K.L.N. College of Engineering, Pottapalayam Post-630 611.

Circular

With reference to the HODs meeting held on 05.07.2005 and on 24.07.2006, the following norms are evolved regarding educational tour.

1. The Duration of educational tour for third year students of B.E/B.Tech., Degree courses, second year students of MCA Degree courses, and second year students of MBA Degree course is limited to 4 days only (3 working days and one holiday).

2. The tour is restricted to TamilNadu plus any one southern states that is Andrapradesh or Karnataka or Kerala.

3. Tour will be permitted subject to obtaining at least two permission letters issued by competent authority of the Industry/organisation to be visited.

4. The tour proposal may be submitted to the Principal office forwarded by HOD, only on confirming the participation of a minimum of 80% of the total student strength of the class concerned. Staff in charge are permitted to collect an advance amount of Rs.500/- each from the students (Non – refundable) while registering the willingness of the student. The amount should be submitted to the account section and receipt should be enclosed while submitting the above proposal.

5. Those students, who have not participated in the tour should attend the classes, and the attendance will be taken for them.

6. A senior staff may be nominated from each department to look into the various formalities regarding the educational tour, and the tour proposal may be scrutinised by him/her. He/She will guide the staff members, accompanying the students, regarding the procedures to be followed for the educational tour.

7. One member of staff may be deputed for every 30 students going on tour, in addition to one women staff, if girls are participating in the tour.

8. Senior staff are to be deputed for accompanying the tour in order to maintain discipline among the students.
9. Only the staff, accompanying the students for the tour is permitted to collect the money from the students for arranging transport facility. Students are not permitted to collect the money from their classmates for any expenditure for the tour. All journeys are to be made by Train with Railway concession obtained. In the extreme cases, where road journey is needed, specific approval to be obtained from the Dean (ARD). Staff may contact two or three local tour operators to arrive at the economical mode of transport arrangement to be made.

10. College management will contribute, suitably, the TA & DA, for those staff members deputed for the educational tour.

11. Students should submit the undertaking, in the prescribed format signed by both student and parents/guardian of the student concerned.

12. The staff accompanying the students should maintain all the documents pertaining to the educational tour, such as nominal roll of the students with complete address details including phone/cell no of the parents of students, copy of proposal submitted, permission letters obtained from the Industries/Organisations photo copies of the train tickets, approval letter obtained from the principal for proceeding on the tour, tour schedule etc.,

13. While scheduling the tour programme, HODs should ensure that, the students and staff return back from the Tour sufficiently ahead, so as to attend the class work from the next working day onwards. No leave application will be considered from these students, applying for leave, immediately after or before the end of the tour period, and no student is permitted to break journey in the middle of the tour.

14. Staff should furnish the details of tour schedule including the departure time, arrival time, places of stay, name and contact address of the lodges including Phone No., cell No. of staff accompanying the tour, duration of stay in a particular place, places to be visited etc., while forwarding the tour proposal.

15. Students who are in huge arrears in payment of tuition fees will not be permitted for the tour.

16. The tour journey by train for long distances and for local conveyance bus may be arranged. Night journey by bus should be avoided under all circumstances.
17. The Staff Incharge should keep the entire group of students in one place and take attendance periodically, until their return back to the college.
18. Staff incharge should contact the HOD one phone every day and report about the status of the tour programme.
19. Staff and students should possess their identity card during the entire period of the tour.
20. HOD will address the students prior to the start of the tour about the discipline to be maintained during the tour. The students should avoid going to hazardous prone coastal areas in view of high tidal waves, rough sea and Tsunami effect
21. Staff incharge should have one first aid kit with necessary items of medicine.
22. The tour should be arranged without prejudice to the test days.
23. Any student disobeying the staff while on tour should be reported to the HOD/Principal for severe disciplinary action.

PRINCIPAL
Cc to Director, Vice-Principal, Dean(ARD) Dean(Admin)
Cc to HOD Mech (UG) Mech(PG) EEE ECE CSE IT AuE EIE MBA MCA Maths Physics Chemistry Lib(UG) Lib(PG) TPO PD
Cc to be circulated among staff members through HOD’s
Cc to be read in B.E./B.Tech III, V Semester, MCA and MBA III Semester class rooms.
Cc to Attendance section through O/S, Students section, Purchase section.
Cc to General Notice board, DBA, Web designer.