

**RAJADHANI INSTITUTE OF SCIENCE AND TECHNOLOGY, PALAKKAD-678613**

**INDUSTRIAL VISIT / STUDY TOUR APPLICATION FORM**

SCHEDULE OF VISIT

Date of Visit: Academic Year :

Departure time from College : Arrival time at College :

**Class Details:**

Program & Admission Year	Dept./Semester/ Batch (A/B)	Total strength of the class	No. of Students visiting

**Industry Details (If applicable)**

Name of the Industry	Contact person @Industry	Contact email id & number @Industry
Industry address for communication:		

**Faculty Details:**

Accompanying staff	Designation	Contact number

**Parents Details:**

Accompanying Parent	Ward's Name	Contact number

**Transport Details:**

Mode of Transport	Name of the Travel , Address & Contact Number
By Bus / Train	

**Signature of HOD :****Check List:**

S.No.	Documents	Yes / No	HOD Verification & Signature	Signature of Principal
1.	Industry Permission Letter			
2.	Students Name List Signed			
3.	Class Cancellation Circular			
4.	Schedule of visit Signed by Accompanying Staff, HOD			
5.	Hostel Permission form			
6.	Permit copy or Railway Reservation Details			
7.	Parent's declaration form if it is Industrial Tour			

Signature of Class Representatives with name:

1.

2.

Class Teacher :	HOD
Advisor In-Charge :	
Director / Principal	Approved / Not Approved
	<b>Executive Director</b>

### BOARDING & LODGING ARRANGEMENT DETAILS

Course & Department: \_\_\_\_\_

Purpose : Industrial Visit / Tour

1. Visiting Place:

Sl.No	Name of the Travels, Address & Contact person	Name of the Hotel, Address & Contact person	No. of days for staying

2. Visiting Place:

Sl.No	Name of the Travels, Address & Contact person	Name of the Hotel, Address & Contact person	No. of days for staying

Amount collected from individual student for the particular place (including Boarding/ Lodging/ Conveyance):

Total amount collected from the student's:

**Signature of Faculty In-Charge**

**Signature of HOD**