

Govt. Engineering College Idukki

ET-01

Department (tick): CSE/EEE/ECE/IT/ME

Semester (tick): S1/S2/S3/S4/S5/S6/S7/S8/M1/M2/M3/M4

Specialisation (for M. Tech.):

Type of Tour (tick): Site Visit/Industrial Visit/Industrial Training/Educational Tour/Excursion

CHECK LIST FOR SUBMISSION OF DOCUMENTS FOR STUDENTS' TOUR

No.	Item	Whether complied/submitted
1.	Minutes of relevant tour committee meeting (ET-02)	Yes/No
2.	List of students (ET-03) and list of accompanying faculty with their willingness (ET-04).	Yes/No
3.	Tour Itinerary (ET-05).	Yes/No
4.	Written undertaking by students/parents (ET-06)	Yes/No
5.	Permission letters from industry.	Yes/No
6.	Whether latest guidelines read & understood.	Yes/No
7.	Whether accompanied by permanent faculty member.	Yes/No
8.	Whether accompanied by permanent lady faculty member.	Yes/No
9.	Whether the tour is 80% educational.	Yes/No
10.	Whether night journey avoided (for road trips).	Yes/No
11.	Whether copy of driving license of driver attached.	Yes/No
12.	Whether copy of RC Book of the conveyance vehicle attached.	Yes/No
13.	Whether proof attached for confirmed Hotel Booking.	Yes/No

Modes of transport involved (tick one or more): Air/Rail/Road

Name, address & Phone No. of cab/transport operator (for road journeys):

Names and Phone Nos. of driver/s (for road journeys)

Certified that the above data are correct

Name & dated signature of student convener/s:

Name & dated signature of faculty convener/s: