

## **Industrial Visit/Field Trips/Excursion**

Ramjas College believes that education cannot be confined just to the four walls of the classroom. For a larger exposure to the students, the college organizes educational field visits, industrial visits, educational trips and excursions, which allows students not only to relate their classroom learning with the real world scenarios, but also get rejuvenated and increase their productivity levels.

### **STEP 1: Seeking Permission from the Principal**

1. The concerned department, through teacher-in-charge or staff advisor or the concerned faculty, approaches the Principal, with a request to start with the planning of the field visit.

### **STEP 2: Seeking Permission from the Industry**

1. Contact to the Industry/Company HR department by writing a letter showing interest in visiting the company and seek their permission for the visit.
2. This permission can be through hard form (via post, or personal visit), or in soft form, via email.
3. Mention a tentative schedule of visit, number of visitors, advantages of the visit to the students as well as to the industry.

### **STEP 3: Notification and Approval**

1. After receiving a positive reply from the company, notice is put on the college notice board (if it is at college level), or on the departmental notice board (if it is at department level), regarding visit.
2. Interested students are asked to submit consent form (duly, signed by their parents) within the stipulated time.
3. An approval letter is written to the Principal mentioning the following:
  - a. List of students, along with their contact numbers, email ids, and address (both local and permanent).
  - b. Details of the transportation facility and refreshment of students and faculty members who are going for the trip.
  - c. Exact schedule of the visit.

### **STEP 4: Notification and Approval**

1. The concerned transporter is informed by giving letter/order for hiring his services to provide transport on the stipulated date, place and time.

2. The attendance of the students is collected prior to start of travel, at various points of the travel (if the travel is extending to more than a day), and an attendance at the end of the travel.
3. The concerned person or organizers are contacted and necessary formalities are completed.
4. After the visit, a detailed report about the visit along with photos is submitted to the Principal's office.

