



**VIDYA ACADEMY OF SCIENCE AND TECHNOLOGY TECHNICAL CAMPUS**

**Educational Tour Manual for B.Tech. Program**

<b>Sl. No</b>	<b>Title</b>	<b>Page No.</b>
1.	General guidelines for all tour programs	1
2.	Procedure to obtain permission for tour:	2
3.	Educational tour (Study tour)	2
4.	Industrial Visit	3
5.	Pleasure trip	3
6.	Annexure I – Request for Educational tour/Industrial visit	4
7.	Annexure II- Travel plan for Educational tour / Industrial visit	6
8.	Annexure III-Parent consent letter for Educational tour / Industrial visit	8
9.	Annexure IV-Format for particulars of students and parents.	9
10.	Annexure V-Permission letter from Principal	10
11.	Annexure VI-Format for certificate from company	11
12.	Annexure VII- Format for list of students	12

## **A. GENERAL GUIDE LINES FOR ALL TOUR PROGRAMS**

1. The class representatives or any two members (One boy & One girl) nominated by the students with the approval of GT's and HOD act as tour coordinators of their class. These two students meet the GT's and HoD for the discussion with the study tour.
2. The tour coordinators are responsible regarding (1) Preparation of detailed tour plan (2) Getting GT's and HoD's permission and (3) Hand over all the relevant documents to GT's / HoD.
3. The group tutors or accompanying faculty members will be responsible for the conduct of study tour as per the approved travel plan by the Principal.
4. The accompanying faculty member must cut short the study tour in consultation with HoD, at any point of time of the tour in case of occurrence of any inappropriate incidence (violation of travel plan, tour manual, misbehaviour, disobedience, accident, etc) during the tour.
5. The Principal is the final authority for the approval and modification of the educational tour.
6. In order to meet the Government of Kerala circular, no bus journey is allowed at nights (11 p.m to 4 a.m). Refer Govt. of Kerala, Higher Education (J) Department order No. 11170/J2/13/H.Edn dated 27.05.2013
7. The bus journey has to start from college campus itself and return to the college campus within the stipulated time.
8. In case of any delay or changes in travel plan (due to unexpected holidays like harthal etc.) it should be informed to HOD and Principal.
9. **Students under suspension are not eligible for educational tour.**
10. **It is compulsory that all students must submit a detailed report (Industrial visit, Study tour), routed through GT's to HoD.**
11. **The date of submission of report should not exceed two weeks from the date of return.**
12. The college management will not be responsible for any consequences resulting from disobedience or misbehaviour of the student during their entire duration of visit including the journey.
13. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per college rules.
14. Students undergoing Industrial visit/training should compulsorily carry college ID card.
15. The group tutors should accompany the students (At least one group tutor compulsorily accompany the students). In case of any inconvenience they have to handover their charge to any other faculty member (Teaching or Non-Teaching) and the same should be informed to HoD and coordinate accordingly.
16. In the absence of 3rd faculty member, spouse can also be considered, but they are not eligible for TA/DA
17. A lady faculty member must accompany the students in case, girl students are proceeding to tour. In the absence of lady faculty member, spouse (wife of accompanying faculty) also can be considered.
18. The accompanying faculty members are eligible for duty leave and TA/DA as applicable.

19. Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire tour program.
20. Students suffering from health problems will not be permitted to attend their tour/visit.
21. 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.
22. A banner of study tour which displays college name and address should be placed in front of the bus.
23. 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 GT's one week before the journey.
24. **Education tour, and Industrial Visits will be permitted only to places in the states of KERALA, KARNATAKA, TAMILNADU, TELANGANA, and ANDHRA PRADESH only.**

### **Procedure to obtain permission for tour:**

25. The department should submit request to the Principal in the prescribed format (Annexure I & II), at least two weeks before the actual journey is planned. Those who need more time to book tickets, bus, accommodation, etc. can submit accordingly.
26. The permission letter (hard or soft copy) obtained from the company they plan to visit should compulsorily be produced along with the request to the principal.
27. GT's/HoD should submit a detailed travel plan, students list (total students list, separate list of boys and girls) details of accompanying faculty members along with the request.
28. Advance payment (ticket booking for train journey, bus, accommodation or any other payment) should not be done before getting permission from the Principal.
29. The tour coordinators should handover the necessary details (Annexure II Part B, III, and IV) to the GT's after getting permission from the principal. This shall be done one week in advance.
30. The detailed travel plan should be prepared as per Annexure II and GT's should verify the same.
31. Regular attendance is admissible for all students for all tour programmes which are accompanied with faculty members. And all others are considered under duty leave.

### **B. EDUCATIONAL TOUR (STUDY TOUR)**

1. The educational tour can be proposed for 4 days (4 day and 3 nights) with detailed travel plan which includes only two full working days. **The fourth night also can be clubbed with tour, only for forward train journey. And it cannot be considered in return journey.**
2. Only one educational tour is permitted during the entire course and it should be conducted in 3rd year, preferably in 5th semester, without affecting the academic schedule.
3. **Number of days for educational tour should not be extended more than 2 full working days.**

4. **Students should compulsorily visit two industries during their educational tour. Educational tour shall be permissible only once. Splitting the tour, into two or more journeys are not allowed.**
5. **Places of educational tour can be proposed by students in consultation with GT's and HOD. For more details refer clause no. A 24**
6. Mode of Journey:
  - Rail journey is preferred for all places if possible.
  - Road journey is also allowed, provided the distance should not exceed 600 kms.
  - Night journey by bus is not permitted.

### **C. INDUSTRIAL VISIT**

1. As per the university regulations students should undergo **either 3 Industrial visits OR minimum 10 days Industrial training** to meet additional requirements for the degree.
2. The students, who were unable to attend the Industrial visit, should compulsorily undergo Industrial training in order to meet the minimum eligibility as per the university regulation.
3. Students are permitted to go for Industrial visit or training only after **FIRST** year.
4. **Out of 3 Industrial visit, 2 industries can be visited during their study tour. And 3<sup>rd</sup> industry can be visited any day convenient to the company, without affecting more than one regular working day.**
5. In addition to 3 Industrial visits more Industrial visits are permitted, only if they are planned and organised in any other days without affecting academics.
6. Minimum of two faculty members should accompany the students during their Industrial visit.
7. A signed copy of students details (**Annexure VI**) should be produced as a proof of visit which should be obtained from the Industry visited.
8. In addition to Industrial visit or training, students should be encouraged to attend any certified training programs (Max. one week) which are likely to benefit their academics and employment chances. This should be done without affecting the academics. The participating students should take prior permission from Group tutors, HoD's to avail duty leave.
9. **Place of Industrial visit shall be as per clause No. A 24.**
10. Refer chapter A for general guidelines.

### **D. PLEASURE TRIP**

No pleasure trip is permitted during the entire course of study. This is in concurrence with the decision made by the Principal after discussing in HOD's meeting.

*Note: The above mentioned statements are just recommendations for charting out tour guidelines. The Principal has got the authority to approve, modify or amend any or all of these rules.*

## REQUEST FOR STUDY TOUR / INDUSTRIAL VISIT

1. Branch and Semester :
2. Nature of tour : **Study tour/Industrial visit**
3. Places or Industries planned to visit :
4. Proposed dates of tour or visit :
5. Mode of journey : **Bus only/Train only/Partially by bus and train**
6. Total number of students in class :
7. Total number of attending students :

(Attach students list as per Annexure IV)

- a. Number of Boys :
- b. Number of Girls :

8. Details of accompanying Faculty members :

Sl. No.	Name	Designation	Department	Signature
1				
2				
3				

9. Details of Industry from which permission obtained :

(Attach copy of permission letter)

➤ Industry 1:

➤ Industry 2:

10. Total number of days :
- a. Number of nights :
- b. Number of days :

### Signature of Class Representatives/Tour coordinators

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

Place :

Date :

## REMARKS

### Group Tutors

Verified all the details of the students record and travel plan as per the “Tour Manual” and they are eligible/not eligible for the specified tour. (Specify the clause as per manual in case of not eligible)

Recommended /Not recommended

Name :  
Designation :  
Signature :  
Date :

Recommended / Not recommended

**Head of Department**  
(Signature with date)

### Sanction order of Principal

Permitted/Not permitted

**Principal**  
(Signature with date)

(Office Seal)

## TRAVEL PLAN FOR STUDY TOUR / INDUSTRIAL VISIT

(To be attached with request of study tour)

1. Branch & Semester : \_\_\_\_\_
2. Nature of tour : **Study tour/Industrial visit**
3. Dates of journey : From ..... To.....
4. Total number of days : \_\_\_\_\_
5. Travel plan

Particulars	Day 1	Night 1	Day 2	Night 2
Date				
Boarding place & Time				
Places /Industry visited				
Remarks				

### Signature of Class Representatives/Tour coordinators

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

### Signature of Group Tutors with date

PART B

(To be handed over to Group Tutor within 1 week after getting approval for the journey)

1. Details of journey *(Use separate sheet if necessary)*

**a. Details of Train (if applicable)**

Train No. : Name of Train :  
Date of journey :  
Boarding station : Time of departure : AM/PM  
Destination station : Time of arrival : AM/PM  
PNR Number :

**b. Details of Bus**

Address of Travel agency :  
(Including phone no.)

Reg. no. of Bus :  
Seating capacity :  
Whether the bus is A/c or non A/c :

**c. Details of accommodation**

Address of hotel booked :  
(Including telephone number)

➤ **Night 1**

➤ **Night 2**

➤ **Night 3**

2. Total distance to destination :  
(Can refer Google map)

3. Total fare/head (Including food/accommodation/bus or train charge)

**Signature of Class Representatives/Tour coordinators**

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

**Signature of Group Tutors with date**



Annexure III

**PARENT /GUARDIAN CONSENT LETTER FOR STUDY TOUR / INDUSTRIAL VISIT**

I.....Parent/Guardian of.....do hereby give my consent to my son/daughter for study tour/industrial visit to..... from.....to.....(....days) along with faculty members. During journey, I assure you that he/she will abide the rules and regulations stipulated by the faculty members and college tour manual. I understand that the college authorities will not be held responsible for any untoward incidents may occur during the journey.

Name of Student :

Contact No. :

Signature :

Name of Parent / Guardian :

Contact No. :

Signature :

Annexure IV

**PARTICULARS OF STUDENTS AND PARENTS**

Sl. No.	Admn. No.	Name of Student	Mob. no.	Name of Parent	Contact no.	Remarks
1						
2						
3						
4						
5						
6						

# CERTIFICATE

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following students (copy attached) of.....branch and .....semester are permitted to undergo the specified tour to .....(Place/Industry) from ..... to ..... days; as per the college/ university norms and college tour manual in order to meet additional requirements for the degree.

Place :

Date :

PRINCIPAL  
(College seal)

## CERTIFICATE

*This is to certify that the following students (**Students** list attached) of.....branch and .....semester of **Vidya Academy of Science and Technology, Thalakkottukara, Thrissur** are undergone the **Industrial** visit, from ..... organisation on..... as per the company norms and regulations and completed successfully.*

**Place :**

**Date :**

**Authorized Signature  
(Seal)**

Annexure VI  
(To be attached with certificate from the company)

**Format for list of students**

**College : Vidya Academy of Science and Technology, Thalakkottukara, Thrissur**

**Branch :**

**Semester :**

<b>Sl. No.</b>	<b>Adm. No.</b>	<b>Name of Student</b>