VIDYA ACADEMY OF SCIENCE AND TECHNOLOGY

THALAKKOTTUKARA, THRISSUR – 680501

Educational Tour Manual for B.Tech Program

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A. GENERAL GUIDELINES FOR INDUSTRIAL VISIT

1. Tour Coordinators

1. Two students (one boy and one girl), nominated by their class with approval from the Group Tutors (GTs) and Head of Department (HoD), shall act as tour coordinators.
2. The tour coordinators are responsible for:
    - Preparing the detailed tour plan
    - Obtaining permission from GTs and HoD
    - Submitting all relevant documents through GTs/HoD to the Principal

2. Responsibilities of Accompanying Faculty

3. Accompanying faculty members, preferably Group Tutors are responsible for conducting the tour as per the Principal's approved travel plan.
4. In case of any inappropriate incident (violation of travel plan, misconduct, disobedience, accident, etc.), the accompanying faculty member must, in consultation with the HoD, cut short the tour if required.
5. The Principal is the final authority for approving or modifying any educational tour.

3. Travel Regulations

6. As per Government of Kerala circulars, no night bus journeys are permitted.
7. The bus journey must start from and return to the college campus within the permitted time.
8. Any delay or change in the travel plan (due to any unexpected events) must be immediately reported to the HoD and Principal.
9. Students under suspension are not eligible for educational tours.

4. Reporting Requirements

10. All students must submit a detailed tour/industrial visit report routed through GTs to the HoD.
11. The report must be submitted within two weeks of return.
12. The college management is not responsible for any consequences arising from student misbehavior or disobedience during the trip.
13. Any disobedience toward accompanying faculty will be viewed seriously and dealt with as per college rules.
14. Students attending industrial visits/training must carry their college ID card.
15. At least one Group Tutor must accompany the students. If unavailable, the tutor must officially hand over responsibility to another faculty member and inform the HoD.
16. A lady faculty member must accompany the team if girl students are part of the tour.
17. Accompanying faculty members are eligible for duty leave and TA/DA as applicable.
18. Smoking, consumption of liquor, or similar activities are strictly prohibited throughout the tour.
19. Students with health issues will not be permitted to join the tour.
20. Students must carry an additional medical kit containing first-aid supplies and basic medicines.
21. A study tour banner displaying the college name and address must be placed on the bus.
22. A parental consent letter (Annexure III) is mandatory and should be submitted to GTs one week before the journey.

Procedure to Obtain Permission for IV

23. Departments must submit a request to the Principal in the prescribed format (Annexure I & II) at least two weeks before the planned journey. Departments needing more time for ticket or accommodation booking may apply earlier.
24. A permission letter from the company/industry to be visited must be enclosed with the request.
25. GTs/HoD must submit:

- A detailed travel plan
- Complete student list (boys and girls separately)
- Details of accompanying faculty members

26. No advance payment (for tickets, accommodation, etc.) should be made before obtaining Principal's approval.
27. After obtaining Principal's permission, tour coordinators must hand over required documents (Annexure II Part B, III, and IV) to GTs at least one week before the journey.
28. The detailed travel plan must be prepared using Annexure II and verified by GTs.
29. Regular attendance is admissible for all students participating in officially approved tours with faculty accompaniment. Others, if permitted, will be considered under duty leave.
30. If the travel is by bus, approval from the respective Regional Transport Office (RTO) must be obtained and submitted along with the final tour plan.

B. EDUCATIONAL TOUR (INDUSTRIAL VISIT)

1. Duration of Educational Tours

Educational tours may be proposed as follows:

1.1 Final/Pre Final Year : 9 Days (5 working days + 4 non-working days)
1.2 Second Year : 3 Days (2 working days + 1 non-working day)
1.3 First Year : 1 Day

1.1.1 Final /Pre Final Year Tour – Detailed Conditions

- For 9 days, the travel plan must include only five full academic working days.
- Students should visit at least two industries

1.2.1 Second Year Tour – Detailed Conditions

- For 3 days (3 days and 2 nights), the travel plan must include only two full academic working days.
- The Third night may be clubbed with the tour only for the forward train journey.
- It cannot be used for the return journey.
- Students should visit at least two industries

1.3.1 First Year Tour – Detailed Conditions

- The industrial visit shall start from the college by 6:00 AM and return before 5:00 PM
- Students should visit at least one industry

1.4.1 Bus Journey Timing: For bus journeys, buses must start from the college by 5:00 AM and arrive back before 8:00 PM.

2. Selection of Tour Locations: Students may propose the tour destinations in consultation with Group Tutors (GTs) and the HoD.

3. Mode of Journey

- Rail journey is preferred wherever possible.
- Road journey is allowed only if the total distance does not exceed 600 km.
- Night bus journeys are strictly prohibited.

C.

1. Faculty Accompaniment: A minimum of two faculty members must accompany students during any industrial visit.

2. Proof of Visit: A signed copy of student details (Annexure VI) obtained from the visiting industry must be submitted as proof of the visit.

3. Additional Training Programs

- Students may be encouraged to attend certified training programs (maximum one week) that support academics or employability.
- Such programs must not affect academic schedules.
- Participating students must obtain prior permission from the Group Tutor and HoD for duty leave.

Note

The above guidelines serve as recommendations for framing tour policies. The Principal holds full authority to approve, modify, or amend any or all of these rules.

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 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 IV)
   a. Number of Boys :
   b. Number of Girls :
8. Details of accompanying Faculty members :

Sl. No.	Name	Designation	Department	Signature
1				
2				
3				

9. Details of Industry from which permission obtained :

   (Attach copy of permission letter)

   - Industry 1:
   - Industry 2:

10. Total number of days :
    a. Number of nights :
    b. Number of days :

Signature of Class Representatives/Tour coordinators

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

Group Tutors

Verified all the details of the students record and travel plan as per the "Tour Manual" and they are eligible/not eligible for the specified tour. (Specify the clause as per manual in case of not eligible)

Recommended /Not recommended

Name :
Designation :
Signature :
Date :

Recommended / Not recommended

Head of Department

(Signature with date)

Sanction order of Principal

Permitted/Not permitted

Principal

(Signature with date)

(Office Seal)

Annexure II

TRAVEL PLAN FOR STUDY TOUR / INDUSTRIAL VISIT PART A

(To be attached with request of study tour)

1. Branch & Semester :
2. Nature of tour : **Study tour/Industrial visit**
3. Dates of journey : From …….. To…….
4. Total number of days :
5. Travel plan

Particulars	D1	N1	D2	N2	…….							…..	D9	N9
Date														
Boarding place & Time	**VAST**													
Places /Industry visited														
Destination Place & Time														**VAST @ 10 p.m**
Place of accommodation														
Remarks														

Signature of Class Representatives/Tour coordinators

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

Signature of Group Tutors with date

PART B

(To be handed over to Group Tutor within 1 week after getting approval for the journey)

1. Details of journey (*Use separate sheet if necessary*)

a. Details of Train (if applicable)

Train No.	:	Name of Train	:	
Date of journey	:			
Boarding station	:	Time of departure	:	AM/PM
Destination station	:	Time of arrival	:	AM/PM
PNR Number	:			

b. Details of Bus

Address of Travel agency :

(Including phone no.)

Reg. no. of Bus :

Seating capacity :

Whether the bus is A/c or non A/c :

c. Details of accommodation

Address of hotel booked :

(Including telephone number)

- **Night 1**
- **Night 2**
- **Night 3**

2. Total distance to destination :
(Can refer Google map)

3. Total fare/head (Including food/accommodation/bus or train charge

Signature of Class Representatives/Tour coordinators

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

Signature of Group Tutors with date

Annexure III

PARENT /GUARDIAN CONSENT LETTER FOR STUDY TOUR / INDUSTRIAL VISIT

I……Parent/Guardian of.....do hereby give my consent to my son/daughter for study tour/industrial visit to…… from……to……(….days) along with faculty members. During journey, I assure you that he/she will abide the rules and regulations stipulated by the faculty members and college tour manual. I understand that the college authorities will not be held responsible for any untoward incidents may occur during the journey.

Name of Student :

Contact No. :

Signature :

Name of Parent / Guardian :

Contact No. :

Signature :

Annexure IV

PARTICULARS OF STUDENTS AND PARENTS

Sl. No.	Admn. No.	Name of Student	Mob. no.	Name of Parent	Contact no.	Remarks
1						
2						
3						
4						
5						
6						

Annexure V

CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following students (copy attached) of……..branch and ……semester are permitted to undergo the specified tour to ……(Place/Industry) from ……. to …… ….. days; as per the college/ university norms and college tour manual in order to meet additional requirements for the degree.

Place :

Date :

PRINCIPAL
(College seal)

Annexure VI

CERTIFICATE

This is to certify that the following students (Students list attached) of……..branch and ……semester of Vidya Academy of Science and Technology, Thalakkottukara, Thrissur are undergone the Industrial visit, from …….. organisation on…… as per the company norms and regulations and completed successfully.

Place :

Date :

Authorized Signature

(Seal)

(To be attached with certificate from the company)

Format for list of students

College : **Vidya Academy of Science and Technology, Thalakkottukara, Thrissur**

Branch : **Semester :**

Sl. No.	Adm. No.	Name of Student

Undertaking from faculty members accompanying IV/ Educational Tour

We, the following faculty members are accompanying .....semester ..... Engineering students during their Industrial Visit/ educational tour (from _____ to _____) have verified the travel plan and visit schedules. We hereby undertake the responsibility to supervise and guide the team as per the approved schedule.

Signature of the Faculty Member

1. Name…… Designation & Dept …… Sign
2. Name…… Designation & Dept …… Sign
3. Name…… Designation & Dept …… Sign
4. Name…… Designation & Dept …… Sign

HOD

PRINCIPAL

MEDICAL FITNESS CERTIFICATE

(TO BE SUBMITTED AT THE TIME OF EDUCATIONAL CUM

INDUSTRIAL TOUR / INDUSTRIALVISIT / STUDYTOURS / FIELD

VISIT / EXCURSION ACTIVITY / OR ANY OTHER VISIT)

I certify that I have carefully examined Shri/Km/Smt. _____

Roll No. _____whose signature is given below. Based on the examination, I certify that he/she is physically fit to go for the proposed industrial visit during _____

Signature of the Candidate

Place:

Date:

Name&Signatureof

TheMedicalOfficerwith

Seal and Registration Number

**Strikewhicheverisnotapplicable*

***TobesignedbyaRegisteredMedicalPractitionerholdingaMedicaldegree.*

MEDICAL FITNESS CERTIFICATE

(TO BE SUBMITTED AT THE TIME OF EDUCATIONAL CUM

INDUSTRIAL TOUR / INDUSTRIALVISIT / STUDYTOURS / FIELD

VISIT / EXCURSION ACTIVITY / OR ANY OTHER VISIT)

I certify that I have carefully examined the following students (List attached with Name, Roll No: & Signature) whose signature was given below. Based on the examination, I certify that they are physically fit to go for the proposed industrial visit

during_____Signature of the Candidate

Place:

Date: *Name&Signatureof*

TheMedicalOfficerwith

Seal and Registration Number

**Strikewhicheverisnotapplicable*

***TobesignedbyaRegisteredMedicalPractitionerholdingaMedicaldegree.*