

SJCC/CIR/007/23-24

18.08.2023

Rules and Regulations for Industrial Visit and Tour

The final-year students of each programme may envision an Industrial Visit cum College Tour and both must be carried out together.

1. Prior Authorization:

- All industrial visits and trips must be approved by the college authorities namely the Principal, HoD and Class Teacher. A formal request should be submitted well in advance, detailing the purpose, destination, and duration of the visit.
- The trip must be planned keeping in mind the working of the college. No two batches must travel simultaneously.
- Students must get a signed consent letter from their parents for participating in the trip.
- The maximum number of days for IV and Tour is 5 days including departure and arrival.
- The itinerary of the programme along with the mode of travel, arrangements for accommodation etc. and the willingness of the staff members should be approved by the Principal at least one month before the date of the journey.

2. Travel Arrangements:

- Students must use college-approved transportation for the trip. All students must travel as a unit.
- Individual transportation, private vehicles or alternative modes of transport are not allowed for the entire tour.

3. Faculty Supervision:

- Each industrial visit must have at least three teachers accompanying the students and at least one of them must be a lady teacher.
- Students must adhere to and obey all the instructions given by the teachers for the overall discipline and conduct of the trip.
- A PTA representative must accompany the students for the IV and Tour.

4. **Eligibility:**

- Only students who have completed all their current works and/or assignments are eligible to participate in the IV and Tour.

5. **Code of Conduct:**

- Students are expected to maintain exemplary behaviour during the industrial visit. Any disruptive behaviour, violation of college rules, or engagement in illegal activities will not be tolerated and will lead to disciplinary action and termination of the tour.
- The consumption of alcohol, illegal drugs, and smoking is strictly prohibited during the entire trip. Students found in possession of such substances will face immediate consequences.
- Respect for Rules at the Industrial Site: Students must adhere to the safety guidelines and regulations set by the industrial site being visited. Failure to follow instructions can result in expulsion from the site and can jeopardize future industrial visits.
- Punctuality: Students are required to be punctual at all designated meeting points throughout the trip. Tardiness may lead to exclusion from certain activities or even the entire trip.
- Dress Code: Students should adhere to a dress code specified by the college or the industrial site during the visit. It is essential to wear appropriate clothing, especially in industrial environments where safety is a concern.
- Personal Belongings: Students are responsible for their personal belongings during the trip. They should take care of their valuables and not leave them unattended. They must refrain from taking expensive ornaments or gadgets with them.
- Medication: Students taking any medication must inform the teacher in charge prior to the trip. All students must declare if they suffer from any allergies or if they are prone to any medical situations.
- Emergency Contact: All students must provide emergency contact information to the faculty supervisor before the trip.
- ID Cards: All students must carry a government-issued ID card along with their College ID card during the trip.
- Cultural Sensitivity: Students must show respect for the culture, customs, and traditions of the place they are visiting. Any disrespectful behaviour will not be tolerated.

· **Photography and Videography:** Taking photographs and videos may be permitted during the trip, but only with permission from the industrial site authorities and while adhering to their guidelines.

· **Strictly No Littering:** Students should maintain cleanliness and dispose of waste responsibly. Littering at the industrial site or any other location is strictly prohibited.

By adhering to these rules and regulations, SJCC students can enjoy a safe and enriching industrial visit, enhancing their practical knowledge and understanding of the industry



Dr Joseph Parackal

Principal

