

Guidelines for study tour

The attention and co-operation of all students and parents are requested to conduct the study tour most effectively.

Study tour is encouraged during the course of study to learn the industrial application of various subjects, and to have a feel of the Industry Environment.

The study tour should be arranged as per the guidelines given by the Director of Technical Education in order no 3/25065/2015/DTE dated 14/03/2016.

The instruction regarding the Industrial Visits of students under KTU will be issued from University and shall be planned accordingly after receiving the calendar from university.

The suggested dates for 5th & 7th sem students study tour is given in the college calendar.

The maximum number of days permitted for study tour is as follows:

7th sem - 6 days (max: 5 working days)

5th sem - 4 days (max: 3 working days)

As per Calicut University curriculum study tour is not compulsory, but we expect all the students to participate in study tour. Those who are unable to participate in the study tour due to unavoidable reasons shall arrange industrial visit at local industries by their own during the days of study tour/ holidays.

Two students (boy/ girl) should be selected from each class as study tour coordinators and the animators of the class (1 male and 1 female faculty) should accompany the students in the study tour. Two parents (father / mother) should also accompany the students.

The study tour coordinators in discussion with the animators should decide the dates, place and industry and make necessary arrangements for travel, stay and permission from industry as early as possible. For 5th & 7th sem study tour travel should be arranged by train only. Railway concession forms shall be collected from college academic office to avail travel concession for study tour.

As per Govt. orders travel by road during night (9 pm to 5 am) is not permitted.

A route map with detailed itinerary showing places of visit, departure/ arrival time , places of stay, details of industry visiting, mode of travel etc and list of students, faculty and parents accompanying to be submitted to the 'Faculty Tour Coordinator' with recommendation of animator/ HOD as early as possible for approval of tour programme and to avail Railway Concession.

The complete list of students with contact number, names of faculty & parents accompanying with Phone number, no objection letter from parents in the prescribed format downloadable from college website, the address and phone numbers of study tour operators if any, places of stay, permission letter from industry etc to be submitted to the tour coordinator at least 10 days before starting the tour for final approval from Principal and submitting to DTE.

All students & faculty participating in study tour should keep the I/D with them and a list of members in the group certified by the Principal.

All are expected to use decent dress code and behave politely and decently and should be helping each other.

All students should accept and obey the decisions taken by faculty and parents. Use of alcohol/ drugs and smoking etc are not allowed and strict action will be taken against the students involved in such activities.

A report of Industrial Visit should be prepared individually and submitted to HOD for approval and the approved report is to be presented before the examiners at the time of course viva at the end of the 8th semester.

The accompanying faculty and the students Tour Coordinator should submit a detailed report to the Faculty Tour Coordinator on the study tour within 3 days on returning from tour.

I request all students & parents to co-operate sincerely for the conduct of study tour as per the above instructions.

Principal

1/07/2016