

THEJUS ENGINEERING COLLEGE, VELLARAKKAD

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):