

## **Procedure to be followed for an Industrial visit**

- The students of a class collectively decide on an Industry and the dates intended for the visit.
- The Class representatives will then discuss the proposed venue and the dates to finalize it with the Industrial Visit Coordinator. **The blocking of Venue and Dates will be done on a first come first serve basis only.**
- A letter of permission needs to be drafted with all the necessary details for the Industrial Visit. This letter must be signed by the Mentor, Industrial Visit Coordinator, HOD, Vice Principals and the Principal in the same sequential order.
- Once the permission letter is signed by the Principal, three official letters from the college (Letter for permission, letter of Intent and the letter of Acknowledgement) can be collected from the office.
- **The letter of permission** can be used to obtain the entry requirement to the industry.
- **The Letter of Intent will need to be signed by the official person in charge of the visit at the Industry**
- **The Acknowledgement Letter** must be handed to the official person in-charge of the visit at the Industry in gratitude.
- **After the completion of the visit, the signed Letter of Intent and the report of the visit with a photograph needs to be submitted to the Industrial Visit Coordinator.**