



COIMBATORE INSTITUTE OF TECHNOLOGY
(GOVERNMENT AIDED AUTONOMOUS INSTITUTION)
CIVIL AERODROME POST, COIMBATORE-641014

SOP: INDUSTRIAL VISITS

Introduction:

Industry Visits (IV's) bridge the gap between theoretical training and practical learning. Students get an opportunity to gain knowledge about their field of their interest. Interfacing with the industry provides a chance to build networks and hone their skills.

The following benefits are accrued:

- a) Students are exposed to recent happenings in industry.
- b) Opportunity to witness various industrial processes from close proximity.
- c) Opportunity to present research work at conferences/congress.
- d) Interaction of students with industry.
- e) Increased College-Industry relationship through interaction of staff members with industry personnel.

General guidelines for all tour programs:

1. The class representatives or any two members (One boy & One girl) nominated by the students with the approval of HOD shall act as tour coordinators of their class. These two students will meet the HoD for discussion regarding planning and organization of the study tour. The tour coordinators are responsible for preparation of detailed tour plan, getting HoD's permission and handing over all the relevant documents to HoD. The HoD of the concerned department should submit proposal to the Principal in the prescribed format (**Annexure I**), at least a month before the actual journey is planned with a list of students who will be attending.
2. The concerned HOD shall take the approval on the travel plan from the Principal after identifying faculty preferably Tutors and Senior Tutors to coordinate the visit, approximately 30 students per faculty. Minimum two faculty members should compulsorily accompany the students and a lady faculty member should also accompany the students where there is representation of girl students. In case of any inconvenience/ unexpected exigency, they have to handover their charge to any other faculty member and the same should be informed to HoD. In the absence of lady faculty member, spouse (wife of the accompanying male faculty member) also can be considered.
3. The accompanying faculty members will brief the Principal and HOD regarding conduct of the study tour as per the itinerary and travel arrangements. The accompanying faculty member may revise/cut short the study tour in consultation with HoD, at any point of time of the tour in case of occurrence of any inappropriate or unexpected incidence (violation of travel plan, tour manual, misbehaviour, disobedience, accident, etc) during the tour. The Principal is the final authority for the approval and modification of the educational tour.
4. The travel has to start from the college campus itself and return to the college campus within the stipulated time. In case of any delay or changes in travel plan (due to unexpected holidays) it should be informed to HoD immediately.

5. Students under suspension are not eligible for educational tour.
6. It is compulsory that a detailed report (including geo-tagged photographs) should be routed through faculty coordinator to HoD. The date of submission of report should not exceed one week from the date of return.
7. The college will not be held liable for any consequences brought on by student's disobedience or mis-behaviour during their entire duration of visit, including the journey. Before the students are permitted to go on the study tour, an undertaking to this effect is to be taken from all participating students by the HOD of the concerned Department (**Annexure II**).
8. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per the college rules.
9. Students undergoing Industrial Visit/training should compulsorily carry ID card.
10. Smoking, liquor consumption, and objectionable activities are strictly prohibited during the entire tour program.
11. Students suffering from health problems will not be allowed to participate in the tour/visit. 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 individual students.
12. Advance payment (ticket booking for train journey, bus, accommodation or any other payment) should not be done before getting permission. A banner of study tour which displays University name and address should be placed in front of the bus in case the travel is conducted through bus
13. Parents' consent letter (**Annexure III**) is compulsory for all the students who are attending all tour programs and the same should be handed over to Dean/HoD one week before the commencement of the tour.
14. A separate list of students living in hostel and going on the tour shall be forwarded to the office of Chief Warden at least two days in advance in the prescribed proforma (**Annexure VIII**) by the HOD of the concerned department, and the copy thereof must be attached with the tour proposal application.
15. Education tour, and Industrial Visits will be permitted only to places of educational relevance with prior permission secured from industry/ officials concerned. Places of tourist interest may be visited and should be mentioned in the itinerary.
16. The tour coordinators should handover the necessary details viz Student Undertaking, Parents Consent & Undertaking, List of Students, List of Hostellers (**Annexure II, III, VII and VIII**) to the HoD.

IV Details:

The industrial visit can be proposed for 3 days (3 days and 2 nights) with detailed travel plan which includes only one working day off preferably linked with a weekend. Only one educational tour is permitted during the entire year and should be conducted in any semester suitable for the department without affecting the academic schedule, preferably in the winter season. Students

should necessarily visit minimum two industrial establishments during their tour. Students are permitted to go for Industrial visit or training only after first year.

Mode of Journey:

- a) Rail journey is preferred for all places if possible.
- b) Road journey is also allowed, provided the distance should not exceed 400 Kms.
- c) In exceptional cases, air travel could be considered if it works out to be more cost effective than other modes of travel, primarily to conserve days spent in traveling.

Conclusion:

These guidelines will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received. They are by no means complete, the safety of the students is paramount and all measures to avoid accidents should be taken into account. Misbehaviour of students should be monitored and discouraged. Students are expected to be energetic and boisterous, educational value should be the primary outcome of the trip. HOD's/ Department's are encouraged to list various industries suitable for visits and issue instructions specific to their respective departments.

ANNEXURE - I REQUEST FOR INDUSTRIAL VISIT

1. Branch and Semester :
2. Nature of tour : Industrial visit
3. Places or Industries planned to visit :
(Attach permission letter from industry)
4. Proposed (Start and End) dates of tour or visit :
5. Mode of journey : Bus only/Train only/Partially bus and Train.
6. Total number of students in class :
7. Total number of attending students :
(Attach students list as per Annexure VII & VIII)
 a. Number of Boys :
 b. Number of Girls :

8. Details of accompanying Faculty members:

Sl. No.	Name	Designation	Department	Signature

9. Details of Industry from which permission obtained :
(Attach copy of permission letter)

- Industry 1 :
 Industry 2 :

10. Total number of actual days with dates :
 a. Number of nights with dates :
 b. Number of days with dates :

Signature of Class Representatives/Tour coordinators

Signature of HOD

1. Name..... Signature.....

2. Name..... Signature.....

Place :

Date :

ANNEXURE II STUDENT'S UNDERTAKING

Sir/ Madam,

1. I, _____, a student of _____ (title of the programme/course),
_____ (year/semester) of the Department of _____ request you to allow me to go
on an industrial visit to _____ (name of place)
from ___/___/___ (date) to ___/___/___ (date).

2. My parents have given consent for the tour/visit which is attached herewith.

3. I state that I am healthy and not exposed to any contagious disease recently.

4. I am going on the tour/visit on my own free will and I fully understand the risk(s) involved during
such tour/visit, and Presidency University shall not be responsible for any negative thing that may
happen during the course of the tour/visit.

5. I further undertake to behave responsibly on the tour/visit and obey the directions of the
accompanying Faculty and understand that disciplinary action may be taken if I do not follow the
same.

Yours faithfully,

Signature : _____
Name : _____
Enrolment No : _____
Mobile No : _____

Date: _____
Place: _____

ANNEXURE III PARENT'S CONSENT AND UNDERTAKING

Sir/ Madam,

1. My ward, Mr./Ms. _____ (Name of student), a student of _____ (title of the programme/course), _____ (year/semester) of Department of _____, has desired to go on an educational tour/industrial visit to _____ (name of place) from ____/____/____ (date) to ____/____/____ (date).

2. I hereby give my consent for the same and undertake the full responsibility of my ward's good behaviour and safety.

3. Further, I declare that I fully understand the risk(s) involved during such tour/visit and that the college shall in no way be responsible for any negative thing happening to my ward during the course of the tour/visit.

Signature : _____
Name : _____

Date: _____
Place: _____

Relationship : _____
Mobile No. : _____
Address : _____

ANNEXURE IV: CONSENT & UNDERTAKING BY FACULTY
ACCOMPANYING THE STUDENTS

To, The HOD

1. Sir/ Madam, I, _____ (name), a Faculty at the Department of _____, being deputed to accompany the students on an educational tour/industrial visit to _____ (name of place) from ____/____/____ (date) to ____/____/____ (date), agree to accompany the students on this tour/visit on my own free will and consent.

2. I, further, undertake to perform my duty efficiently and to take due care of the students and the discipline among them.

3. I also undertake to observe due care and caution to protect and enhance the image and dignity of the university during the course of this tour/visit.

Yours faithfully,

Signature : _____
Name : _____
Designation : _____
Mobile No. : _____

Date: _____
Place: _____

ANNEXURE V: UNDERTAKING BY HOD

1. It is certified that in the proposed educational tour/industrial visit to _____ (name of place) from ____/____/____ (date) to ____/____/____ (date) of the students of _____ (title of the programme/course), _____ (year/semester) of the Department of _____, all prescribed formalities have been completed and I am satisfied with the preparation/arrangements for the tour.

2. Further, I shall remain in touch with the faculty accompanying the tour and keep myself updated on the progress of the tour/visit.

3. Necessary instructions have been given to the students and the accompanying faculty for maintaining decorum and discipline during the tour.

Signature : _____ Date: _____

Name : _____ Place: _____

HOD Department of _____

ANNEXURE VI: DECLARATION BY HOD FOR HOSTELLER ON TOUR

It is certified that in the proposed industrial visit to _____ (name of place) from ____/____/____ (date) to ____/____/____ (date) of the students of _____ (title of the programme/course), _____ (year/semester) of the Department of _____, the hosteller students accompanying the tour shall carry pass from the hostel accompanying the tour.

Signature : _____
Name : _____

Date: _____
Place: _____

HOD Department of _____

