# http://172.18.18.6/ecap/images/logo.jpgSRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY

**(UGC – Autonomous Institution)**

(Approved by AICTE, Permanently affiliated to JNTUK, Kakinada, ISO 9001: 2015 certified Institution) (Accredited by NAAC with 'A' Grade; Recognised by UGC under sections 2(f) & 12(B))

NH-216, Amalapuram-Kakinada Highway, Cheyyeru (V), AMALAPURAM -533216.

# Department of Electronics and Communication Engineering

Guidelines for the Students in Industrial Tour

1. All the students who are undergoing educational tour should assemble at the Amalapuram bus complex at the stroke of the appointed time, and their tour should start from that place only.
2. No student is allowed to join in the middle, i.e., on the way for this tour.
3. All the students should stay at the places only as decided by the accompanying Faculty members.
4. They should wear neat dresses with identity card and should never give an impression that they are not the students of the institute.
5. They should follow strict timings as mentioned by accompanying Faculty members.
6. They should not move in haphazard manner either in the industry or outside during the visit. Strict discipline should be maintained.
7. They should not eat wherever they like. They should act as per the instructions given by the accompanying Faculty member.
8. They should follow directions of the Faculty members scrupulously during the visit and after the visit also.
9. They should not involve in any alterations with any people while they are in visit, and while they are outside.
10. The students during the visit should not form into groups of their own. They should follow the batches as decided by the Faculty members.
11. The students should not stay at the places of their own choice during the evenings and nights. They should all stay in one place, or in different batches or places, as decided by the Faculty members accompanying students.
12. They should maintain a small note book, wherein they should write the technical details, specifications and complete information about the industry, organization, which they are visiting.
13. They should not run to catch a running bus or train, and they should not swim anywhere.
14. They should be courteous and should behave in a decent manner towards ladies and elders in all places especially in the public.
15. When they are in the plant, they should observe safety precautions as prescribed by the plant authorities. Videography and photography must be avoided during the plant visit.
16. They should not go to any prohibited or restricted areas.
17. Avoid carrying valuables with you and you are responsible for your own belongings.
18. Every student should submit a consolidated report on the tour.

**Head of the Department - ECE**

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# Department of Electronics and Communication Engineering

DECLERATION OF THE STUDENT

I, a student of Srinivasa Institute of Engineering and Technology (A), studying Year, B.Tech., semester ECE bearing Regd. No. do hereby solemnly declare that:

1. I have voluntarily undertaken this industrial tour at my own interest.
2. I firmly believe that this tour will enhance my understanding of engineering course.
3. No force of coercion is employed to accompany the team.
4. I abide by the rules, regulations and the directions of my guide totally.
5. If there is any untoward incident due to my fault, I don’t hold the principal, management and staff responsible for the accident.
6. I maintain strict discipline, and abide by the directions of the institute, or organization, which I visit on my entourage.
7. I will follow the guidelines given to me by the Faculty member.
8. I do not indulge in any activity (saying/doing) that undermines the prestige of the college in any way.
9. I can take complete responsibility of my belongings

Signature of the Parent Signature of the Student

Date: Date:

Phone No: Phone No: