

Guidelines for study tour

The attention and co-operation of all students and parents are requested to conduct the study tour most effectively.

Study 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.

The study tour should be arranged as per the guidelines given by the Director of Technical Education in order no 3/25065/2015/DTE dated 14/03/2016.

The maximum number of days permitted for study tour is as follows:

7th sem - 6 days (max: 5 working days)

5th sem - 4 days (max: 3 working days)

Two students (boy/ girl) should be selected from each class as study tour Co ordinators.

As per Govt. orders travel by road during night (9 pm to 5 am) is not permitted.

A route map with detailed itinerary showing places of visit, departure/ arrival time , places of stay, details of industry visiting, mode of travel etc and list of students, faculty accompanying to be submitted to the 'Faculty Tour Coordinator' with recommendation of HOD as early as possible for approval of tour programme.

The complete list of students with contact number, names of faculty accompanying with Phone number, no objection letter from parents in the prescribed format, the address and phone numbers of study tour operators if any, places of stay, permission letter from industry etc to be submitted to the tour coordinator at least 15 days before starting the tour for final approval from Principal and submitting to DTE.

All students & faculty participating in study tour should keep the I/D with them and a list of members in the group certified by the Principal.

All are expected to use decent dress code and behave politely and decently and should be helping each other.

All students should accept and obey the decisions taken by faculty

Use of alcohol/ drugs and smoking etc are not allowed and strict action will be taken against the students involved in such activities.

A report of Industrial Visit should be prepared individually and submitted to HOD for approval and the approved report is to be presented before the examiners at the time of course viva at the end of the 8th semester.

The accompanying faculty and the students Tour Coordinator should submit a detailed report to the Faculty Tour Coordinator on the study tour within 3 days on returning from tour.