



**STANDARD OPERATING  
PROCEDURES**

**INDUSTRIAL VISITS**

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**Bangalore-64**

# **STANDARD OPERATING PROCEDURE**

## **FOR**

### **INDUSTRIAL VISITS**

#### **Introduction:**

Theoretical knowledge alone is insufficient for a successful professional career. Therefore, with the aim to go beyond just academics, industrial visits are included in the curriculum plan. The idea of such visits is to provide students with an insight into the workings of companies, as well as to showcase a practical perspective on the world of work.

Industrial visits aim at sensitizing students to the practical challenges an industry or organization face each day. The exercise encourages students to give inputs, ideas, feedback and suggestions on their understandings of not only the tour but of the organization as well. It helps students plan their futures and gets them get prepared for the real world before they hit the ground running.

#### **Objectives of the Committee:**

- To provide an insight into the internal functioning of companies.
- To provide students with a practical perspective of the workplace.
- To facilitate exposure to current work practices as opposed to possibly outdated theoretical knowledge.
- To learn practically through interaction, implemented work methods and employment practices.
- To help a student gain first-hand information about the industry, organizations and the work environment.
- To build relationships between industries and institutes.

#### **Procedure for Industrial visits arranged:**

- The visits are arranged in collaboration with any club/Lab/committee/Cell
- The faculty who initiates the same has to follow the procedures outlined below and would be termed as the coordinator for that industrial visit.
- The coordinator can seek the assistance of fellow colleagues or student community.  
The coordinator is expected to set up meetings and to set an agenda for the visits.

- The coordinator of the committee is responsible for ensuring that each member has maintained and submitted documents pertaining to the visits.
- To write and circulate the minutes of each industrial visit.

### **General planning and executing a visit:**

#### **1. Seeking Permission:**

- Contact the Industry/Company HR department by writing a letter showing interest in visiting the company and seek their permission for the visit.
- Mention a tentative schedule of the visit, the number of visitors and how the visit will be beneficial for the students as well as the company.

#### **2. Notification and Approval:**

- On receiving acknowledgement and approval from the company, a notice is to be placed on the college notice board with details of the visit. Interested students are asked to submit consent forms (signed by parents) by a stipulated date.
- An approval is taken from the Principal for availing transportation facilities and refreshment for students and faculty members participating in the trip.
- The approval must also include the exact itinerary of the visit.

#### **3. Formalities before and after the visit:**

- A letter or order form is to be handed over to the selected transportation service requesting their services for the stipulated date, place and time.
- The attendance of the students present is taken prior to the start of the trip.
- The designated company representative or organizers are contacted and the necessary formalities are completed.
- On completion of the visit, a detailed report along with photos is to be submitted to the Principal's office.

### **Documents maintained by the coordinator or the collaborating club/cell/committee :**

- Circulars sent to students by the organizing committee
- Invitations, request letters sent along with acceptance emails
- Reports on every visit conducted. These should include:

- Attendance list
- Report with a minimum of 500 words
- Photographs of the event
- Student feedback testimonials

**General Do's and Don'ts:**

<b>Do's</b>	<b>Don'ts</b>
Adhere to the dress code.	Cameras or camera enabled mobile phones are not permitted to the site.
Carry Identity Cards.	Electronic gadgets are not permitted to the site.
Only closed/covered shoes to be worn by the students.	Sandals, chappals, floaters, or other open footwear are not permitted during the visits.
Any specific medication should be made known to the accompanied faculty at the start of industrial tour.	Laptops are not permitted.
Always carry writing pad / workbook and a pen.	Do not carry Pen drives/CDs on the tour.
Strictly follow the time schedule.	Gutka, cigarettes, matches, lighters & other inflammable items are not permitted.
Follow the Safety Rules and Guidelines as communicated by the company officials	Do not loiter around the premises of the site.
Follow the instructions given by the faculty and the company designated official	No student will be allowed to leave the group during the visit without prior approval from the accompanying faculty

  
PRINCIPAL