



Dr. T. Thimmaiah Institute of Technology

Oorgaum – KGF

INDUSTRIAL VISIT / CULTURAL FEST VISIT / SPORTS / OUTBOUND TRAINING APPROVAL FORM

Department :	Semester:
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Date:

Kindly read the Guidelines for Industrial / Cultural Visit/ Sports Participation Approval before filling 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
- 6 **Copy of Approval letter from Industry** : Yes/No (Enclose details in Annexure 1)
- 7 **Total Number of Accompanying Faculty** : Male: Female: Total:
Yes/No (Enclose details in Annexure 2)
- 8 **Total Number of Students participation** : Male: Female: Total:
Yes/No (Enclose details in Annexure 3)
- 9 **Accommodation Details with Confirmation letter** : Yes/No (Enclose details in Annexure 4)
- 10 **Undertaking Letter From Students** : Yes/No (Enclose details in Annexure 5)
- 11 **Approval from the HOD (Signature with Seal)** :
- 12 **Approval from Principal (Signature with Seal)** :

Note:

- **The Form should be submitted One week prior to the departure**
- **Students attending the Industrial visit / outbound training (Group of Four students) should submit an observation report *compulsorily* within one week after their arrival.**

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.ID Designation/Department	Male/Female	Contact Mobile Number and Email	Alternate Contact In case of Emergency
1.				
2.				
3.				
4.				
5.				

Accommodation Details

Sl.No	Name of Hotel/Guest House	Address and Phone Numbers	Responsible Person Handling	Remarks
1.				
2.				
3.				

* Attach the accommodation booking copy

HOD
(Signature with Seal)

List of Students Details

Sl.No	USN	Name	Mobile Number	Male/Female	Blood Group
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
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21					
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23					
24					
25					

HOD
(Signature with Seal)

Undertaking Letter - Students

We the students of -----Department at Dr. T. Thimmaiah Institute of Technology - KGF do here-by undertake that we are going on Industrial Visit / Cultural Visit / Sports Participation / Outbound Training to ----- (Place) organized on date -----.

Departure date ----- and time -----from Dr. T T I T - KGF

Arrival date ----- and time ----- at Dr. T T I T - KGF.

Faculty and staff of Dr. T T I T - KGF will not be held responsible for any mishap / eventualities during the trip.

Sl.No	USN	Name	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

* The Undertaking should repeat in all pages

HOD
(Signature with Seal)

Guidelines to Get Final Approval for Industrial Visit / Cultural Visit / Sports Meets / Field Trip / Out Bound Training/

- 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***)
- 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).
- 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, 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 15: 1.**
- **Lady faculty member should accompany girl students (It is applicable even if only one girl student is going for a trip)**
- All students should get approval from their parents, mentor & HOD.
- Accompanying 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.
- No student shall be compelled to participate or to contribute money for any kind of tour just for the sake of fund management during the tour. In case of any such compulsion, the student(s) can report to the Safety Committee.
- 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 Dr. TTIT - KGF
- Before leaving for Industrial Visit/ Sports Meet/ Study Tour / Outbound Training etc., concerned faculty organizer shall arrange to procure adequate and proper FIRST AID KIT in consultation with our 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 Dean/Director.
- The faculty should have full knowledge of the health condition of each participant in order to determine whether specific participant(s) should not be allowed to take part in the activities.
- 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 department.
- Students attending the Industrial visit / outbound training (Group of Four students) should submit an observation report **compulsorily**.