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FIELD VISIT/EDUCATIONAL TOUR/ INDUSTRIAL VISIT POLICY

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INDEX

S. No.	Contents	Page No.
1.	Introduction	1
2.	Preamble	1
3.	Definitions	1-2
4.	Objectives	2
5.	Purposes	2
6.	Scope	3
7.	Commencement and Completion of Field Visit/Educational tour and Industrial Visit	3
8.	Tour Duration and Scheduling	3
9.	Tour coordinators	3
10.	Staff-to-Student Ratio	4
11.	Permission Process and Travel Plan Approval	4-6
12.	Places to be visited and avoided	7
13.	Travel plan	7
14.	Mode of Transport and Arrangements for visit	7-8
15.	Tour route	8
16.	Accommodation and Food	8-9
17.	Safety and Security	9-10
18.	Documents to be submitted before and after the Field Visit/ Educational tour/ Industrial visits	10
19.	Instructions to Students	10-11
20.	Eligibility for Tour Participation	11
21	Student Consent	11
22.	Parental Consent	12
23.	Student Conduct	12
24.	Instructions to Member(s) of Faculty	12-15
25.	Faculty Leave and Reimbursement	15
26.	Pleasure Trip	15-16
27.	Tour Reporting and Post-Tour Obligations	16-17
28.	Amendments	17
29	ANNEXURE -I (Approval form)	18
30.	ANNEXURE – II (Mode of travel)	19
31.	ANNEXURE – III (Copy of Approval letter from Authority concerned)	20
32.	ANNEXURE – IV (Permission by HOD/ Principal/ Dean)	21
33.	ANNEXURE – V (Permission by Hostel Warden)	22
34.	ANNEXURE – VI (Undertaking by Accompanying Faculty)	23
35.	ANNEXURE – VII (List of Students Details)	24
36.	ANNEXURE – VIII (Accommodation)	25
37.	ANNEXURE – IX (Faculty/Students Trained in First Aid	26
38.	ANNEXURE – X (Undertaking from Students)	27
39.	ANNEXURE – XI (Undertaking from Parents/Guardian)	28
40.	ANNEXURE – XII (Student Contact Details)	29
41.	ANNEXURE – XIII (Format of Report Submission)	30
42	ANNEXURE – XIV (Field trip Incident Report Form)	31-32
43	ANNEXURE –XV (Accident Investigation Form)	33-37

FIELD VISIT/EDUCATIONAL TOUR/ INDUSTRIAL VISIT POLICY

1. INTRODUCTION

Apollo Knowledge City offers a wide range of undergraduate and postgraduate programs, including MBBS, Pharmacy, Nursing, Physiotherapy, and various courses in healthcare and allied fields and also offers courses in Technology, Management, and Social sciences, catering to diverse educational and career paths. To ensure the inclusive growth of all stakeholders and to 'stay ahead,' the institute has developed various policies that consider the systems, processes, and procedures in place. One such policy is the Policy on Field Visits, Industrial and Educational Visits. This policy ensures that students have the opportunity to learn through experience by visiting various working environments, such as worksites, industries, research laboratories, and research centres.

2. PREAMBLE

Field Visits/Educational Tour/ Industrial Visits bridges the gap between theoretical learning and practical training. Students get an opportunity to gain knowledge about the field of their interest. Interfacing with the industry provides a chance to build networks and hone their skills. It helps the students to learn about the various facets of the corporate functioning.

3. DEFINITIONS

Field visit:

A Field visit is an organized excursion or trip undertaken by individuals, typically to conduct research, inspection, investigation, or data collection in a specific geographic location.

A Field Visit refers to an educational visit conducted during regular working hours (8:30 AM to 5:00 PM) with the objective of enhancing understanding of academic concepts. Any changes to the scheduled timings require approval from the HOD/ Principal/ Dean.

Industrial visit:

An Industrial Visit involves observing industrial services, practices, and/or sites where industrial-scale operations are carried out, during regular working hours (8:30 AM to 5:00 PM), with the purpose of understanding academic concepts. Any changes to the scheduled timings require approval from the HOD/ Principal/Dean.

Other visits:

This Policy also extends its coverage to visits related to Inter-Institutional competitions, examinations as a part of the curriculum.

Local Journey:

Local Journey shall mean a journey to a temporary duty point from the permanent duty point but within a radius of forty kilometres thereof.

4. OBJECTIVES

The main objectives of the Field Visits, educational tour and Industrial Visits Policy include:

- To establish a standardized protocol for planning and executing field and industrial visits that complement the curriculum and enhance academic learning
- To optimize the educational value and practical insights obtained from field and industrial visits.
- To prioritize and ensure the safety, security, and well-being of students throughout the visits.

5. PURPOSES

- Motivate students by offering experiential learning that enhances engagement beyond traditional classroom settings.
- Facilitate learning in a real-world context, helping students connect theoretical knowledge to practical applications and develop problem-solving skills.
- Provide exposure to the latest advancements and practices within their professional fields by visiting relevant institutions and organizations.
- Encourage students to view topics from diverse perspectives, fostering critical thinking and analytical skills.
- Offer a multisensory learning experience, deepening students' understanding of complex concepts through hands-on exposure.
- Present opportunities for students to showcase research at conferences and observe industry trends directly.
- Enhance social skills, including communication, teamwork, and mutual respect.
- Support the development of a strong disciplinary identity among students.

6. SCOPE

- The Field Visits/Educational tour/Industrial Visits policy applies to all the students.
- It does not encompass personal travel by students, unauthorized individual or group visits, or visits made during industrial training, whether on vacation or working days.
- Furthermore, the policy excludes faculty members' visits aimed solely at enhancing their knowledge and skills without accompanying students.
- The policy will be disseminated through various channels, including the distribution of printed copies and electronic copies.

7. COMMENCEMENT AND COMPLETION OF FIELD VISIT AND INDUSTRIAL VISIT

- Field Visits and Industrial Visits will be conducted only after a minimum of two weeks from the start of the respective semester or academic session. Additionally, these visits should be completed at least two weeks before the last working day of that specific semester or academic session.

8. TOUR DURATION AND SCHEDULING

- The tour is permitted twice during the entire program and must last no more than three days (three days and two nights).
- Splitting the educational tour into multiple visits is not allowed.

9. TOUR COORDINATORS

- **Faculty Coordinator:** Faculty members, who are expected to accompany the students during the visit shall be known as the Faculty Coordinator(s) of that visit. Whenever, female students are part of the visit, Head of the Department shall ensure that a female faculty member accompanies the student team.
- **Student Coordinators:** Among the students, two representatives shall be chosen from the girls and boys (student coordinators) approved by the HoD /Principal/Dean, will act as tour coordinators for each class and 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 student coordinator shall be identified for every bus along with the Faculty Coordinator.

10. STAFF-TO-STUDENT RATIO

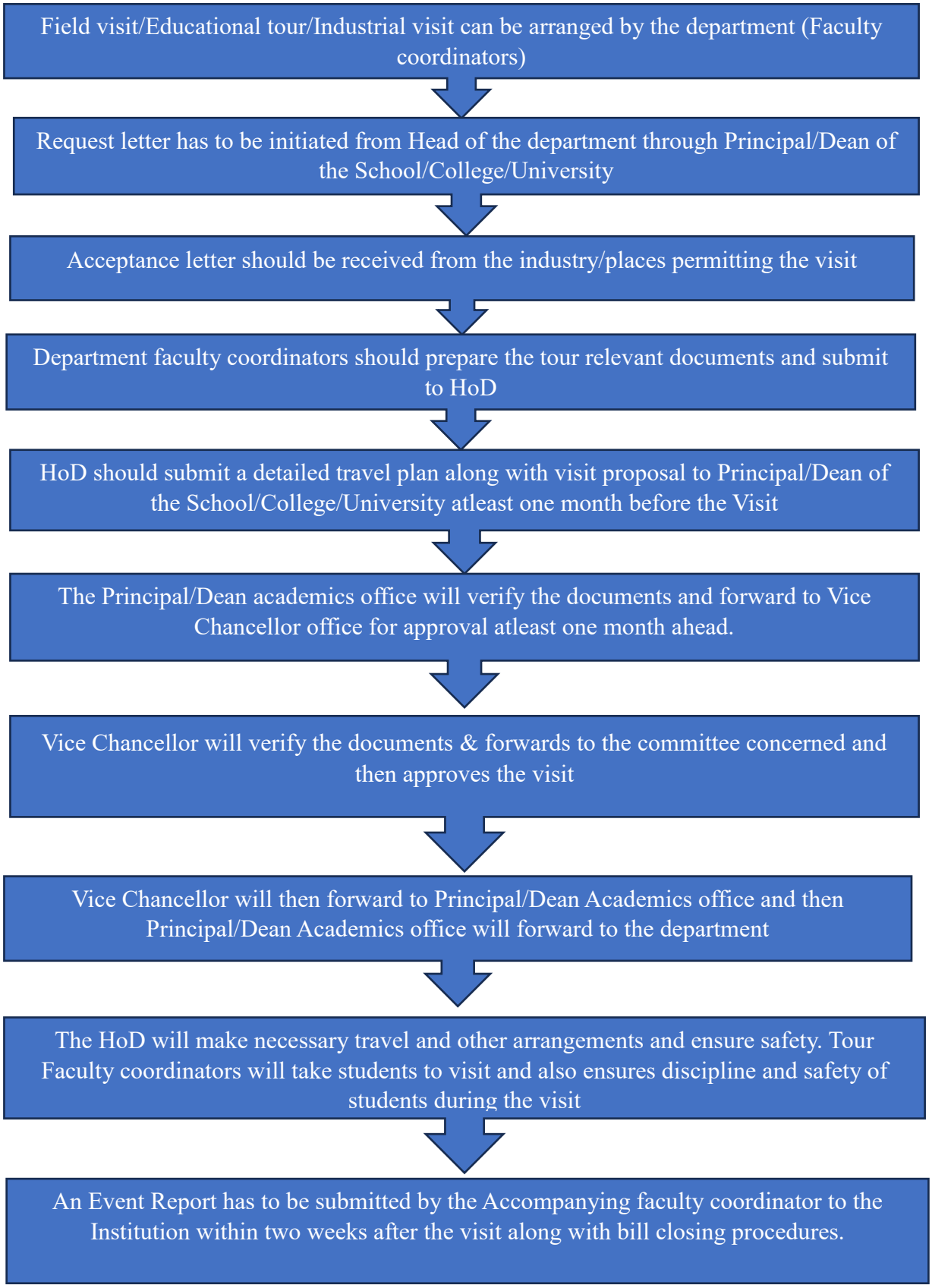
- For every batch of 20 students, one faculty member should accompany the group.
- If female students are present, a female faculty member or a female staff member must accompany the tour.
- A non-teaching staff member may accompany the group if needed.

11. PERMISSION PROCESS AND TRAVEL PLAN APPROVAL

- Field visits/Educational tour/Industrial visits should be related to the course(s) taught in the respective semester and the need for such visit shall be discussed in the Course Committee / Class Committee Meeting and approved by the concerned HOD/Principal/Dean.
- The tour Faculty coordinators are responsible for
  a) Preparation of detailed tour plan
  b) Getting HOD/Principal/Dean permission
  c) Handing over all the relevant documents to HOD/Principal/Dean
- HOD/Principal/Dean should ensure that companies/places identified by faculty and students have quality and facility for learning.
- Review the tour plan, itinerary, accommodation facilities, financial plan and if found good, forward the request to the HOD/Principal/Dean with a recommendation note.
- The HOD/Principal/ Dean will identify the faculty Coordinators for Visit.
- The HOD/Principal/Dean of the concerned School/college/department should submit proposal to the Registrar/ Vice Chancellor in the prescribed format (Annexure I), at least a month before the actual journey is planned. The request for the trips which require more time to book tickets, buses, accommodation, etc. need to be submitted sufficiently in advance.
- The permission letter (hard or soft copy) obtained from the company/organization they plan to visit should compulsorily be produced along with the proposal to the Registrar/ Vice Chancellor.
- HOD/Principal/Dean should submit a detailed travel plan, list of students (separate list of boys and girls), and details of accompanying faculty members along with the proposal to the Registrar/ Vice Chancellor.

- All bookings and travel arrangements are to be made only after the getting approval. Advance payment (ticket booking for train journey, bus, accommodation or any other payment) should not be done before getting permission.
- The tour Faculty coordinators should handover the necessary details viz Student Undertaking, Parents Consent & Undertaking, List of Students, List of Hostelers to the HoD / Principal/Dean after obtaining permission from the Registrar/ Vice Chancellor. This must be done one month in advance.
- The Registrar/ Vice Chancellor is the final authority for the approval and modification of the educational tour.
- The accompanying faculty members will provide an oversight for the conduct of the study tour as per the approved travel plan by the Registrar/Vice Chancellor.
- No field visits / industrial, except camp(s) shall be arranged by the Clubs and Societies, unless and otherwise approved by the Registrar/Vice Chancellor. Education tour, field visits and Industrial Visits will be permitted only to places approved by the HoD / Principal/Dean.
- Regular attendance is admissible for all students for all the tour programmes who are accompanied by faculty members. Faculty members for the respective tour program shall be considered on duty leave.
- The HoD /Principal/Dean of the School/college should ensure that adequate insurance cover (accident and life cover) is provided for every faculty Coordinator participating in such tours, at the institution's cost.

Process Flow Chart:



12. PLACES TO BE VISITED AND AVOIDED

Places To Visit:

National Institutes, Educational Institutions, Hospitals, Government agencies, Industries, Art galleries, Science museums, Zoos, Nature parks and Amusement parks, History museums, Monuments – Iconic sites such as forts, palases, or UNESCO World Heritage sites etc., Performance art venues, Botanical gardens, Wildlife sanctuaries, Factories or production plants, Shopping districts and Cultural festivals/ Cultural Hubs.

Places To Be Avoided:

Places with potential hazards, such as political unrest, strikes or demonstrations, negligent security, regions with disease outbreaks, high pollution levels or contaminated water sources, threats of earthquake or frequent occurrence of Cyclone and flood, locations prone for landslides, places with moving machinery, places with fast running water like river sides, waterfalls and places with uneven or slick surfaces such as grass or slippery steps, hilly regions with poorly designed curves in the roads, crowded tourist spots, crime-prone areas like frequent thefts or harassments, unmanaged sites such as abandoned ruins or unsafe structures, inappropriate venues such as Nightclubs, bars, casinos or similar establishments that contradict the educational purpose or ethos of the tour should be avoided.

13.TRAVEL PLAN

a. A Rail journey is preferred for all places if possible.
b. Road journey is also allowed, provided the distance should not exceed 600 Kms.
c. In exceptional cases, air travel could be considered if it works out to be more cost effective than other modes of travel, primarily to conserve days spent in traveling.
d. Night Journey by bus is not permitted,

14. MODE OF TRANSPORT AND ARRANGEMENTS FOR VISIT

a. For field visits, educational tour 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.
b. The HOD/ Principal/ Dean makes the final decision on transportation mode. Before engaging any service provider including University/ College buses, the Head of the

Department must ensure that all necessary travel documents, such as the driver's license, vehicle insurance, inter-district, inter-state approval, and any other local approvals required, are in order. Upon departure, arrival at the destination, and return to University/ College, the bus driver should send a mobile SMS to the Accounts Office (AO) and the concerned Head of the Department to keep them informed about the travel progress. The Transport in-charge is responsible for providing the driver(s) of the vehicles intended for the visits with necessary instructions on safety procedures to be followed during the journey.

c. 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.

d. 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 HoD/Principal/Dean.

e. In case the journey is conducted by train, students are eligible to avail Railway concessions in accordance with the guidelines provided by the Indian Railways at the time of travel. However, the accompanying coordinators or the HOD/ Principal/ Dean should not arrange night travel without prior booking/reservations.

f. Travel costs and other expenditure, in case if outside vehicles are engaged, shall be borne by the students, taking part in the visit.

g. A banner of study tour which displays University name and address should be placed in front of the bus in case the travel is conducted through bus. For long duration multi-city tour, a banner can be carried, and good geo tagged photographs be taken with the banner at various locations visited.

h. DEVIATION FROM TRAVEL PLANS: In certain situations, students may wish to deviate from the group travel plans such as requesting to drive their personal vehicle or make their own travel arrangements. Students should be discouraged from doing so .

15. TOUR ROUTE

The travel should begin and end at the university campus and must follow the shortest possible route.

16. ACCOMMODATION AND FOOD

a. In the case of overnight stay, if arranged as a part of Industrial Visits, suitable and decent accommodation shall be arranged by the service provider or the concerned accompanying

faculty Coordinator in approval with the HoD/Principal/Dean. The concerned Head of the Department shall also retain the details pertaining to accommodation (Name of the Hotel, contact person and contact number) till successful completion of the visit. Staying shall be allowed only if the number of days of visit is more than one day or the travel is more than 24 hours.

b. Once the arrangement for accommodation is finalized, no student shall be allowed to make any change without a proper reason so as to avoid confusion.

c. It is preferable to arrange two or more students (of same gender) to stay in a room when allocating accommodation.

d. Separate staying rooms / dormitory must be arranged based on gender.

e. Faculty coordinators accompanying the students shall stay along with students in the same hotel / venue.

f. The place of stay must be accessible to nearby facilities such as hospitals / ATMs / Stores / Police Stations in case of any incidents / accidents.

g. Make arrangements for food and snacks.

17. SAFETY AND SECURITY

a. In addition to the first aid kit in the vehicle, an additional medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the individual students/for group.

b. The faculty members are responsible for ensuring the presence of a first aid box and necessary safety equipment like Fire Extinguisher in the bus during travel. They should also have access to the mobile numbers/contact numbers of all students and their parents.

c. It is advisable that at least two students (one boy and one girl) and two members of faculty (one male and one female) shall have the knowledge of First Aid and use of Fire Extinguisher.

d. The members of faculty should have full knowledge of the health condition of each participant in order to determine whether specific participant(s) should not be allowed to take part in the activities of the day. He/she should take timely and appropriate action having regard to the circumstances of individual cases.

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

f. Students shall follow the instructions given by the accompanying member(s) of faculty and safety regulations followed in that particular organization / locality throughout the visit and travel to avoid any safety issues.

g. Information relevant to the itinerary, such as the addresses and telephone numbers of the lodging places, location of the local police stations, hospitals, clinics or first-aid units, should be collected by the HoD. Such information should be given to the accompanying Faculties/Students/Parents before the trip for emergency needs.

18. DOCUMENTS TO BE SUBMITTED BEFORE AND AFTER THE FIELD VISIT/ EDUCATIONAL TOUR/ INDUSTRIAL VISIT

a. It shall be responsibility of the faculty and student coordinators to prepare the necessary documents, at least 2 weeks in advance, as given in the Annexure I, before commencing the travel. In absence of such documents, permission to travel shall not be given.

b. Students shall submit an individual report on the Field Visit / Industrial Visit to the Faculty Coordinator within one week of the visit.

c. A copy of the documents mentioned in (a) and (b) must be maintained by the Faculty Coordinator in the department for academic audit.

19. INSTRUCTIONS TO STUDENTS

a. Minimum 80 % students of the class should opt for Field Visit / Industrial Visit to be sanctioned or can be of with the minor discretion of HoD/Principal/Dean.

b. Students participating in the Field Visit / Industrial Visit should submit a request for Attendance consideration as per the procedures, both inmates of the hostels and day students.

c. Students shall carry personal communication devices such as mobile phones and are instructed to remain in constant touch with their parents / guardians.

d. All students need to be in the group at all times during the visit till they return to the destination.

e. Essentials to be carried during the Field/Educational/Industrial visits:(carry no.11 to 15. items if the visit is planned for more than one day)

1. Formal dress code
2. ID card
3. Formal shoes
4. Plastic bags (in case of vomiting)
5. Pocket money

6. Personal medicine
7. Note pad and pen (organizing visit)
8.Santary Napkins (By female students)
9.Warm clothes- jacket, hand gloves, sweater, sneakers and socks.
10.Cotton balls to plug ears while visiting low-temperature zones/cold areas
11. Torch
12.Toilet articles
13. Two towels
14.Blanket and bed sheets
15. Sufficient number of dresses

f. Should be aware about the goals of the visit.

g. Students are refrained from carrying or using any sort of Alcohol / Cigarettes / Drugs during the course of the Visits. If any students are found to possess or use such items, he / she will be liable to the disciplinary actions as per University/ College rules.

h. Students who do not participate in the Field Visit /Educational tour/ Industrial Visit should come to the department during the visit period and pursue the academic related activities assigned by the faculty of the Department. Attendance is compulsory for them during this period.

i. A separate list of students staying in a hostel and going on the tour shall be forwarded to the office of Chief Warden at least one month in advance in the prescribed proforma by the HoD/Principal/Dean of the concerned school/college/department, and the copy there of must be attached with the tour proposal application.

20. ELIGIBILITY FOR TOUR PARTICIPATION

a) The tour will be allowed only if it is a part of the curriculum as an audit course which will be reflected in the marks list as attended /not attended.
b) Before being permitted to proceed on study tour, all students must submit a fitness/health certificate signed by a qualified doctor/physician
c) Students suffering from health problems will not be allowed to participate in the tour/visit. They must provide a medical fitness certificate signed by a qualified doctor before participating.
d) Students under suspension are not eligible for educational tour.

21. STUDENT CONSENT

a. All the Students should give their consent for the field visit/educational tour/Industrial visit.

b. Students will not be allowed to participate without submitting the consent letter.

22. PARENTAL CONSENT

a. Parents' or legal guardian's consent letter is compulsory for all the students who are attending all tour programs and the same should be handed over to HoD/Principal/Dean three weeks before the commencement of the tour.

b. Students will not be allowed to participate without submitting this form.

23. STUDENT CONDUCT

a. Good behaviour by students throughout the Field Visit/Industrial Visit is expected as the reputation of the university/college is entrusted to the students.

b. Misbehaviour or Violation of any rules during the trip will lead to one (or) more disciplinary actions by the concerned authorities based on the nature of violation performed by the student(s):

- Warning
- Suspension / Expulsion from the university/ College
- Suspension / Expulsion from the hostel

c. Students must adhere to the instructions provided by faculty and tour guides.

24. INSTRUCTIONS TO MEMBER(S) OF FACULTY

a. Faculty Coordinator will be the point of contact between students & department/school/college, tour operators, industry and all external agencies.

b. Represent the interests and concerns of students and parents to the HoD/Principal/Dean.

c. No members of faculty shall alternate or replace other members of faculty / staff on his / her behalf without prior proper approval from the Head of the Department/Principal/Dean of the School.

d. If there is less / no availability of female members of faculty in a particular Department/School/College to accompany the students, the organizing Coordinator shall request female members of faculty from other Departments with prior permission from their concerned HoD/Principal/Dean.

e. If required, the faculty coordinator shall engage one laboratory technician to accompany during the visit for assisting him and providing such experience to them.

f. Before proceeding on the visit, all the students shall be properly briefed by the way of "training session" about the educational goals/objectives of the visit and submission of

the individual student report after the visit/tour, geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Faculty Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.

g. The faculty should contact doctors immediately in case of emergency and take effective preventive measures according to the doctor's advice. If necessary, the faculty should inform to the institution and the parents concerned regarding the students' health conditions as soon as possible.
h. The members of faculty who arrange un-official tours shall be treated under violation of Institutional Rules and they are subject to disciplinary action.
i. Field trips can certainly be entertaining, but if entertainment is the only outcome, the faculty must rethink the trip with respect to the use of time and other resources that are both limited and precious.
j. The accompanying faculty coordinator may revise/cut short the study tour in consultation with HoD/Principal/Dean, at any point of time of the tour in case of occurrence of any inappropriate or unexpected incidence (violation of travel plan, tour manual, misbehaviour, disobedience, accident, etc) during the tour.
k. In case of any delay or changes in travel plan (due to unexpected holidays) it should be informed to HoD/Principal/Dean.
l. Ensures that students follow the guidelines of tour and maintain discipline and the decorum of the university/school/ college.
m. One of the major stumbling blocks to organizing field trips is the huge expenses involved. Hence, the parents during the time of admission of their ward to the institution are informed that Field visits/Educational visits/Industrial visits is a part of student's curriculum requirement in order to gain additional experiences and is also mandatory during their course. Parents were clearly informed that, the payment will be collected during the time of visit which will be notified prior to the visits.
n. Review the financial aspects of the tour, ensuring that student representatives collect the money judicially and maintain proper accounts
o. The accompanying faculty coordinators should monitor the speed of the vehicle (bus) in which they are traveling to ensure it is within safety limits. He/she should remind the driver or the reception personnel of the importance of road safety when necessary.

p. In the event of an emergency, HoD/ Principal/Dean should attend to the injured and then determine what condition(s) or act(s) caused the injury or illness. They should initiate any steps necessary to prevent similar incidents in the future.
   Things to look for are:
   • Specific sequence of events that led to the emergency situation;
   • Conditions that may have contributed to the emergency situation; and
   • Statements from eyewitnesses, if available.

q. After returning from the tour, the concerned faculty coordinators should submit a BRIEF ARRIVAL REPORT to the HoD/ Principal/Dean.

EMERGENCY PROCEDURES

Despite good planning and organisation there may be accidents and emergencies which will require an on-the-spot response by the tour coordinators. An accident or emergency is difficult to define but it could range from temporarily loss to the students, minor injuries or food poisoning, to more serious injury or fatality etc.

a. Immediate action

If an incident or accident occurs the priorities are to:

- Assess the situation
- Safeguard all members of the group
- Attend to casualties
- Inform the emergency services.

A faculty coordinator should accompany any casualties to hospital (if they were not affected). In the event of an emergency, students requiring medical attention will be transferred to the nearest government hospital, Primary Health Centre (PHC), or Rural Health Centre (RHC). Parents will be informed about this procedure before the commencement of the tour.

b. Lines of communication and responsibility

The faculty/student coordinators would normally take charge of the immediate action. The accompanying faculty members will take responsibility for informing the HoD/Principal/Dean as soon as possible and receive assistance. They should give as much information as possible including: Location of the incident; Description of what happened; Time of the incident; Number of casualties and the nature of their injuries; Names of individuals injured; Action taken so far; Action planned and who will take responsibility for this action; Telephone

numbers for future communication. The incident should also be informed immediately to the concerned parents by the HOD/Principal/Dean.

C. Once it is possible to document the incident, the following procedures to apply for reporting claims:

Medical Claims

• Faculty and Staff Work-Related Injuries and Illnesses (Workers' Compensation)

Faculty and staff are the part of sanctioned field trip experiences are considered to be working within the scope of their employment. If an injury occurs to an employee during the trip, employees are covered by ESI Coverage, Group Medical Insurance and Group Personal Accident Insurance policy as long as the accident or injury arises out of or during the course of their work activity.

• Students' Accidents or Injuries while Participating in a College Activity

The accompanying faculty coordinators should use the Field Trip Incident Report form (Appendix - XIV) to report any accident or injury to a student that occurs during a field visit/ Educational tour/Industrial Visit. This information is necessary in order to provide with documentation that will assist the institution in taking appropriate steps or corrective measures to eliminate hazards that may be connected with college activities or to help determine negligence on the part of the institution if required.

Medical Insurance – Group medical Insurance and Group Personal Accident Coverage are covered for the students in case of Injuries/ Accident.

Incidents that are not reported may cause employees / students to be ineligible for future benefits related to this injury or illness.

Employees are responsible for notifying their supervisors of an injury or illness. The HoD/ Principal/ Dean is responsible for completing an Accident Investigation form (Appendix XV) and submitting it to the **Office of Human Resources** within 24 hours, unless the accident resulted in a work-related fatality, hospitalization or amputation in which case it should be reported immediately.

25. FACULTY LEAVE AND REIMBURSEMENT

Accompanying faculty members are eligible for on duty leave and Faculty expenses like Accommodation, travel will be borne by the Institution.

26. PLEASURE TRIP

The primary aim of the industrial tour is to provide an enriching educational experience, expose to real-world industry operations, advanced technologies, and organizational practices. This hands-on learning opportunity is designed to complement academic knowledge and enhance professional understanding.

To make the tour more engaging and holistic, **legally admissible leisure activities** will also be included. These activities are intended to foster team building, provide relaxation, and encourage cultural exploration alongside academic learning. However, the tour/visit is strictly an educational endeavour, and **pleasure trips alone will not be allowed.**

Approval and Documentation

- Prior approval must be obtained from the Head of Department/Institution for the tour itinerary, including any planned leisure activities.
- The itinerary should balance industrial visits and leisure activities to ensure adequate time for both learning and relaxation.

Budget and Finances

- Provide students with options to participate in leisure activities, ensuring affordability and inclusivity.
- Partner with verified vendors or organizers to arrange leisure activities safely and effectively.

27. TOUR REPORTING AND POST-TOUR OBLIGATIONS

a. After returning from trip, conduct a closure activity on the field trip by asking students to explain why, where, how, and what was accomplished during their outing.

b. Send thank you notes from the Institution to the Apex committee who granted permission, other departments that helped in making all necessary arrangements, chaperons, bus driver(s), staff where visited, and the bus company. Even if the buses are owned by our own institution, we should still thank and commend the drivers for their contributions to the success of the event.

c. Assess if the goals of the trip have been achieved.

d. Assess the conduct of the students in terms of the standards set up before the trip. Discuss whether they listened attentively, stayed in a group, observed habits of courtesy. This assessment should always include favourable reaction as well as ways in which they might improve on subsequent trips. A list might be made of these suggestions for improvement and saved for review just before the next trip is undertaken.

e. It is compulsory that all students must submit a detailed report (Industrial visit, Study tour etc.), routed through faculty coordinator to HoD /Principal/Dean.

f. The date of submission of report should not exceed two weeks from the date of return.

g. A signed copy of visit along with students' details and geo tagged photographs must be kept for future records.

h. Utilize opportunities to draw upon data and experiences from the field trip in other subjects taught in the classroom.

i. An Expenditure statement including a detailed budget to be shared in within two weeks visit by the accompanying tour faculty coordinators.

j. Collecting Feedback from the students after the visit is essential to understand their learning experience and assess the effectiveness of the trip. The feedback can provide valuable insights into areas for improvement and help plan more engaging and informative visits in the future.

28. AMENDMENTS

These guidelines will be reviewed time to time to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Vice Chancellor.

ANNEXURE – I

APPROVAL FORM

1.	Branch and Semester	
2.	Nature /Type of Visit	
3.	Relevant Subjects:	
4.	Places or Industries / Leisure time activities planned to visit	
5.	Address & Phone Nos. of Institution/organization/place to be visited	
6.	Date(s)/ Days of Visit/ Tour	
7.	Date & Time of Departure	
8.	Date & Time of Arrival	
9.	Mode of Travel	Train / Bus / Van / Other Mode -Specify (Enclosed Annexure II)
10.	Copy of Approval letter from Industry/ Authority concerned	Yes/No (Enclosed Annexure III)
11.	Permission Letter by HoD/Principal/Dean	Yes/No (Enclosed Annexure IV)
12.	Permission by Hostel Warden	Yes/No (Enclosed Annexure V)
13.	Accompanying Faculty details and Undertaking Letter (Male/Female)	Yes/No (Enclosed Annexure VI)
14.	List of Students details (Male/ Female)	Yes/No (Enclosed Annexure VII)
15.	Accommodation Details with Confirmation letter	Yes/No (Enclosed Annexure VIII)
16.	Faculty/Students Trained in First Aid issued by Causality medical officer	Yes/No (Enclosed Annexure IX)
17.	Undertaking Letter from Students (I/We have verified the above documents and are submitted)	Yes/No (Enclosed Annexure X)
18.	Parent's Consent and Undertaking (I/We have verified the above documents and are submitted)	Yes/No (Enclosed Annexure XI)
19.	Student Contact Details	Yes/No (Enclosed Annexure XII)
20.	Approval from HoD/Principal/Dean	(Signature)
21.	Hostel Warden, Boys Hostel (If hostel students are participating)	(Signature)
22.	Hostel Warden, Girls Hostel (If hostel students are participating)	(Signature)
23.	Manager Facilities (if required)	(Signature)
24.	Chief Operations Officer	(Signature)
25.	Approval from HoD /Principal/Dean (Approved / Not Approved)	(Sign with Seal)

Note: The Form should be submitted Two Weeks prior to the departure.

ANNEXURE -II

MODE OF TRAVEL (FOR LOCAL TRAVEL, PROVIDE THE DETAILS SEPARATELY IF ENGAGED)

Sl. No	**Details**	**Mode of Travel University/college Bus/Other Mode Specify**	**Travel Details with Phone number of the Travels and Driver**	**Approval of Transport In-charge**
1.	From AKC, Chittoor to Place of visit			
2.	Return Journey Details			

ANNEXURE -III

COPY OF APPROVAL LETTER FROM INDUSTRY/ AUTHORITY CONCERNED

- Should contain clear date, time and number of days of Visit

- Letter should be by the authenticated person from the Industry minimum at Manager Level/ Authority concerned with seal.

ANNEXURE IV

PERMISSION BY HOD/PRINCIPAL/DEAN

It is certified that in the proposed Field visit/ educational tour/industrial visit to _____(name of place) from ____/____/_____(date) to ____/____/_____(date) of the students of _____ (title of the programme/course), _____ (year/semester) of the Department of _____, all prescribed formalities have been completed and I am satisfied with the preparation/arrangements for the tour. Further, I shall remain in touch with the faculty accompanying the tour and keep myself updated on the progress of the tour/visit. Necessary instructions have been given to the students and the accompanying faculty for maintaining decorum and discipline during the tour.

Signature:_____ Date:_____

Name: _____ Place:_____

HoD/Principal/Dean Department of _____

ANNEXURE V

PERMISSION BY HOSTEL WARDEN

It is certified that in the proposed Field Visit/ educational tour/industrial visit to _____(name of place) from ____/____/_____(date) to ____/____/_____(date) of the students of _____(title of the programme/course), _____ (year/semester) of the Department of _____, the hosteller students accompanying the tour shall carry pass from the hostel accompanying the tour.

Signature:_____ Date: _____

Name: _____ Place:_____

Hostel Warden _____

ANNEXURE – VI

UNDERTAKING BY ACCOMPANYING FACULTY

1. I / we will take care of the students participating in the tour.

2. I / we will ensure that the students will abide by the rules and regulations of AKC and also the Institution / organization / company / Industry or the local authority of the place to which such tours is being undertaken.

3. I / We hereby state that all the parents/ guardians of the students concerned are informed of their official trip well in advance and obtained their consent.

4. I / we will be liable for disciplinary action if it is found that the safety of the students is compromised in any manner during the tour.

5. Students will not be taken or allowed to mountain areas, rivers, canals, beaches, water parks, reservoirs, forest areas, etc and I/We are personally liable and answerable for any such untoward incident taking place during the tour.

Sl No	**Name of the Faculty/ ID No.**	**Designation**	**Department**	**Mobile No.**	**Alternate Contact No.**	**Signature**
1.						
2.						
3.						
4.						
5.						

Signature of HoD/Principal/Dean:

ANNEXURE - VII

LIST OF STUDENTS DETAILS

Name of the Programme:

Semester:

School/College/University:

Sl. No.	Reg No.	Name	Male/ Female	Student Mobile Number	Blood Group	Health Problem if any
1.						
2.						
3.						
4.						
5.						

Name(S) and Signature(S) of Faculty Coordinators with Date

ANNEXURE – VIII

ACCOMMODATION

Sl. No.	Name of Hotel/ Hostel/Guest House*	Period of Stay	Address and Phone Numbers	Responsible Person Handling	Types of Room: Single/ Shared / Dormitory
1.					

* Attach the accommodation booking copy

Faculty Coordinator Signature with Date **(Signature of HoD/Principal/Dean)**

ANNEXURE- IX

FACULTY/STUDENTS TRAINED IN FIRST AID

Sl. No	Emp. ID/ Reg. No.	Name	Mobile Number	Faculty/ Student	Organization/ Doctor's Sign
1.					
2.					

ANNEXURE-X

UNDERTAKING FROM STUDENTS

I, student of ----------Programme at Apollo Knowledge City Chittoor (A.P), do here-by undertake I am going on / Field Trip/ Educational Tour/ Industrial Visit to ---------- organized on date----------departure date----------time----------from School/College/University and arrival date----------time ----------at AKC will abide by the rules and guidelines of our Institution and also the rules and regulations of the Institution / organisation / company / Industry or the local authority of the place to which such tours is being undertaken. If any violation of the rules and regulations are noticed in any manner during the tour, I will be liable for disciplinary action, decided by the Institution.

Signature of the Student:

Contact Number:

Signature of the Faculty coordinator **Signature of the HoD/Principal/Dean**

ANNEXURE-XI

UNDERTAKING FROM PARENTS

To

The HoD /Principal/ Dean,

----------,

AKC, Murukambattu,

Chittoor (A.P).

I ……. F/o or M/o ……. (Reg No…….) hereby permit my Son/Daughter to undertake the Field Visits / Industrial Visits / Educational Tours outside the campus / any Outbound Programmes. I understand that the travel by rail/road and the stay outside the limits of the campus may involve risk of physical harm, under unexpected circumstances. I assure that my Son/Daughter is responsible for his/her behaviour during the visit and I will neither blame the Institution nor demand compensation from the same of the results of any untoward incidents. In case of any emergency, an Institution may contact my phone no.----------.

Signature of the Parent:

Name and Address of the Parent

With contact Number:

ANNEXURE – XII

STUDENT CONTACT DETAILS

Sl. No	Roll No.	Name	Hosteller / Day scholar	Parent Mobile Number	Boarding Point	Dropping Point

ANNEXURE – XIII

FORMAT OF REPORT SUBMISSION

Section	Description
Title Page	Title of the Report, Student Name, Reg.No, Affiliation, Date of Submission
Acknowledgments	Appreciation of support from the institution, professors, and the industry/company visited
Table of Contents	List of sections and page numbers
Introduction	Purpose and objectives of the industrial visit
Company/Hospital Overview	Brief description of the company visited (history, mission, industry role)
Technical Insights	In-depth details on specific technical processes, technologies, or innovations observed
Visit Summary	Key activities, processes observed, and departments visited during the industrial tour
Learning Outcomes	Skills, knowledge gained, and application of theoretical concepts in real-life scenarios
References	Citations for any external sources or materials referenced in the report
Appendix	Additional materials such as photographs, charts, or handouts received during the visit

ANNEXURE – XIV

FIELD TRIP /EDUCATIONAL TOUR/ INDUSTRIAL TRIP INCIDENT REPORT FORM

Date: _____

To be filled out within 24 hours of incident

Please circle all that apply relative to this incident:

Full-Time Employee	Part-Time Employee	Casual Wage Employee
Registered Student	Contractor	Volunteer

Other (please describe)_____

Name _____D.O.B. ___ / ___ / _____
Department (if applicable) _____D.O.H. (if applicable) ___ / ___ / _____
Incident Date ____ / ____ / _____ Time: :_____ AM or PM (circle one)

Location: Town/City _____ State:_____ Country: _____

Exact Area:

_____

Witnesses:

_____

Description of Incident:

_____

Root Cause (be specific):

_____

Contributing Factors (ie. weather, lack of training):

List Corrective Measures that could be taken:

_____

Medical Treatment:

[ ] No treatment

[ ] First aid only at location, treatment (describe) _____

_____

[ ] Medical (indicate medical care provider/clinic) _____

[ ]Other(describe)_____

Employee/Student Signature: _____

Faculty Coordinator Name _____ Phone _____

Signature _____Date _____

Copy:

a copy for HoD/Principal/Dean

ANNEXURE – XV

ACCIDENT INVESTIGATION FORM

Name of Injured Person: _____

Job Title:_____ Department:_____

Mail ID:_____

Date of Birth: _____ Telephone Number:_____

Address: _____

City _____State_____Country_____

(Circle one) Male Female

What part of the body was injured? Describe in detail.

_____

_____

What was the nature of the injury? Describe in detail.

_____

_____

_____

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using if any?

_____

_____

_____

Names of all witnesses:

_____

_____

Date of Event: _____ Time of Event: _____

Exact location of event: _____

What caused the event?

_____

_____

_____

Were safety regulations in place and used? If not, what was wrong?

_____

Employee went to doctor/hospital? Doctor's Name_____

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence.

_____

Principal/Dean Signature: Date:

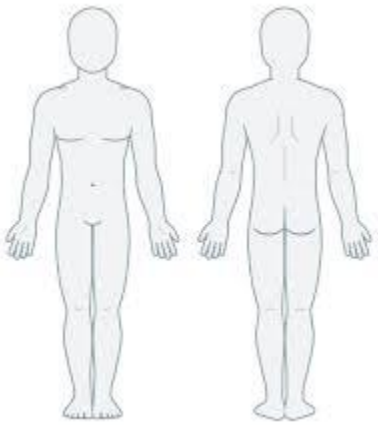
Department Head Signature: Date:

Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that could have resulted in a serious injury or illness.)

This is a report of a: □ Death □ Lost Time □ Dr. Visit Only □ First Aid Only □ Near Miss	
Date of incident:	This report is made by: □ Employee □ Supervisor □ Team □ Other_____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: □ Male □ Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) □ Abrasion, scrapes □ Amputation □ Broken bone □ Bruise □ Burn (heat) □ Burn (chemical) □ Concussion (to the head) □ Crushing Injury □ Cut, laceration, puncture □ Hernia □ Illness □ Sprain, strain □ Damage to a body system:	This employee works: □ Regular full time □ Regular part time □ Seasonal □ Temporary Months with this employer _____ Months doing this job:

	□ Other _____	

Step 2: Describe the incident

Exact location of the incident:	Exact time:		
What part of employee's workday? □ Entering or leaving work □ Doing normal work activities □ During meal period □ During break □ Working overtime □ Other_____			
Names of witnesses (if any):			
Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			

Step 3: Why did the incident happen?

Unsafe workplace conditions: (Check all that apply)	Unsafe acts by people: (Check all that apply)
□ Inadequate guard □ Unguarded hazard □ Safety device is defective □ Tool or equipment defective □ Workstation layout is hazardous □ Unsafe lighting	□ Operating without permission □ Operating at unsafe speed □ Servicing equipment that has power to it □ Making a safety device inoperative □ Using defective equipment □ Using equipment in an unapproved way

□ Unsafe ventilation □ Lack of needed personal protective equipment □ Lack of appropriate equipment / tools □ Unsafe clothing □ No training or insufficient training □Other: _____	□ Unsafe lifting □ Taking an unsafe position or posture □ Distraction, teasing, horseplay □ Failure to wear personal protective equipment □ Failure to use the available equipment / tools □Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? □ Yes □ No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? □ Yes □ No	
Have there been similar incidents or near misses prior to this one? □ Yes □ No	

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again? □ Stop this activity □ Guard the hazard □ Train the employee(s) □ Train the supervisor(s) □ Redesign task steps □ Redesign work station □ Write a new policy/rule □ Enforce existing policy □ Routinely inspect for the hazard □ Personal Protective Equipment □ Other: _____
What should be (or has been) done to carry out the suggestion(s) checked above?

Step 5: Who completed and reviewed this form? (Please Print)

Written by: Department:	Title: Date:
Names of investigation team members:	
Reviewed by (Print & Sign):	Title: Date:

When completed please fax form to the Human Resources office at ----------and to the Health and Safety Department at ----------