

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR

COMMON RULES FOR INDUSTRIAL VISITS / LIBRARY VISITS / EDUCATIONAL AND HIGHER EDUCATION INSTITUTIONAL VISITS

1. All the students must wear ID cards and come in a formal dress during the Industrial Visit.
2. Industrial visit arrangements format along with the risk certificate should be distributed to all the students including hostel students at least 4 days before the industrial visit.
3. Undertakings signed by the student and parent (Risk Certificate) should be submitted to the Principal **at least 2 days before the Industrial Visit.**
4. The Principal will meet representatives from the students, staff, HOD on the previous day of the Industrial Visit at **2.30 p.m.**
5. Any indiscipline or misbehavior during the Industrial Visits will be viewed very seriously and no further Industrial Visits will be allowed till the end of their course.
6. Industrial Visits may be arranged only up to 25th September during the odd semesters and up to 25th March during the even semesters.
7. Industrial Visits to the same place by the same group should not be repeated i.e. Visit to one place should be made by group only once.
8. **At least 85% strength** is compulsory for Industrial Visits. Otherwise the Industrial Visit will be cancelled.
9. The HOD from the respective department and the staff In-charge should be present at the start of the visit so as to check the attendance and the dress code for the Industrial Visit.
10. **SMS** will be sent to the parents after collecting all undertakings from the students. The SMS will be sent by the college office.
11. The experienced faculty members should accompany the students for the Industrial Visit.
12. In case of UG students the industrial visits should be arranged separately for male and female students.
13. The industrial visits will be allowed for only one day starting from 6 a.m. and ending at 6 p.m. However two hours on either side of the sessions (a.m. / p.m.) can be allowed after getting the special permission from the Principal.
14. During the Industrial Visits, the staff should send an SMS to the HOD / Principal.
 - i. On start of the visit , after the attendance
 - ii. On reaching the industry
 - iii. While leaving the industry
 - iv. On reaching SHC.

**INDUSTRIAL VISITS / LIBRARY VISITS / EDUCATIONAL AND HIGHER
EDUCATION INSTITUTIONAL VISITS APPROVAL FORM**

Department	Name of the Applicant	Date	Place

S.No	Particulars		Annexure
1	Type of Visit/Tour	:	
2	Date & Time of Departure	:	
3	Date & Time of Arrival	:	
4	Address & Phone Nos. of the Place of Visit	:	
5	Mode of Travel	:	Train/Bus/Car/Van/Other Mode -Specify Details of Travel Agency Whether permits are obtained by the Travel Agency
6	Copy of Approval letter from Industry. The letter should contain date and time of visit along with the details of the approval authority of the industry	:	Yes/No (Enclose Copy of the approval letter as Annexure - 1)
7	Accompanying Faculty Details	:	Yes/No (Enclose details in Annexure - 2)
8	List of Students Male / Female	:	Yes/No (Enclose details in Annexure - 3)
9	Undertaking Letter From Students	:	Yes/No (Enclose details in Annexure – 4)
10	Risk certificates signed by the student and the parents	:	Yes / No (Enclose the certificate in Annexure – 5)
11	Approval from Principal		Signature with seal and date.

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

Copy of the Approval Letter from Industry

Annexure - 2**List of Accompanying Faculty**

Sl.No	Name of the Faculty / Designation / Department	Male / Female	Contact Mobile Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Annexure - 3**List of Students**

Sl.No	Register No.	Name of the Student	Gender	Mobile Number	Blood Group / Special Problem if any
1					
2					
3					
4					
5					

UNDERTAKING LETTER - STUDENTS

We the students of -----
 ----- do here-by undertake that we are going on Industrial Visit/ Field
 Trip/ to -----organized on date -----
 -----departure date ----- time -----from
 SHC, Tirupattur-----and arrival on date -----
 ----- time -----at SHC, Tirupattur. Faculty and staff of SHC, Tirupattur will
 not be held responsible for any mishap /eventualities during the trip.

Sl.No	Register No.	Name of the Student	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* The Undertaking should repeat in all pages

SACRED HEART COLLEGE (AUTONOMOUS) TIRUPATTUR, VELLORE DIST.

**ALL STUDENTS GOING ON COMMON RULES FOR INDUSTRIAL VISITS /
LIBRARY VISITS / EDUCATIONAL AND HIGHER EDUCATION
INSTITUTIONAL VISITS SHALL SIGN THE FOLLOWING**

RISK CERTIFICATE

In consideration of being nominated at my request as a participant in the Industrial Visits / Library Visits / Educational and Higher Education Institutional Visits to I agree that neither I nor my parent / guardian shall make any claim against the Sacred Heart College (Autonomous), Tirupattur or any staff of the Sacred Heart College (Autonomous) Tirupattur, against any loss or injury to the property or person (including injury resulting to death) which I may suffer during the course of the visit.

I Reg. No.....
and Department..... agree to the above conditions and I am willing to go on the said Industrial Visits / Library Visits / Educational and Higher Education Institutional Visits from to at my own risk.

Signature of the Parent

Signature of the Student

Address