

Guidelines for Industrial Visit/Education Tour

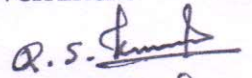
Industrial Visit/Education Tour is encouraged during the course of study to learn the industrial application of various subjects, and to have a feel of the industry environment. Another objective of the Industrial Visit / Education tour is to nurture a social behavioural change and to build cohesion among the team members. To make the Industrial Visit / Study tour a memorable one the following guidelines are to be observed. Education tour is not included in the Engineering curriculum of the University. However, we are permitting any two education tours listed below during the course of study.

1. The maximum number of days permitted for Education tour is as follows:
 - a) S3: Three days (One working day and two holiday)
 - b) S5: Four days (One working day and three holidays preferably during 3 calendar holidays).
 - c) S7: seven days (Three working days and four holidays preferably during onam/Christmas/Pooja holidays).
2. Maximum 3 industries should be visited as part of Industrial visit/ Education tour during the four year during of B.Tech course.
3. Students should get prior permission from the principal for organizing the study tour, at least three weeks in advance. All the requests should be routed through proper channel, duly recommended and forwarded by the respective tutors and HODs.
4. The student co-ordinators should submit an initial proposal mentioning the places of visit, list of industries to be visited, consent of accompanying staff, departure/arrival date and time and mode of travel. The initial proposal should be recommended by the Tutor, Head of the Department and get approved by the Tour Co-ordinator and Principal.
5. Strict instructions are hereby issued that students should enter into activities as finalizing tour schedule, signing agreement documentation for hiring buses etc only after the approval of initial proposal by the Tour Coordinator and the Principal as indicated in the clause 4.
6. A Permanent staff (teaching) should accompany the students. Lady staffs (teaching) is mandatory, if girl students are participating in the Industrial visit/ Education tour.
7. In any case, apprentice staffs are not permitted to accompany the students in any case.
8. It is mandatory that the Tutor should accompany the students in the tour, if any emergencies arise for the tour it is the responsibility of the tutor to make alternate arrangements.

9. Two students (boy/girl) should be selected from each class as industrial visit/ Education tour co-ordinators.
10. A list of participating students along with phone number of students and their parents including contact address of parent are to be submitted to the group tour and the Principal before starting the tour.
11. The student co-ordinators should submit the permission letter from the industry, a route map with detailed itinerary showing places of visit, departure/arrival date and time, places of stay (with complete address and phone number), mode of travel, list of students and list of accompanying staff, to the Tour Committee, with recommendation of Tutor, HOD to the Tour Co-ordinator and the Principal two weeks before the commencement of tour for final approval.
12. As per Govt. orders, travel by road during night (10 pm to 4 am) is NOT permitted.
13. All students taking part in the Industrial Visit/ Education Tour should submit written permission from parents in the specified format.
14. All students taking part in the Industrial Visit/ Education Tour should submit an undertaking that they will abide by the rules and guidelines throughout the Industrial Visit/ Education Tour
15. The students co-ordinators should submit an approximate list of expenses to be incurred during the industrial visit/study tour and money collected from the students per head.
16. The student coordinators should submit the registration details of the vehicle arranged for travel, fitness certificate of the vehicle and all other relevant documents and also the license of at least two drivers, to the Tour committee, for verification and approval at least one week before the tour.
17. The tour proposal which does not satisfy the above mentioned guidelines will not be entertained.
18. Parents are not allowed to accompany students in industrial visit/education tour.
19. Bus/Train booking/ reservation shall be made ONLY AFTER the final approval of the proposal by the Tour committee and Principal.
20. The bus journey has to start from college campus itself and return to the college campus within the stipulated time.
21. A list of students and accompanying staff certified by the Principal should be maintained by the accompanying staff during the entire duration of the Industrial Visit/ Education Tour
22. The tour schedule approved by the tour committee should be strictly followed. It is the responsibility of the accompanying staff to see that the tour schedule is strictly followed.

23. The Industrial Visit/ Education Tour group photo in front of the industry visited and the tour report should be submitted to the Tutor by the student coordinator, within one week after the completion of tour.
24. Though the students are organizing the Industrial Visit/ Education Tour, the decision of the accompanying staff will be final in all matters related to the industrial visit/study tour.
25. Students undergoing Industrial Visit/ Education Tour should compulsorily carry their College Identity Cards.
26. Use of alcohol/drugs and smoking are strictly prohibited and strict action will be taken against the students involved in such activities.
27. Students under suspension are not eligible for Industrial Visit/ Education Tour.
28. Disobedience of students towards accompanying staff must be reported and will be viewed seriously.

In addition to the above, the norms/guidelines issued by the Government from time to time are also applicable.



DIRECTOR