

INDUSTRIAL TOUR AND VISIT

A. GENERAL GUIDELINES FOR INDUSTRIAL VISIT (IV)

The HoD's, Faculty in-charge of Industrial Visit and students shall adhere to the following guidelines and ensure its compliance from the planning of Industrial visit to the completion of visit:

1. Industrial Visit shall be arranged according to the academic requirements and as per the norms of Calicut University and AICTE norms. HoD must certify that the IV is required for the students or is related to their curriculum.
2. The visiting companies shall be relevant and suitable ones according to the specialization and academic requirements.
3. Industrial Visit shall fall within the stipulated period set by the college. The stipulated period shall be informed to the IV-Faculty in-charge.
4. Students should apply to HoD well in advance to enable IV to go through a diligent process including communicating to the potential companies and obtaining permission to visit.
5. Industrial Visit shall not exceed three days, preferably it has to be scheduled on Thursday, Friday and Saturday's.
6. The journey should start on Wednesday Morning and return on Sunday evening. All students should attend classes on the following Monday.
7. Industrial visit shall be allowed only if more than 90 percent of students have shown interest and be registered for IV.
8. The entire IV Plan including Permission Letter from the visiting companies, permission letter, Route Map, list of students with their contact no. (preferably mobile phone), list of faculty-escorts with their contact details, undertaking letter from student and Parent, need approval. Otherwise, the IV programme shall be cancelled.
9. The bus shall carry a banner exhibiting the college name and Industrial Visit.
10. There shall be insurance cover for every student and faculty member participating in such IV's. It also asks for accident cover, and life cover.
11. Students must carry security ID cards with details of their parents or local guardians and their contact numbers.
12. The heads of department should also ensure prior permission for the IV and gain written permission from one of the parents or the local guardian for each student.
13. Participating students must be given an undertaking that they will abide by the rules and guidelines throughout the IV. Undertaking from the parents freeing the institution from the risk of personal and material loss if incurred during the visit should be submitted by each and every student.
14. Students must produce a medical fitness certificate before going on IV. Accompanying faculty members must be given an undertaking that they will take care of the students and ensure that rules are followed.
15. If any complaint/misbehavior is reported against student during IV, the college shall take appropriate punitive measures ranging from suspension to termination depending upon the case.
16. Faculty members can face disciplinary action if the safety of the students is compromised.
17. First aid for the students and faculty members participating in such IVs can be organized by the institution.
18. Avoid trip to hilly stations, water bodies (rivers, swimming pools, boating place etc.) during industrial visit.
19. Discipline should be maintained both in industry and public. Students should behave in a very decent manner. Any violation will be viewed very seriously.
20. Though the students organize industrial visit, the decision of the accompanying faculty will be final in all matters related to IV. All the students should obey the instructions of faculty in-charge of IV.
21. The payment for transport and accommodation should be done only after approval from Principal.

B Basic rules for planning of the Industrial Visit

1. The class representatives or any two members (One boy & One girl) nominated by the students and the HOD will act as IV coordinators of their class.
2. The IV coordinators are responsible regarding (1) Preparation of detailed IV plan (2) Getting HoD's permission and (3) Hand over all the relevant documents to HoD/Principal.
3. The group tutors or accompanying faculty members will be responsible for the conduct of study IV as per the approved travel plan by the Principal.
4. The accompanying faculty member must cut short the Industrial Visit in consultation with HoD/Principal, at any point of time of the IV in case of occurrence of any inappropriate incidence (violation of travel plan, IV manual, misbehavior, disobedience, accident, etc.) during the IV.
5. The Principal is the final authority for the approval and modification of the educational IV.
6. In order to meet the Government of Kerala circular, no bus journey is allowed at night (11 p.m to 4 a.m). Refer Govt. of Kerala, Higher Education (J) Department order No. 11170/J2/13/H.Edn dated 27.05.2013
7. The bus journey has to start from college campus itself and return to the college campus within the stipulated time.
8. In case of any delay or changes in travel plans (due to unexpected holidays like harthal etc.) it should be informed to HOD and Principal.
9. Students under suspension are not eligible for educational IV.
10. It is compulsory that all students must submit a detailed report (Industrial visit, Study IV), to the department.
11. The date of submission of the report should not exceed two weeks from the date of return.
12. The college management will not be responsible for any consequences resulting from disobedience or misbehavior of the student during their entire duration of the visit including the journey.
13. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per college rules.
14. Students undergoing Industrial visit/training should compulsorily carry college ID card.
15. The group tutors should accompany the students (At least one group tutor compulsorily accompany the students). In case of any inconvenience they have to handover their charge to any other faculty member (Teaching or Non-Teaching) and the same should be informed to HoD and coordinate accordingly.
16. In the absence of 3rd faculty member, spouse can also be considered.
17. A lady faculty member must accompany the students in case, girl students are proceeding to IV. In the absence of lady faculty member, spouse (wife of accompanying faculty) also can be considered.
18. The accompanying faculty members are eligible for duty leave.
19. Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire IV program.
20. Students suffering from health problems will not be permitted to attend their IV/ visit.
21. In addition to the first aid kit in the vehicle, an additional medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the students.
22. A banner of study IV which displays college name and address should be placed in front of the bus.
23. Parents' consent letter (Annexure III) is compulsory for all the students who are attending all IV programs and the same should be handed over to GT's one week before the journey.

C Procedure to obtain permission for Industrial Visit:

1. The department should submit request to the Principal in the prescribed format (Annexure I & II), at least two weeks before the actual journey is planned. Those who need more time to book tickets, bus, accommodation, etc. can submit accordingly
2. The permission letter (hard or soft copy) obtained from the company they plan to visit should compulsorily be produced along with the request to the principal.
3. HoD should submit a detailed travel plan, students list (total students list, separate list of boys and girls) details of accompanying faculty members along with the request.
4. Advance payment (ticket booking for train journey, bus, accommodation or any other payment) should not be done before getting permission from the Principal.
5. The IV coordinators should handover the necessary details (Annexure II Part B, III, and IV) to the IV faculty member after getting permission from the principal. This shall be done one week in advance.
6. The detailed travel plan should be prepared as per Annexure II and faculty member should verify the same.
7. Regular attendance is admissible for all students for all IV programmes which are accompanied with faculty members. And all others are considered under duty leave.
8. All formats of IV are available in the department contact HoD or class coordinator for respective formats.