



AMRITA
VISHWA VIDYAPEETHAM
— DEEMED TO BE UNIVERSITY —

**FIELD VISIT / INDUSTRIAL VISIT
APPLICATION FORM**

GUIDELINES FOR FACULTY ACCOMPANYING STUDENTS DURING INDUSTRIAL VISITS / TOURS

The following guidelines are to be strictly adhered to by all faculty members accompanying students of a specific class/ grade/ section for Industrial Visits (IV) and Educational Tours. These norms aim to ensure **safety, discipline, and adherence to university policies**.

1. Mandatory Documentation Submission

All documents required under the **Field Visit and Industrial Visit Policy 2025** must be prepared and submitted to the **Head of the Department (HoD)** first, and then forwarded to the **Dean / Principal / Head of the Institute** *well before the visit*. This includes student lists, consent forms, medical information, itineraries, emergency contacts, transportation details, and industry permission letters. A hard copy of the application form must be preserved with the faculty accompanying the students.

2. Ensuring Student Safety During Travel

Faculty must ensure that all vehicles arranged for travel are safe and in proper working condition. Students must use seat belts wherever they are available. No student should stand near the bus door, behave unsafely, or move between seats while the vehicle is in motion. Students are strictly prohibited from renting any vehicle (such as bikes or cars) for personal use during the trip. Night travel should be avoided unless specifically approved by the Office of Student Affairs or the competent authority.

3. Safety Protocols at Industrial Sites

During the industrial visit, the faculty shall ensure:

1. Students follow all **on-site safety rules** and wear required protective gear (helmets, shoes, jackets, goggles, etc.).
2. Students are not allowed to operate/ handle machinery, control panels, chemicals, or restricted equipment.
3. Students move only in permitted areas and stay in groups.
4. Photographs or videos are taken only where explicitly permitted.

4. Safety Near Sensitive Natural Areas

Visits to waterfalls, rivers, streams, beaches, forests, or other sensitive natural locations must strictly follow:

1. Entering water bodies, slippery rocks, or cliff edges, etc, is strictly prohibited.
2. No trekking or off-route exploration without prior permission.
3. Students must stay within visible range of accompanying faculty at all times.
4. Weather conditions must be checked in advance to avoid risky areas.

5. Fire and Hazard-Prone Zones

Faculty must ensure that students do not:

1. Approach furnaces, boilers, welding zones, chemical storage rooms, high-voltage units, or fire-restricted areas without supervision.
 2. Use flammable items or smoke in prohibited zones.
- Emergency exit points, fire alarms, and assembly points should be identified upon arrival.

6. Lodging in Unfamiliar Locations

Before check-in, faculty must verify:

1. Basic safety, hygiene, and security of the accommodation.
2. Gender-wise separate rooms for students and clear room allocation lists.
3. Night-time restrictions (curfew) and no student movement after designated hours unless essential.

7. Food and Hygiene Protocols

Faculty must ensure students:

1. Avoid unhygienic street food and consume only verified and safe meals.
2. Drink only packaged or purified water.
3. Immediately report any food-related discomfort or allergies.

8. Emergency Preparedness

At least one accompanying faculty member must carry:

1. A first-aid kit
2. Contact number of the nearest hospital
3. List of students with medical conditions
4. Emergency contact numbers of parents and university authorities
Any incident, however minor, must be reported to the HoD and Office of Student Affairs immediately.
5. Students and faculty must be aware of emergency protocols, and a printed document must be with the accompanying faculty member.

9. Discipline and Conduct

Students must follow university rules throughout the journey. Faculty must

1. Ensure that students maintain proper behaviour and decorum throughout the visit, including following the dress code, wearing ID cards, and adhering to all instructions.
2. Record attendance at every major location or stop.
3. Ensure that no student moves away or separates from the group at any time.
4. Strictly prevent any substance use, smoking, alcohol consumption, or inappropriate behaviour during the entire trip.

10. Post-Visit Reporting

After returning, the accompanying faculty must submit:

1. A brief visit report (with Geotagged group photos taken at industry)
2. Attendance and activity log
3. Any incident report, if applicable, must be alerted to the HoD and Office of Student Affairs/ Competent authority within the stipulated time.

APPROVAL FORM

Kindly read the AICTE Guidelines for Educational Tours, Industrial Visits, Cultural Visits, etc, before filling the Approval form.

(AICTE / Acad. / student Safety / 2015 / 31 July 2015)

| <u>APPROVAL FORM</u> | | | |
|-----------------------------|--|---|--|
| 1 | Type of Visit/Tour | : | |
| 2 | Date(s)/ Days of Visit | : | |
| 3 | Degree/ Semester/ Branch / Section Details | : | |
| 4 | Date & Time (Departure from Campus / Arrival to Campus) | : | |
| 5 | Address & Phone Nos. of Company/ Organization to be visited | : | |
| 6 | Mode of Travel | : | Train / Bus / Car / Van / Other Mode -Specify (Enclosed in Annexure I) |
| 7 | Copy of Approval letter from Industry/ Authority concerned | : | <p style="text-align: center;">Yes/No</p> <p>The letter of approval must clearly specify the date, time, and total duration of the visit, and it must be issued by an authorized industry representative (Manager level or above) with the official seal and contact number</p> <p style="text-align: center;">(This letter must be placed between Annexure I and Annexure II)</p> |
| 8 | Undertaking letter by accompanying faculty | : | <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">(Enclosed in Annexure II)</p> |
| 9 | Undertaking letter by students | : | <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">(Enclosed in Annexure III)</p> |
| 10 | Accommodation Details | : | <p style="text-align: center;">Yes/No</p> <p style="text-align: center;">(Enclosed in Annexure IV)</p> |

| | | | |
|----|---|---|--------------------------------------|
| 11 | Faculty/Students Trained in First Aid (Acknowledgement from the Doctor) | : | Yes/No (Enclosed in Annexure V) |
| 12 | Travel Itinerary | : | Yes/No (Enclosed in Annexure VI) |
| 13 | Undertaking Letter by Parent | : | Yes/No (Enclosed in Annexure VII) |
| 14 | Approval from HoD | : | (Signature with Seal) |
| 15 | Approval from Chief Warden (If hostel Students are participating) | : | (Signature with Seal) |
| 16 | Approval from the Office of Student Affairs / Competent Authority (Associate Dean – Student Affairs/ Head – Student Discipline / Head - Students' Welfare) | : | (Signature with Seal) |
| 17 | Approval from Dean/ Principal (Approved / Not Approved) | : | (Sign with Seal) |

Note:

1. The form (Hardcopy) must be submitted at least SEVEN days before the date of departure for the Approval from Dean/ Principal.
2. The University shall not be held responsible for any payments made prior to the final approval.
3. A hard copy of the approved form must be carried by the faculty members accompanying the students.

ANNEXURE -I
MODE OF TRAVEL

| Sl. No | Details | Mode of Travel | Travel Details |
|--------|----------------|----------------|--|
| 1. | Onward Journey | | 1. Vehicle No (s): 2. Travels provider Contact No.: |
| 2. | Return Journey | | 3. Driver Contact No.: |

Details (if any)

For all other modes of travel, complete journey details must be provided.

ANNEXURE - II

UNDERTAKING LETTER BY ACCOMPANYING FACULTY

1. I/we will take care of the students participating in the tour.
2. I/we will ensure that the students will abide by the rules and regulations of AMRITA and also the Institution/organisation/company / Industry or the local authority of the place to which such tours are being undertaken.
3. I / We hereby state that all the parents/ guardians of the students concerned are informed of their official trip well in advance and have obtained their consent.
4. I/we will be liable for disciplinary action if it is found that the safety of the students is compromised in any manner during the tour.
5. I/we will be liable and answerable if any student is taken or allowed to enter or venture into mountain areas, rivers, canals, beaches, water parks, reservoirs, forest areas, or similar places during the tour, thereby compromising their safety in any manner.
6. I/We are liable and answerable for any such untoward incident taking place during the tour.
7. I / We shall ensure that if any activities are necessary in and around water bodies, such as boating, swimming, rowing, and sailing must be carried out under the supervision of a trainer/life guard only.

| Sl No | Name of the Faculty/ Emp. ID No./ Designation | Male/ Female | Mobile No | Alternate Contact No | Signature |
|-------|--|-----------------|-----------|-------------------------|-----------|
| 1. | | | | | |
| 2. | | | | | |
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(Signature of HoD):

ANNEXURE – III

UNDERTAKING LETTER BY STUDENTS

We, the students of the _____ Programme at Amrita Vishwa Vidyapeetham, hereby undertake that we are going on an Industrial Visit / Cultural Visit / Field Trip / Study Tour / Outbound Training to _____, organized on _____ (date). Our departure from Amrita is on _____ at _____ (time), and our arrival back at Amrita is on _____ at _____ (time).

We agree to abide by all rules and guidelines of Amrita Vishwa Vidyapeetham, as well as the rules and regulations of the host institution/organization/company/industry or the local authorities of the place we are visiting. If any violation of these rules or regulations occurs during the tour, we understand that we will be liable for disciplinary action as decided by the Institution.

| Sl. No. | Roll No (Last 03 Digits) | Name | Male/ Female (M/F) | Hostel / Day scholar (H/ D) | Student Mobile Number | Blood Group | Health Problem, if any | Sign |
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Total Number of Day-scholar Boys :

Total Number of Day-scholar Girls :

Total Number of Hosteller Boys :

Total Number of Hosteller Girls :

Name(s) and Signature of Member(s) of Faculty members with Date

1.

2.

3.

4.

(Signature of the HoD)

ANNEXURE – IV

DETAILS OF ACCOMMODATION

| Sl. No. | Name of Hotel/ Guest House* | Period of Stay | Address and Phone Numbers | Responsible Person Handling | Types of Room: Single/ Shared / Dormitory |
|---------|--------------------------------|-------------------|------------------------------|--------------------------------|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

* Attach the accommodation bookin

Signature of Faculty In charges

(Signature of HoD)

ANNEXURE- V

FACULTY/STUDENTS TRAINED IN FIRST AID

| Sl. No | Emp. ID/ Roll No | Name of Staff/ Student | Mobile Number |
|--------|------------------|------------------------|---------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Name of Doctor in Campus Clinic :

(Signature of Doctor with Seal)

Emergency & medical assistance contacts (Places included in the Travel Itinerary - Annexure VI)

Hospital Names with Contact Numbers:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Signature of HoD)

ANNEXURE-VI

TRAVEL ITINERY

Note to Faculty In charge: Ensure students visit only the locations listed in the itinerary. All trips must start and end on campus. Day scholars are not permitted to board or leave the bus at any other locations.

| Sl. No | Date | Time | Place |
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ANNEXURE-VII

UNDERTAKING LETTER BY THE PARENT

This undertaking must be collected from the parents of all students. An email sent by the parent to the Class Advisor with the same content is also acceptable. A copy of the email must be attached.

To

The Dean/ Principal,
Amrita Vishwa Vidyapeetham, Coimbatore

I _____ (F/o or M/o) _____

(Roll No. _____) hereby give my consent for my Son/Daughter to participate in Educational Tours, Field Visits, Industrial Visits, Study Tours, Cultural Visits, NSS Campaigns, Club Activities, Sports Activities conducted outside the campus, or any other outbound programmes. I understand that travel by rail or road, as well as staying outside the campus, may involve risks of physical harm under unforeseen circumstances. I assure that my Son/Daughter will be responsible for his/her behaviour during the visit. I will not hold the Institution liable, nor demand any compensation, for any untoward incidents that may occur during these activities.

Signature of the Parent:

Name and Address of the
Parent with contact Number: