



BANNARI AMMAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution Affiliated to Anna University Chennai - Approved by AICTE - Accredited by NAAC with "A+" Grade

SATHYAMANGALAM - 638 401 ERODE DISTRICT TAMIL NADU INDIA

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FIELD VISIT AND INDUSTRIAL VISIT POLICY 2023

(Valid till May 2026)

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1	Introduction
	<p>Bannari Amman Institute of Technology (BIT) is committed to becoming a center of excellence in engineering, technology, and management education that is relevant to the needs of industry and society. To ensure the inclusive growth of all stakeholders and to 'stay ahead,' the institute has developed various policies that consider the systems, processes, and procedures in place. One such policy is the Policy on Field Visits and Industrial Visits. This policy ensures that students have the opportunity to learn through experience by visiting various working environments, such as worksites, industries, research laboratories, and research centers.</p>
2	Objectives
	<p>The main objectives of the Field Visits and Industrial Visits Policy include:</p> <ul style="list-style-type: none"> ● To develop a standardized protocol for organizing field visits and industrial visits that aligns with the curriculum. ● To make the most of the knowledge and insights gained from field visits and industrial visits. ● To ensure the safety and security of the students participating in the visits.
3	Scope
	<p>The Field Visits/Industrial Visits policy applies to undergraduate (UG) and postgraduate (PG) students, faculty members, non-teaching staff (both technical and non-technical), and relevant academic services. It does not encompass personal travel by students, unauthorized individual or group visits, or visits made during industrial training or internship, whether on vacation or working days. Furthermore, the policy excludes faculty members' visits aimed solely at enhancing their knowledge and skills without accompanying students. The policy will be disseminated through various channels, including distributing printed copies and electronic copies via the Campus-wide Enterprise Resource Planning System.</p>
4	References
	<ul style="list-style-type: none"> ● The Field Visits/Industrial Visits Policy shall conform to the guidelines of the All India Council for Technical Education Regulations 2015 (AICTE/Acad/Student Safety/2015 New Delhi dated 31 July 2015) or as released by AICTE/UGC or other Regulatory Bodies from time to time (Annexure-I). ● List of approved vendors for transport facilities (available with the Transport In-charge).

5	Definitions
	<p>Field visit</p> <p>A Field Visit refers to an educational visit conducted during regular working hours (8:30 AM to 5:00 PM). It involves observing industrial services, practices, or sites where industrial-scale operations are carried out, with the objective of enhancing understanding of academic concepts.</p> <p>Industrial visit</p> <p>An Industrial Visit involves observing industrial services, practices, and/or sites where industrial-scale operations are carried out, beyond regular working hours (8:30 AM to 5:00 PM), with the purpose of understanding academic concepts.</p> <p>Other visits</p> <p>This Policy also extends its coverage to visits related to Inter-Institutional competitions, examinations as a part of the curriculum (other languages), sports meets, NSS/NCC Camps, and off-campus placements (only in cases where an organized trip is planned).</p> <p>Faculty Coordinator</p> <p>Member(s) of faculty, who is / are expected to accompany the students during the visit shall be known as the Faculty Coordinator(s) of that visit. Whenever, girl students are part of the visit, Head of the Department shall ensure that one lady faculty also accompanies the student team.</p> <p>Student Coordinators</p> <p>Among the students, one representative shall be chosen from the girls and boys (coordinator) to communicate among the students, the instructions received from the Faculty Coordinator and the industries / site in-charges, intended for the visit. If multiple buses are engaged for travel, at least one coordinator shall be identified for every bus along with the Faculty Coordinator.</p> <p>Both field visits and industrial visits shall be related to the course(s) taught in the respective semester and the need for such visit shall be discussed in the Course Committee / Class Committee Meeting and approved by the concerned Head of the Department.</p> <p>No field visits / industrial, except camp(s) shall be arranged by the Clubs and Societies, unless and otherwise approved by the Apex Committee.</p>

6		Commencement and Completion of Field Visit and Industrial Visit																						
		Field Visits and Industrial Visits will only be conducted after a minimum of 2 weeks from the start of the respective semester or academic session. Additionally, these visits should be completed at least 2 weeks before the last working day of that specific semester or academic session.																						
7		Maximum Number of Field Visits and Industrial Visits																						
		<p>An educational visit spanning a week to Northern States (excluding Karnataka and Telangana) may be organized to cover various courses taught within a semester or year. However, the arrangement of this visit requires approval from the Apex Committee.</p> <p>For postgraduate (PG) students, the field and industrial visits, as well as the duration of these visits, shall be determined by the respective PG Coordinator and the faculty member(s) responsible for handling the course.</p> <table><tr><th rowspan="2">Year - UG</th><th rowspan="2">No. of field visit per Semester</th><th colspan="2">Industrial Visits per Year</th></tr><tr><th>No. of Visits</th><th>Maximum No of Days (Including Journey)</th></tr><tr><td>I (II Semester only)</td><td>1</td><td>-</td><td>Not Required</td></tr><tr><td>II</td><td>2</td><td>1</td><td>2</td></tr><tr><td>III</td><td>3</td><td>1</td><td>3</td></tr><tr><td>IV</td><td>1</td><td>-</td><td>Not Required</td></tr></table>	Year - UG	No. of field visit per Semester	Industrial Visits per Year		No. of Visits	Maximum No of Days (Including Journey)	I (II Semester only)	1	-	Not Required	II	2	1	2	III	3	1	3	IV	1	-	Not Required
Year - UG	No. of field visit per Semester	Industrial Visits per Year																						
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I (II Semester only)	1	-	Not Required																					
II	2	1	2																					
III	3	1	3																					
IV	1	-	Not Required																					
8		Relevancy / Purpose of Visits																						
	a)	The visit(s) shall help the students supplement the courses learnt in the curriculum and to acquire new skills or help the member(s) of faculty to deliver the content / knowledge related to at least one subject taught during that particular semester.																						
	b)	The students should be able to connect the theory taught in the class with the practical knowledge being obtained during the Industrial / Field Visit.																						

9		Location
		Places with potential hazards, such as political unrest, negligent security, disease outbreaks, threats of earthquake or frequent occurrence of Cyclone and flood, should be avoided.
10		Mode of Transport and Arrangements
	a)	For field visits and industrial visits, the approved mode of transportation is primarily by road, utilizing either the Institute bus or the bus service provided by the approved vendors of BIT. Overnight travel is strictly prohibited, and the journey should commence no earlier than 4:00 am and conclude before 12 midnight to ensure the safety of the participants during travel.
	b)	Before engaging any service provider, including BIT buses, the Head of the Department must ensure that all necessary travel documents, such as the driver's license, vehicle insurance, inter-district, inter-state approval, and any other local approvals required, are in order. Upon departure, arrival at the destination, and return to BIT, the bus driver should send a mobile SMS to the Accounts Office (AO) and the concerned Head of the Department to keep them informed about the travel progress. The Transport in-charge of BIT is responsible for providing the driver(s) of the vehicles intended for the visits with necessary instructions on safety procedures to be followed during the journey.
	c)	The responsibility of arranging bus services or accommodation should never be assigned to the students. Instead, these tasks should be delegated to assist the accompanying faculty member(s) or the concerned Head of the Department.
	d)	Students must board and alight the vehicle exclusively at the Institute. However, on special occasions such as upcoming holidays or leaves, students may be permitted to disembark at a location nearer to their native place, provided they obtain prior approval from the Head of the Department.
	e)	In case the journey is conducted by train, students are eligible to avail Railway concessions in accordance with the guidelines provided by the Indian Railways at the time of travel. However, the Head of the Department or the accompanying faculty member(s) should not arrange night travel without prior booking/reservations.
	f)	Travel costs and other expenditure, in case if outside vehicles are engaged, shall be borne by the students, taking part in the visit.
11		Accommodation
	a)	In the case of overnight stay, if arranged as a part of Industrial Visits, suitable and decent accommodation shall be arranged by the service provider or the concerned accompanying member(s) of faculty in approval with the Head of the Department. The concerned Head

		of the Department shall also retain the details pertaining to accommodation (Name of the Hotel, contact person and contact number) till successful completion of the visit. Staying shall be allowed only if the number of days of visit is more than one day or the travel is more than 24 hours.
	b)	Once the arrangement for accommodation is finalized, no student shall be allowed to make any change without a proper reason so as to avoid confusion.
	c)	It is preferable to arrange two or more students (of same gender) to stay in a room when allocating accommodation.
	d)	Separate staying rooms / dormitory must be arranged based on gender.
	e)	Faculty / Faculties accompanying the students shall stay along with students in the same hotel / venue
	f)	The place of stay must be accessible to nearby facilities such as hospitals / ATMs / Stores / Police Stations in case of any incidents / accidents.
12		Safety and Security
	a)	The faculty members accompanying the students should closely monitor the weather forecasts and news broadcasts of the visit location. In the event of any changes in weather or other conditions, a contingency plan must be promptly devised and communicated to the institution.
	b)	The faculty members accompanying the students should closely monitor the weather forecasts and news broadcasts of the visit location. In the event of any changes in weather or other conditions, a contingency plan must be promptly devised and communicated to the institution.
	c)	Students shall follow the instructions given by the accompanying member(s) of faculty and safety regulations followed in that particular organization / locality throughout the visit and travel to avoid any form of safety issues.
	d)	It is advisable that at least two students (one boys and one girl) and two members of faculty (one male and one female) shall have the knowledge of First Aid and use of Fire Extinguisher.
	e)	The members of faculty should have full knowledge of the health condition of each participant in order to determine whether specific participant(s) should not be allowed to take part in the activities of the day. He/she should take timely and appropriate action having regard to the circumstances of individual cases.

	f)	The faculty members are responsible for ensuring the presence of a first aid box and necessary safety equipment in the bus during travel. They should also have access to the mobile numbers/contact numbers of all students and their parents.
13		Documents to be submitted before and after the Industrial / Field Visit
	a)	It shall be responsibility of the faculty and student coordinators to prepare the necessary documents, at least 3 working days in advance, as given in the Annexure I, before commencing the travel. In absence of such documents, permission to travel shall not be given.
	b)	Students shall submit an individual report on the Field Visit / Industrial Visit to the Faculty Coordinator within one week of the visit.
	c)	A copy of the documents mentioned in 13(a) and 13(b) must be maintained by the Faculty Coordinator in the department for academic audit.
14		Instructions to Students
	a)	Minimum 80 % students of the class should opt for Field Visit / Industrial Visit to be sanctioned or can be of with the minor discretion of HoD.
	b)	Students participating in the Field Visit / Industrial Visit should apply On Duty as per the procedures, both inmates of the hostels and day students.
	c)	Students shall carry personal communication devices such as mobile phones and are instructed to remain in constant touch with their parents / guardians.
	d)	All students need to be in the group at all times during the visit till they return to the destination.
	e)	It is mandatory to carry scribbling pad & ID card during the Field Visit / Industrial Visit. Formal dress code and shoes are mandatory for the students to participate in the Field Visit / Industrial Visit.
	f)	Students are refrained from carrying or using any sort of Alcohol / Cigarettes / Drugs during the course of the Visits. If any students is found to possess or use such items, he / she will be liable to the disciplinary actions as per BIT rules.
	g)	Students who do not participate in the Field Visit / Industrial Visit should come to the department during the visit period and pursue the academic related activities assigned by the HoD / the members of faculty of the Department. Attendance is compulsory for them during this period.
	h)	Good behaviour by students throughout the Field Visit/Industrial Visit is expected as the reputation of the college is entrusted with the students.

	i)	Violation of any rules imposed in this policy, shall attract one (or) more disciplinary actions by the concerned authorities based on the nature of violation performed by the student(s) <ul style="list-style-type: none"> ● Warning ● Suspension / Expulsion from the College ● Suspension / Expulsion from the Hostel
15		Instructions to Member(s) of Faculty
	a)	No members of faculty shall alternate or replace other members of faculty / staff on his / her behalf without prior proper approval from the Head of the Department.
	b)	If there is less / no availability of female members of faculty in a particular Department to accompany the students, the organizing Coordinator shall request female members of faculty from other Departments with prior permission from their concerned HoD.
	c)	If required, the faculty coordinator shall engage one laboratory technician to accompany during the visit for assisting him and providing such experience to them.
	d)	Before proceeding on the visit, all the students shall be properly briefed by the way of “training session” about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.
	e)	The faculty should arrange doctors immediately in case of emergency and take effective preventive measures according to the doctor’s advice. If necessary, the faculty should inform the parents concerned and the institute regarding the students’ health conditions as soon as possible.
	f)	The members of faculty who arrange un-official tours shall be treated under violation of BIT Rules and they are subject to disciplinary action.
16		Internal Audit
	a)	An Audit on Field Visits / Industrial Visits shall be carried out twice in a semester by the Academic Audit Committee of the Institution.
	b)	If a particular Department fails to undertake at least one Field Visit / Industrial Visit in a semester that shall be brought to the notice of Head of the Institution.
17		Financial Allowances
		All the members of faculty accompanying the students for the visits shall be eligible for the Dearness Allowance as per the rules of BIT.

ANNEXURE - I

BANNARI AMMAN INSTITUTE OF TECHNOLOGY SATHYAMANGALAM – 638 401

Educational Tours, Field Visits, Industrial Visits, NSS / NCC Campaign, or Sports Activities outside the campus, any Outbound Programs, Etc.

Kindly read the AICTE Guidelines for Educational Tours, Industrial visits, Cultural Visits etc before filling the Approval form

(AICTE / Acad. / student Safety / 2015 / 31 July 2015)

<u>APPROVAL</u> <u>FORM</u>				
1	(a) Type of Visit/Tour	:		(b) Relevant Subjects: (1) (2)
2	Date(s)/ Days of Visit/ Tour	:		
3	Date & Time of Departure (Departure after 4.30 AM Only)	:		
4	Date & Time of Arrival (Arrival before 11.00 PM)	:		
5	Address & Phone Nos. of Company to be visited (for contact)	:		
6	Mode of Travel	:	Train / Bus / Car / Van / Other Mode -Specify (Enclosed in Annexure 1)	
7	Copy of Approval letter from Industry/ Authority concerned	:	Yes/No (Enclosed in Annexure 2)	
8	Accompanying Faculty details and Undertaking Letter (Male/Female)	:	Yes/No (Enclosed in Annexure 3)	
9	List of Students Male/ Female	:	Yes/No (Enclosed in Annexure 4)	

10	Accommodation Details with Confirmation letter	:	Yes/No (Enclosed in Annexure 5)
11	Faculty/Students Trained in First Aid (Acknowledgement from the Doctor)	:	Yes/No (Enclosed in Annexure 6)
12	Undertaking Letter From Students (I/We have verified the above documents and are submitted)	:	Yes/No (Enclosed in Annexure 7)
13	Approval from HoD	:	(Signature with Seal)
14	Senior Dy Warden, Boys Hostel (If hostel students are participating)	:	(Signature)
15	Senior Dy Warden, Girls Hostel (If hostel students are participating)	:	(Signature)
16	Manager Facilities	:	(Signature)
17	Stores Officer	:	(Signature)
18	Administrative Officer	:	(Signature)
19	Approval from Principal (Approved / Not Approved)	:	(Sign with Seal)

Note: The Form should be submitted three days prior to the departure

ANNEXURE -II

Mode of Travel (for local travel, provide the details separately if engaged)

Sl. No	Details	Mode of Travel BIT Bus/Other Mode Specify	Travel Details with Phone number of the Travels and Driver	Approval of BIT Transport In charge
1.	From BIT to Place of visit			
2.	Return Journey Details			

Copy of the Approval Letter from Industry/ Authority concerned

- Should contain clear date, time and number of days of Visit
- Letter should be by the authenticated person from the Industry minimum at Manager Level/ Authority concerned with seal.

ANNEXURE - III

UNDERTAKING LETTER BY ACCOMPANYING FACULTY

1. I / we will take care of the students participating in the tour.
2. I / we will ensure that the students will abide by the rules and regulations of BIT and also the Institution / organization / company / Industry or the local authority of the place to which such tours is being undertaken.
3. I / We hereby state that all the parents/ guardians of the students concerned are informed of their official trip well in advance and obtained their consent.
4. I / we will be liable for disciplinary action if it is found that the safety of the students is compromised in any manner during the tour.
5. Students will not be taken or allowed to **mountain areas, rivers, canals, beaches, water parks, reservoirs, forest areas**, etc and I/We are personally liable and answerable for any such untoward incident taking place during the tour. I / We shall ensure that if any activities are necessary in and around water bodies such as boating, swimming, rowing, and sailing must be carried out under the supervision of a trainer / life guard only.

Sl No	Name of the Faculty/ ID No Designation	Male/ Female	Mobile No	Alternate Contact No	Signature
1.					
2.					
3.					
4.					

Signature of HoD:

ANNEXURE - IV

List of Students Details

Sl. No.	Roll No	Name	Male/ Female	Student Mobile Number	Blood Group	Health Problem if any
1.						
2.						
3.						
4.						

Name(s) and Signature of Member(s) of Faculty with Date

ANNEXURE – V

Accommodation

Sl. No.	Name of Hotel/ Guest House*	Period of Stay	Address and Phone Numbers	Responsible Person Handling	Types of Room: Single/ Shared / Dormitory
1.					

* Attach the accommodation booking copy

Faculty Signature with Date

(Signature of HoD)

ANNEXURE- VI

Faculty/Students Trained in First Aid

Sl. No	Emp. ID/ Roll No	Name	Mobile Number	Faculty/ Student	Doctor's Sign
1.					
2.					

ANNEXURE-VII

UNDERTAKING LETTER BY STUDENTS

We, the students of

Programme at BIT Sathyamangalam-638401, do here-by undertake that we are going on Industrial Visit/Cultural Visit/ Field Trip/Study Tour/Outbound

Training/----- to ----- organized
on date ----- departure date ----- time -----
-----from BIT and arrival date

----- time -----at BIT will abide by the rules and guidelines
of our Institution and also the rules and regulations of the Institution / organisation / company / Industry
or the local authority of the place to which such tours is being undertaken. If any violation of the rules
and regulations are noticed in any manner during the tour, we will be liable for disciplinary action,
decided by the Institution.

Sl. No	Roll No	Name	Signature
1.			
2.			

Signature of the Faculty

Signature of the Head of the Department

* The Undertaking should repeat in all pages

ANNEXURE-VIII
BANNARI AMMAN INSTITUTE OF TECHNOLOGY
SATHYAMANGALAM – 638 401

Undertaking by the Parent

To

The Principal,
Bannari Amman Institute of Technology,
Sathyamangalam – 638401.

I F/o or M/o
..... (Roll No. _____)
of MBA hereby permit my Son/Daughter to
undertake the Educational Tours / Field Visits / Industrial Visits / Study Tours / Cultural Visits
/ NSS Campaign / Club Activities / Sports Activities outside the campus / any Outbound
Programmes. I understand that the travel by rail/road and the stay outside the limits of the
campus may involve risk of physical harm, under unexpected circumstances. I assure that my
Son/Daughter is responsible for his/her behaviour during the Industrial visit and I will neither
blame the Institution nor demand compensation from the same of the results of any untoward
incidents.

Signature of the Parent:

Name and Address of the Parent
With contact Number:

ANNEXURE – IX

Student Contact Details

Sl. No	Roll No	Name	Hosteller / Day scholar	Parent Mobile Number	Boarding Point	Dropping Point