



Guidelines for Industrial Visits

1. Purpose and Objectives:

- Industrial visits aim to provide students with practical exposure to real-world engineering practices and processes.
- Objectives include enhancing understanding of theoretical concepts, observing industrial operations, and fostering industry-academic collaboration.

2. Pre-Visit Preparation:

- Faculty coordinators should initiate planning well in advance, considering the academic calendar and industry availability.
- Select industries relevant to engineering disciplines, aligning with curriculum requirements and student interests.
- Liaise with industry representatives to schedule the visit, ensuring availability of resources and permissions.

3. Logistics:

- Organize transportation arrangements, considering factors such as distance, safety, and cost-effectiveness.
- Confirm visit details with participating students, providing necessary instructions regarding assembly points, dress code, and timings.

4. Safety and Conduct:

- Emphasize adherence to safety protocols throughout the visit, including wearing appropriate personal protective equipment (PPE) as required.

- Instruct students to follow company guidelines, respecting equipment, machinery, and workplace regulations.
- Prohibit actions that may pose safety risks or violate company policies, ensuring disciplined conduct at all times.

5. Documentation and Permissions:

- Collect consent forms from participating students, ensuring compliance with college policies and legal requirements.
- Obtain necessary permissions from industry authorities, confirming visit schedules, access points, and any specific instructions.
- Carry essential documents such as student IDs, contact details, and emergency protocols during the visit.

6. Educational Activities:

- Design a structured itinerary for the visit, incorporating guided tours, technical demonstrations, and interactive sessions.
- Encourage students to actively engage with industry professionals, asking questions and seeking insights into various engineering processes.
- Provide opportunities for hands-on experiences, where applicable, allowing students to observe and participate in relevant activities.

7. Post-Visit Reflection and Assessment:

- Facilitate post-visit reflections through assignments, reports, or group discussions, encouraging students to analyze and critique their experiences.
- Assess student learning outcomes based on their understanding of industrial practices, problem-solving abilities, and application of theoretical knowledge.
- Incorporate feedback from students and faculty to improve future industrial visit programs, refining objectives, activities, and industry partnerships.

8. Follow-Up Actions:

- Encourage students to explore internship opportunities or collaborative projects with visited companies, leveraging networking connections established during the visit.
- Integrate insights gained from industrial visits into curriculum development, enriching course content with practical examples and case studies.
- Foster ongoing engagement with industry partners, promoting knowledge exchange, research collaboration, and career development opportunities for students.

9. Evaluation and Feedback:

- Conduct evaluations to assess the effectiveness of industrial visits in achieving learning objectives and student satisfaction.
- Solicit feedback from students, faculty, and industry partners, identifying strengths, weaknesses, and areas for improvement.
- Utilize feedback to refine future visit programs, addressing concerns, and enhancing overall educational outcomes.

10. Conclusion:

- Conclude by emphasizing the importance of industrial visits as integral components of engineering education, bridging the gap between theory and practice.
- Express appreciation to industry partners for their collaboration and support, recognizing their role in enriching student learning experiences.

INDUSTRIAL VISIT/ FIELD TRIP/STUDY TOUR APPROVAL FORM

DEPARTMENT	NUMBER OF STUDENTS	SEMESTER	VISIT DATE

(Kindly read the “Guidelines for Industrial Visit Approval” before filling the form)

1	Type of Visit/Tour	:	
2	Date & Time of Departure	:	
3	Date & Time of Arrival	:	
4	Address & Phone Nos. (for contact)	:	
5	Mode of Travel	:	Train/Bus/Car/Van/Other Mode -Specify (Enclose details in Annexure 1)
6	Copy of Approval letter from Industry	:	Yes/No (Enclose details in Annexure 2)
7	Accompanying Faculty Details and Undertaking Letter	:	Yes/No (Enclose details in Annexure 3)
8	List of Students Male/Female	:	Yes/No (Enclose details in Annexure 4)
9	Accommodation Details with Confirmation letter	:	Yes/No (Enclose details in Annexure 5)
10	Undertaking Letter from Students	:	Yes/No (Enclose details in Annexure 6)
11	Approval from Head of the Department / Director	:	(Sign with Seal)

Note: The Form should be submitted two weeks prior to the departure

Approval from Dean (UGS) & Dean (PGS) (Check List)

Mode of Travel	Approval - Industry	Faculty Details	Students Details	Undertaking Students	Undertaking Faculty	Accommodation	
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Check List Checked By AR(AP)
 Approved By (Dean, UGS)
 Approved By (Dean, PGS)

Mode of Travel

Sl.No	Details	Mode of Travel	Travel Details with Phone number of Agent and Driver Phone Number	Responsible Person Handling
1.	From BIT MESRA to Bus Stop/Railway Station/Airport	BIT Bus/Other Mode Specify		
2.	From Railways Station to Travel Destination	Train (Attach copy of Train Ticket etc)		
3.	Destination place to Industry Area and Back			
4.	Return Journey Details			

Copy of the Approval Letter from Industry

- Should contain clear date, time and number of days of Visit.
- Letter should be by the authenticated person from the Industry minimum at Manager Level with seal.

Accompanying Faculty

Sl.No	Name of the Faculty/Emp.Code/ Designation/Department/	Male/Female	Contact Mobile Number and Email	Alternate Contact (In case of Emergency)
1.				
2.				
3.				

UNDERTAKING LETTER - FACULTY

We here-by undertake that the Industrial Visit/ Field Trip/Study Tour is purely academic related and at any case, we shall always undertake full responsibility of the student's actions and behaviour during Industrial Visit/ Field Trip/Study Tour. We further undertake not to breach the guidelines of the BIT Mesra at any cost.

Sl.No	Emp. Code	Name & Designation	Signature
1.			
2.			

List of Students Details

Sl.No	Roll Number & Semester	Name	Mobile Number	Male/Female	Blood Group	Special Problem if any
1.						
2.						

Accommodation

Sl.No	Name of Hotel/Guest House	Address and Phone Numbers	Responsible Person Handling	Remarks
1.				
2.				

* Attach the accommodation booking copy

UNDERTAKING LETTER - STUDENTS

We the students of -----
 -----Department at BIT Mesra, Ranchi do here-by undertake that we are going on Industrial
 Visit/ Field Trip/Study Tour to -----organized on date -----
 -----departure date ----- time -----from BIT
 Mesra -----and arrival on date ----- time -----
 -----at BIT Mesra. Faculty and staff of BIT Mesra will not be held responsible for any
 mishap/eventualities during the trip.

Sl.No	Roll Number & Semester	Name	Hostel No. and Room No.	Signature
1.				
2.				

GUIDELINES TO GET FINAL APPROVAL FOR INDUSTRIAL VISIT/ FIELD TRIP/STUDY TOUR

- The Head of the Department may plan only academic related tours as and when required with small groups attaching adequate or proportionate male and female faculty members. (*Students' tours of entertainment/fun to be discouraged*)
- Funding available for industry tour is **Rs. 1500/- per student** from Institute Funds. Funding for faculty TA/DA claims will be made from Institute funds.
- The Head of the Department approving the Industrial Visit/Field Trip etc., shall ensure and endorse that the faculty members attached to the tour submit an undertaking stating that the tour is arranged only for Industrial Visit/ Study Tour/ Field Trip connected to academics, and students will not be taken or allowed to **mountain areas, rivers, canals, beaches, water parks, reservoirs, forest areas etc.**; and, they are personally liable and answerable for any such untoward incident taking place during the tour.
- Places with potential hazards, such as political unrest, negligent security, disease outbreaks, threats of earthquake or frequent occurrence of Cyclone and flood, should be avoided.
- If the mode of transport is by bus, overnight travel is strictly not permitted. Any travel requiring more than 24 hours should not be by road (Preferable mode of Transport is Train).
- Faculty/staff arranged students' un-official tours shall be treated as violation of University Rules and the individuals organizing or arranging to organize such tours shall be subjected to appropriate disciplinary action.
- The capability of the participants to take part meaningfully in the activity must be taken into consideration when deciding the destination, itinerary and duration of the tour.
- The detailed tour schedule shall be submitted well in advance mentioning the date, time and place of departure and arrival, mode of travel (Bus/Train/Air/Ship/Other Modes), outstation accommodation arrangement details, list of important telephone numbers and addresses of the locations where the team is visiting including the phone-fax numbers of the hotel and local transport details.
- **If Travel by outside bus, FC copy of the bus should be produced with request form.**
- **Each study tour should maintain student faculty ratio of 20: 1.**
- **Lady faculty member should accompany girl students (It is applicable even if only one girl student is going for a trip)**
- The Accompanying faculties should submit the undertaking letter.
- All students should get approval from their Mentor/Faculty Advisor and parents.

- The faculty members accompanying the group may be mix of multiple languages talented to manage tour affairs confidently and successfully.
- Faculty should authorize the complete schedule.
- List of students – with details (Male / female) to be submitted.
- At least one faculty member (either male or female) of the group needs to be fully acquainted with the touring stations so that they can guide and instruct students in an appropriate way accordingly to see that the students are not getting into any unforeseen incident or accident. Information relevant to the itinerary, such as the addresses and telephone numbers of the lodging places, location of the local police stations, hospitals, clinics or first-aid units, should be collected. Such information should be given to the parents and the responsible person in the Department before the trip for emergency needs.
- It is preferable to arrange two students (of same gender) or more to live in a room when allocating accommodation. This will facilitate provision of support to fellow members. Once the arrangement for accommodation is finalized, no student should be allowed to make any change without a proper reason so as to avoid causing confusion.
- The parents/guardians of the students (those who are participate in the tour) may be asked to submit an undertaking (by mail or fax or SMS) stating that the parent is permitting their ward to participate in the tour with their knowledge and at their own risk. Students if they are hostellers, they should get special leave approval from their respective Hostel authorities.
- Exit and Entry should be at BIT Mesra (Faculty and Students joining the group from their hometowns and leaving to their hometowns after the tour is not permitted under any circumstances)
- Before leaving for Industrial Visit/ Study Tour / Field Trip etc., concerned faculty organizer shall arrange to procure adequate and proper FIRST AID KIT in consultation with our University Health Centre if necessary. The faculty members shall accompany the students throughout the tour/trip and shall stay along with the students.
- No faculty member attached to the tour shall alternate or replace other faculty/staff member on his/her behalf without prior proper approval of the Head of the Department & Dean UGS & PGS.
- Students should be reminded of the need to follow the faculty instructions and observe all the safety regulations throughout the trip.
- The faculty should have full knowledge of the health condition of each participant to determine whether specific participant(s) should not be allowed to take part in the activities of the day. He/she should take timely and appropriate action having regard to the circumstances of individual cases.

- The faculty should also arrange for any sick member to see the doctor immediately and to take effective preventive measures according to the doctor's advice. If necessary, the faculty should inform the parents and the Head of the Department regarding the students' health conditions as soon as possible.
- The faculty should bring along with him/her the necessary safety equipment for the tour, for example, a first aid box, communications equipment (mobile phones), torches, etc.
- The faculty should monitor the speed of the vehicle (bus) in which they are traveling to ensure it is within safety limits. He/she should remind the driver or the reception personnel of the importance of road safety when necessary.
- After returning from the tour, the concerned faculty team shall submit a **BRIEF ARRIVAL REPORT** to the Head of the Department.