



PRESIDENCY UNIVERSITY

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Approved by AICTE, New Delhi

GUIDELINES ON EDUCATIONAL TOURS AND INDUSTRIAL VISITS

(These guidelines are made in accordance with Section VIII (iii) of the Regulation on
Career Services and Industry Connect)

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PRESIDENCY UNIVERSITY
GUIDELINES ON EDUCATIONAL TOURS AND INDUSTRIAL VISITS

(Under Section VIII (iii) of the Presidency University Regulation on Career Services and Industry Connect)

1. PREAMBLE

Educational Visits and Industry Visits bridges the gap between theoretical training and practical learning. Students get an opportunity to gain knowledge about the field of their interest. Interfacing with the industry provides a chance to build networks and hone their skills. It helps the students to learn about the various facets of the corporate functioning. To provide access to efficient, interactive learning opportunities through educational tour so as to -

- i. Provide exposure to recent happenings in industry through a visit to Expo or Company.
- ii. To Promote students an opportunity to witness various industrial processes from close proximity.
- iii. To provide students an opportunity to present research work at conferences/congress.
- iv. To provide opportunities for Interaction of students with industry people.
- v. To help Build University-Industry relationship through interaction of staff members with industry personnel.

2. SHORT TITLE AND APPLICATION

- i. This document shall be called the “Presidency University Guidelines on Educational Tours and Industrial Visits”.
- ii. This document shall come into effect from the date of approval by the Academic Council and ratified by appropriate higher bodies.

3. GENERAL GUIDELINES FOR ALL TOUR PROGRAMS

- i. The class representatives **or any two** members (One boy & One girl) nominated by the students with the approval of Dean/HOD shall act as tour coordinators of their class. These two students will meet the Dean/HoD for discussion regarding planning and organization of the study tour.
- ii. The tour coordinators are responsible regarding
 - a) Preparation of detailed tour plan;
 - b) Getting Dean’s/ HoD’s permission, and;
 - c) Handing over all the relevant documents to Dean / HoD.
- iii. The concerned Dean/HoD shall take the approval on the Travel Plan from Office of the Vice Chancellor and, identify one/two faculty to coordinate the visit.
- iv. The accompanying faculty members will provide an oversight for the conduct of the study tour as per the approved travel plan by the office of the Vice Chancellor.

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- v. The accompanying faculty member may revise/cut short the study tour in consultation with Dean/HoD, at any point of time of the tour in case of occurrence of any inappropriate or unexpected incidence (violation of travel plan, tour manual, misbehaviour, disobedience, accident, etc) during the tour.
- vi. The Vice Chancellor is the final authority for the approval and modification of the educational tour.
- vii. The travel has to start from the University campus itself and return to the University campus within the stipulated time.
- viii. In case of any delay or changes in travel plan (due to unexpected holidays) it should be informed to Dean/HoD
- ix. Students under suspension are not eligible for educational tour.
- x. It is compulsory that all students must submit a detailed report (Industrial visit, Study tour), routed through faculty coordinator to Dean/ HoD.
- xi. The date of submission of report should not exceed two weeks from the date of return.
- xii. The University will not be held liable for any consequences brought on by student's disobedience or misbehavior during their entire duration of visit, including the journey. Before the students are permitted to go on the study tour, an **undertaking (Annexure II)** to this effect is to be taken from all participating students by the Dean/ HOD of the concerned School/Department. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per the University rules.
- xiii. Students undergoing Industrial Visit/training should compulsorily carry ID card.
- xiv. At least two faculty members should compulsorily accompany the students. In case of any inconvenience/ unexpected exigency, they have to handover their charge to any other faculty member and the same should be informed to Dean/HoD and coordinated accordingly.
- xv. A lady faculty member should also accompany the students where there is representation of girl students. In the absence of lady faculty member, spouse (wife of the accompanying male faculty member) also can be considered.
- xvi. The accompanying faculty members are eligible for duty leave and TA/DA as applicable.
- xvii. Smoking, liquor consumption, and objectionable activities are strictly prohibited during the entire tour program.
- xviii. Students suffering from health problems will not be allowed to participate in the tour/visit. Before being permitted to proceed on study tour, all students must submit a fitness/health certificate signed by a qualified doctor/physician
- xix. 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 individual students.

- xx. A banner of study tour which displays University name and address should be placed in front of the bus in case the travel is conducted through bus. For long duration multi-city tour, a banner can be carried, and good photographs be taken with the banner at various locations visited.
- xxi. **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 Dean/HoD one week before the commencement of the tour.
- xxii. A separate list of students living in hostel and going on the tour shall be forwarded to the office of Chief Warden at least two days in advance in the prescribed proforma (**Annexure VIII**) by the Dean/HOD of the concerned school/department, and the copy thereof must be attached with the tour proposal application.
- xxiii. Education tour, and Industrial Visits will be permitted only to places approved by the Management.

4. PROCEDURE TO OBTAIN PERMISSION FOR TOUR

- i. The Dean/HoD of the concerned School/department should submit proposal to the Office of the Vice Chancellor in the prescribed format (**Annexure I**), at least a month before the actual journey is planned. The request for the trips which require more time to book tickets, bus, accommodation, etc. need to be submitted sufficiently in advance.
- ii. The permission letter (hard or soft copy) obtained from the company they plan to visit should compulsorily be produced along with the proposal to the Vice Chancellor.
- iii. Dean/HoD should submit a detailed travel plan, student's list (total students list, separate list of boys and girls) details of accompanying faculty members along with the proposal to the Office of the Vice Chancellor.
- iv. Advance payment (ticket booking for train journey, bus, accommodation or any other payment) should not be done before getting permission.
- v. The tour coordinators should handover the necessary details viz Student Undertaking, Parents Consent & Undertaking, List of Students, List of Hostellers (**Annexure II, III, VII and VIII**) to the Dean/HoD after getting permission from the office of the Vice Chancellor. This shall be done one week in advance.
- vi. Regular attendance is admissible for all students for all the tour programmes who are accompanied by faculty members. Faculty members for the respective tour program shall be considered under duty leave.
- vii. The Dean/HoD should submit the necessary details (**Annexure V and VI**) to the Vice Chancellor at appropriate timelines.

5. EDUCATIONAL TOUR

- i. 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.
- ii. Only one educational tour is permitted during the entire program and should be conducted in any semester suitable for the department without affecting the academic schedule.
- iii. Number of days for educational tour should not be extended more than 2 full working days. Students should necessarily visit two industrial establishments during their educational tour. Educational tour shall be permissible only once. Splitting the tour, into two or more, are not allowed.
- iv. Places of educational tour can be proposed by students in consultation with Dean/HOD.
- v. Mode of Journey:
 - a. Rail journey is preferred for all places if possible.
 - b. Road journey is also allowed, provided the distance should not exceed 600 Kms.
 - c. In exceptional cases, air travel could be considered if it works out to be more cost effective than other modes of travel, primarily to conserve days spent in traveling.

6. INDUSTRIAL VISIT

- i. As per the University regulation students should undergo Industrial training to meet additional requirements for the degree
- ii. 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.
- iii. Students are permitted to go for Industrial visit or training only after first year
- iv. Minimum of two faculty members should accompany the students during the Industrial visit
- v. A signed copy of Industries visited along with students' details and geo tagged photographs must be kept for future records

7. PLEASURE TRIP

No pleasure trip is permitted during the entire program of study.

8. AMENDMENTS

These guidelines will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Vice Chancellor.

ANNEXURE - I
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 (Start and End) 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 VII & VIII)
 a. Number of Boys :
 b. Number of Girls :
 8. Details of accompanying Faculty members

Sl. No.	Name	Designation	Department	Signature

9. Details of Industry from which permission obtained :
 (Attach copy of permission letter)
 Industry 1 :
 Industry 2 :
 10. Total number of actual days :
 a. Number of nights :
 b. Number of days :
 11. Total number of working days :
 a. Number of nights :
 b. Number of days

Signature of Class Representatives/Tour coordinators

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

Place :

Date :

ANNEXURE II

STUDENT'S UNDERTAKING

Sir/ Madam,

I, _____, a student of _____ (title of the programme/course), _____ (year/semester) of the Department of _____ request you to allow me to go on an educational tour/industrial visit to _____(name of place) from ___/___/____(date) to ___/___/____(date).

My parents have given consent for the tour/visit which is attached herewith. I state that I am healthy and not exposed to any contagious disease recently. I am going on the tour/visit on my own free will and I fully understand the risk(s) involved during such tour/visit, and Presidency University shall not be responsible for any negative thing that may happen during the course of the tour/visit. I further undertake to behave responsibly on the tour/visit and obey the directions of the accompanying Faculty and understand that disciplinary action may be taken if I do not follow the same.

Yours faithfully,

Signature: _____

Date: _____

Name: _____

Place: _____

Enrolment No: _____


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Annexure III

PARENT'S CONSENT AND UNDERTAKING

Sir/ Madam,

My ward, Mr./Ms. _____ (Name of student), a student of _____ (title of the programme/course), _____ (year/semester) of Department of _____, has desired to go on an educational tour/industrial visit to _____ (name of place) from ___/___/___ (date) to ___/___/___ (date). I hereby give my consent for the same and undertake the full responsibility of my ward's good behaviour and safety. Further, I declare that I fully understand the risk(s) involved during such tour/visit and that the university shall in no way be responsible for any negative thing happening to my ward during the course of the tour/visit.

Signature: _____

Date: _____

Name: _____

Place: _____

Relationship to ward: _____

Mobile No.: _____

Address: _____

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Annexure IV

CONSENT & UNDERTAKING BY FACULTY ACCOMPANYING THE STUDENTS

To,
The DEAN / HOD

Sir/ Madam,

I, _____ (name), a Faculty at the Department of _____, being deputed to accompany the students on an educational tour/industrial visit to _____(name of place) from ___/___/___(date) to ___/___/___(date), agree to accompany the students on this tour/visit on my own free will and consent. I, further, undertake to perform my duty efficiently and to take due care of the students and the discipline among them. I also undertake to observe due care and caution to protect and enhance the image and dignity of the university during the course of this tour/visit.

Yours faithfully,

Signature: _____

Date: _____

Name: _____

Place: _____

Designation: _____

Mobile No.: _____


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Annexure V

UNDERTAKING BY DEAN / HOD

It is certified that in the proposed educational tour/industrial visit/sports tournament visit to _____(name of place) from ___/___/____(date) to ___/___/____(date) of the students of _____ (title of the programme/course), _____ (year/semester) of the Department of _____, all prescribed formalities have been completed and I am satisfied with the preparation/arrangements for the tour. Further, I shall remain in touch with the faculty accompanying the tour and keep myself updated on the progress of the tour/visit. Necessary instructions have been given to the students and the accompanying faculty for maintaining decorum and discipline during the tour.

Signature: _____

Date: _____

Name: _____

Place: _____

Dean / HOD

Department of _____

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Annexure VI

DECLARATION BY DEAN / HOD FOR HOSTELLER ON TOUR

It is certified that in the proposed educational tour/industrial visit/sports tournament visit to _____(name of place) from ___/___/____(date) to ___/___/____(date) of the students of _____(title of the programme/course), _____ (year/semester) of the Department of _____, the hosteller students accompanying the tour shall carry pass from the hostel accompanying the tour.

Signature: _____

Date: _____

Name: _____

Place: _____

Dean / HOD

Department of _____

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