

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

NORMS FOR INDUSTRY VISITS OF THE STUDENTS

(As approved by the Senate in its 18th meeting held on 25th September 2014)

Exposure to industry plays an important role in professional education of the students. Such Industry visits also help the Institute to build long-term relationships with those industries, which can be helpful in creating research opportunities and placement of the students. The Institute recognizes the importance of industry visits of the students. Some of instructors in various courses have been organizing such industry visits from time to time. The feedback from such visits has been encouraging. However, these visits are only a few and dependent on the interest of individual instructors in only a few courses, it is expected to encourage industry visits of the students on a regular basis.

1. Each of the undergraduate and masters students of the Institute is expected to visit at least TWO industries in each semester. The Ph.D students and faculty/staff will be welcome to join such visits. The word industry in the current context will be interpreted in the most liberal sense and will include site visits, visits to NGOs and slums, R&D Labs etc.
2. These visits are likely to be in vicinity of Ahmedabad. The Institute will provide reasonable travel support for such visits on case to case basis. The organizing team will seek budget approval through Dean, Academic Affairs.
3. It is expected that Career Development Service (CDS) and the Academic Coordinators of various disciplines will work together to arrange for these visits. In addition to the visits arranged by the instructors of various courses, senior Doctoral students and Post-doctoral research scholars will be also encouraged to coordinate such visits for the students. It is expected that a team of UG and PG students will have active role in organizing these visits.
4. The CDS will compile the data on the students who participated in each visit. This information may be useful in evaluation of engagement of individual students.

Enclosures:

1. Form for Approval of support for Industrial Trip and undertake the journey
2. Form for Payment Regarding Industrial Trip



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Form for Approval of support for Industrial Trip and undertake the journey

S. No.	Content	Details
1.	Detail of places/organizations to visit	
2.	Estimated Travel distance in round trip	
3.	Expected Number of Students to go on trip	
4.	Name(s) of the Faculty/Staff Members accompanying	
5.	Date of Commencement	
6.	Likely date of Return	
7.	Mode of Travel	Rail: Road: Others:
8.	Approximate Transportation Cost	
9.	Other expenses (accommodation, D.A. etc. for faculty/staff)	
10.	Total expected expenditure	

- The undersigned and accompanying staff members have informed their section in-charge(s) about this visit and have their consent.
- This visit will not create disruption to other academic activities.

Signature of the accompanying Faculty/Staff member	
Any other relevant information:	
Recommended by Dean, Academic Affairs	

Approval

Professor-in-charge (GA)/Director

**INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR****Form for Payment Regarding Industrial Trip**

S.	Content	Details	
1.	Places/Organizations visited		
2.	Number of students on the trip		
3.	Date and Time of departure		
4.	Date of Time of Return		
5.	Mode of Travel	Rail:	Road: Others:
6.	Transportation Charges		
7.	Accommodation Charge (If Approved)		
8.	DA Claim For:		
	Name	Designation	Food Expenses /
8.1			
8.2			
8.3			
8.4			
8.5			
			Total=

I am claiming the entire amount which will be disbursed as above.
(Approval for the trip is attached)

Name & Signature of Claimant
Date:

Verified that the above claim is admissible.

Assistant Registrar (F & A)

Approval

Professor-in-charge (GA)