



MARIAN COLLEGE
KUTTIKKANAM

(AUTONOMOUS)

MAKING COMPLETE

Guidelines for Tours and Industrial Visits.

Tours

1. Please follow the directions in the government order No **G3/26532/2023/DCE** dated **19.08.2023** for conducting study tours/ excursion.
2. There will be no tour for first year UG students.
3. Second year UG students can go for a one-day tour, but that shall be arranged on a holiday.
4. Tours for UG final years shall be limited to a maximum of 4 days and shall be arranged in such a way that they reach back on the fourth day provided the fourth day falls on a holiday.
5. Not more than 2 regular working days shall be availed for a tour.
6. Students are permitted to leave for the tour on the previous day, but there will be regular classes up to 1.30 PM on that day. If they are travelling by bus, departure time from the campus is 4.00 PM. Students shall board the bus at 3.30 PM (Bus will be permitted to enter the campus only at 3.30 PM).
7. Tour party shall reach back by 2.00 PM on the fourth day of the tour, (extendable up to 5.00 PM, only under unavoidable circumstances).
8. In case of any need for changes in the schedule during the tour due to an emergency, the matter shall be reported to the Vice Principal in charge by the faculty in charge of the tour immediately after the emergency occurs. The changes shall be made only upon his permission. Late excuses after the tour will not be accepted if the tour goes beyond the permitted date and time.
9. No departure and arrival are permitted before 5 AM and after 10 PM even if the tour is for a lesser number of days.
10. Tours can be organised only when the participation of more than 60% of students in a class is ensured.

11. Consent of the parents shall be obtained by the Department. An undertaking by the HOD/ Faculty Advisor/ Faculty in charge stating the same shall be attached along with the request to the Vice Principal for approval.
12. RTO authorization is necessary for buses to conduct study tours / leisure tours / excursions. Format of the letter to the RTO is uploaded in our website in the students' support section. Batches that intend to conduct such excursions may complete the form, take print on the department letter head and submit it to the RTO where the vehicle is registered. A copy of the response from the RTO must be submitted to the office of the Vice principal (students' welfare) through college front office for legal procedures.
13. Teachers from the Department shall accompany students during travel as per the directions given in point no 15.
14. Use of any intoxicating substance is strictly forbidden during tours. Accompanying teachers shall be very vigilant to enforce this effectively. Any violation of this direction will be treated very seriously that may invite consequential disciplinary actions.
15. PG students can organise academic-related study tours as part of their curriculum. The above guidelines are applicable to such tours also.

Industrial Visits.

1. Industrial Visits shall be limited to one day only. The visits shall be outcome-based in nature and each student shall submit a report on the outcomes achieved. The reports will be assessed as per the criteria for CARS/CADL. The timings of Industrial Visits shall be between 5 am and 10 pm (extendable up to 11 pm in case of an emergency with the permission of Vice Principal). Tours shall not be combined with Industrial Visits.
2. The industries selected shall conform to the requirements of the programme of study.

Principal

08 December 2023