



THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI-625015

INDUSTRY VISIT POLICY

SOP FOR STUDENTS' INDUSTRIAL VISITS – AY 2024-25 ONWARDS

1 INTRODUCTION

Industry visits provide real-world exposure, bridging the gap between theoretical knowledge and practical application, enhancing students' understanding of engineering concepts. They enhance interactions with professionals and observation of industrial processes offer valuable insights into current trends, technologies, and challenges, preparing students for the demands of the workforce. These visits foster networking opportunities, enabling students to establish connections with industry experts, potentially leading to internships, job placements, and collaborations, thereby enhancing their career prospects. Students may be allowed for Industry visits and Excursions based on the college policy.

2 GUIDELINES

The HoDs, Faculty in-charge of Industrial Visit and students shall adhere to the following guidelines and ensure its compliance from the planning of Industrial visit to the completion of visit:


- Industrial Visit shall be arranged according to the academic requirements and as per the norms of the affiliating University. HOD must certify that the tour is required for the students or is related to their curriculum.
- The visiting companies shall be relevant and suitable ones to the specialization and academic requirements.
- Industrial Visit shall fall within the stipulated period announced by the college. The stipulated period shall be informed to the IV-Faculty in-charge and Students through HoD and Dean (III) well in advance to enable IV to go through a diligent process including communicating to the potential companies and obtaining permission to visit.
- Industrial Visit shall **not exceed two days**, preferably it has to be scheduled on **Friday and Saturday**.

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- **For I and II Year – only 1 day is permitted.** Start the journey on Thursday Night and return within Friday Night. All students should attend classes on following Monday.
- **For III year – only 2 days are permitted.** Start the journey on Thursday Night and return within Saturday Night. All students should attend classes on following Monday.
- Industrial visit shall be allowed only if more than **75 percent of students** have shown interest and be registered for IV.
- The entire IV Plan including Permission Letter from the visiting companies, permission letter, Route Map, list of students with their contact no. (preferably mobile phone), list of faculty-escorts with their contact details, Undertaking letter from student and Parent, Driving License and Permit shall be available in the file and be checked by IV In-charge faculty. Once the plan is approved by the Dean (III), the further changes need approval. Otherwise, the IV programme shall be cancelled.
- The bus shall carry a banner exhibiting the college name and Industrial Visit.
- There shall be insurance cover for every student and faculty member participating in such tours. It also asks for accident cover, and life cover.
- Students must carry security ID cards with details of their parents or local guardians and their contact numbers.
- The heads of departments should also ensure prior permission for the tour and gain written permission from one of the parents or the local guardian for each student. (Annexure I)
- Participating students must be given an undertaking that they will abide by the rules and guidelines throughout the tour. Undertaking from the parents freeing the institution from the risk of personal and material loss if incurred during the visit should be submitted by each and every student. (Annexure II)
- Accompanying faculty members must be given an undertaking that they will take care of the students and ensure that rules are followed. (Annexure III)
- If any complaint/misbehavior is reported against student during IV, the college shall take appropriate punitive measures ranging from suspension to termination depending upon the case.
- First aid for the students and faculty members participating in such tours can be ensured.

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- Avoid trip to hilly stations, water bodies (rivers, swimming pool, boating place etc.) during industrial visit.
- Discipline should be maintained both in industry and public. Students should behave in a very decent manner. Any violation will be viewed very seriously.
- Though the students organize industrial visit, the decision of the accompanying faculty will be final in all matters related to IV. All the students should obey the instructions of faculty in-charge of IV.
- The payment for transport and accommodation should be done only after approval from the Principal.


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Annexure I**UNDERTAKING LETTER – STUDENTS**

We the students of -----
 -----Programme at Thiagarajar College of Engineering,
 Madurai – 625015 do here-by undertake that we are going on Industrial Visit/Study
 Tour/ to -----organized on date -----
 -----departure date ----- time -----from
 TCE -----and arrival on date -----
 time -----at TCE. Faculty and staff of TCE will not be held responsible
 for any mishap/eventualities during the trip.

Sl.No	Roll No	Name	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

* The Undertaking should repeat in all pages

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Annexure II

UNDERTAKING FOR INDUSTRIAL VISIT**Undertaking by Student**

I ,....., the student of Department (Roll no.....) hereby declare that I am going to during to

I will cooperate with all my classmates and will follow all the instructions given by faculty member/ team leader. In case of any act of indiscipline or misbehaviour by me, I shall owe responsibility and shall abide by the action / decision taken by the faculty member/ team leader. I will follow all the moral duties during the industrial visit.

Date.....

Signature of the student

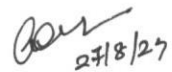
Undertaking by Parent/Guardian

I, Mr/Mrs father/mother of I am aware that, my son/daughter is participating in the industrial visit organised by the university scheduled from to with our full acceptance. I shall ensure that my son/daughter shall abide by the university terms & conditions for industrial visit. I hereby declare & confirm that the university shall not be held responsible in the event of any misfortune or accidents and/or personal injuries whether fatal or otherwise involving my son/daughter. I shall take full responsibility of all the consequence should any other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of my son/daughter negligent act during the period of industrial visit.

I confirm that my ward is covered with an accident and life insurance. Further, the university shall not be responsible for my son/daughter misconduct or wrongdoing at all times during the period of industrial visit & shall obey the instructions of the faculty members who are accompanying during the industrial visit.

Date.....

Signature of parent/guardian



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Annexure III

UNDERTAKING LETTER - FACULTY

We here-by undertake that the Industrial Visit/ Study Tour is purely academic related and We shall undertake full responsibility of the student's actions and behavior at all times during the course of Industrial Visit/Study Tour. We further undertake not to breach the guidelines of Thiagarajar College of Engineering at any cost.

Sl.No	Name	Signature
1.		
2.		

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