks, if any

Signature of the Authority: _____ Designation: _____

Date: _____ Stamp: _____

Student's Signature: _____

FOR OFFICE USE ONLY

1. Report received at MS-IDPT on _____ Collected by: _____

2. Verified by: (Coordinator)

Remarks: _____

Date: _____

Note: All reports are to be submitted as and when asked by the Institute.



EVALUATION REPORT

Summer Internship

1. Name of the Student :
2. Programme: Bachelor of Interior Design/Bachelor of Visual Arts. Year _____ Semester _____
3. Date:
4. Firm/ Office Title with address :
5. Date of Summer Internship : From _____ To _____
5. Total Nos. of Hours of Internship :
6. Total Nos. of Days of Attended :

Evaluation of intern by indicating the frequency with which he is observed for following behaviors

No.	Performance Criteria	Excellent	Very Good	Satisfactory	Non-Satisfactory
1	Attendance & Punctuality				
2	Learning attitude				
3	Knowledge & skills improvement				
4	Contribution to organization				
5	Cooperation with staff and co-workers				
6	Demonstration of organizational skills				
7	Interest in work				
8	Shows initiative				
9	Responsibility acceptance				
10	Criticism acceptance				
11	Technical knowledge and expertise				
12	Judgmental skill				
13	Demonstrates creativity/originality				
14	self-reliance				
15	Communicating skills				

Overall performance of student : Excellent/Very Good/Satisfactory/Non-Satisfactory

Marks out of 100 :
(Please note the minimum qualifying marks are 50 out of 100)

Additional comments, if any :

Signature of the Authority : _____ Designation: _____

Date: _____ Stamp: _____

Student's Signature: _____



(To be printed on a letterhead of the Institute/Firm/Expert)

Certificate of Completion

This is to certify that Mr./Ms. _____ of Year _____ Semester _____
Program: **B.Arch/B.ID/B.VA** has successfully completed the summer internship of _____ hours with
me/at our Firm/Organization as part of their academic requirement of to undertake Summer
Internship(Course Code: _____)

The duration of this internship was _____ weeks, from _____ to _____ (date) with a
total of _____ hours.

The student was regular in attendance. sincere in participation and displayed commitment towards
learning throughout the duration of the course.

For the same, he/she has obtained _____ marks out of 100

(Please note the minimum qualifying marks are 50 out of 100.)

Authorised Signatory

Seal

Date:

Place:





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DECLARATION /UNDERTAKING

I, Mr. /Ms....., **Enrolment No....., Batch:**, student of Colourtex Sarvajanik School of Interior Design / Sarvajanik School of Fine Arts, **MITRAJ Sarvajanik Institute of Design, Planning and Technology, Sarvajanik University, Surat** undertake that the portfolio and the report submitted by me for my summer internship is an outcome of my independent and original work. If the submitted portfolio or the report is found to have copied material / plagiarized at any point of time, it is likely to get rejected and the institute can take necessary action towards it. I take the responsibility for all issues related to plagiarism.

I, hereby, once again declare that the work in the portfolio and the report is made by me and true to the best of my knowledge.

Signature:

Name:

Contact No.:

Date:

Place:



Annexure 4



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APPLICATION FOR PROFESSIONAL TRAINING PLACEMENT Along With Specific Academic Components of On Job Training or Research Project Bachelor of Interior Design

Date:
To,

Subject: Placement of Bachelor of Interior Design Students for Professional Training along with Specific Academic Components of On Job Training or Research Project

Dear Sir / Madam,

Greetings from Colourtex Sarvajani School of Interior Design – MITRAJ Sarvajani Institute of Design, Planning and Technology (MS-IDPT), Sarvajani University, Surat. We are one of the pioneer institutes offering design education in the fields of Architecture, Interior Design, Visual Arts, and Urban Design & Planning through our undergraduate and postgraduate programmes.

As part of the four-year Bachelor of Interior Design programme, students are required to undergo a minimum of 18 weeks of Professional Training in Semester VII, carrying 12 academic credits. This training is to be completed as full-time engagement with a professional firm recognized/approved by the Institute. During this period, students are expected to gain practical exposure under Architects registered with the Council of Architecture or Interior Designers registered with the Institute of Indian Interior Designers (IIID). The training includes active participation in design practice, and students are required to submit a comprehensive portfolio along with weekly reports and a completion certificate issued by the firm. This is mandatory to qualify for the Semester End Evaluation, which includes stage-wise assessments and viva voce.

Additionally, students enrolled in the **Bachelor of Interior Design (Honors) programme are required to complete 6 credits of On Job Training (OJT)**, while those pursuing **Bachelor of Interior Design (Honors with Research) must complete 6 credits of a Research Project (RP)**. These components are structured to provide industry exposure or research-based learning, respectively.

To fulfill these requirements, students must complete 240 hours per semester (Semester VII and VIII each), totaling 480 hours for OJT/RP. Notably, in Semester VII, OJT/RP is to be undertaken simultaneously with Professional Training in the same firm. To fulfill these requirements, the student shall work for minimum 720 hours (18 weeks × 5 days × 8 hours), out of which,

- 240 hours will be allocated to OJT-1/RP-1 (Semester VII)
- 240 hours to OJT-2/RP-2 (Semester VIII)
- Remaining hours will count toward Professional Training

Accordingly, the firm is requested to provide exposure to both office and field work (for OJT) or assign a relevant research project (for RP), and issue separate completion certificates for: (1) Professional Training (2) OJT-1/RP-1 (3) OJT-2/RP-2

With this background, we request you to kindly consider accommodating our student, Mr./Ms. _____, for Professional Training along with OJT/RP at your esteemed organization. The training is scheduled for a minimum duration of 18 weeks, from _____ to _____. At the end of Semester VII, students will appear for the Semester End Examination, tentatively scheduled between _____ to _____.

We would be highly obliged if you could offer this opportunity and kindly confirm the placement to the student via email at _____.

We look forward to your support and a mutually enriching association.

Thanking you for your co-operation.

Yours Truly,

Prof. Persi Engineer
Principal
MITRAJ Sarvajani Institute of Design, Planning and Technology (MS-IDPT)
Sarvajani University, Surat



Encl: Soft copy of the portfolio of the student's academic work

APPLICATION FOR PLACEMENT
Specific Academic Components of On Job Training or Research Project
Bachelor of Visual Arts

Date:
To,

Subject: Placement of Bachelor of Visual Art Students for On Job Training or Research Project

Dear Sir / Madam,

Greetings from Sarvajani School of Fine Arts – MITRAJ Sarvajani Institute of Design, Planning and Technology (MS-IDPT) Sarvajani University, Surat, - one of the pioneer Institutes offering design education in the field of Architecture, Interior Design, Visual Arts, Urban Design & Planning, through its various programmes at Undergraduate and Postgraduate level.

As part of our academic framework, On Job Training (OJT) and Research Project (RP) are integral. credit-bearing components designed to bridge academic learning with professional practice or research inquiry.

Under the Bachelor of Visual Arts (BVA) programme students have following options:

- Students enrolled in the Four-Year “Bachelor of Visual Art (Honors)” are required to complete On Job Training (OJT)
- Whereas students enrolled in the Four-Year Bachelor of Visual Art (Honors with Research) are required to undertake Research Project (RP)

Nature and Structure of On Job Training (OJT) and Research Project(RP)

- **On Job Training (OJT)** is a structured, credit bearing and supervised academic engagement in Professional Environments such as Artist’s Studio/Design Firms/Galleries/Museums or with Artisans. It includes fieldwork, documentation, project participation and exposure to Professional Work Force
- **Research Project(RP)** is an inquiry based credit bearing academic component designed for students with research aptitude, involving guided study, documentation and analytical exploration of art/craft/design practices

Each component carries 6 credits per semester (Semester VII and VIII), with a mandatory engagement of minimum 240 hours per semester.

Academic Requirements:

- Students are required to complete 240 hours in Semester VII and 240 hours in Semester VIII.
- Work undertaken must be documented through weekly reports, portfolio compilation, and performance report..
- A Completion Certificate from the host organisation/mentor is mandatory for academic evaluation and credit recognition.
- Students will undergo stage-wise assessment and viva voce as part of Semester End Evaluation.

Upon successful completion, the organisation/mentor is requested to issue separate certificates for each component (OJT-1 / OJT-2 or RP-1 / RP-2), in accordance with the prescribed institutional formats.

With this background, we request you to kindly consider accommodating our student, Mr./Ms. _____, for OJT/RP at your esteemed practice/studio/organization. The OJT/RP is scheduled for a minimum duration of 240 hours as per academic schedule, from _____ to _____. At the end of Semester VII, students will appear for the Semester End Examination, tentatively scheduled between _____ to _____.

We would be highly obliged if you could offer this opportunity and kindly confirm the placement to the student via email at _____.

We look forward to your support and a mutually enriching association.

Thanking you for your co-operation.

Yours Truly,

Prof. Persi Engineer
Principal
MITRAJ Sarvajani Institute of Design, Planning and Technology (MS-IDPT)
Sarvajani University, Surat





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**PROFESSIONAL TRAINING / ON JOB TRAINING / RESEARCH PROJECT
APPLICATION DETAILS**

Date: ___/___/___

Respected Sir /Madam,

I would like to submit the name(s) of the Architect/Designer/Firm/Office/Artist/Artisan/Art-studio/Art-gallery/Museum/Organisation, where I am keen to undergo my **Professional Training / OJT / RP** to be completed before the end of the **Seventh / Eighth** semester as a mandatory requirement of the program – **Bachelor of Interior Design / Bachelor of Visual Arts.**

Hereby, I would like to apply for the **Professional Training / OJT / RP** in the following firms/Studio

Sr. No.	Name of the Architect /Designer/ Firm /Office /Artist / Artisan/Art-studio/Art-gallery/ Museum / Organization	Address	Contact No.	Email. Id /Website	Affiliation (COA, IIID, IIA, ITPI, etc..)
1.					
2.					
3.					
4.					

I request you to kindly scrutinise and permit me to join **Professional Training / OJT / RP** as mentioned above.

Name of the student: _____ Year-Semester _____

Enrolment No.: _____

Institute Email address of student: _____

Contact number of student : _____

Signature of the student : _____





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ACKNOWLEDGEMENT LETTER FOR PROFESSIONAL TRAINING PLACEMENT
Along with Specific Academic Components of On Job Training or Research Project
Bachelor Of Interior Design

Date:
To,

Subject: Letter of Acknowledgement

Dear Sir / Madam,

Greetings from Colourtex Sarvajanik School of Interior Design – MITRAJ Sarvajanik Institute of Design, Planning and Technology (MS-IDPT) Sarvajanik University, Surat. - one of the pioneer Institutes offering design education in the field of Architecture, Interior Design, Visual Arts, Urban Design & Planning, through its various programmes at Undergraduate and Postgraduate level.

We are grateful to you for kindly accommodating our student Mr./Ms. _____ from the Bachelor of Interior Design programme, for their **Professional Training including On Job Training / Research Project** with your esteemed organisation. The training is to be undertaken for a minimum of 18 weeks, from _____ to _____, as per the academic schedule. During this training period student shall work and engage with a design practice and get trained under professional work environment.

Additionally, students enrolled in the **Bachelor of Interior Design (Honors) programme are required to complete 6 credits of On Job Training (OJT)**, while those pursuing **Bachelor of Interior Design (Honors with Research) must complete 6 credits of a Research Project (RP)**. These components are structured to provide industry exposure or research-based learning, respectively.

To fulfill these requirements, students must complete 240 hours per semester (Semester VII and VIII each), totaling 480 hours for OJT/RP. Notably, in Semester VII, OJT/RP is to be undertaken simultaneously with Professional Training in the same firm. To fulfill these requirements, the student shall work for minimum 720 hours (18 weeks × 5 days × 8 hours), out of which,

- 240 hours will be allocated to OJT-1/RP-1 (Semester VII)
- 240 hours to OJT-2/RP-2 (Semester VIII)
- Remaining hours will count toward Professional Training

Accordingly, the firm is requested to provide exposure to both office and field work (for OJT) or assign a relevant research project (for RP), as the case may be. Submission of 18 weeks work shall be in the form of compilation of weekly report & a portfolio, which is mandatory along with a completion certificate from firm at the end of training, and to be eligible to appear for the Semester End Evaluation. After completing 18 weeks of Professional Training with OJT/RP, students will have to appear for a Semester End Examination as per university exam schedule, tentatively between _____ to _____.

At the end of training period, you are requested to kindly issue separate certificates for all the three components, (i.e. Professional Training + OJT-1/RP-1 + OJT-2/RP-2) as per the formats attached as well as give duly filled weekly report / evaluation form for all three components.

Thanking you for your co-operation.
Yours Truly,

Prof. Persi Engineer
Principal
MITRAJ Sarvajanik Institute of Design, Planning and Technology (MS-IDPT)
Sarvajanik University, Surat





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ACKNOWLEDGEMENT LETTER FOR PLACEMENT
Specific Academic Components of On Job Training or Research Project
Bachelor Of Visual Arts

Date:

To,

Subject: Letter of Acknowledgement

Dear Sir / Madam.

Greetings from **Sarvajani School of Visual Arts– MITRAJ Sarvajani Institute of Design, Planning and Technology (MS-IDPT) Sarvajani University, Surat.** - one of the pioneer Institutes offering design education in the field of Architecture. Interior Design. Visual Arts. Urban Design & Planning, through its various programmes at Undergraduate and Postgraduate level.

We are grateful to you for kindly accommodating our student **Mr./Ms.** _____ from the Bachelor of Interior Design programme. for their **On Job Training / Research Project** with your esteemed organisation. During this period student shall work and engage with a design practice and get trained under professional work environment.

Additionally, students enrolled in the **Bachelor of Visual Arts(Honors) programme are required to complete 6 credits of On Job Training (OJT)**, while those pursuing **Bachelor of Visual Arts (Honors with Research) must complete 6 credits of a Research Project (RP)**. These components are structured to provide industry exposure or research-based learning, respectively.

To fulfill these requirements, students must complete 240 hours per semester (Semester VII and VIII each), totaling 480 hours for OJT/RP. Accordingly, you are requested to provide necessary exposure for OJT or assign a relevant research project (for RP), as the case may be. Submission of students' work shall be in the form of compilation of weekly report & a portfolio, which is mandatory along with a completion certificate from firm at the end of training, and to be eligible to appear for the Semester End Evaluation. After completing OJT/RP, students will have to appear for a Semester End **Examination** as per university exam schedule, tentatively between _____ to _____

At the end of training period, you are requested to kindly issue separate certificates for all the three components. (i.e. OJT-1/RP-1 / OJT-2/RP-2) as per the formats attached as well as give duly filled weekly report / evaluation form for all the components.

Thanking you for your co-operation.

Yours Truly,

Prof. Persi Engineer

Principal

MITRAJ Sarvajani Institute of Design, Planning and Technology (MS-IDPT)

Sarvajani University, Surat



JOINING REPORT

To,

Sarvajanik Colourtex School of Interior Design / Sarvajanik School of Fine Arts
MITRAJ Sarvajanik Institute of Design, Planning & Technology, Sarvajanik University
Dr. R. K. Desai Marg, Opp. Mission Hospital,
Athwalines, Surat. – 395001

Subject: Joining Report of the Professional Training / OJT I / OJT II / RP I / RP II

Dear Sir / Madam

We hereby inform you that Mr./Ms. _____ student of
Year _____ & Semester _____ studying in **Bachelor of Interior Design/ Bachelor of Visual Arts** at your
Institution, has joined with our firm/organization/Art-studio/Art-gallery/Artist/Artisan/Museum for the
purpose of **Professional Training / OJT I / OJT II / RP I / RP II** as per the details mentioned below.

1. **Joining Date:** _____
2. **Time Duration** from _____ / _____ / _____ to _____ / _____ / _____
3. **Total No. of Engagement hours during the period** _____

Detail of Firm/Organization/Art-studio/Art-gallery/Artist/Artisan/Museum

Name of Chief Architect/Designer/Partner/Artist/Artisan/Curator: _____

Office Seal: _____

Signature: _____

Postal address of firm/organization/Art studio: _____

Email address of firm/organization/Art studio: _____

Phone Number of firm/organization/Art studio _____

FROM STUDENTS TO THE INSTITUTE

Dear Sir / Madam,

I have joined the **Professional Training / OJT I / OJT II / RP I / RP II** mentioned as above. I shall abide
by all rules/policies/guidelines of the Firm/Office/Art Studio/Organization & the Institute.

Date : _____

Student's Name : _____

Student's Signature : _____

FOR OFFICE (MS-IDPT) USE ONLY

Received By : _____ **Receiver's Sign and Date :** _____



PROGRESS REPORT OF STUDENT FOR OJT I / OJT II / RP I / RP II

Name of the Student _____ Year : _____ Semester : _____

Studying @ Sarvajanik Colourtex School of Interior Design / Sarvajanik School of Fine Arts

Period: From _____ to _____

Details of Work done:

Date	Day	No. of Hours	Project Title	Details of Task/Activity/Work Done for OJT/RP
__/__/20__				
__/__/20__				
__/__/20__				
__/__/20__				
__/__/20__				
__/__/20__				

Remarks, if any :

Signature of the Authority (Office/Firm/Art-studio): _____ Designation: _____

Date: _____ Stamp (Office/Firm/ Art-studio): _____

Student's Signature: _____

FOR INSTITUTIONAL(MS - IDPT) USE ONLY

1. Report received at MS-IDPT on _____ Collected by: _____

2. Verified by: **(Coordinator)**

Remarks: _____

Date: _____

Note: All reports are to be submitted as and when asked by the Institute.



PROGRESS REPORT OF STUDENT FOR PROFESSIONAL TRAINING
Bachelor of Interior Design

Name of the Student: _____ Year : _____ Semester : _____

Studying @ Colourtex Sarvajanik School of Interior Design

Period: From _____ to _____

Details of Work done:

Date	Day	Project Title	Details of Task/Activity/Work Done for Training
__/__/20__	Monday		
__/__/20__	Tuesday		
__/__/20__	Wednesday		
__/__/20__	Thursday		
__/__/20__	Friday		
__/__/20__	Saturday		

Remarks, if any :

Signature of the Authority (Office/Firm/Organisation): _____ Designation: _____

Date: _____ Stamp (Office/Firm/Organisation): _____

Student's Signature: _____

FOR INSTITUTIONAL (MS - IDPT) USE ONLY

1. Report received at MS-IDPT on _____ Collected by: _____

2. Verified by: (Coordinator)

Remarks: _____

Date: _____

Note: All reports are to be submitted as and when asked by the Institute.



EVALUATION REPORT FOR Research Project I / Research Project II
TO BE FILLED BY THE MANAGEMENT OF THE ORGANIZATION AT END OF RP

1. Name of the Student _____ :
Year : _____ Semester : _____
Studying @ Sarvajani Colourtex School of Interior Design / Sarvajani School of Fine Arts
2. Date _____ :
3. Firm/ Mentor /Studio Title with address : _____
4. Duration of RP _____ : From _____ To _____
5. Total Nos. of Hours of RP I/II _____ :
6. Total Hours (RP I + RP II) _____ :

Evaluation of the researcher by indicating the frequency with which he is observed for following behaviours

No.	Performance Criteria	Excellent	Very Good	Satisfactory	Non Satisfactory
1	Attendance & Punctuality				
2	Knowledge of the field				
3	Learning attitude & Research aptitude				
4	Critical thinking				
5	Research & Analytical Skills				
6	Communication Skills				
7	Presentation Skills				
8	Contribution to Research Project				
9	Decisiveness				
10	Self-reliance				

Overall performance of student : Excellent / Very Good / Satisfactory / Non-Satisfactory

Marks out of 100 _____ :
(Please note the minimum qualifying marks are 50 out of 100)

Additional comments, if any _____ :

Signature of the Authority (Office/Mentor): _____ Designation: _____

Date: _____ Stamp (Office/Mentor): _____

Student's Signature: _____



EVALUATION REPORT FOR OJT I / OJT II

TO BE FILLED BY THE MANAGEMENT OF THE ORGANIZATION AT END OF OJT

- 1. Name of the Student** _____ :
- Year : _____ Semester : _____
- Studying @ Sarvajanik Colourtex School of Interior Design / Sarvajanik School of Fine Arts
- 2. Date** _____ :
- 3. Firm/ Office/Art studio Title with address :** _____
- 4. Duration of OJT** _____ : From _____ To _____
- 5. Total Nos. of Hours of OJT I/II** _____ :
- 6. Total Hours (OJT I + OJT II)** _____ :

Evaluation of the trainee by indicating the frequency with which he is observed for following behaviours

No.	Performance Criteria	Excellent	Very Good	Satisfactory	Non Satisfactory
1	Attendance & Punctuality				
2	Technical/Artistic knowledge and skills				
3	Learning attitude				
4	Contribution to organization				
5	Coordination at site /Art studio/Gallery				
6	Communication Skills at site/ Art Studio				
7	Responsibility in Site/Studio management				
8	Site/Art Studio follow ups				
9	Decisiveness				
10	Self-reliance				

Overall performance of student : Excellent / Very Good / Satisfactory / Non-Satisfactory

Marks out of 100 _____ :
(Please note the minimum qualifying marks are 50 out of 100)

Additional comments, if any _____ :

Signature of the Authority (Office/Firm): _____ **Designation:** _____

Date: _____ **Stamp (Office/Firm):** _____

Student's Signature: _____



EVALUATION REPORT FOR PROFESSIONAL TRAINING

TO BE FILLED BY THE MANAGEMENT OF THE ORGANIZATION AT END OF TRAINING

- 1. Name of the Student** _____ :
- Year : _____ Semester : _____
- Studying @ Sarvajani Colourtex School of Interior Design
- 2. Date** _____ :
- 3. Firm/ Office/Organisation Title with address** _____ :
- 4. Duration of Professional Training** : From _____ To _____
- 5. Total Nos. of Days of Training** _____ :
- 6. Total Days/Hours (Professional Training + OJT/RP I + OJT/RP II)** : _____

Evaluation of the trainee by indicating the frequency with which he is observed for following behaviours

No.	Performance Criteria	Excellent	Very Good	Satisfactory	Non Satisfactory
1	Attendance & Punctuality				
2	Knowledge & skills improvement				
3	Learning attitude				
4	Contribution to organization				
5	Cooperation with staff and co-workers				
6	Demonstration of organizational skills				
7	Responsibility in Handling Skills				
8	Criticism acceptance				
9	Technical knowledge and expertise				
10	Demonstration of creativity/originality				
11	Communicating skills				
12	Enthusiasm				
13	Responsibility acceptance				
14	Decisiveness				
15	Self-reliance				

Overall performance of student : Excellent / Very Good / Satisfactory / Non-Satisfactory

Marks out of 100 : _____ (Please note the minimum qualifying marks are 50 out of 100)

Additional comments, if any :

Signature of the Authority (Office/Firm): _____ **Designation:** _____

Date: _____ **Stamp (Office/Firm):** _____

Student's Signature: _____



(To be printed on a letterhead of the Office/Firm/Expert/Art studio/Art gallery/Museum)

Certificate of Completion

This is to certify that Mr./Ms. _____ of Year _____ Semester _____
Program: **B.ID/B.VA** has successfully completed the **OJT I / OJT II / RP I / RP II** of _____ hours
with me/at our Firm/Organization/Art studio/Museum/ Art Gallery as part of their academic
requirement of to undertake **OJT I / OJT II / RP I / RP II**.

The duration of this **OJT I / OJT II / RP I / RP II** was _____ weeks, from _____ to
_____ (date) with a total of _____ hours.

The student was regular in attendance, sincere in participation and displayed commitment towards
learning throughout the duration of the course.

**For the same, he/she has obtained _____ marks out of 100 as their Evaluation from
organisation/Firm/Art studio.**

(Please note the minimum qualifying marks are 50 out of 100.)

Authorised Signatory

Seal

Date:

Place:





**MITRAJ SARVAJANIK
INSTITUTE OF DESIGN, PLANNING AND TECHNOLOGY**

- AAERT & The SSB Faculty of Architecture
- Sarvajanik School of Planning
- Colourtex Sarvajanik School of Interior Design
- Sarvajanik School of Fine Arts

ARCHITECTURE - INTERIOR DESIGN - PLANNING - FINE ARTS

creating an enlightened society.



DECLARATION /UNDERTAKING

I, Mr. /Ms..... **Enrolment No.**....., **Batch:**, student of Colourtex Sarvajanik School of Interior Design / Sarvajanik School of Fine Arts. **MITRAJ Sarvajanik Institute of Design, Planning and Technology, Sarvajanik University, Surat** undertake that the portfolio and the report submitted by me for my **Professional Training/OJT I/OJT II/RP I/RP II** is an outcome of my independent and original work. If the submitted portfolio or the report is found to have copied material / plagiarized at any point of time, it is likely to get rejected and the institute can take necessary action towards it. I take the responsibility for all issues related to plagiarism.

I, hereby, once again declare that the work in the portfolio and the report is made by me and true to the best of my knowledge.

Signature:

Name:

Contact No.:

Date:

Place:

