

Industrial Visit Policy

A. General Guidelines for Industrial Visit

Industry Visit (IV) bridges the gap between theoretical training and practical learning. Students get an opportunity to gain knowledge about the field of their interest. Interfacing with the industry provides a chance to build networks and hone their skills. IV helps the students to learn about the various facets of the corporate functioning. The Heads of the Departments (HoDs), Faculty in-charge of IV and students shall adhere to guidelines given below:

1. IV shall be arranged according to the academic requirements and as per the norms of the affiliating University.
2. The visiting companies shall be relevant and suitable ones to the specialization and academic requirements, and each company should be mapped to at least one course in the corresponding academic semester. **Each department should identify and prepare a list of companies that are aligned with the subjects offered in that semester.**
3. IV shall fall within the stipulated period set by the college. The stipulated period shall be informed to the IV-Faculty in-charge and students through HoD well in advance to enable IV to go through a diligent process including communicating to the potential companies and obtaining permission to visit.
4. The details of the IV must be reviewed by the AICTE Industry–Institute Interaction Cell (IIIC) members, and prior approval from the cell is mandatory. The HoD and IV Coordinator of the respective department must certify that the IV is necessary for the students and relevant to their curriculum, after which approval must be obtained from the AICTE IIIC, Principal and the management.
5. IV shall not exceed two days, preferably it has to be scheduled on Friday and Saturday. All students must spend a minimum of 3 to 4 hours in industry.

For I and IV Years – only 1 day is permitted. Start the journey on Morning and return within Night.

For II and III years – only 2 days are permitted. Start the journey on Thursday Night and return within Saturday Night. All students should attend classes on following Monday.

6. All IV details should be planned in advance and included in the Academic Calendar. IV shall be conducted only if more than 90% of the students express interest and register for the visit. The IV fee collected from students who are absent should not be utilized for the industrial visit and that amount will not be refunded to the student.
7. The complete IV plan, including the permission letter from the visiting company, route map, list of students with their contact numbers (preferably mobile numbers), list of faculty escorts with their contact details, and undertaking letters from both students and parents, must be submitted for approval. In the absence of approval, the IV programme will be cancelled.
8. Students attending the industrial visit must compulsorily carry their **college identity cards**, wear them during the visit, and **be in college uniform/formal attire**.
9. During the industrial visit, trips to hilly stations and water bodies such as rivers, swimming pools, boating areas, etc., should be strictly avoided.
10. Students must maintain proper discipline both within the industry and in public places. They are expected to behave in a decent and responsible manner. Any violation will be viewed seriously. Night travel is not permitted. Use of crackers, excessive horn usage, or any activities causing nuisance to neighbours and the monastery is strictly prohibited.
11. Although the industrial visit may be organized by students, the final decision in all matters related to the IV will rest with the accompanying faculty. All students must strictly follow the instructions of the faculty in charge.
12. Payments for transportation and accommodation should be made only after obtaining approval from the Principal.
13. Consumption of intoxicants are strictly prohibited throughout the entire IV program.
14. Students with health problems will not be permitted to participate in the visit. A medical kit with first-aid supplies and medicines for common health issues must be compulsorily carried by the students during the program.

B. Basic rules for planning of the Industrial Visit

1. The IV coordinators are responsible regarding preparation of detailed IV plan, getting all permissions and hand over all the relevant documents to HoD/Principal.

2. The Faculty Advisors or accompanying faculty members shall be responsible for the conduct of the study IV in accordance with the travel plan approved by the Principal.

2A. Accompanying Faculty

The industrial visit shall be accompanied by faculty members from the same department, and faculty member shall be of the rank of Assistant Professor or above.

2B. Faculty–Student Ratio

The minimum faculty-to-student ratio shall be 1:20. One additional faculty member shall accompany for every additional 20 students or part thereof.

2C. Female Faculty

If female students are participating in the industrial visit, at least one female faculty member shall accompany the group.

3. In case of any inappropriate incident during the IV, such as violation of the approved travel plan or IV guidelines, misbehavior, disobedience, accident, or any other issue, the accompanying faculty member may, in consultation with the HoD/Principal, terminate the IV at any time.
4. The Principal shall be the final authority for the approval and modification of the educational IV.
5. Students who are under suspension are not permitted to participate in the educational IV.
6. It is mandatory for all participating students to submit a detailed report on the IV to the department after completion of the visit. After the IV, students are required to deliver a presentation based on their visit. An evaluation will be conducted based on the presentation.
7. The report submission and evaluation must be completed within two weeks from the date of return from the IV.
8. Internship outcomes and expectations should be discussed with students prior to the IV. A presentation about the industry should be conducted beforehand, and students must prepare relevant questions to ask the officials during the visit.
9. Staff members are requested to connect with HR or concerned officials of the company to obtain contact details and explore internship and placement opportunities.

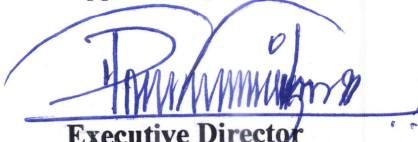
C. Procedure to obtain permission for Industrial Visit:

1. The department must submit a request to the AICTE IIIC committee and Principal at least two weeks before the planned journey for the scrutiny of IV details. If additional time is required for booking tickets, buses, accommodation, or other arrangements, the request may be submitted earlier. Excessive expenditure on bus transportation should

be avoided.

2. A permission letter (hard copy or soft copy) obtained from the company/industry to be visited must be compulsorily submitted.
3. The HoD must submit a detailed travel plan, including the complete list of students and the details of accompanying faculty members, along with the request.
4. Advance payments such as train ticket booking, bus booking, accommodation, or any other expenses should not be made before obtaining permission from the Principal.
5. Vehicle Safety: The vehicle engaged for the industrial visit shall have valid Registration, Permit, Fitness Certificate, Insurance and Pollution Certificate, and shall be in good roadworthy condition with an experienced licensed driver.

Approved by



Executive Director

Fr. John Paliakkara

