



# Vel Tech

Rangarajan Dr. Sagunthala  
R&D Institute of Science and Technology  
(Deemed to be University Estd. u/s 3 of UGC Act. 1956)



**General Policy for Educational tours,  
Study tours, Field visits, Industrial visits  
and Excursions**

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## Purpose of the policy:

The safety and security of the students both inside and outside the campus is a matter of paramount importance. The following precautions and norms are to be adhered to in order to ensure the safety and security of the students when sent on Educational tours, Study tours, Field visits, Industrial visits, Excursions etc.

1. A clearly typewritten request for the industrial visit has to be initiated from the Head of the Department through Dean of the School citing that the tour undertaken is required for the benefit of students or is related to the curriculum of the course into which such students are enrolled.
2. The Dean of the School should ensure that prior permission is obtained in advance from the industry/institution to which such tour is being undertaken. The same should be enclosed with the request letter.
3. The Dean of the School should ensure that adequate insurance cover (accident and life cover) is provided for every student and faculty participating in such tours, at the institution's cost.
4. One or two faculty members should accompany the students on such visits. Further, a lady faculty should accompany if there are girl students participating in the visit.
5. Each student participating in the visit should fill the undertaking letter (as per the format) that they would abide by the rules and guidelines throughout such tours and the same has to be signed by one of the parents or the local guardian.
6. A recent medical fitness certificate of a recognized medical practitioner should be obtained for each student prior to participating in such tours.
7. Faculty accompanying the students must sign an undertaking letter that: -
  - He/she will take care of the students participating in the tour
  - He/she would ensure that the students would abide by the rules and regulations of the industry
  - He/she would be liable for disciplinary action if it is found that the safety of the students is compromised in any manner during the tour.

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## Documents to be submitted at the Dean Academics office for approval

1. Request letter from the Head of the department through Dean of the School
2. Acceptance letter from the visiting industry
3. Name list of the participating students with their basic details
4. Undertaking letter of the accompanying faculty
5. Undertaking letter from each student participating in the visit
6. Medical fitness certificate from each student participating in the visit
7. Budget requirements.

***“The documents in completed format should reach the Dean Academics office at least 5 working days before the Visit”***

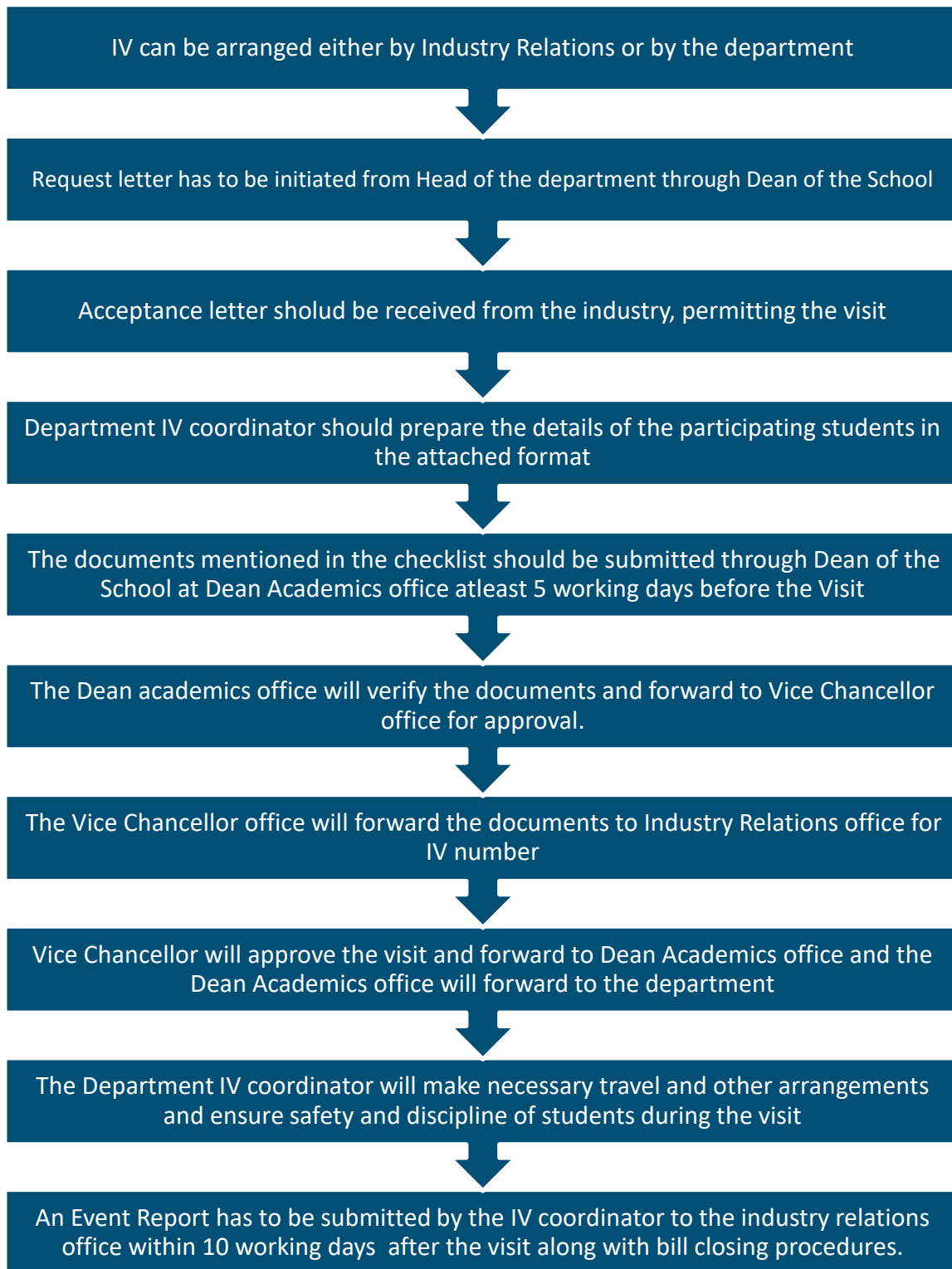
After completion of visit an event report has to be submitted to the office of the industry relations by all the accompanying faculty, duly checked and signed by the Head of the Department.

## The IV Completion report should contain the following details:

1. Request letter from the Head of the department through Dean of the School
2. Acceptance letter from the visiting industry
3. Name list of the participating students with their basic details
4. Undertaking letter of the accompanying faculty
5. Visit photos
6. Feedback from few students (minimum 5 students)
7. Statement of expenditure and Bills

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## Process Flow Chart:







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## Undertaking by the Faculty member(s) accompanying students during Industrial Visit

I/We \_\_\_\_\_,  
(Name & Designation with TTS Number), Faculty of \_\_\_\_\_  
(Department Name) hereby declare that I/we am/are going to \_\_\_\_\_  
\_\_\_\_\_ (name of the industrial visit site) on  
\_\_\_\_\_ (DD/MM/YY) at \_\_\_\_\_ (Location). I/We will take care of  
the students participating in the Industrial visit. I/We shall ensure that the students abide by  
the rules and regulation of the Institution/Organization/Company/Industry. I/We understand  
that I/we am/are wholly responsible for the safety and security of the students and stand liable  
for any disciplinary action as per Institutional norms; if it is found that the safety / security of  
the students is compromised in any manner during the Industrial visit.

Date:

Signature of the Faculty 1

Name:

Aadhaar Number:

Mobile Number:

Signature of the Faculty 2:

Name:

Aadhaar Number:

Mobile Number:

Signature of HoD with seal

Signature of Dean with seal



**Letter of Undertaking for Industrial Visit by students**

Sir,

I, \_\_\_\_\_ Roll No \_\_\_\_\_ and pursuing a Course of Study in \_\_\_\_\_ (Degree & branch), \_\_\_\_\_ Year & \_\_\_\_\_ Semester do solemnly declare that I have with the express consent of my parents voluntarily and willingly and out of my free will have signed up for the industrial visit to \_\_\_\_\_ at \_\_\_\_\_ (to state the company name, and address ) [hereinafter referred to as “the Company”], arranged by the University as a part of improving and having firsthand knowledge about industries

I, hereby agree and confirm to abide by the terms and conditions set out by the University for such internship/ Industrial visit. I further declare and confirm that the University shall not be held responsible in the event of any misfortune or loss of property (personal belongings) or accident/s resulting in permanent or temporary total or partial disablement or major or minor injury or injuries or fatality during the course of this Industrial visit. I shall undertake full responsibility for all the consequences should any other person or body suffer any personal injuries and/or damage to property as a result of my negligence or act of omission or commission willful or otherwise during the course of this Industrial visit.

I shall indemnify and keep indemnified the University against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent or act of omission or commission will full or otherwise during the course of Industrial visit. I shall undertake to uphold the high reputation of the University and abide by the code of conduct of the University, and all other relevant rules and regulations at all times during the course of my Industrial visit.

I shall abide by the rules and condition prevailing in that industry at the time of my Industrial visit and the University shall in no way be responsible for any violations thereof on my part.

I further assure and confirm that I shall never deviate from the set programme and schedule and should I do so, I understand that I am liable to be discharged from the university. I undertake to meet the expenses in connection with the Industrial visit including travel, stay and all incidentals.

Yours truly

Student’s Signature and date:

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_ Hosteler/Day-scholar \_\_\_\_\_

**I agree and consent to the above.**

Parent or local guardian or Mentor’s signature and date

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_