**STUDENTS INDUSTRIAL VISIT / FIELD VISIT - APPROVAL FORM**

**DATE:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Program/Year/Branch/Sec |  | | | | | |
| 2 | Date of Permission Letter & Ref. No  (Issued by IIP CELL) |  | | | | | |
| 3 | Name of the Student IV Coordinators  (with mobile number) | 1.  2. | | | | | |
| 4 | No. of. Students in the Class | Boys |  | Girls |  | Total |  |
| 5 | No. of. Students going for Visit | Boys |  | Girls |  | Total |  |
| Day scholar | |  | Hosteller | |  |
| 6 | Date of Industrial Visit | From: To: | | | | | |
| 7 | Name of the Company/ Organization with location | 1.  2. | | | | | |
| 8 | Date & Time of Departure |  | | | | | |
| 9 | Date & Time of Arrival |  | | | | | |

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| --- | --- | --- |
| **Check List** | **Yes/No/NA** | **Remarks** |
| Permission letter from the industry |  |  |
| Itinerary for the Industrial Visit & Travel agent Details with Mobile Number |  |  |
| Letter of undertaking from parents and students |  |  |
| Approved Name List – Industrial visit & list of students not attending the industrial visit |  |  |
| Class Suspension circular / alternate arrangements for the remaining students |  |  |
| Intimation to Hostel Warden with approved list (Boys & Girls Hostel) |  |  |
| Transport permit obtained from RTO\* |  |  |
| Intimation letter to the A.O / Security Officer |  |  |

**Remarks**: \*yet to apply / applied and yet to receive the permit

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| --- | --- | --- | --- |
| **Accompanying**  **Faculty Members** | **Name** | **Mobile Number** | **Signature** |
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| **Dept. IV Co-ordinator** | **HOD** | **DIRECTOR- IIPC** |
| Permitted/Not Permitted  **PRINCIPAL** | | |