

ST. JOSEPH'S COLLEGE OF COMMERCE

(AUTONOMOUS)

No.163, Brigade Road, Bangalore – 560 025

G U I D E L I N E S

FOR INDUSTRIAL VISITS

Objectives:

1. To integrate subject knowledge with real-life experience.
2. To give a practical exposure to classroom teaching.
3. To build up and strengthen the Industry Academia collaboration.

Procedure:

1. Permission from the visiting organization. Classes shall be allowed for Industrial Visits, in the following pattern:

Sl.No.	Class	Type of Visit	Preferred Industry to be Visited	Minimum No. of Faculty
1.	First year UG	One-day Visit	Small-scale	1
2.	Second year UG	One-day visit	Medium-scale	1
3.	Final year UG	Over-night & One-day visit	Large-scale	2(Over-night) 1(One-day)
4.	First year PG	Over-night & One-day visit	Discipline related	2(Over-night) 1(One-day)
5.	Final year PG	Over-night & One-day visit	Discipline related	2(Over-night) 1(One-day)

2. Permission from Principal with details of the trip cost and funds collected.
3. Make necessary arrangements for travel and visit. Also, collect parent's declaration (in case of out station visit)
4. Formal attire and discipline to be maintained during the visit.
5. After the visit, submit the Industrial visit form duly filled, along with two photographs online to the Industrial Visits co-ordinator.
6. The organizing staff should maintain a report drafted by the student, covering the following areas; History, Business, Departments (such as Marketing, HR, Finance and Accounts) and the future plans of the organization.
