



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

INDUSTRIAL VISIT / FIELD TRIP / STUDY TOUR APPROVAL FORM

| Name of the Department | Name and Designation of the Head of the Department | Class / Section (Participating) | Date |
|------------------------|--|---------------------------------|------|
| | | | |

Visit Details

| | | | | | |
|---|-----------------------------------|---|--|------------------|------------|
| 1 | Type of Visit (Tick Appropriate) | : | Industrial Visit | Field Trip | Study Tour |
| 2 | Place of Visit | : | | | |
| 3 | Detailed Address (Place of Visit) | : | Phone: Email: | | |
| 4 | Departure | : | Date: / / 20 | Time: ____: ____ | |
| 5 | Arrival | : | Date: / / 20 | Time: ____: ____ | |
| 6 | Mode of Travel | : | Train / Bus / Car / Other Mode - Specify (Enclose details in Annexure 1) | | |

Remarks of the HOD: Approved / Not - Approved

Date:

Signature of the HOD

Acceptance of the Principal: Approve / Not - Approved

Date:

Signature of the Principal

Approval from Institute (Check List)

| | | | | | | | | | | | |
|----------------|--|---------------------|--|-----------------|--|------------------|--|----------------------|--|---------------------|--|
| Mode of Travel | | Approval - Industry | | Faculty Details | | Students Details | | Undertaking Students | | Undertaking Faculty | |
|----------------|--|---------------------|--|-----------------|--|------------------|--|----------------------|--|---------------------|--|

Note: 1. Read the Guidelines before filling the form.

2. The Form should be submitted one week prior to the departure.

ENCLOSURES:

| | | | |
|---|---|---|--|
| 1 | Copy of Approval letter from Industry | : | Yes / No (Enclose details in Annexure 2) |
| 2 | Accompanying Faculty Details and Undertaking Letter | : | Yes / No (Enclose details in Annexure 3) |
| 3 | List of Students Male / Female | : | Yes / No (Enclose details in Annexure 4) |
| 4 | Undertaking Letter from Students | : | Yes / No (Enclose details in Annexure 5) |

Annexure 1**I.Mode of Travel**

| S.No | Details | | |
|------|------------------------------------|---|------------------------------------|
| 1 | From Institute to Place to Visit | : | |
| 2 | Mode of Travel | : | Institute Bus / Other Mode Specify |
| 3 | Bus Number and Driver Phone Number | : | |
| 4 | Coordinator Name and Phone Number | : | |

Annexure 2**II. Copy of the Approval Letter from Industry**

- Should contain clear date, time and number of day(s) of Visit
- Letter should be by the authenticated person from the industry minimum at Manager / Assistant Manager Level with seal.

Annexure 3**III.Accompanying Faculty**

| S.No | Employee Id | Name of the Employee | Male / Female | Mobile Number and Email | Alternate Contact in case of Emergency |
|------|-------------|----------------------|---------------|-------------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

UNDERTAKING LETTER - FACULTY

We here-by undertake that the Industrial Visit / Field Trip / Study Tour / is purely academic related and at any case, we shall undertake full responsibility of the student's actions and behaviour at all times during the course of Industrial Visit / Field Trip / Study Tour. We further undertake not to breach the safety guidelines of the IARE at any cost.

| S.No | Employee Id | Name of the Employee | Signature |
|------|-------------|----------------------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

IV. List of Students Details

| S.No | Hall Ticket Number | Name of the Student | Mobile Number | Male / Female |
|------|--------------------|---------------------|---------------|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
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| 9 | | | | |
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| 20 | | | | |

UNDERTAKING LETTER - STUDENTS

We the students of _____ Class / Section _____
 _____ department, at Institute of Aeronautical Engineering (IARE), Dundigal, 500 043 do here-
 by undertake that we are going on Industrial Visit / Field Trip / Study Tour / to _____ organized
 on date _____ departure date _____ time _____ from _____
 and arrival on date _____ time _____.

| S.No | Hall Ticket Number | Name of the Student | Signature |
|------|--------------------|---------------------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
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| 12 | | | |
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| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |

GUIDELINES TO GET FINAL APPROVAL FOR INDUSTRIAL VISIT / FIELD TRIP / STUDY TOUR

- The departments may plan only academic related tours as and when required with small groups attaching adequate or proportionate male and female faculty members (Students' tours of entertainment/fun to be discouraged)
- The coordinators are required to submit all necessary documents, including the approval letter from the industry and student details. The Head of the Department (HOD) must ensure and endorse that the faculty members accompanying the tour to submit an undertaking stating that the tour is arranged solely for an Industrial Visit / Study Tour / Field Trip related to academics.
- The detailed tour schedule shall be submitted well in advance mentioning the date, time and place of departure and arrival, mode of travel (Bus / Other Modes), list of important telephone numbers and addresses of the locations where the team is visiting including the phone-fax numbers of the hotel and local transport details.
- **Should maintain student faculty ratio of 20 : 1.**
- **Lady faculty member should accompany girl students (It is applicable even if only one girl student is going for a trip)**
- The Accompanying faculties should submit the undertaking letter.
- All students should get approval from the respective HODs.
- List of students – with details (Male / female) to be submitted.
- No student shall be compelled to participate or to contribute money for any kind of tour just for the sake of fund management during the tour. In case of any such compulsion, the student(s) can report to the respective department.
- Before leaving for Industrial Visit / Study Tour / Field Trip etc., concerned faculty organizer shall arrange to procure adequate and proper FIRST AID KIT in consultation with IARE Health Centre if necessary. The faculty members shall accompany the students throughout the visit / tour / trip and shall stay along with the students.
- No faculty member attached to the tour shall alternate or replace other faculty/staff member on his/her behalf without prior proper approval of the HOD / Principal.
- It is advisable that at least one of the faculty or participants should know how to use first aid kit.
- Students should be reminded of the need to follow the faculty instructions throughout the visit / tour / trip.
- After returning from the visit / tour / trip, the concerned faculty shall submit a **Brief report about Industrial Visit / Study Tour / Field Trip to the respective department.**