

FLOW CHART TO COMPLETE PRACTICAL TRAINING/TEST AND PROJECT WORK

Eligibility

A candidate can take up the Practical Training/Test and Project work only after successful completion of his/her theory papers.

- **Step- 1** (The registration for Project Training & Project work to be done latest by 30th April for Summer Session and by 31st October for Winter Session. You may priorities any three institutions from the given list of **AICTE approved Institutions** across India.

'Proforma – A' is for exercising option for Practical Training and Project Report

- **Step- 2** Upon being attached to an AICTE approved Institution get in touch with your IM and deposit the requisite fee and report at the identified institution during the specified period.

1. Practical Training/Test – The Practical Test will be evaluated by the same institution by assessing the aggregate performance of practicals in grades i.e. A+, A and B. Your result will be sent to ICE (I) by the AICTE approved institution.
2. Project Work: Discuss with your HOD on Topic of the Project Work to be undertaken and send it to ICE (I) for approval under **'Proforma –B'**

'Proforma – B' is for seeking Approval of Project Proposal with Synopsis

(Please also refer to: **the Guidelines for Conduct of Practicals & the Preparation of Project Report**)

- **Step- 3** On approval of Project Proposal prepare the Project Report as per the **Format of the Project Report as given in the Guidelines for Conduct of Practicals & the Preparation of Project Report**) and submit two copies to ICE (I) under **'Proforma – C' for Submission of Project Report .** : It takes upto minimum 20 weeks to obtain the approval of the Project Report.

'Proforma – C' is for Submission of Project Report.

(Please visit ICE(I) website for "Guidelines for Conduct of Practicals & the Preparation of Project Report" to download the required Proforma)

Proforma –A

Membership No : _____

Date : _____

From :

Candidate Name & Address (in Block Letters)

To

The Institution of Civil Engineers (India)

“Career House” 4, East Park Road,

Near New Rohtak Road, Karol Bagh

New Delhi-110005

Sub : Completion of Practical Training & Submission of Project Report.

Dear Sir,

I am to state that I have completed Theory Papers and I now want to take up Practical Training/Test and Project Work.

I request you to allot me an AICTE approved Institution for Practical Training & Submission of Project Report through the HOD of the said Institution.

I have gone through the list of AICTE approved institutions as given in the website of ICE(I) and I propose the following institutions in order of preference for the purpose.

Sl.No.	Code No. :	Name of the AICTE Approved Institutions
First preference	<input type="text"/>	_____ _____
Second preference	<input type="text"/>	_____ _____
Third preference	<input type="text"/>	_____ _____

Thanking you

Yours faithfully

Signature : _____

Name : _____

IM Code : _____

Last Date for registration for Practicals & Project Report		Last Date for submission of Project Report	
Summer Session	Winter Session	Summer Session	Winter Session
30th April,	31st October	30th June,	31st December

**THE INSTITUTION OF CIVIL ENGINEERS (INDIA)
LUDHIANA**

Proforma for Approval of Project Proposal with Synopsis

1. Name of the candidate : _____
2. Father's Name : _____
3. Permanent Address : _____

4. Correspondence Address : _____

5. Contact Numbers (with STD Codes) : _____
6. Name of the Course (Theory Papers) completed : _____
7. **Membership No.** : _____
8. **IM Membership No.** : _____
9. Name and Address of the Institutional Member : _____
10. Title of the Project (In Capital Letters) : _____
11. Name & Address of the AICTE Approved Institution to which attached. : _____
12. Name of the Head/Principal. : _____
13. Proforma-B (Synopsis) in 150 words (Duly endorsed by the HOD concerned) : _____
14. Name, Membership No. & Course of group mates(s) if it is a joint Project work : _____
 - (i) A group can be of maximum 3 candidates including the applicant)
 - (ii) All the 3 candidates should submit the synopsis together

Details of Fee Paid:

I enclose herewith a Bank Draft No. _____
Dated. * _____ for Rs.800/- (Rupees Eight hundred only)
towards approval of Project Proposal Fee.

*drawn in favour in the Institution of Civil Engineers (India) payable at Ludhiana.

Approval of Project Proposal Fee:
Rs.800/-

Signature of the Student _____

Date : _____

SAMPLE - 1

For the brief write up (minimum 150 words) about the project

Title: Design and Estimation of boys hostel building for ABC College at XYZ

Hostel is a necessity for any engineering college. The hostel building is to be designed for a capacity of 500 Students. The hostel will have accommodation facility for 500 students with 100 single seated, 150 double seated and 35 triple seated rooms. Other facilities provided in the hostel are

1. Dining facility which will have kitchen, dining hall, washing area and toilet.
2. Recreation/TV hall.
3. Visitors room.
4. Indoor sports hall.

The various components of the building as foundation, beams, columns, lintels, slabs etc are designed using Limit State Method. The estimate of the building is prepared using PWD Schedule of rates and the total cost of construction is calculated. The drawings of the plan elevation, section and structural members are attached.

SAMPLE - 2

For the brief write up (minimum 150 words) about the project

Title: Design and Estimation of multi storied residential building ABC Enclave at XYZ in Delhi

Residential buildings are called houses/homes though buildings containing large number of separate dwelling units are often called apartment building or apartment blocks. A multi storey building is a building that has multiple floors above ground in the building. Multi storey building aim to increase the area of the building without increasing the area of the land on which the building is built, hence saving land and in most cases money. The apartment has 8 blocks. Each block is a six storied building and each storey/floor consists of 4 flats. Out of 4 flats two flats have 3 bedroom accommodation and two flats have 2 bedroom accommodation. Three bedroom flats are provided with an open terrace with two balconies attached to two bedrooms. Two bedroom flats are provided with two balconies attached to bedrooms.

The building has a frame structure of beams and columns. This is often called as “skeleton construction”. The floor slabs, partitions, exterior walls etc. are all supported by a framework of beams and columns. The complete structural analysis and design of the building is in reinforced concrete. The analysis and design of slabs, beams, columns and footings is done using theory from Reinforced Concrete Design and Structural Analysis by STAAD-III software, which uses finite elements. The Indian code BIS 456 – 1978 is used. Drawings are done using Auto-CAD. Estimating and quantity surveying is done to calculate quantities and specifications for construction.

SAMPLE - 3

For the brief write up (minimum 150 words) about the project

Title: Design details and estimate of national highway NH No X 10km length between City A and City B

The national highways are the highways /roads joining the state capitals and passing through important cities of the states. The National highway NH No. X joins the capitals of the states P, Q, R. The design details of 10 km section of the highway between city A and City B has been studied. The quantity surveying is done to calculate quantities of earth work and estimating is done for specifications for construction using schedule of rates. The drawings of the longitudinal section and cross section of 10m width on either side of the center line at each kilometer is attached.

Proforma – B (Synopsis)

1.	Title:

2.	Synopsis Write-up as explained in the Sample 1,2 & 3 (minimum 150 words) :

Prepared by :

1. Name _____ Membership No. _____

If prepared by a group of three :

2. Name _____ Membership No. _____

3. Name _____ Membership No. _____

Approved by: _____
(Name & Designation with rubber stamp)

Note : Group Project should be submitted together and not in parts

THE INSTITUTION OF CIVIL ENGINEERS (INDIA)

LUDHIANA

Guidelines for Conduct of Practicals & the Preparation of Project Report

Eligibility

A Student can take up the Project work only after successful completion of his theory papers.

Introduction

The Project forms an important component of the syllabi and it provides a comparative study with the theory and what actually happens in the work situation. The Project gives a comprehensive idea about the work situation, difficulties faced and how they are overcome to make the organization profitable and user friendly.

Objectives

- 1. To give exposure to the student on the methodology of planning a study, data collection, analysis, report writing, presentation and decision-making about problems related to Civil Engineering/Architectural Engineering.*
- 2. To enable the student to apply multi disciplinary theoretical concepts and principles in real life and business situations.*
- 3. To gain insight about the related area of study and to know how the problems are identified and solved.*
- 4. To develop ability to operationalise methodology for many problems both in the internal and external environment of the enterprise to which the student is placed in.*
- 5. To help managers in finding solutions to some of their pressing problems.*

General Instructions

- 1. A candidate has to undergo practical training/test and submission of Project through an AICTE approved Institution.*
- 2. In order to enable ICE(I) to allot the AICTE approved Institution to complete the practical and Project work the candidate should submit the prescribed proforma to the ICE(I) as directed (Proforma –A) enclosed indicating his preferences for AICTE approved institutions for the purpose. The list of AICTE approved institution is available on the website of ICE(I). The proforma duly filled in should reach the offices of ICE(I) within dates specified therein.*

The decision of the ICE(I) in allocating the candidate to AICTE approved institution shall be final. In case any candidate is not able to attend to the Practical and Project Report in the specified institution and wants a change of institution. ICE(I) may consider work a request whenever candidates are attached to the required institution.

Note: *The Proforma-A may be downloaded from the website of ICE(I).*

- 3. A candidate is required to deposit the practical training/test and the Project guidance fee with Institutional Member (Students' Chapter) to which he is attached.*

4. *It is the responsibility of the student to obtain guidance from the Principal/HOD concerned in the selection of topic which should have clarity and relevance to the course being followed and also the steps to be taken to proceed further in the completion of the Project.*
5. **Project Work in Group**
- (a) *Maximum three candidates of same academic level can work on a single topic under a single Guide.*
 - (b) *The details of your group mate(s) i.e. Membership Number, Name and Course need to be furnished through Proforma-B while submitting Project Proposal for an approval.*
 - (c) *Names with Membership Number of all group mate(s) will be mentioned on all two copies of the Project Report that is to be submitted individually.*

6. **Approval of the Project Proposal**

The student should submit a brief of the Project (about 150 words) giving title of the Project and the objective of the proposed Project. The same should be submitted to the ICE(I) on the prescribed proforma with fee for approval of the Project proposal. The Project work will be undertaken only after obtaining of the approval from the ICE(I). In case the proposal is rejected the candidate will be required to resubmit the same for seeking approval (Proforma – B with synopsis format) enclosed. The reasons for rejection shall be intimated by the ICE(I).

To facilitate you to have the Project Proposal prepared please go through the three samples for submission of brief write up regarding the project work to be undertaken by the candidates enrolled for T. Engg./ AMICE of this institution.

The candidates are advised

1. *To check the ICE(I) website for the list of approved projects to avoid repetition of Titles.*
2. *Not more than three candidates should work on the same title.*

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7. ***Two typed copies of the Project Report on approved topic are to be submitted to the ICE(I) through the Principal/HOD of Civil/Architectural Engineering of the AICTE approved Institution to which the student is attached. The Project Report should be hard bound and not with spiral binding.***
8. *Candidate is required to deposit the prescribed fee with ICE(I) towards Evaluation of the Project Report as per (Proforma -C) enclosed.*
9. ***The assessment of practicals will be done in Grades as A+ A and B by AICTE approved institution and the Project Report will be assessed by the evaluators of ICE(I).***
10. *Candidate will further be required to deposit certification fees as prescribed by ICE to get Provisional Certificate if required. The candidate should apply on the prescribed (Proforma -D) enclosed.*
11. *Final Pass certificate and Mark sheet will be issued on completion of the practical training, tests and Project Report and their assessment thereof.*

Format of the Project Report

1. *The Project Report should be in double spaced typed pages containing minimum 50 pages in respect of Technician Membership Examination & 75 pages for Associate Membership Examination in Civil/Architectural Engineering.*
2. *It must conform to the academic standards.*
3. *Project Report should contain a copy of the approval of the ICE(I) to the Project proposal.*
4. *The Project Report should normally be printed on A4 paper (One side only). All the pages, tables and figures must be numbered, tables & figures should contain titles also.*
5. *The Project work should also contain a certificate of originality from the Principal/Head of the Department concerned with recommendations.*
6. *The Project Report has to be forwarded to the ICE(I) on the Letter Head of the institution with the signature of the Principal/HoD concerned with rubber stamp affixed their on.*

Do's

1. *Confine your Project Report to subject chosen and the title of the Project should be kept the same throughout the Project.*
2. *Student should understand the subject well before preparing the Project Report.*
3. *Please note the observations as one goes through the subject chosen.*
4. *Be clear about the Project as the assessment will be done on whatever has been written in the report.*
5. *The Report should be neat, tidy, typed in double space and nicely hard bound & not spiral bound.*
6. *The Project work should be original and not copied.*
7. *Make necessary slides as they may help in presentation if any.*
8. *Enrich the report with authentic, reliable data through tables, graphs, diagrams and photographs.*
9. *Do acknowledge with thanks the support received from the concerned faculty or any other individual whose help has been obtained and also the Principal/HOD/Faculty concerned, in successful completion of the Project Report.*
10. *The Project Report will be submitted/forwarded through the Principal/Head of the Department concerned to the ICE(I.)*
11. *Complete the Proforma for assessment of your Project Report. It should contain your photographs also and the prescribed fee.*

Don'ts

1. *Please do not contact the AICTE approved Institution individually before the specified dates for Practicals/ Project Report.*
2. *Do not take the Project work lightly as you will not be certified in the absence of the Project Report.*
3. *Do not indulge in destructive criticism in the Project Report.*
4. *Do not include any information in the Project Report which is secret and highly confidential.*
5. *Do not share the contents of your Project Report partly or fully with others to avoid duplication or rejection.*
6. *Do not submit hand written Project Report.*
7. *Do not submit duplicate copy of Project Report xerox/photocopy of master print.*

IN BRIEF

The Project Report Guidelines

The report should be prepared with the Word Processing software. They should be printed on A4 size (Executive Bond) paper. A margin of 1.5 inches must be allowed on left hand side for binding. The pages should be numbered. The report should be typed in the 12-font size with vertical spacing of 1.5. You must submit two copies of your Project Report to Institution of Civil Engineers (India).

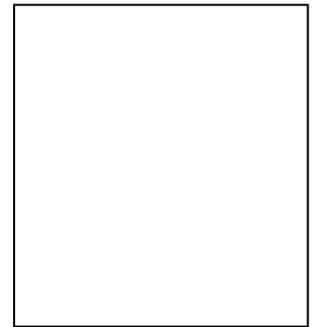
A report should be hard bound (Spiral bonding is not allowed. The title of the project should be clearly visible on the cover.

The cover page should be as figures below. The first page should be title page containing the title, the candidate's name, Enrolment Number, and Name of Institution along with Name, Membership Number and Course details of the Group mate(s) if this Project Report is written jointly. The Second page is a copy of the approved Proforma-B with Synopsis titled as 'Approval for Project Proposal'. The third page is for the acknowledgement. The Fourth page is for the certificate from the Supervisor/Guide on the letter head of the concerned AICTE institution duly signed & stamped. The fifth page gives the contents of the Project Report. Finally, the sixth page onwards should be an abstract of the Project followed by the chapters. You must ensure that all pages are legible.

<p style="text-align: center;"><u>On the Cover of the Project Report</u></p> <p style="text-align: center;">Project Title:</p> <p style="text-align: center;">Submitted in partial fulfillment of the AMICE(I) Civil Section B/AMICE(I) Architectural Engg. Section B/T. Engg. Civil Part II/T. Engg. Architectural Engg. Part II</p> <p>Supervisor's Name Student's Name</p> <div style="text-align: center;"></div> <p style="text-align: center;">The Institution of Civil Engineers (India) (Year)</p>	<p style="text-align: center;">Approved Project Proposal Proforma-B with Synopsis</p> <p style="text-align: center;">(Page No. 2)</p>	<p style="text-align: center;">Acknowledgment</p> <p style="text-align: center;">(Page No. 3)</p>												
<p style="text-align: center;">Project Title</p> <p>Name : _____</p> <p>Membership No. : _____</p> <p>Course : _____</p> <p>AICTE institution : _____</p> <p style="text-align: center;">Group mate (s), if any.</p> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">Sl. No.</th><th style="text-align: left;">Name</th><th style="text-align: left;">Membership No.</th><th style="text-align: left;">Course</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td style="text-align: center;">2</td><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table> <p style="text-align: center;">(Page No. 1)</p>	Sl. No.	Name	Membership No.	Course	1	_____	_____	_____	2	_____	_____	_____	<p style="text-align: center;">Certificate by HoD (Civil/Architecture/Principal) on the Letter head of the institution attached duly signed & stamped.</p> <p style="text-align: center;">(Page No. 4)</p>	<p style="text-align: center;">Contents</p> <p style="text-align: center;">(Page No. 5)</p>
Sl. No.	Name	Membership No.	Course											
1	_____	_____	_____											
2	_____	_____	_____											
		<p style="text-align: center;">Abstract</p> <p style="text-align: center;">(Page No. 6)</p>												
		<p style="text-align: center;">Project Work</p> <p style="text-align: center;">(Page No. 7)</p> <p style="text-align: center;">onwards</p>												

**THE INSTITUTION OF CIVIL ENGINEERS (INDIA)
LUDHIANA**

Proforma for submission of Project Report



1. Name of the Candidate : _____
 2. Father's Name : _____
 3. Permanent Address : _____

4. Correspondence Address : _____

5. Phone (with STD Code) : _____ Mobile _____

6. Name of the Course Completed : _____
 (Theory Papers)

7. Name and Address of Institutional Member : _____

8. **IM Membership No.** : _____

9. **Membership No.** : _____

10. Title of the Project : _____

11. Name and address of the AICTE recognized Institution through which Project is Completed. : _____
 : _____

12. Name of the HOD/Principal : _____
 Phone No. : (O) _____ Mobile _____

12. Date of submission of the Project Report to ICE(I) : _____

13. Details of Practical & Test's performed

Details of Fee Paid:

I enclose here with a Bank Draft No. _____
 Dated. _____ for Rs. (in figure) _____
 (In words) _____
 towards project evaluation fee.

**drawn in favour in the Institution of Civil Engineers (India) payable at Ludhiana.*

Project Evaluation Fee Technician Member:Rs.2000/- Associate Member:Rs.2200/-

Date: _____

Signature of the Candidate