

**MINUTES OF TOUR COMMITTEE MEETING**

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

Date, Time & Venue of Meeting:

Class/Semester of the Students on Tour (tick):

S1/S2/S3/S4/S5/S6/S7/S8/M1/M2/M3/M4Specialization (for M. Tech.):

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

Members Present:

No.	Role	Name	Signature
1.	Head of the Dept.		
2.	Staff Advisor 1 (Y1)		
3.	Staff Advisor 2 (Y2)		
4.	Staff Advisor 3 (Y3)		
5.	Staff Advisor 4 (Y4)		
6.	Faculty Convener 1		
7.	Faculty Convener 2		
8.	Student Convener 1		
9.	Student Convener 2		

Discussions & Decisions:

1. *The above tour is as per the curriculum requirement of KTU*
2. *The date and places of tour/visit were identified and selected with the active involvement of the members, were discussed in detail to ensure the requisite academic/educational content, and are hereby sanctioned by the Tour Committee. The mode/s of conveyance is/are as specified in the Tour Itinerary (IV-05).*
3. *The tour party shall commence the journey at ..... (time) on ..... (date) from the premises of Thejus Engineering College and reach back at ..... (time) on (date).*

*The party shall visit the following **places**:*

*and the following **industries**:*

4. *The maximum number of working days lost on account of the tour is limited to the University*

*Norms; if the same exceeds the limits, the department has to extra classes to compensate for the loss.*

- 5. The latest Tour Guidelines issued by the Director of Technical Education and College Council will be strictly adhered to.*
- 6. The students will submit a Tour Report within two weeks after returning from the visit.*
- 7. No financial assistance for tour will be provided by the College/Government, unless explicitly committed in the relevant Government Orders.*
- 8. The touring students are bound by the conditions specified in the Written Undertaking (in Form IV-06), to be submitted by each student individually. It is the responsibility of the students to meet their parents, convince them about the visit and get their consent for the same by way of their signature in the above undertaking.*

Countersigned by

**HOD**