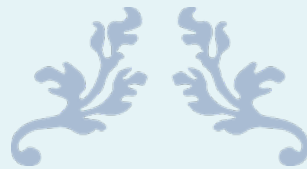




K. S. Rangasamy College of Arts and Science (Autonomous)



Policy For Industrial Visits And Tour



GUIDELINES FOR INDUSTRIAL VISIT
KSRCAS



K. S. Rangasamy College of Arts and Science (Autonomous)

Affiliated to Periyar University, Salem, Approved by AICTE, New Delhi,
Accredited by NAAC with "A" Grade (Third Cycle) & Included under 2(f) & 12(B) of UGC Act 1956 K.S.R.
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POLICY FOR INDUSTRIAL VISITS AND TOUR

Objectives:

To provide the students an opportunity to learn practically through interaction, working methods, and employment practices. Such educational visits provide students exposure to real working environments.

GENERAL GUIDELINES FOR INDUSTRIAL VISIT (IV)

Industrial visits are an essential part of the academic curriculum in most of the Graduate and Post-graduate courses. Being a part of interactive learning, such educational visits give students major exposure to real working environments along with a practical perspective of a theoretical concept, relevant to their domain. In addition to that, industrial visits bridge the gap between theoretical learning and practical exposure by giving students first-hand exposure to identify the inputs and outputs of different operations and processes performed at the workplace. Intending to go beyond classroom learning, the industrial visit contributes a lot to holistic student development by letting students learn about the current trends in the market, the future scenario of the industry and the new technologies that are being applied in the industry.

Opportunity to interact with Industry Experts: Industrial visits provide students with a chance to meet industry leaders, professionals, entrepreneurs, policymakers, and corporate who share their wisdom, learning, and experiences. These interactions are useful to students in their careers and help them in developing leadership qualities, and management skills, while learning about the industrial ambience. Industry interaction is also helpful in updating the curriculum when there are significant changes in prevalent technologies; also, the faculty members get to know about the industry's latest trends.

GENERAL GUIDELINES FOR INDUSTRIAL VISIT (IV)

The HoDs, Faculty in charge of the Industrial Visit, and students shall adhere to the following guidelines,

1. Industrial Visits shall be arranged according to the academic requirements and as per the norms of KSRCAS. HoD must certify that the IV is required for the students or is related to their curriculum.
2. 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 respective classes.
3. The IV coordinators are responsible for (1) the Preparation of a detailed IV plan (2) Obtaining HoD's permission and (3) Hand over all the relevant documents to HoD/Principal.
4. The visiting companies shall be relevant and suitable to the specialization and academic requirements.
5. Industrial Visit shall fall within the stipulated period set by the college. The stipulated period shall be informed to the IV Faculty in charge after discussion with the Principal and HoD.
6. The accompanying faculty member is authorized 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.
7. The Principal is the final authority for the approval and modification of the educational IV.
8. The bus journey has to start from the college campus itself and return to the college campus within the stipulated time.
9. In case of any delay or changes in travel plans (due to unexpected holidays) it should be informed to HOD and Principal.
10. Students should apply to HoD well in advance (Fifteen days) to enable IV to go through a diligent process including communicating with potential companies/industries/institutes and obtaining permission to visit.
11. Industrial Visit shall not exceed three days, preferably it has to be scheduled on Thursday, Friday, and Saturday.

12. The journey should start on Thursday evening. All students should attend classes on the following Monday.
13. Industrial visits shall be allowed only if more than 90percent of students have shown interest and registered for IV.
14. The heads of the 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. Participating students must give an undertaking that they will abide by the rules and guidelines throughout the IV.
15. 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.
16. Accompanying faculty members must be given an undertaking that they will take care of the students and ensure that rules are followed.
17. There shall be insurance over age for every student and faculty member participating in such IVs. It also includes accident cover and life cover.
18. Students under suspension are not eligible for educational IV.
19. It is compulsory that all students must submit a detailed report (Industrial visit, Study IV), to the department. The date of submission of the report should not exceed two weeks from the date of return.
20. The college management will not be responsible for any consequences resulting from disobedience or misbehavior of the student during the entire duration of the visit including the journey.
21. Disobedience of students towards accompanying faculty members must be reported and will be viewed seriously and dealt with accordingly as per college rules.
22. Students undergoing Industrial visits/training should compulsorily carry the college ID card of the college.
23. A lady faculty member must accompany the students in case, girl students are proceeding to IV. In the absence of a lady faculty member, with the permission of the principal, a lady faculty may be appointed from any other department, which also can be considered. Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire IV program.
24. Students suffering from health problems will not be permitted to attend their IV/visit.
25. 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.

26. Parents' consent letter is compulsory for all the students who are attending all IV programs. If any complaint/misbehavior is reported against a student during IV, the college shall take appropriate measures ranging from suspension to termination depending upon the case.
27. Faculty members can face disciplinary action if the safety of the students is compromised.
28. Discipline should be maintained both in industry and in public. Students should behave in a very decent manner. Any violation will be viewed very seriously.
29. Though the students organize an 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 the faculty in charge of IV.
30. The payment for transport and accommodation should be done only after approval from the Principal.

Guidelines for Selecting Travel Agent:

1. The Travel company Should have a physical office.
2. The Travel company should be a GST taxpayer for a minimum of 2 years.
3. The Travel company should be registered with Tamil Nadu Tourism or the Ministry of Tourism.
4. They should have experienced Tour Escort for a minimum of 1 year.
5. Travel Insurance must be there for students and accompany staff for the particular tour.

No. of Days & Eligibility:

I & II Year	One Day
Final Year	Two days to Three days

LIST OF ANNEXURE:

Annexure	Particulars
1	Copy of Approval letter from Industry
2	Accompanying Faculty Details and Undertaking Letter
3	List of Students Male/Female
4	Hostel Permission form
5	Consent and Undertaking Letter From Students & Parents/Guardian
6	Accommodation Details with the Confirmation letter
7	Travel Details
8	Estimated Expenditure