

RIMT University
Educational Tours & Industrial Visits
(Policy & Procedure)

1. AIM

Educational Tours, Industrial Visits, Seminars, and Conferences are integral to academic development, practical exposure, and professional readiness. Students across various programmes may be required to participate in such activities for curriculum enhancement, industry interaction, or placement opportunities.

However, off-campus tours inherently involve risks such as injury, loss of life or property, or unforeseen emergencies. To ensure safety, accountability, legal compliance, and institutional preparedness, it is essential to obtain proper consent from students and their parents/guardians and to follow an approved procedural framework.

This policy outlines the mandatory guidelines, legal considerations, approval mechanisms, and responsibilities associated with organizing Educational Tours and Industrial Visits.

2. GENERAL GUIDELINES

2.1 Frequency of Tours

Only one educational tour is permitted per class during the entire duration of the program.

Additional visits directly linked to the curriculum—such as mandatory field work, engineering industrial visits, research-based excursions, or professional practicum—may be allowed per semester with prior approval.

These exceptions ensure academic requirements are met without compromising safety and administrative oversight.

2.2 Faculty Accompaniment and Student Safety Guidelines

For every tour or educational visit, a batch of up to 50 students shall be accompanied by a minimum of two senior faculty members. Preferably, both faculty members should be from the same department; however, if required, one senior faculty member may be from another department to ensure adequate supervision.

In cases where female students are participating, it is mandatory that at least one accompanying faculty member be a female faculty member, to ensure appropriate supervision, support, and safety.

A Tour In-charge, who must be a senior faculty member duly approved by the Dean / Director / Principal / Head of the Department, shall be designated for each tour. The Tour In-charge shall bear overall responsibility for the operational planning, student safety, discipline, and compliance with institutional guidelines throughout the duration of the tour.

The Tour In-charge and accompanying faculty members shall ensure:

- Continuous supervision of students during travel, accommodation, academic visits, and other tour activities.

- Strict adherence to safety protocols, including safe travel practices, attendance checks, and timely reporting.
- Maintenance of discipline and conduct in accordance with institutional rules and local laws.
- Immediate attention to medical, safety, or emergency situations, including coordination with local authorities or medical facilities when required.
- Clear communication with students regarding dos and don'ts, emergency contacts, and expected behaviour prior to and during the tour.
- Faculty members must remain accessible to students at all times and shall not leave the tour group unattended under any circumstances. Any safety-related incident or breach of discipline must be reported immediately to the competent authority.
- The Tour In-charge must verify the roadworthiness of vehicles, driver credentials, and ensure that the travel plan does not involve unsafe late-night road travel.
- Students must maintain discipline and avoid any conduct that may bring disrepute to the University.
- Possession or consumption of alcohol, drugs, intoxicants, or prohibited substances is strictly forbidden.
- Students are responsible for following all safety guidelines, both from faculty and the host organization.

These measures are mandatory and are intended to ensure the physical safety, well-being, and security of all participating students, thereby enabling a safe, well-coordinated, and successful tour. Any indiscipline may result in strict disciplinary action, including suspension or expulsion.

2.3 Institutional & Organizational Consent

Written confirmation and permission must be obtained in advance from the industry/organization to be visited.

Students must submit parental/guardian consent for all tours exceeding one day, or if the student is under 18, irrespective of tour duration.

2.4 Mandatory Student Submission

Prior to departure, student representatives must submit to the Head of the Institution/Department:

- Complete list of participating students with roll numbers.
- Tour schedule including time-in/time-out at each location.
- Contact detail of all students.

2.5 Additional Restrictions to Ensure Safety and Eliminate Personal Interest

- **Restriction on Relatives and Guests:** Under no circumstances shall relatives, family members, friends, or personal guests of students or accompanying faculty members be permitted to join or travel with the tour group. This restriction is essential for the safety and security of the students and to prevent conflicts of interest, maintain professional boundaries, and ensure that the tour remains strictly academic and institutional in nature. Any violation of this provision shall be viewed seriously and may attract disciplinary action.
- **Inclusion in Official Semester Calendar:** Every tour must be formally approved and incorporated into the official semester calendar of the University. This ensures institutional oversight, transparency, and academic relevance, and prevents the

organization of unofficial or privately motivated tours. Tours not reflected in the approved academic calendar shall be treated as unauthorized and will not be permitted.

- **Mandatory Emergency Medical Preparedness:** An emergency medical kit containing basic first-aid supplies and essential medicines must be available and accessible throughout the duration of the tour. This requirement is mandatory to ensure immediate response to minor injuries or medical emergencies.

3. LEGAL, SAFETY & LIABILITY REQUIREMENTS

3.1 Duty of Care

The University owes a duty of care towards students but cannot be held liable for:

- Personal negligence of students.
- Unauthorized activities or deviation from the approved itinerary.
- Incidents occurring due to violation of safety instructions.
- Acts of nature.
- Events beyond the control of University.

The institution must demonstrate reasonable preventive measures, including:

- Providing trained faculty supervision.
- Proper documentation.
- Safety verification of transport.
- Emergency preparedness.

3.2 Student Assumption of Risk

Students must acknowledge:

- Participation is voluntary.
- They are aware of the inherent risks involved in travel and industrial environments.
- They must comply with all guidelines to mitigate such risks.

3.3 Parental/Guardian Consent is mandatory

For:

- Tours exceeding one day, or
- Students who are minors (under 18), written consent is legally mandatory to avoid liability claims.

3.4 Insurance Requirement

Students are advised to maintain a valid personal accident/medical insurance policy.

The University is not liable for:

- Medical expenses,
- Loss or theft of personal belongings,
- Accidental injury or harm due to non-compliance with rules.

3.5 Legal Compliance

All activities must adhere to:

- Local laws and regulations.
- Transport and safety norms.
- Industry-specific safety protocols (Personal Protective equipment, site instructions, restricted zones).
- Guidelines issued by law enforcement, transport authorities, and local administration.

3.6 Emergency Communication Protocol

The tour in-charge must maintain:

- Active mobile contact with the Department/Dean Student Welfare.
- Emergency numbers for nearest police station, hospital, and transport provider.
- Periodic check-ins as per the reporting schedule.

3.7 Medical Fitness

For tours extending beyond one day, all participants are required to submit a valid medical fitness certificate issued by a registered medical practitioner. Participation may be restricted for individuals who are medically unfit to undertake the tour, in the interest of their own safety and the safety of others.

4. Tour Expenses and Payment Terms

➤ Responsibility for Expenses

All expenses related to the tour shall be borne by the participating students.

➤ Submission of Funds

The total amount collected from students shall be submitted to the Dean Student Welfare through the Faculty Tour In-Charge.

➤ Refund Policy

The amount submitted shall be strictly non-refundable in the event that a student withdraws from the tour for any reason whatsoever.

➤ Payments to Vendors

All payments to tour-related vendors shall be made exclusively by the Accounts office through the Dean Student Welfare.

5. Transport details

- Bus operator name, address, and phone number.
- Vehicle details (registration number, driver license copy, insurance copy, pollution certificate).
- If travelling by rail: train number, date of travel, PNR details.
- The university will provide a bus if the tour is limited to one day, scheduled between 10:00 a.m. and 4:00 p.m., and has a permit for the specified route.

6. Accommodation details

- Accommodation will be arranged only if the tour extends beyond one day.
- Lodging will be provided at a Government-approved / University-approved hotel, hostel, or guest house.
- Rooms will be allotted on a sharing basis.
- Separate accommodation will be provided for boys and girls.
- Basic facilities such as clean rooms, drinking water, and washrooms will be ensured.
- Check-in and check-out timings will be followed as per hotel policy.
- Accommodation will be arranged close to the tour location for convenience and safety.
- Any damages to property during the stay will be the responsibility of the concerned students.

APPROVAL PROCEDURE

1 Submission Timeline

The Head of the Institution/Department must forward the tour proposal at least 10 days prior to the planned date to the Dean Student Welfare through the Dean Academic Affairs.

2 Proposal Contents

The proposal must include:

1. Place(s) of visit.
2. Exact dates and duration.
3. Purpose and academic relevance.
4. Number of students (with separate count for boys & girls and attached list).
5. Names of accompanying senior faculty.
6. Detailed itinerary (travel, stay, daily activities, safety instructions).
7. Tour budget specifying the source of funding (contributory, grant, or University funds).

3 Post-Approval Requirements

Once approval is granted:

- Obtain Student and Parent Undertakings (Annexure-II).
- Ensure compliance with reporting mechanisms.
- Verify and document safety and travel checks.

4 Post-Tour Documentation

- Within seven days of tour completion: A detailed report must be submitted to the Director IQAC through the Dean Academic Affairs, covering:
 - Purpose and outcomes of the visit.
 - Attendance and participation.
 - Geotag Photographs.
 - Observations about student discipline and safety.
 - Any incidents, emergency actions, or deviations from plan.

5 Final Approval Authority

The Dean Students Welfare shall obtain prior written approval from the Vice Chancellor / Pro Vice Chancellor before finalizing and issuing any tour clearance for students. No tour-related activity shall be approved or communicated without such authorization.

Upon receipt of the required approval, the Department of Dean Students Welfare shall be responsible for making all necessary arrangements related to transport, lodging and boarding of the students during the tour. These arrangements shall be made in accordance with institutional norms, safety standards, and budgetary provisions.

The Dean Students Welfare shall ensure that all logistical arrangements are properly planned, documented, and communicated in advance to avoid inconvenience and to ensure the smooth conduct of the tour. Any deviation from the approved plan shall require fresh approval from the competent authority.

This procedure is mandatory and must be strictly adhered to for all student tours to ensure proper oversight, safety, and administrative compliance.

UNDERTAKING BY STUDENT

Student Details:

Name: _____ Roll Number: _____
Programme: _____ Semester: _____
Student Contact Number: _____ Parent/Guardian Contact Number: _____

Visit Details:

Industry/Organization: _____
Date(s) of Visit: _____ Place: _____

Undertaking

I, the undersigned, hereby declare and agree to the following:

1. My participation in the above activity is voluntary, and I undertake the tour at my own risk and responsibility.
2. I will abide by all rules, regulations, and the laws of the country.
3. I will not engage in any activity beyond the approved purpose of the tour.
4. I will not indulge in any unlawful, unsafe, or prohibited activities.
5. I will not possess or consume alcohol, narcotics, or any prohibited substances.
6. I shall conduct myself responsibly and will not cause harm, injury, or damage to myself or to others.
7. I will follow all instructions of the faculty and the host organization with strict discipline.
8. I will comply with all safety protocols provided by the faculty and industry personnel.
9. I understand that I should have an appropriate insurance policy, and the University shall not be liable for any injury, loss, or damage occurring during the tour.
10. I confirm that I have obtained the necessary permission from my parent/guardian, who has signed this undertaking.

If the student is under 18 or the tour exceeds one day, a parent/guardian signature is mandatory.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Faculty In-Charge: _____