

## **SAINTGITS College of Engineering (Autonomous)**

### **Guidelines for Educational Tour**

Implemented from : 1<sup>st</sup> November 2023

Educational tours are part of technical education and SAINTGITS encourages its students to actively participate in educational tours to improve their industry knowledge. These tours (industrial visits/ educational visits/ study tours, whatever may be the name) are organized by the college and students will be accompanied by faculty members. Tours are limited to one tour in a year which will be preferably conducted during the odd semester.

The following guidelines detail procedures to be followed while organizing tours at Saintgits

#### **1. Types of tours and specific guidelines**

##### Tours in the First & Second year

- One day tour is permitted during 1<sup>st</sup> and 2<sup>nd</sup> year.
- A tour for one day will be sanctioned which may be preferably conducted on a Saturday.
- Students must return to the place of residence before 9.00 PM.

##### Tour in the Third year (4<sup>th</sup> Year in case of Integrated programme)

- The tour should be limited to a maximum of five days out of which 2 days must be holidays.
- There should be a minimum of two industry visits for each student during the tour.

##### Tour in the fourth/ Final year

- Tour should be limited to a maximum of seven days out of which 2 days must be holidays.
- There should be a minimum of four industry visits for each student during the tour.

##### Tour for Integrated students in the third year

- Tour should be limited to maximum of three days out of which one day must be a holiday.
- There should be minimum of two industry visits for each student during the tour.

#### **2. General Guidelines**

- Only regular students of a particular class / programme will be permitted for the tour.

- The tour will be sanctioned only if more than 75% of the strength of the class is participating.
- All expenses related to the tour – travel, accommodation, food and entry passes- will be borne by students on a dividing basis as arrived in consultation with PRO of Office and with the approval of the HoD. Expenses for accommodation and travel for accompanying staff members also will be a part of the total expenses.
- Places of visits need to be discussed by the staff advisor with the HoD well in advance and the HoD can give the permission only if he/ she feels places are safe and secured for students visits. Places like Goa and other dangerous zones / beaches/ trekking zones need to be strictly avoided considering the overall interest of students and their parents.
- All students participating in the Educational Tour must produce consent letter from their parents in the prescribed format (Annexure 7).
- The amount to be collected as advance per student should be approved by the Staff Advisor and HOD.
- Buses for all visits will be arranged through the college/ institution office and exceptions will be allowed on a case by case basis by the Principal.
- Arrangements of the Tour should be made only after the tour is sanctioned by the Principal (stage 1).
- Advance towards the bus charges/ accommodation should be paid by cheque/ bank transfer by the college/ institute and that too only after the tour is sanctioned.
- As a norm, CSA and Staff Advisors of the batch will be accompanying the students to support and guide the students while touring and also to avoid disciplinary issues. A ratio of one staff for 20 to 25 students will be ideal and there must be one lady staff if girl student is participating.
- Technical staff of the department may join the tour with the permission of the principal. But technical staff cannot replace the role of the teaching staff.
- One or two representatives of parents are welcome to accompany the students for tours which have more than two days' duration.
- A detailed tour itinerary giving full details of all the places proposed to be visited, days and time of visit etc. should be submitted along with the tour application form
- Bus travel during the night is not permitted as per government of Kerala order No. 11170/J2/13/H.Edu dated 27/5/13.
- Final permission for the tour will be sanctioned only after producing the permission letter from industry and Bus permission from the government officials, especially RTO.
- Students need to wear a decent dress while travelling. All the students need to wear a decent semi-formal dress while visiting industries, since they reflect the public image on the institution.
- No crackers at the time of departure. If crackers are used, the tour will be cancelled.
- Flex, if any, will be permitted after strict verification of the contents by the Head of Department, and the department will be responsible for the content.
- HODs are requested to ensure that the guidelines are strictly followed.
- Tour representative should be asked to produce the account of the tour to the Staff Advisor immediately after the tour. Final payments towards tour needs to be thru should be paid by cheque/ bank transfer by the college/ institute.

- Any violation of guidelines prescribed by the College shall be strictly dealt with and will result in the termination of the tour programme ab initio without any reimbursement of the cost due to cancellations. Such costs, if any, will have to be borne by the faculty members and students.

### **3. Roles and responsibilities of staff members**

#### Chief Staff Advisor

- He /She will be the point of contact between students & department, tour operators, industry and all external agencies
- Represent the interests and concerns of students and parents to the HoD
- Identification and finalization of tour places, accommodations and travel arrangements
- Review the financial aspects of the tour, ensuring that student's representatives collect the money judiciously and maintain proper accounts
- Identification and finalization of relevant and proper companies for industry visits in consultation with HoD
- Recommendation of students' request to HoD in the prescribed format with necessary supporting documents (stage 1 and Stage 2)
- Accompanying the students along with other staff advisors / nominated staff for the tour
- Ensuring that students follow the guidelines of the tour and maintain discipline and decorum of the college.

#### Staff advisors

- Accompanying the students along with CSA/ SA and or other nominated staff for the tour.
- In case of unforeseen needs and reasons, if an advisor is not in a position to travel, he /she may identify another staff and suggest the name to the HoD before three days of commencement of the tour.
- Ensuring that students follow the guidelines of tour and maintain discipline and the decorum of the college

#### Head of the Department

- Ensuring that companies identified by CSA and students have quality and facility for learning.
- Review the tour plan, itinerary, accommodation facilities, financial plan and if found good, forward the request to the principal with a recommendation note.
- Assign the CSA and Staff advisors for the tour. Approval of replacement of staff suggested by faculty who are requesting for exemption. HoD may also identify and assign faculty members who are not advisors and have not accompanied students during the last two years for substitution and emergencies.
- It is the responsibility of the HoD to assign a senior faculty at the level of Asst. professor – senior and above from Non staff advisors panel, if CSA/ any staff advisor

is not a senior staff. (Asst. professor senior and above). This clause is not applicable for one-day tours.

- Availing the service of a lady faculty from the non-engineering department with the guidance of the Principal if the department does not have a lady faculty to accompany the students.
- Recommendation of students' request to the Principal in the prescribed format with necessary supporting documents (stage 1 and Stage 2).
- Ensuring that students follow the guidelines of the tour and maintain discipline and decorum of the college by periodic and daily interaction with CSAs and other accompanying faculty members.

#### **4. Staff Leave and expenses of the Programme**

Staff members participating in the tour are eligible for

- On duty leave during the tour days
- One compensatory off per tour if the travel includes at least one holiday
- Half day special leave (special leave) which may be availed either on the day of tour or previous day or the day of arrival of the tour as per the convenience of the staff.
- Dearness allowance as per rates prevailing for the year.

#### **5. Formats**

**SAINTGITS COLLEGE OF ENGINEERING**  
**Proposal for Industrial Visit / Educational Tour (Stage 1)**

Branch	Batch	Semester	Academic year	Date of Submission

1	<b>Proposed Activity</b> ( <i>strike out whichever is not applicable</i> )	:	<b>Industrial Visit / Educational Tour</b>		
2	<b>Details of Industries/Companies/ Institutions proposed to be visited</b> (add/delete rows as per requirement)	:	<b>Name of Industry/Institution</b>	<b>Place</b>	<b>Proposed Date(s)</b>
3	<b>Days (including travel days)</b> <i>Bus travel during night is not permitted as per government of Kerala order No. 11170/J2/13/H.Edu dated 27/5/13</i>	:	<b>Total Days</b>	<b>Working Days</b>	<b>Holidays</b>
4	<b>Date &amp; Time of departure from college</b>	:			
5	<b>Date &amp; Time of arrival back to college</b>	:			
6	<b>Student strength</b>	:	Total strength	No. of students going for ET/IV	
7	<b>Name &amp; Phone No. of Student Coordinator (for contact)</b>	:			

**Signature of Student Coordinator:** .....

Recommendation and signature of CSA	Recommendation and signature of HOD	Approval by Principal

**Note:** After getting approval for the proposal, approval for the proposed visit/tour should be taken at least one weeks prior to the scheduled journey.

**SAINTGITS COLLEGE OF ENGINEERING**  
**Permission for Industrial Visit / Educational Tour of Students** (Stage 2)

Branch	Batch	Semester	Academic Year	Date of Submission

*Note: This form should be submitted to the Principal for approval at least one week prior to the date of departure.*

<b>1</b>	<b>Proposed Activity</b> ( <i>strike out whichever is not applicable</i> )	:	<b>Industrial Visit / Educational Tour</b>		
<b>2</b>	<b>Details of Industries/Companies/ Institutions proposed to be visited</b> (add/delete rows as per requirement)	:	<b>Name of Industry</b>	<b>Place</b>	<b>Proposed Dates of Visit</b>
<b>3</b>	<b>Days</b>	:	<b>Total Days</b>	<b>Working Days</b>	<b>Holidays</b>
<b>4</b>	<b>Date &amp; Time of Departure</b>	:			
<b>5</b>	<b>Date &amp; Time of Arrival</b>	:			
<b>6</b>	<b>Name &amp; Phone Nos. of Student Coordinators (for contact)</b>	:			
<b>7</b>	<b>Mode of Travel</b>	:	Train/Bus/Car/Van/Other Mode -Specify (Enclose details in <b>Annexure 1</b> )		
<b>8</b>	<b>Number of Students going/Strength of Class/percentage of students going</b>	:	..... / ..... / .....		
<b>9</b>	<b>Amount Collected per Student (Rs.)</b>	:	.....		
	<b>Copy of Principal's Approval of the Tour Proposal</b> (to be attached)				
<b>10</b>	<b>Copy of Approval Letter From Industries</b>	:	Yes/No (Enclose details in <b>Annexure 2</b> )		
<b>11</b>	<b>Accompanying Faculty Details and Undertaking Letter</b>	:	Yes/No (Enclose details in <b>Annexure 3</b> )		
<b>12</b>	<b>List of Students</b>	:	Yes/No (Enclose details in <b>Annexure 4</b> )		

13	<b>Accommodation Details with Confirmation Letter</b>	:	Yes/No (Enclose details in <b>Annexure 5</b> )
14	<b>Travel Itinerary with Each Day's Plan</b>	:	Yes/No (Should be enclosed in legible format with each days place of visit, industry visit, accommodation details, travel routes) ( <b>Annexure 6</b> )
15	<b>Undertaking Letter From Parents</b>	:	Yes/No (Enclose details as in <b>Annexure 7</b> )
16	<b>Recommendation of Chief Staff Advisor</b>	:	(Comments, Signature and Name with date)
17	<b>Recommendation of Faculty In-charge of Industry Relations (if any)</b>	:	(Signature and Name with date)

**HOD may put ✓ mark after verification of the corresponding details**

Mode of Travel		Approval from Industry		Faculty Details		Students Details	
Accommodation		Travel Itinerary		Undertaking by Parent and Student		Permission from RTO	

<b>Recommendation of the CSA and signature</b>	<b>Recommendation of HoD and signature</b>	<b>Approval by Head of Institution</b>

**Enclosures:**

- 1) Copy of Principal's Approval of the Tour Proposal- Phase 1 Approval
- 2) Mode of Travel (Annexure 1)
- 3) Copy of Approval Letter from Industries (Annexure 2)
- 4) Accompanying Faculty Details and Undertaking Letter (Annexure 3)
- 5) List of Students (Annexure 4)
- 6) Accommodation Details with Confirmation Letter (Annexure 5)
- 7) Travel Itinerary with Each Day's Plan (Annexure 6)
- 8) Undertaking Letter from Parent and Student (Annexure 7)
- 9) Approval from RTO (Annexure 8)

**ANNEXURE 1****Mode of Travel**

<b>Sl.No</b>	<b>From - To</b>	<b>Mode of Travel</b>	<b>Travel Details * Vehicle Number, with Name &amp; Phone number of Agent and Driver.</b>	<b>Responsible Person Handling</b>
1.	#From SAINTGITS to Railway Station/Airport	SAINTGITS Bus/Other Mode Specify		
2.	From Railway Station/Airport to Travel Destination	Train/Flight (Attach copy of Travel Ticket etc.)		

# Applicable if travel by Rail/Air

\* If Travel by outside SAINTGITS bus RC copy of the bus should be attached

If the entire travel is arranged by an external agency in a separate vehicle, please update the details below

<b><u>Travel Details</u></b> Vehicle Number, with Name & Phone number of Agent and Driver	
Name and Mobile Number of student responsible for the entire travel	
Name and Mobile Number of staff responsible for the entire travel	

<b>Signature of PRO</b>	<b>Signature of CSA</b>	<b>Signature of HoD</b>



**ANNEXURE 2****Copy of the Approval Letter from Industry**

- Should contain clear date, time and number of days of Visit
- Letter should be from the authorized person from the industry minimum at managerial level with seal.

**ANNEXURE 3****Accompanying Faculty Details (add/subtract rows as per requirement)**

<b>Sl.No</b>	<b>Name of the Faculty/Employee ID Designation/Department</b>	<b>Male/Female</b>	<b>Contact Mobile Number and Email ID</b>	<b>Alternate Contact, In case of Emergency</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

**Signature of the HoD**

### **UNDERTAKING LETTER - FACULTY**

We hereby undertake that the Industrial Visit/Study Tour/Out Bound Training for the students of ..... (Batch), scheduled to be held on (From / to) .....is purely academic related and at any case, we shall undertake full responsibility for the students' actions and behavior at all times during the course of the Industrial Visit/Study Tour/Out Bound Training. We further undertake not to breach the safety guidelines and discipline guidelines of SAINTGITS.

<b>Sl.No</b>	<b>Name</b>	<b>Signature with date</b>
<b>1.</b>		
<b>2.</b>		

**Signature of the HoD**

**ANNEXURE 4****List of Students**

<b>Sl.No</b>	<b>Reg.No</b>	<b>Name</b>	<b>Mobile Number</b>	<b>Male/Female</b>	<b>Blood Group</b>	<b>Special Problem if any</b>
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						
<b>..</b>						
<b>..</b>						

**Signature of the HoD****ANNEXURE 5****Accommodation Details**

<b>Sl. No</b>	<b>Name of Hotel/Guest House</b>	<b>Address and Phone Numbers</b>	<b>Responsible Person Handling</b>	<b>Date/s of stay</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				

\* Attach the accommodation booking copy, if any

**Signature of the HoD**

**UNDERTAKING LETTER - PARENTS****SAINTGITS COLLEGE OF ENGINEERING****Pathamuttom, Kottayam - 686532**

Dear Parents,

Industrial/ Educational visits/ tours are arranged by the college for the benefit of the students as a part of the curriculum of technical education. As the industries are located at distant places from the college, the students have to travel by bus/train at their own expense.

In this connection, the parents are hereby informed that the college will not be held responsible in any way if any untoward incident takes place while travelling or visiting the industries, causing injuries of any kind to the students. Parents are also requested to advise their wards to maintain discipline at public places and take care of their health during the Industrial/ Educational visits/ tours.

Date :

PRINCIPAL

**Undertaking from Parents for Industrial/Educational Visit/ Tour of Their Ward**

We the parents of Mr./Miss ....., Branch: ..... Semester: ....., studying in Saintgits College of Engineering, do hereby undertake that we are permitting our ward to join the Industrial Visit/ Study Tour/Educational Tour as per the details furnished below: Faculty, Staff or the Management of Saintgits College of Engineering will not be held responsible in case of any mishap/eventualities during the trip.

Scheduled places of visit:	(1)
	(2)
	(3)
	(4)
Scheduled date and time of departure from Saintgits	
Scheduled date and time of arrival at Saintgits	
Mode of transport	

<b>Name of the Parent (Father/Mother)</b>	<b>Phone number</b>	<b>Signature</b>	<b>Date</b>
<b>Name of the student</b>	<b>Phone number</b>	<b>Signature</b>	<b>Date</b>