



INDUSTRIAL VISIT/CULTURAL VISIT/ FIELD TRIP/STUDY TOUR/OUT BOUND TRAINING APPROVAL FORM

School/Centre	Name of the Applicant	Person ID	Date

Kindly read the Guidelines for Industrial/Cultural Visit Approval before fill the 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 (Enclose details in Annexure 1)
- 6 Copy of Approval letter from Industry : Yes/No (Enclose details in Annexure 2)
- 7 Accompanying Faculty Details and Undertaking Letter : Yes/No (Enclose details in Annexure 3)
- 8 List of Students Male/Female : Yes/No (Enclose details in Annexure 4)
- 9 Accommodation Details with Confirmation letter : Yes/No (Enclose details in Annexure 5)
- 10 Faculty/Students Trained in First Aid/ Handling Fire Extinguishers : Yes/No (Enclose details in Annexure 6)
- 11 Undertaking Letter From Students : Yes/No (Enclose details in Annexure 7)
- 12 Approval from Programmer Chair/Division Leader :

(Sign with Seal)
- 13 Approval from Dean/Director :

(Sign with Seal)

Note: The Form should be submitted two weeks prior to the departure

Approval from University Student Safety Committee (Check List)

Mode of Travel Approval - Industry Faculty Details Students Details Undertaking Students Undertaking Faculty Accommodation Safety Training

(S. Sumathy)
Member

(C.L.V.Sivakumar)
Member

(G.P.Ganapathy)
Member

(Amit B. Mahindrakar)
Member

Mode of Travel

Sl.No	Details	Mode of Travel	Travel Details * with Phone number of Agent and Driver Phone Number	Responsible Person Handling
1.	From VIT University to Bus Stop/Railway Station/Airport	VIT Bus/Other Mode Specify		
2.	From Railways Station to Travel Destination	Train (Attach copy of Train Ticket etc)		
3.	Destination place to Industry Area and Back			
4.	Return Journey Details			

* If Travel by outside VIT bus FC copy of the bus should be attached

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/School/Centre/	Male/Female	Contact Mobile Number and Email	Alternate Contact In case of Emergency
1.				
2.				
3.				

UNDERTAKING LETTER - FACULTY

We here-by undertake that the Industrial Visit/Cultural Visit/ Field Trip/Study Tour/Out bound Training is purely academic related and at any case .

We shall undertake full responsibility of the student's actions and behaviour at all times during the course of Industrial Visit/Cultural Visit/ Field Trip/Study Tour/Out bound Training. We further undertake not to breach the safety guidelines of the VIT University at any cost.

Sl.No	Empl.id	Name	Signature
1.			
2.			

Annexure 4

List of Students Details

Sl.No	Reg.No	Name	Mobile Number	Male/Female	Blood Group	Special Problem if any
1.						
2.						
3.						
4.						
5.						
6.						

Annexure 5

Accommodation

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

* Attach the accommodation booking copy

Annexure 6

Faculty/Students Trained in First Aid/ Handling Fire Extinguishers

Sl.No	Emp.id / Reg.No	Name	Mobile Number	Faculty/Student	Remarks
1.					
2.					
3.					

UNDERTAKING LETTER - STUDENTS

We the students of -----
 Programme at VIT University, Vellore 632014 do here-by undertake that we are going on Industrial Visit/Cultural Visit/
 Field Trip/Study Tour/Out Bound Training to -----organized on date -----
 -----departure date ----- time -----from VIT University -----
 -----and arrival on date ----- time -----at VIT University. Faculty and staff of
 VIT University will not be held responsible for any mishap/eventualities during the trip.

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

* The Undertaking should repeat in all pages

GUIDELINES TO GET FINAL APPROVAL FOR INDUSTRIAL VISIT/CULTURAL VISIT/ SPORTS MEETS/ FIELD TRIP/STUDY TOUR/OUT BOUND TRAINING/

- The Programme Chairs 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)
- The Division Chair/Programme Chair approving the Industrial Visit/Field Trip/Outbound Training etc., shall ensure and endorse that the faculty members attached to the tour submit an undertaking stating that the tour is arranged only for Industrial Visit/ Study Tour/ Field Trip/ Outbound Training connected to academics, and students will not be taken or allowed to **mountain areas, rivers, canals, beaches, water parks, reservoirs, forest areas etc.**; and, they are personally liable and answerable for any such untoward incident taking place during the tour.
- Places with potential hazards, such as political unrest, negligent security, disease outbreaks, threats of earthquake or frequent occurrence of Cyclone and flood, should be avoided.
- 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).
- Faculty/staff arranged students' un-official tours shall be treated as violation of University Rules and the individuals organizing or arranging to organize such tours shall be subjected to appropriate disciplinary action.
- 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 (Bus/Train/Air/Ship/Other Modes), 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 20 : 1.**
- **Lady faculty member should accompany girl students (It is applicable even if only one girl student is going for a trip)**
- The Accompanying faculties should submit the undertaking letter
- All students should get approval from their Proctor/Faculty Advisor and parents.
- The faculty members accompanying the group may be mix of multiple languages talented in order to manage tour affairs confidently and successfully.
- Faculty should authorize the complete schedule
- Club coordinator should accompany in case of representing any club
- 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. Information relevant to the itinerary, such as the

addresses and telephone numbers of the lodging places, location of the local police stations, hospitals, clinics or first-aid units as well as the emergency call numbers en route, should be collected. Such information should be given to the parents and the responsible person in the school before the trip for emergency needs.

- It is preferable to arrange two students (of same gender) or more to live in a room when allocating accommodation. This will facilitate provision of support to fellow members. Once the arrangement for accommodation is finalized, no student should be allowed to make any change without a proper reason so as to avoid causing confusion.
- 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 VIT (Faculty and Students joining the group from their hometowns and leaving to their hometowns after the tour is not permitted under any circumstances)
- Before leaving for Industrial Visit/ Sports Meet/ Study Tour / Field Trip / Outbound Training etc., concerned faculty organizer shall arrange to procure adequate and proper FIRST AID KIT in consultation with our University Health Centre if necessary. The faculty members shall accompany the students throughout the tour/trip and shall stay along with the students.
- The faculty organizer should carry a small handy Fire Extinguishers (which is readily available in the fire safety office – back to TT Building) in order to apply them in case of fire accidents due to electric short circuit or otherwise either during travel or while staying in hotel etc., (An “ABC” dry chemical extinguisher can be used on any kind of fire). The unused fire extinguishers shall be returned by the faculty members to the Fire Safety Office. For the purpose, the Deans/Directors may take initiation to provide hands on training to all the faculty members with the help of our University Fireman Mr. AYUB KHAN.
- 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.
- It is advisable that at least one of the faculty or participants should know first aid and use of Fire extinguishers.
- Students should be reminded of the need to follow the Faculty instructions and observe all the safety regulations throughout the trip.
- After checking in a local hotel, the students should first find out where the “fire escape” is. They should also acquaint themselves with the exit direction, the escape route and the place of assembly in case of emergency.
- Faculty accompanying should pay attention to the weather forecasts and news broadcasts of the place of visit. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.
- 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 of the day. He/she should

take timely and appropriate action having regard to the circumstances of individual cases.

- The faculty should also arrange for any sick member to see the doctor immediately and to take effective preventive measures according to the doctor's advice. If necessary, the faculty should inform the parents and the school regarding the students' health conditions as soon as possible.
- The faculty should bring along with him/her the necessary safety equipment for the tour, for example, a first aid box, communications equipment (mobile phones), torches, etc.
- 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 Students' Safety Committee.
- Students attending the IV should submit an observation report for which internal marks may be awarded.

Note :

- **Faculty member participating in the tour would get 2 PI points per visit** (participating in School Administration)
- IV can be made in every semester as compulsory in part of the curriculum to motivate students and faculties