

Govt. Engineering College Thrissur

MINUTES OF TOUR COMMITTEE MEETING

Department (tick): CSE/EEE/CE/ECE/IT/ME/ChE

Date, Time & Venue of Meeting:

Class/Semester of the students on tour (tick):S1/S2/S3/S4/S5/S6/S7/S8

Specialisation (for M.Tech):

Members present:

No.	Role	Name	Signature
1.	Head of the Dept.		
2.	Staff advisor 1 (Y1)		
3.	Staff advisor 2 (Y2)		
4.	Staff advisor 3 (Y3)		
5.	Staff advisor 4 (Y4)		
6.	Staff advisor 5 (Y5)		
7.	Faculty convener 1		
8.	Faculty convener 2		
9.	Student convener 1		
10.	Student convener 2		

Discussions and decisions:

1. The above tour is as per the curriculum requirement of MG/KTU.
2. The date and places of tour/visit were identified and selected with the active involvement of the members, were discussed in detail to ensure the requisite academic/educational content, and are hereby sanctioned by the tour committee. The mode/s of conveyance is/are as specified in the tour itinerary (ET-05).
3. The tour party shall commence the journey at..... (Time) on..... (Date)
From the premises of GEC TCR, and reach back at..... (Time) on..... (Date).
The party shall visit the following places:

The industries to be visited are:

4. The maximum number of working days lost on account of the tour is limited to the university norms; if the same exceeds the limit, extra classes will be engaged to compensate for the loss.

5. The latest tour guidelines issued by the director of technical education & college council will be strictly adhered to.

6. The students will submit a tour report within two weeks after returning from the tour.

7. No financial assistance for the tour will be provided by the college or government unless explicitly committed in the relevant government orders.

8. The touring students are bound by the conditions specified in the written undertaking (in Form ET-06), to be submitted by each student individually. It is the responsibility of the students to meet their parents, convince them about the trip and get their consent for the tour by way of their signature in the above undertaking.