



FIELD VISIT AND INDUSTRIAL VISIT POLICY

1. Purpose

The purpose of this policy is to provide guidelines for the planning, execution, and management of field visits and industrial visits as part of the curriculum. These visits aim to enhance practical knowledge, expose students to industry practices, and bridge the gap between theoretical learning and real-world applications.

2. Objectives

- To provide hands-on experience and exposure to real-world industry environments.
- To familiarize students with contemporary technologies, processes, and professional practices.
- To promote interaction between academia and industry professionals.
- To help students understand the professional requirements and challenges in their respective fields.

3. Scope

This policy applies to all undergraduate and postgraduate programs that incorporate field visits or industrial visits as part of their academic curriculum. It includes:

- Field visits related to subject-specific research or projects.
- Industrial visits to companies, factories, or industry sites relevant to the students' field of study.

4. Types of Visits

1. **Field Visits:** Visits to locations such as construction sites, research laboratories, and geographical or environmental sites for subject-specific observations and learning.
2. **Industrial Visits:** Visits to manufacturing plants, corporate offices, or service industries for exposure to industry practices.

5. Policy Guidelines

- **Planning:**
 - Visits should be aligned with the academic curriculum and learning outcomes of the respective course.
 - Faculty members should propose the visit at least two months in advance, providing details such as location, purpose, and expected outcomes.
 - All visits must be approved by the respective department head, Dean (Academic), and Director.
- **Permissions and Safety:**
 - Written permission must be obtained from the host organization or site for the visit.
 - Necessary safety precautions must be taken, and students must be briefed on safety protocols before the visit.
 - A risk assessment should be conducted, especially for visits to potentially hazardous environments (e.g., construction sites, manufacturing plants).

- **Student Participation:**
 - Participation in field visits or industrial visits is mandatory as part of course requirements, unless exempted by the course instructor for valid reasons.
 - Students should maintain decorum, discipline, and professionalism during the visit. Misconduct may lead to disciplinary action.
- **Supervision:**
 - Faculty members must accompany students on all visits. The ratio of faculty to students should be appropriate for the size of the group.
 - For large groups, additional support staff may be required.
- **Budget and Funding:**
 - Visits may be funded by the department, external sponsors, or through student contributions, depending on the nature of the visit.
 - Students should be informed in advance of any financial contributions required for the visit.
- **Documentation and Reporting:**
 - Post-visit, students must submit a detailed report reflecting on their learnings and experiences.
 - Faculty members are required to submit a report on the conduct of the visit, including any recommendations for future visits.
- **Attendance:**
 - Attendance on field visits and industrial visits will be recorded and considered in the overall attendance for the course.
 - Students must submit valid reasons in advance if they are unable to attend a visit, and alternative arrangements may be considered.

6. Evaluation

The knowledge gained from the field / industrial visits should be evaluated through reports, presentations, or discussions. Evaluation criteria may include:

- Understanding of practical applications.
- Insights on industry trends and processes.
- Connection to theoretical learning.

7. Roles and Responsibilities

- **Faculty:** Responsible for planning and coordinating the visit, ensuring students are prepared, and managing the logistics.
- **Students:** Required to participate actively and responsibly, comply with all safety guidelines, and submit necessary reports post-visit.
- **Administration:** Provides support in terms of permissions, and financial assistance where applicable.

8. Code of Conduct

- Students must maintain discipline, punctuality, and professionalism during visits.
- Photography or recording inside industry premises must only be done with prior permission.
- Students should respect the privacy and confidentiality of the host organization.

9. Review and Feedback

- Regular feedback should be obtained from students and industry hosts to assess the value and effectiveness of the visits.
- The policy will be reviewed periodically to incorporate improvements based on feedback and emerging best practices.