



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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INDUSTRIAL VISIT POLICY



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Industrial visit provides students an insight into the real working environment, workstations, plants, assembly lines, machines, systems and interact with highly trained and experienced personnels. Such visits provide the students with an exposure to the real world and the practical working environment of the outside world. This kind of Industrial visit will provide the students with a practical perspective of the concepts and theories that are taught to them. These visits give opportunities to the faculty and students to get familiarised with the practice of the industry and its associated activities, thereby bridging the gap between academic learning and industry applications.

Faculty members shall accompany the students for the industrial visit. Each student shall submit detailed reports of the visit to the HoD within 2 weeks after the programme. These reports signed by the faculty in charge and Head of the Department.

GUIDELINES FOR INDUSTRIAL VISIT

- Any two students of a class (one boy and one girl) with the approval of the Head of the Department can act as Industrial visit coordinators of the class.
- The student representatives meet the Head of the Department at regular intervals for discussion about the industrial visit.
- The coordinators are responsible for preparing a detailed plan for industrial visit with the permission of the Head of the Department.
- The detailed plan, thus prepared should be submitted to the principal for approval, atleast 2 weeks before the commencement of the industrial visit.
- The students are expected to spend a minimum of 3 to 4 hours per day in an industry during the period of their industrial visit.
- It is the duty of the faculty members to accompany the students for the industrial visit. In case of any inconveniences, they have to handover their charge to any other faculty member in consultation with the Head of the Department.
- The accompanying faculty members will be responsible for the conduct of industrial visit as per the plan approved by the principal.
- In case of girl students attending the industrial visit, a lady faculty member must accompany the students.
- The faculty member who is accompanying the students for the industrial visit has the right to cut short the visit in consultation with Head of Department at any point of time of the visit, in case of occurrence of any inappropriate incidents (violation of the plan approved by the principal, misbehaviour, disobedience, accident etc.) during the industrial visit.
- In order to meet the Government of Kerala circular, no bus journey is allowed at nights (11pm to 4am). Refer Govt.of Kerala, Higher Education (J) Department order No 11170/J2/13/H.Edn, dated 27.05.2013.

- The bus journey has to start from college campus itself and return to the college campus within the stipulated time.
- In case of any delay or changes in travel plan (due to unexpected holidays like Harthal etc.) It should be informed to HoD and Principal.
- Students under suspension are not eligible for industrial visits.
- It is compulsory that all students must submit a detailed report about the Industrial Visit, under the guidance of faculty and HoD. The date of submission of report should not be later than 2 weeks from the date of return.
- Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and deals accordingly as per college rules.
- Students undergoing industrial visit should compulsorily carry their college identity card and wear them during industry visits
- The accompanying faculty members are eligible for duty leave as per the norms of the institute.
- Consumption of liquor, smoking and such activities are strictly prohibited during the entire program of IV.
- Students suffering from health problems will not be permitted to attend their visit.
- A medical kit with first aid facilities and medicines for common health problems should be compulsory stocked.
- Parents' consent letter, in the prescribed format is compulsory for all the students who are attending the industrial visits and the same should be handed over to HoD before the journey.
- The Industrial visit will be permitted only to the selected places.
- A letter of permission needs to be drafted with all the necessary details for the industrial visit. The letter must be signed by the HoD and the Principal.
- Once the permission letter is signed by the principal, three official letters from the college (letter of permission, letter of intent and the letter of acknowledgement) can be collected from the office.
- The letter of permission can be used to obtain the entry requirements to the industry.
- The letter of intent will need to be signed by the official person in charge of the visit at the industry.
- The acknowledgement letter must be handed to the official person incharge of the visit at the industry in gratitude.
- After the completion of the visit, the signed letter of intent and the report of the visit with photographs needs to be submitted to the HoD.