

CIRCULAR


This is to inform all concerned that industrial visit (IV) is permitted for second year, third year and fourth year students. They have to complete the visit within 2 weeks after completing the university lab examinations of the odd semester. The duration of the IV is as detailed below.

1. The duration permitted for fourth year students is 4 nights and 3 days.
2. Third year students are permitted to have a duration of 3 nights and 2 days for their industrial visit.
3. Second year students are permitted to have one day industrial visit.

Visit to an industry related to the discipline is compulsory during the IV. Group Tutors will accompany the students during the IV. If any group tutor has difficulty in accompanying the students, then it is the responsibility of the group tutor to arrange another faculty to accompany the students. A faculty from the same department must accompany the students. A lady faculty is necessary if girl students are going for the visit.

Students have to get permission from the Head of the Department and Principal at least one week before the IV. The permission request must have the details of the visit and must be signed by student coordinator, group tutors and accompanying faculties.

After the primary approval from the Principal, students have to collect the checklist from the college office and submit all the documents as per the checklist in the office and get final approval from the Principal two days before the visit. Any change in the schedule approved by the Principal is not permitted

  
04.02.23  
PRINCIPAL

Copy to:-

1. Reception - To circulate among HoD, students and staff groups
2. CEO
3. Manager
4. File