

Guidelines for Industry Tour

1. Tour is to be arranged for 2nd year UG students in winter vacations after 3rd semester examinations. There shall be an O/I Tours in each department to co-ordinate this activity.
2. Students would be visiting minimum 3 industries during the tour.
3. Funding available for industry tour is Rs. 2500/- per student from Student Service Fund. Funding for faculty TA/DA claims will be made from institute funds.
4. Proposal form is to be filled in attached performa. Following documents are to be provided with the proposal:
 - (i) List of students alongwith addresses and telephone numbers
 - (ii) Undertaking from students and parents
 - (iii) Case for approval of transport
 - (iv) Requisition for advance of money
5. Proposals will be recommended by the respective HOD. Financial approval will be given by Dean Student Affairs (for Student Service Fund) and **Deputy Director** (for institute fund).
6. Report of tour is to be submitted to the HOD within 15 days of return of students from the tour by O/I Tours.

PROPOSAL FOR STUDENTS' TOUR
(for 2nd year B.Tech. students)
(To be submitted to Dean Student Affairs)

Department _____

No. _____

Dated: _____

1. Name and designation of O/I Tour:

2. Other faculty/staff members proposed to accompany the students:
 - (a) Faculty:
 - (b) Technical staff:
 - (c) Attendants:

3. Budget provision available for the proposed tour
 (limited to Rs. 2500/- per student)

4. Estimated expenditure involved as per details given below:
 - (a) Transport expenses (as per attached transport plan) (A)
 - (b) No. of students (B)
 Total Amount chargeable to Student Service Fund

 - (c) Amount payable for TA/DA of accompanying faculty/staff
 - i) Expenditure on TA/DA of faculty: (C)
 - ii) Expenditure on TA/DA of technical staff: (D)
 - iii) Expenditure on TA/DA of attendants if they are from Institute staff: (E)
 Total Amount chargeable to the Institute Fund (C+D+E)

5. Special remarks of the Head of the Department if the estimated expenditure exceeds the budget provision:

1) TOUR PROGRAMME

Departure			Mode of Transport	Arrival			Amount (Rs/-)	Industry to be visited
Place	Date	Time		Place	Date	Time		

Note: Minimum of 3 Industries to be visited

- 2) Advance Required (Yes/ No) _____
- 3) Amount of Advance Required from SSF
 (not exceeding 80% of total estimated amount) _____
- 4) Amount of Advance Required from Institute Funds _____

Signature of O/I Tours

Details of O/I Tours (if advance required)

Name	Father/ Husband Name
Date of Birth (DD/MM/YYYY)	Aadhaar Number
PAN Number	Address 1
City	District
State	Pin Code
Country	Name of Department
Mobile No.	Email ID
Bank Name	Account No.
IFSC Code	Name of Class/ Group of Students
No. of Students	Date of proceeding on tour
Purpose of Tour etc.	

Signature of the Head of the Department

Enclosures:

1. List of students to go on tour (**along with addresses and telephone numbers**)
2. Case for approval of transport
3. Requisition for advance of money

Remarks by DSA

No objection to the proposal/the following deficiencies may be met:

- (i) _____
(ii) _____
(iii) _____

Dean of Students' Affairs

Financial approval

Dean Student Affairs

UNDERTAKING

I _____ SID _____

student of B.Tech. 2nd year _____

department hereby ensure that I shall abide by the student charter during

industrial tour on_____. I hereby declare and confirm that

the college shall not be held responsible in the event of any misfortune or

accident and/ or personal injuries whether fatal or otherwise involving me.

Student Signature

Counter Sign
Parents Signature