

## PARENT'S DECLARATION (IN CASE OF OUT STATION TRIPS)

Date: \_\_\_\_\_

Dear Parents/ Guardian,

In order to facilitate Industry-Academia interface and with the aim to provide students with greater exposure, the \_\_\_\_\_ Department of St. Joseph's College of Commerce, has organized a Global / National / Local learning program to (  P l a c e o f V i s i t  ). This educational expedition is arranged in the month of \_\_\_\_\_ 20\_\_. We have organized this \_\_\_\_\_ trip \_\_\_\_\_ in \_\_\_\_\_ association \_\_\_\_\_ with \_\_\_\_\_.

\_\_\_\_\_ Faculty members and a tour member from \_\_\_\_\_ will accompany the students. Though the management will not be responsible for any eventualities, however, every effort has been made to ensure that this will be an enjoyable and safe educational experience.

The following will be the CODE OF CONDUCT which has to be strictly adhered to by the students. VIOLATIONS of which will result in severe action from the management INCLUDING EXPULSION FROM THE COLLEGE.

- Students are not permitted to take a detour from the scheduled itinerary unless prior permission is obtained from the Principal on request from their Parents/Guardian.
- Students are requested to adhere to the timing as mentioned in the itinerary.
- Smoking, alcohol and consumption of any intoxicating substances is strictly prohibited.
- The dress code during the industrial visits, and visit to any other University - Formal Attire.
- Any deviations by the students after the time specified by the staff coordinator each day/night will be at the own risk of the students.

- Students are expected to move in designated groups during official visits.

**Please make note of the following:**

- Students are advised to carry a minimum amount of cash for their personal use, as per their own estimated requirements.
- Students are individually responsible for their baggage, valuables and travel documents.
- Students are expected to conduct themselves in a responsible and dignified manner all through the trip.
- The decision taken by the Staff Coordinator on the spot on any matter will be final.

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**PARENT'S DECLARATION**

I \_\_\_\_\_ Parent/Guardian of  
\_\_\_\_\_ belonging to class  
\_\_\_\_\_ agree to send my ward to above mentioned trip. I hereby  
undertake that I have read and completely understand the rules mentioned in  
the 'Letter to Parents' for the Industrial Visit and my son/daughter/ward will  
abide by the above mentioned code of conduct. Failing which, I shall have no  
problem with the disciplinary action initiated by the Institution.

Date:

Name & Signature of the Parent

Mobile No.:

Alternative Phone / Mobile No.: