



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

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NICHE POLICY ON EDUCATIONAL TOURS AND INDUSTRIAL VISITS



NICHE POLICY ON EDUCATIONAL TOURS AND INDUSTRIAL VISITS

1. PREAMBLE

Educational and industrial visits bridge the gap between theoretical knowledge and practical learning. These visits provide students with opportunities to gain insights into their fields of interest, interact with industry professionals, and build networks. Such interactions help students understand various aspects.

This Policy also extends its coverage to visits related to Inter-Institutional competitions, examinations as a part of the curriculum (other languages), sports meets, NSS/NCC Camps, and off-campus placements (only in cases where an organized trip is planned).ts of corporate operations.

2. The objectives of these tours are:

1. To expose students to recent industry developments through visits to expos or companies.
2. To allow students to observe industrial processes up close. To provide students with opportunities to present their research at conferences or congresses.
3. To facilitate interactions between students and industry professionals.
4. To strengthen NICHE-industry relationships through staff interactions with industry personnel.
5. To supplement the courses learnt in the curriculum and to acquire new skills or help the member(s) of faculty to deliver the content / knowledge related to at least one subject taught during that particular semester.
6. To connect the theory taught in the class with the practical knowledge being obtained during the Industrial / Field Visit.

3. GENERAL GUIDELINES FOR ALL TOUR PROGRAMS

1. The concerned faculty members will serve as tour coordinators. They will discuss tour planning and organization with the HoD

2. Tour coordinators are responsible for:
 - a. Preparing a detailed tour plan.
 - b. Obtaining permission from the University authorities.
 - c. Submitting all relevant documents to the HoD
3. The HoD must obtain approval for the travel plan from the Vice Chancellor's office through the Registrar's Office and assign one or two faculty members to coordinate the visit.
4. Accompanying faculty members will oversee the tour as per the approved travel plan.
5. Faculty members may modify or cut short the tour in consultation with the HoD in case of inappropriate incidents (e.g., violations of the travel plan, misbehaviour, accidents).
6. The Vice Chancellor has the final authority to approve or modify the educational tour.
7. Tours must begin and end at the NICHE campus within the stipulated time.
8. Any delays or changes in the travel plan (due to unexpected holidays) must be reported to the HoD
9. Students under suspension are not eligible for educational tours.
10. All students must submit a detailed report (for industrial visits or study tours) through the faculty coordinator to the HoD reports must be submitted within two weeks of returning from the tour.
11. The university will not be liable for any consequences arising from student misbehaviour or disobedience during the tour. An undertaking (Annexure II) must be obtained from all participating students before the tour. Disobedience toward faculty members will be dealt with seriously as per university rules.
12. Students on industrial visits or training must carry their ID cards.
13. At least two faculty members must accompany students. In case of emergencies, they must hand over their responsibilities to another faculty member and inform the HoD
14. A female faculty member must accompany tours with female students.
15. Accompanying faculty members are eligible for duty leave.

16. Smoking, alcohol consumption, and objectionable activities are strictly prohibited during the tour.
17. Students with health issues are not allowed to participate. A fitness certificate from a qualified doctor must be submitted before the tour.
18. In addition to the first aid kit in the vehicle, faculty coordinators must carry a personal medical kit with basic medicines.
19. A banner displaying the university's name and address must be placed on the bus for tours. For multi-city tours, a banner should be carried, and photos taken at various locations.
20. A parent's consent letter (Annexure III) is mandatory for all students and must be submitted to the HoD one week before the tour.
21. A list of hostel residents participating in the tour must be forwarded to the Warden's office at least two days in advance by the HoD (Annexure VIII).
22. Educational tours and industrial visits are only permitted to locations approved by the university management. Any activity in and around water bodies such as boating, swimming. Rowing, and sailing must be carried out under the supervision of a trainer /life guard.
23. Adequate insurance cover (accident and life cover) is provided for every student and faculty participating in such tours,.
24. The accompanying faculty must take note of the weather forecasts and news broadcasts of the place of visit. The accompanying faculty should also bring along with them the necessary safety equipment such as first aid box, emergency phone numbers, torches, contact details of local hospital(s) etc.
25. The visiting companies shall be relevant and suitable ones according to the specialization and academic requirements.
26. Avoid trip to hilly stations, water bodies (rivers, swimming pools, boating place etc.) during industrial visit.
27. The bus journey has to start from college campus itself and return to the college campus within the stipulated time.
28. In case of any delay or changes in travel plans (due to unexpected holidays like hartal etc.) it should be informed to HOD and The Registrar.

29. In addition to the first aid kit in the vehicle, an additional medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the faculty coordinators and students.
30. No extra holidays or compensatory leaves will be provided on account of Industrial visits.
31. Places with potential hazards, such as political unrest, negligent security, disease outbreaks, threats of earthquake or frequent occurrence of Cyclone and flood, should be avoided.
32. In the case of overnight stay, if arranged as a part of Industrial Visits, suitable and decent accommodation shall be arranged by the service provider or the concerned accompanying member(s) of faculty in approval with the Head of the Department. The concerned Head of the Department shall also retain the details pertaining to accommodation (Name of the Hotel, contact person and contact number) till successful completion of the visit.
33. Staying shall be allowed only if the number of days of visit is more than one day or the travel is more than 24 hours.
34. Faculty members accompanying the students shall stay along with students in the same hotel / venue. The place of stay must be accessible to nearby facilities such as hospitals / ATMs / Stores/ Police Stations in case of any incidents / accidents.
35. Minimum 80 % students of the class should opt for Field Visit / Industrial Visit to be sanctioned or can be of with the minor discretion of HoD. Students who do not participate in the Field Visit / Industrial Visit should come to the department during the visit period and pursue the academic related activities assigned by the HoD / the members of faculty of the Department. Attendance is compulsory for them during this period.
36. Students participating in the Field Visit / Industrial Visit should apply On Duty to the Director Student Affairs through the HoDs as per the procedures, both inmates of the hostels and day students.
37. Before proceeding on the visit, all the students shall be properly briefed by the way of "training session" about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid.

38. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.
39. Before leaving for the Industrial visits the HoD concerned will submit the list of students and their details as per Annexure IV to the Registrar, Pro-Vice-Chancellor(Admin.), Pro Vice-Chancellor(Academic) and Director (Student affairs) and Director (Students welfare).
40. On completion of the Industrial visit the faculty co-ordinator of the industrial visit shall collect the feedback (Annexure IX) and submit to the concerned HoDs for further review.
41. The busses hired must be registered in Tamil Nadu only.

4. PROCEDURE TO OBTAIN PERMISSION FOR TOUR

1. The HoD must submit a proposal through the Registrar to the Vice Chancellor's office in the prescribed format (Annexure I) at least 15 days before the planned journey. For trips requiring advance bookings, proposals should be submitted earlier. The proposal should be recommended and forwarded by the Director (Student Affairs), Pro vice chancellor (Academics) and Pro-vice chancellor (Administration).
2. A permission letter (hard or soft copy) from the company to be visited must be submitted with the proposal.
3. The HoD must submit a detailed travel plan, student list (including separate lists for male and female students), and details of accompanying faculty members.
4. Advance payments (e.g., for tickets or accommodation) should not be made before obtaining permission.
5. Tour coordinators must submit necessary documents (Annexure II, III, VII, and VIII) to the HoD one week before the tour.
6. Regular attendance will be recorded for students on tours accompanied by faculty members. Faculty members will be considered on duty leave. The concerned HoD shall apply to the Director Student Affaris for on duty permission to the students separately along with the approvals.
7. The HoD must submit necessary details (Annexure V and VI) to the Vice Chancellor at appropriate timelines.

8. After the approval by the Vice Chancellor the Registrar shall issue the letter of approval to the HoD with a copy marked to the Director (Student Affairs), Pro vice chancellor (Academics) and Pro-vice chancellor (Administration).
9. After getting the approval letter the HoD shall submit the list of the Hotel students to the hostel wardens with the approval of the Pro-vice chancellor (Administration).

5. EDUCATIONAL TOUR

1. Educational tours can be proposed for up to 4 days (4 days and 3 nights), including only two full working days.
2. Only one educational tour is permitted during the each semester and must be conducted in a semester suitable for the department without disrupting the academic schedule.
3. The tour duration should not exceed two full working days. Students must visit at least two industrial establishments during the tour. Splitting the tour into multiple trips is not allowed.
4. Tour locations can be proposed by HoD
5. Mode of Journey:
 - a. Rail travel is preferred.
 - b. Road travel is allowed for distances not exceeding 500 km.
 - c. Air travel may be considered in exceptional cases if it is more cost-effective and reduces travel time.

6. INDUSTRIAL VISIT

1. As per NICHE regulations, students must undergo industrial training to meet degree requirements.
2. Students who miss industrial visits must complete industrial training to fulfil degree requirements.
3. Industrial visits or training are only permitted after the first year.
4. At least two faculty members must accompany students during industrial visits.
5. A signed record of visited industries, along with student details and geo-tagged photos, must be maintained for future reference.

7. PLEASURE TRIP

No pleasure trips are permitted during the study program.

ANNEXURE - I

REQUEST FOR STUDY TOUR / INDUSTRIAL VISIT

1. Branch and Semester :
2. Nature of tour : Study tour/Industrial visit
3. Places or Industries planned to visit :
4. Proposed (Start and End) dates of tour or visit :
5. Mode of journey : Bus only/Train only/Partially
by bus and Train.
6. Total number of students in class :
7. Total number of attending students : (Attach students list as per
Annexure VII & VIII)
 - a. Number of Boys :
 - b. Number of Girls :

8. Details of accompanying Faculty members

Sl. No.	Name	Designation	Department	Signature

9. Details of Industry from which permission obtained : (Attach copy of permission letter)

Industry 1 :

Industry 2 :

10. Total number of actual days :

a. Number of nights :

b. Number of days :

11. Total number of working days :

a. Number of nights :

b. Number of days :

Signature of Class Representatives/Tour coordinators

1. Name..... Signature.....

2. Name..... Signature.....

Place : Date:

HoD Director (S A), PVC (Aca.) PVC (Admin.)

ANNEXURE II

STUDENT'S UNDERTAKING

Sir/ Madam,

I, _____, a student of _____ (title of the programme/ course), _____ (year/semester) of the Department of _____ request you to allow me to go on an educational tour/industrial visit to _____ (name of place) from ____/____/____ (date) to ____/____/____ (date).

My parents have given consent for the tour/visit which is attached herewith. I state that I am healthy and not exposed to any contagious disease recently. I am going on the tour/visit on my own free will and I fully understand the risk(s) involved during such tour/visit, and Presidency University shall not be responsible for any negative thing that may happen during the course of the tour/visit. I further undertake to behave responsibly on the tour/visit and obey the directions of the accompanying Faculty and understand that disciplinary action may be taken if I do not follow the same.

Yours faithfully,

Signature: _____

Name: _____ Enrolment No: _____

Date: _____

Place: _____

Annexure III

PARENT'S CONSENT AND UNDERTAKING

Sir/ Madam,

My ward, Mr./Ms. _____(Name of student), a student of _____(title of the programme/course), (year/semester) of Department of _____, has desired to go on an educational tour/industrial visit to _____(name of place) from __/__/__(date) to __/__/__(date). I hereby give my consent for the same and undertake the full responsibility of my ward's good behaviour and safety. Further, I declare that I fully understand the risk(s) involved during such tour/visit and that the university shall in no way be responsible for any negative thing happening to my ward during the course of the tour/visit.

Signature :

Date :

HoD Name :

Place :

Department of :

Annexure IV

CONSENT & UNDERTAKING BY FACULTY ACCOMPANYING THE STUDENTS

To,

The DEAN / HOD

Sir/ Madam,

I, _____ (name), a Faculty at the Department of _____, being deputed to accompany the students on an educational tour/industrial visit to _____ (name of place) from ____/____/____(date) to ____/____/____(date), agree to accompany the students on this tour/visit on my own free will and consent. I, further, undertake to perform my duty efficiently and to take due care of the students and the discipline among them. I also undertake to observe due care and caution to protect and enhance the image and dignity of the university during the course of this tour/visit.

Yours faithfully,

Signature :

Date :

HoD Name :

Place :

Department of :

Annexure V

UNDERTAKING BY HOD

It is certified that in the proposed educational tour/industrial visit to _____(name of place) from ____/____/____(date) to ____/____/____(date) of the students of .(title of the programme/course), _____ (year/semester) of the Department of_____, all prescribed formalities have been completed and I am satisfied with the preparation/arrangements for the tour. Further, I shall remain in touch with the faculty accompanying the tour and keep myself updated on the progress of the tour/visit. Necessary instructions have been given to the students and the accompanying faculty for maintaining decorum and discipline during the tour.

Signature :

Date :

HoD Name :

Place :

Department of :

Annexure VI

DECLARATION BY THE HOD FOR HOSTELLER ON TOUR

It is certified that in the proposed educational tour/industrial visit/sports tournament visit to _____(name of place) from ____/____/____(date) to ____/____/____(date) of the students of ____ (title of the programme/course), _____ (year/semester) of the Department of _____, the hosteller students accompanying the tour shall carry permission letter from the hostel accompanying the tour.

Signature :

Date :

HoD Name :

Place :

Department of :

Annexure VII

LIST OF STUDENTS ACCOMPANYING THE TOUR

Sl. No.	Enrolment No.	Name	Father's Name	Semester /Year	Program	Parent Phone No.	Student Phone No.

HoD Signature :

Department. :

Annexure VIII

LIST OF HOSTLLERS ACCOMPANYING THE TOUR

S.No.	Enrolment No.	Student Name	Father's Name	Hostel	Room No.	Program	Semester/ Year	Parent Phone No.	Student Phone No.

HoD Signature :

Department. :

**Annexure IX
FEEDBACK ON THE INDUSTRIAL VIST**

1. Have you learned the fundamental principles underlying the major subjects through industrial Visit and lecturers?
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
2. Are you able to improve problem solving analytics by the incorporation of industrial visits
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
3. Did the industrial tour help you in your research and publications?
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
4. Are you able to investigate complex problems using the knowledge gathered through invited talks?
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
5. Have you improved creative thinking/Modern tools/technique/resources by attending the invited talks?
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
6. Are you able to reason out issues related to society, health, safety, legal and culture using contextual knowledge gained through the industrial visits?
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
7. Are you able to grasp the impact of professional engineering solutions in the context of society and environment and apply it for sustainable development
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
8. Are you able to apply ethical principles and commitment to professional ethics and responsibilities through industrial visits and Lecturers?
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
9. Are you able to apply knowledge and skill to manage projects in a multi-disciplinary environment after you have attended few industrial visits
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor
10. Are you able to keep yourself updated on the latest technology
(a) Excellent (b) Very good (c) Good (d) Satisfactory (e) Poor