

GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION

OFFICE OF THE REGIONAL JOINT  
DIRECTOR OF TECHNICAL EDUCATION  
TELANGANA : HYDERABAD

Cir.Memo. No. C/161/2018.

Date:25.09.2018

Sub: Technical Education – RJDTE, Hyderabad - Academic Industrial Visits for the  
Diploma Students in Govt. Polytechnics – Accord permission – Instructions –  
Issued.

Ref:- 1)This Office Letter of even No. dt:16-08-2018

2)CTE's Cir.Memo No.K/Industrial Visits/2018 dt:20.09.2018

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Certain Principals of Government Polytechnics have requested to accord permission for Industrial Visits of the students. Therefore, in this office 1<sup>st</sup> cited, the Commissioner of Technical Education has been requested to issue necessary instructions for according permission for Industrial Visits of the students of GPTs in the state

In the ref.2<sup>nd</sup> cited, the Commissioner of Technical Education has delegated the powers to accord permission for Industrial Visits, subject to the following Guidelines :-

1. Industrial visits should be conducted only for the Final year students "especially during VI semester (preferably during Holidays) and first and second year students should not be permitted.
2. Industrial visits should be planned well in advance to get required sanctions/permissions.
3. Two staff members shall accompany the students for Industrial visits and if girl students are also visiting the industries, one of the staff members shall be female staff member.
4. During Industrial visits all safety precautions shall be taken by the staff accompanying the students.
5. Indemnity bond shall be taken from the students and parents before proceeding to Industrial Visits.

Therefore, the Principals/OSDs of GPTs in the State under the control of this Department are hereby requested to furnish suitable proposals for Industrial Visits of students, duly enclosing a check list, adhering to the above guidelines so as enable this office to consider the above proposals on case to case basis to accord permission, subject to the guidelines issued by the Commissioner of Technical Education.

The receipt of this memo shall be acknowledged.

Sd/- U.V.S.N.Murthy  
Regional Joint Director

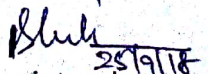
To

The Principals/OSDs, Government Polytechnics/Institutions in the State

Copy to the Commissioner of Technical Education, Hyderabad for kind information

Copy to the Secretary, State Board of Technical Education & Training, Hyderabad for information

//F.B.O.//

  
25/9/18  
Superintendent

**Annexure to Memo No.B1/161/2018 dt: 25.09.2018**  
**Check-list for according permission for Industrial Visits**

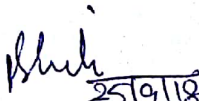
- 1 Name of the Institute:
- 2 Proposed Industrial Unit for the visit by students:
- 3 (a) Whether the visit arranged during holidays (Yes/No):  
(b) Date(s) of Visit:  
(c) Whether permission obtained from the Industry (Yes/No):  
(If 'Yes', Copy of the permission letter to be enclosed)
- 4 Details of the Branch/Semester:
- 5 Details of the staff accompanying the students during the visit:  
(1) Male staff - Name & Designation:  
(2) Female staff - Name & Designation:
- 6 No. of the students proposed for the visit:
- 7 Whether the road worthiness of the vehicle  
for the visit has been checked and verified: Yes/No
- 8 Whether the Indemnity bond has been taken from the students and parents for the  
safety of the students during the Industrial visit (Yes/No):
- 9 Any other relevant information:

Date:

Principal

sd/- U.V.S.N.Murthy  
Regional Joint Director

//F.B.O.//

  
25/9/18  
Superintendent