



DECCANINSTITUTE OF TECHNOLOGY

COSMOS COMMERCIAL COMPLEX, 3RD FLOOR, STATION ROAD, (NEAR CENTRAL BUS STAND), NEW SHAHUPURI, KOLHAPUR. 0231-2666814, 2663814

Date : 17th Jan. 2021

REPORT WRITING ON A PROFESSIONAL PRACTICE FOR BEGINNERS

- **Name of the subject** : Professional Practice For Beginners
- **Name of the recourse person** : Ar. Chaitanya Dhole
- **Date** : 16th January, 2021
- **Time** : 10:00 AM To 11:00 AM
- **Participate of Member** :
All Staff & 1st year to 4th year all Degree student and diploma 1st & 2nd year
- **PROFESSIONAL PRACTICE FOR BEGINNERS**
 - Self- management
 - Digital Literacy
 - Teamwork
 - Communication
 - Critical thinking
 - Problem solving
 - Professional ethics
 - Emotional judgment

- **PROFESSIONAL PRACTICE WITH SYSTEM**

- Collection of data
- Site visit
- Measurements
- Photographs & videos
- North
- Site context
- Documents
- Legal papers
- Important contacts
- Site postal address..etc

- **CO ORDINATION WITH OTHER CONSULTANTS**

- Electrical consultants
- A.c. consultants
- Civil contractor
- Furniture contractor
- R.c.c. consultant
- Vastu consultant
- Specialize agencies (Like machine installer)

- **FEE STAGES**

- ❖ Advance.....first site visit, measurements, general option for project idea
- ❖ 1st payment.....various options and basic 3d work
- ❖ 2nd payment.....detail design and estimate
- ❖ 3rd paymentafter line out on site
- ❖ 4th payment.....after finishing of ply and laminate work
- ❖ Last paymentafter completion of project

- **CO ORDINATE WITH FINISHING AGENCIES**

Paint, Polish, Wallpapers, Photo frames, Art on wall, Selection of artifacts,etc.

- **Objective :**

The purpose of this workshop

- To ensure we as professionals are clear on what needs to be recorded.
- To develop common practice on how we record the information and what to record.
- To ensure we know why we are recording and who we are recording for.
- To highlight commonly made errors within recording and how to reduce this.



