PROFORMA FOR EDUCATIONAL TOUR / INDUSTRIAL VISIT

Name of Department / Centre _____

Batch and Number of Students Intending to Participate _____

Purpose and Destination of the Programme _____

Proposed Date(s) of the Programme _____

Number of Buses Required _____

Time and Place of Boarding _____

Return Timing and Place of De-boarding _____

Names and Designations of Faculty Members Accompanying the Students (including at least one female faculty member, wherever female students are participating):

1. _____

2. _____

Names and Designations of Supporting Staff Accompanying the Students:

1. _____

2. _____

Desired Outcomes of the Educational Tour / Industrial Visit:

1. _____
2. _____
3. _____
4. _____

Certified that:

1. The programme shall be undertaken at the sole risk and responsibility of the Head/In-charge Head of the Department with the endeavor of achieving the desired outcome/s.
2. The faculty/supporting staff mentioned above shall accompany the students and ensure their safety in all respects and at all times.
3. Discipline shall be maintained throughout the programme.
4. The transport arrangements and return schedule shall be in accordance with the applicable University guidelines.

Signature of Head/In-charge Head of Department

Recommendations of the Dean of School:

Recommendations of the Dean Academic Affairs:

Approval of the Competent Authority:

For Office Use (Transport Section)