THEJUS ENGINEERING COLLEGE, VELLARAKKAD

**IV-01**

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

Semester (tick): S1/S2/S3/S4/S5/S6/S7/S8/M1/M2/M3/M4 Specialization (for M. Tech.):

Type of Visit (tick): Site Visit/Industrial Visit/ Industrial Training/Educational Tour

**CHECK LIST FOR SUBMISSION OF REQUEST**

**FOR EDUCATIONAL TOUR/INDUSTRIAL VISIT**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Whether submitted/complied | |
| 1. | Minutes of relevant tour committee meeting (IV-02). | Yes | No |
| 2. | List of students (IV-03). | Yes | No |
| 3. | List of accompanying faculty with their willingness (IV-04). | Yes | No |
| 4. | Tour Itinerary (IV-05). | Yes | No |
| 5. | Written undertaking by students/parents (IV-06). | Yes | No |
| 6. | Permission letters from industry. | Yes | No |
| 7. | Copy of driving license of driver. | Yes | No |
| 8. | Copy of RC Book of the conveyance vehicle. | Yes | No |
| 9. | Proof for confirmed accommodation at halt points. | Yes | No |
| 10. | Permission letter from RTO, controlling Regional Transport Office | Yes | No |
| 11. | Permission letter from the SHO, controlling Police Station | Yes | No |
| 12. | Whether latest guidelines read & understood. | Yes | No |
| 13. | Whether accompanied by permanent faculty member. | Yes | No |
| 14. | Whether accompanied by permanent lady faculty member. | Yes | No |
| 15. | Whether the tour is 80% educational. | Yes | No |
| 16. | Whether night journey avoided (for road trips). | Yes | No |

Modes of transport involved (tick one or more): Air/Rail/Road

Name, address & Phone No. of cab/transport operator (for road journeys):

Names and Phone Nos. of driver/s (for road journeys):

Certified that the above data/information are correct

Name & dated signature of student convener(s):

Name & dated signature of faculty convener(s):