

## **SFIT Rules and Regulations for Industrial Visits (I.V.):-**

### **General:-**

1. In order to gain practical knowledge, students are expected to visit at least three organizations (Industries) of relevant fields.
2. IV can be organized preferably in the month of June for which the students can start preparations two /three months prior to the IV.
3. Just after the formation of Students' Council, in consultation with the HOD/ Chapters' coordinators, Dean Student Affairs and Director, industrial visits can be organized.
4. If the IV is organized under one of the Student Chapters (viz. IEEE/IETE/CSI), then the respective coordinators shall be made the in-charge of the IV. If it is done under college banner, the Principal/Director shall appoint the coordinators for the same.
5. The Tour operators for IV can be identified by the Staff coordinators in coordination with the Dean of Student Affairs.
6. A quotation from minimum three tour operators shall be obtained and rates shall be finalized with the approval of Dean of student Affairs/ Principal/ Director.
7. The IV shall be organized only in the vacation period or on non-instructional days, during semester. No instructional days shall be lost because of the IV.
8. The IV should not be more than 7 days (including journey).

### **Rules and Guidelines For students and (Student Heads of Student Chapters):-**

1. The number of students going for any IV should not exceed 100, to make it manageable.
2. Signing of the letter of Indemnity Bond (Consent-cum-Undertaking) is mandatory for all the parents of students going for IV outside Mumbai. A medical fitness certificate is also to be submitted along with the Indemnity Bond/Undertaking. Duly executed Indemnity Bond should be submitted to Office (Student Affairs) Staff at least 2days prior to the visit, without which the accompanying Staff coordinator shall not permit the student to participate in the IV.
3. The list of students participating in an IV shall be handed over to all the concerned HODs, Staff coordinators and Dean of Student Affairs.
4. The students need to be accompanied by the faculty members of the college. (Minimum one senior faculty amongst a group of three faculties.)(Ratio need to be maintained : - 20 students :1 faculty)
5. The student heads have to carry railway concession counter foils and the tickets of all the students and faculties going for IV.
6. Students need to produce the permission letters from the appropriate industries and carry various copies (students and staff) during IV.

7. The acknowledgement from the industry has to be taken (Students and faculty) after that particular visit is done.
8. Student Heads need to ensure that all the students carry the College Identity Cards during their journey. If the student does not carry ID, the fine charged has to be paid by the student only.
9. During IV, the students need to be divided into smaller groups and the group leader has to be decided amongst them who will be responsible for taking care of all the group members. The group leader will be in touch with the accompanying faculty members for any issues.
10. Going to restricted areas and not following the instructions of the Group Leaders/ Heads/ Faculties will be treated as a serious disobedience even though they have signed the bond.
11. The student heads need to report on a regular basis to the Professional body co-coordinators about the IV.
12. No telephone calls from the family members of the students to the faculty accompanying IV will be encouraged unless it is an emergency situation.
13. Meetings with Relatives are not allowed in the course of the IV. All students need to be in the group at all times during the IV till they return to the destination.
14. In case of illness during the IV, students can be sent back to Mumbai by the concerned faculties.
15. Good behavior by students throughout the IV is expected as the name of the college is attached with the students.
16. A report of the IV is to be submitted in 15 days time once the students are back by students IV coordinators

**Rules and Guidelines for Tour operator: -**

1. Should make an arrangement for the students and faculties accompanying the students as per the discussion/ quotation.
2. Alternate arrangements should be made properly in case of unavoidable circumstances.
3. The Tour Operator should send guides in adequate number with the students to take care of them.
4. Arrangement for stay for all the students and faculty stay arrangement has to be in the same hotel or the hotels very close to each other.
5. All the stay details and contacts need to be informed to the students as well as college authorities in advance
6. The schedule and itinerary has to be informed to the students as well as accompanying faculty members as well as College authorities.
7. The Tour Operator needs to update College authorities and faculties accompanying for the IV about the arrangements and schedules well before the commencement of IV.
8. The Tour Operator should not combine the student IV with any other private tour.