

INDUSTRIAL VISIT POLICY

OF

**K. K. WAGH INSTITUTE OF ENGINEERING
EDUCATION AND REASERCH**

(An Autonomous Institute)

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NASHIK 422003

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Policy on Industrial Visit

1. Preamble:

K. K. Wagh Institute of Engineering Education and Research, Nashik is an Autonomous Institute since AY 2022-23. As per NEP 2020, all institutes have to promote greater industry-academic linkages and provide real life exposure for the students. KKWIEER has close association with the industries and industry bodies. The interaction and collaboration happens through various activities such as internships, industrial visits, projects sponsored by industries, inviting industry experts, joint R&D work, conducting training for industries, providing testing and consultancy services, etc.

2. Objective

The purpose of this policy is to facilitate well-organized, safe, and educationally stimulating industrial visits for the students of K. K. Wagh Institute of Engineering Education and Research, Nashik. These industrial visits aim to:

- Provide practical exposure to different industrial processes, technologies, and work culture.
- Bridge the gap between classroom learning and real-world engineering applications
- Enhance students' understanding of industry practices, ethics, and innovation
- Provide exposure to corporate world

3. Scope

This policy applies to all departments organizing industrial visits for undergraduate and postgraduate students of the institute.

4. Planning and Approval

1. Proposal Submission:

- Departments should plan industrial visits at the beginning of the semester
- The concerned department / faculty coordinator must submit a detailed proposal (Annexure I) to the Head of Department (HoD) at least 15 days in advance.
- The proposal should include - name and address of the industry/organization, date(s) and timings of the visit, number of students and accompanying staff, objectives of the visit, mode of transport and safety measures adopted for the visit.
- It should also give the PO's likely to be attained due to the visit.

2. Approval Process:

- The Head of the Department will review and forward the proposal to the Director for final approval. Proposals forwarded without the signature of the regular HoD will be rejected.
- HoD will ensure that the visits do not clash with major academic schedules and activities (examinations, key classes, guest lectures, and inspection, etc.) and it is relevant to the subjects being taught.

5. Guidelines for Students

All students must ensure the following:

- Attend all pre-visit briefings organized by the faculty coordinator (if any), visit the website of the concerned industry and collect information about the industry. Maintain discipline, decorum, and punctuality during travel and the visit.
- Wear college uniform/ID cards and follow the safety norms / dress code specified by the institute / industry. Wear proper shoes while entering the premises of industry.
- Refrain from using mobile phones inside restricted areas, photographing/recording without permission, or misbehaving.
- Follow all safety instructions provided by faculty or industry representatives.
- After the visit, each student must submit a feedback form for the said industrial visit (Annexure IV) to the faculty coordinator within 3 days.

6. Accompanying Faculty & Staff Guidelines

1. Faculty Responsibility:

- Each visit must have at least two faculty members (or one faculty and one supporting staff) depending on the group size.
- When female students are part of the group, at least one lady faculty/staff member must accompany the team.
- Faculty members must ensure proper headcount (before and after the visit), emergency contact details of all students/staff proceeding on the visit, and availability of a first-aid kit.
- Get the undertaking from students / parents (Annexure II) before the visit.
- Get advance for payment of entry charges / toll charge (if applicable) as per rules.
- A copy of the visit travel plan should be sent to Registrar (registrar@kkwagh.edu.in) and Hostel Rector (rector-enggpolyhostel@kkwagh.edu.in) if hostel students are involved in the visit.

2. Coordination with Industry:

- Faculty members must communicate with the industry contact person to finalize schedule, entry permissions, and safety requirements well in advance of the said visit

3. Travel & Accommodation:

- If college bus is to be used for visit, it should be informed well in advance by filling in the necessary details in the FMS
- Faculty must travel on the same transport (bus / train etc.) as the students and supervise boarding/deboarding.
- If college vehicle is not available / not permitted (especially outside Nashik), the authorized travel agency should be contacted for bus / train booking. Normally 50% of travel charges will be reimbursed by the college in case of outstation visits.
- If train concession form is required, it is to be submitted well in advance with final names of staff and students. No changes will be allowed in concession form once it is signed by the Principal / Director.
- In case of any emergency, faculty must promptly inform the HoD and administration.
- In case of outstation visit if overnight stay is necessary, the concerned staff should make proper stay arrangements for students.
- Proper care should be taken for stay of lady staff and students.
- Proper food arrangements should be ensured during the visit. Extra water bottles may be carried by the staff.

7. Reporting and Documentation

After the visit, the faculty coordinator must submit a Visit Report to the HoD/Principal (Annexure III) within 7 days, including objectives achieved, key learnings, photographs (if permitted), and feedback. If some reimbursement is claimed, bills should be submitted within 10 days.

The department should maintain a summary of industrial visits carried out during the semester in the format (Annexure V) attached herewith.

8. Code of Conduct and Disciplinary Action

Any violation of the above guidelines may result in disciplinary action, including withdrawal of participation in future visits or other penalties as decided by the institute.

9. Insurance and Liability

The concerned department shall ensure adequate travel insurance or group accident coverage for all participants wherever possible. Students and parents must sign a consent/undertaking form before the visit.


Director



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Annexure I: Industrial Visit Proposal Form

Department: _____

Date of Submission: _____

1. Name of the Industry/Organization: _____

2. Address & Contact Details of Industry: _____

3. Proposed date(s) of visit: _____

4. Purpose/Objectives of Visit: _____

5. Expected Learning Outcomes: _____

6. Total Number of Students: _____

7. Names & Designation of Accompanying Faculty/Staff: _____

8. Mode of Transport & Arrangements: _____

9. Safety Measures Planned: _____

10. Budget Estimate (if applicable): _____

Recommendation of HoD:

(Comments/Approval) _____

Signature of HoD with Date _____

Approval of Principal/Director:

Signature with Date

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Annexure II: Student Undertaking / Consent Form

(To be submitted by each student prior to the visit)

I, _____ (Name of Student), a student of _____ (Year)
_____ (Department), hereby give my consent to participate in the
industrial visit to _____ (Name of Industry) scheduled on
_____.

I understand and agree to the following:

1. I will maintain discipline, decorum, and follow all instructions given by the faculty and industry representatives.
2. I will wear the prescribed dress code/uniform and carry my valid college ID card.
3. I will not engage in any activity that may endanger myself or others, or damage property.
4. I will not use mobile phones or cameras in restricted areas.
5. I undertake that the institute and faculty members will not be held responsible for any accident, loss, or injury arising from my failure to follow instructions or from circumstances beyond reasonable control.

Emergency Contact Details:

Parent/Guardian Name: _____

Contact Number: _____

Student's Signature: _____

Date: _____

I hereby give my consent to send my ward for the above-mentioned industrial visit. I undertake that the institute and faculty members will not be held responsible for any accident, loss, or injury arising from failure of my ward to follow instructions or from circumstances beyond reasonable control.

Parent/Guardian Signature: _____

Date: _____

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Annexure III: Industrial Visit Report Format

Name of the department: _____

Date of Visit: _____

Name and address of Industry/Organization Visited: _____

1. Purpose of the Visit:

(Briefly state the objectives and relevance of the visit to the curriculum.)

2. Details of Participants:

Number of Students: _____; (____ Male; ____ Female)

Names of Accompanying Faculty/Staff: _____

3. Industrial Overview:

(Brief description of the company/industry, key operations, and areas of exposure.)

4. Key Learnings/Observations:

(Highlight technical insights, new technologies observed, and key takeaways for students.)

5. Safety & Conduct Report:

(Comments on discipline, safety compliance, and overall behavior of the group.)

6. Feedback & Recommendations:

Suggestions for improving future visits

Opportunities for internships/collaboration, if discussed

7. Photographs (if permitted):

(Attach 2–3 photographs of the visit.)

Prepared By: _____ (Faculty Coordinator)

Signature: _____

Date: _____

Verified By:

HoD Signature: _____

Date: _____

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Annexure IV: Student Feedback Form - Industrial Visit

Name of the Department: _____
Date of Visit: _____
Name of Industry/Organization Visited: _____
Name of the Student: _____
Year & Division: _____

Kindly provide your feedback on the industrial visit by marking the appropriate option or writing your response where applicable.

Feedback Parameters (Please tick ✓ the appropriate box):
(Rating Scale: 5 - Excellent | 4 - Very Good | 3 - Good | 2 - Fair | 1 - Poor)

1. Objectives of the visit were clearly explained before the visit

[5] [4] [3] [2] [1]

2. The visit enhanced my understanding of industrial processes/technologies

[5] [4] [3] [2] [1]

3. The industry personnel provided useful and relevant information

[5] [4] [3] [2] [1]

4. The visit was well organized (travel, timing, coordination)

[5] [4] [3] [2] [1]

5. Safety and discipline were adequately maintained during the visit

[5] [4] [3] [2] [1]

6. Overall learning outcome of the visit

[5] [4] [3] [2] [1]

7. What did you like most about this visit?

8. Suggestions for improvement in future visits:

Student Signature: _____

Date: _____

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Annexure V: Summary of Industrial Visit

Name of the Department: _____

Academic Year: _____

[illegible]

Name and Signature of Academic Coordinator: _____

Name and Signature of HoD: _____