



GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar
ISO Certified 9001:2015

S. Ashish Daniel
Secretary & Director

C. Rama Gopal
Principal

Ref. No.: GPC/IQAC/POLICY/03

Date: 29.08.2019

Policy Document for Arranging Industrial/Field Visits for Students

Objective:

The objective of organizing Industrial/Field Visits (IV) for the students of GEMS Polytechnic College (GPC) is to provide them with practical exposure to various industries and fields related to their courses. These visits aim to enhance their understanding of theoretical concepts and bridge the gap between classroom learning and real-world applications. By experiencing industrial environments firsthand, students can gain insights into industry operations, technological advancements, and professional practices, thereby preparing them for future careers.

Scope of Industrial/Field Visits:

Industrial Visits at GPC will encompass visits to a diverse range of industries and fields relevant to the academic disciplines offered by the college. The scope includes but is not limited to:

- Manufacturing Industries
- Engineering Firms
- Research and Development Centers
- IT Companies
- Automobile Industries
- Construction Sites
- Agricultural Facilities
- Energy and Power Plants



The selection of industries for Industrial/Field Visits will be based on their alignment with the curriculum, availability of resources, and educational value for the students.

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Process Flow:**1. Allocation of Faculty Coordinator for Industrial/Field Visits:**

- A faculty member will be designated as the coordinator responsible for organizing and overseeing the IV arrangements.

2. Identification of Industry/Field:

- The faculty coordinator, in consultation with the department heads, will identify suitable industries or fields for the Industrial/Field Visits based on the relevance to the students' academic programs.

3. Request & Approval from Industry/Field:

- The coordinator will send formal requests to selected industries or fields seeking permission for the visit.
- Upon receiving approvals, necessary arrangements will be made for scheduling the visit.

4. Finalization of Industrial/Field Visits Date:

After obtaining approvals, the coordinator will finalize the date for the Industrial/Field Visits in coordination with the industry representatives and academic schedule.

5. Approval from Principal through Head:

The finalized Industrial/Field Visits plan will be presented to the Principal through the respective department heads for approval.

6. Request for Transport Arrangement:

The coordinator will liaise with the GPC Transport Incharge to arrange transportation for the students to and from the industrial site.

7. Budget Preparation:

A budget will be prepared by the coordinator to cover transportation costs and miscellaneous expenses associated with the Industrial/Field Visits.

8. Completion of Industrial/Field Visits:

On the scheduled date, students will be accompanied by faculty members to the industrial site for the visit.

The visit will include guided tours, interactive sessions, and practical demonstrations as arranged by the host industry.



9. Student Report Preparation with GPC-Tagged Photos:

Upon returning from the Industrial/Field Visits, students will be required to prepare comprehensive reports documenting their observations, learnings, and experiences during the visit.

Photos taken during the visit must be tagged with GPC identification for record-keeping purposes.

10. IQAC Prescribed Industrial/Field Visits Feedback:

Feedback forms prescribed by the Internal Quality Assurance Cell (IQAC) will be distributed to ten randomly selected students to gather feedback on the Industrial/Field Visits experience.

11. Submission of Bills and Reports:

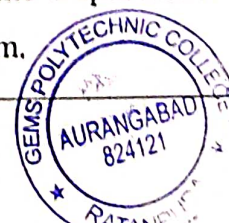
The coordinator will ensure that all bills related to transportation and miscellaneous expenses, as well as student reports and feedback, are submitted to the respective department heads and administrative offices for record-keeping and further processing.

General Guidelines:**Industrial/Field Visit:**

- The Industrial/Field Visit refers to an educational visit conducted during regular working hours (8:50 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.
- Both field visits and industrial visits shall be related to the course(s) taught in the respective semester, and the need for such visits shall be discussed in the Class Committee Meeting and approved by the concerned Head of the Department.
- No field visits/industrial visits, except camps, shall be arranged by the Clubs and Societies unless otherwise approved by the Apex Committee.

Faculty Coordinator:

- Member(s) of faculty, who 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, the Head of the Department shall ensure that one lady faculty also accompanies the student team.



Student Coordinators:

- 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.

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.

Maximum Number of Field Visits and Industrial Visits: 1 per semester**Relevancy/Purpose of Visits:**

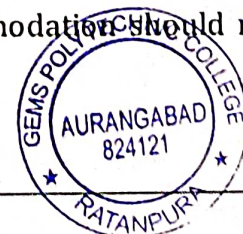
- a) The visit(s) shall help the students supplement the courses learned in the curriculum and to acquire new skills or help the member(s) of faculty to deliver the content/knowledge related to at least one subject taught during that particular semester.
- b) The students should be able to connect the theory taught in the class with the practical knowledge being obtained during the Industrial/Field Visit.

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.

Mode of Transport and Arrangements:

- 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 GPC.
- Overnight travel is strictly prohibited.
- 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.
- 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.
- Travel costs shall be borne by the GPC, taking part in the visit.

Safety and Security

a) Faculty members accompanying the students must closely monitor weather forecasts and news broadcasts of the visit location. In case of any changes in weather or other conditions, a contingency plan must be promptly devised and communicated to the institution.

b) Students shall adhere to the instructions given by accompanying faculty members and follow safety regulations throughout the visit and travel.

c) At least two students (one male and one female) and two faculty members (one male and one female) should have knowledge of First Aid and the use of Fire Extinguishers.

d) Faculty members should have full knowledge of the health condition of each participant to determine if any specific participant(s) should not take part in activities. Timely and appropriate action should be taken based on individual circumstances.

e) 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 contact numbers of all students and their parents.

Documents Submission

a) Approval & Undertaking Form Submission:

- Faculty and student coordinators are required to prepare the Approval & Undertaking Form I, at least 3 working days prior to the scheduled visit.
- Permission to travel for the industrial visit will not be granted without the submission of these documents.



b) Reports and Feedback Submission:

- Students participating in the industrial visit are obligated to submit their reports and feedback on the field visit within one week of the visit.
- Reports and feedback should be submitted to the Faculty Coordinator designated for the visit.

Instructions to Students

- Minimum 80% of the class must opt for the Field Visit/Industrial Visit for sanctioning, with minor discretion of HoD.
- Students must apply for On Duty procedures, both hostel inmates and day students.
- Students must carry personal communication devices and remain in constant touch with their parents/guardians.
- Students must stay in the group at all times during the visit until they return to the destination.
- Students must carry a scribbling pad & ID card during the visit. Formal dress code and shoes are mandatory.
- Students are prohibited from carrying or using alcohol, cigarettes, or drugs during the visit. Violators will face disciplinary actions.
- Non-participating students must attend academic-related activities assigned by the HoD/members of faculty. Attendance is compulsory during the visit period.
- Good behavior is expected from students throughout the visit.

Instructions to Faculty Members

- Faculty members cannot alternate or replace others without prior approval from the HoD.
- If there's a shortage of female faculty, the organizing coordinator may request from other departments with HoD permission.
- Faculty coordinator may engage a laboratory technician to assist during the visit.
- Before the visit, students must be briefed on geography, climate, hazardous locations, risk zones, environmental codes, emergency procedures, and basic first aid.



- e. Faculty should arrange medical assistance in emergencies and inform parents and the institute promptly about students' health conditions.
- f. Faculty arranging unofficial tours will face disciplinary action.

Violation Norms:

- Violation of rules will result in disciplinary actions, including warnings, suspension, or expulsion from college or hostel.

By adhering to these policies, GEMS Polytechnic College ensures the safety and well-being of its students during industrial visits.

Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 29.08.2019

College Seal:



Reviewed by

D. K. S. 29/08/2019

Principal

PRINCIPAL
GEMS Polytechnic College
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Approved by

A. K. S. 29/08/2019

Director
DIRECTOR

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