

PARENT DECLARATION FORMAT
FOR INDUSTRIAL VISIT / EDUCATIONAL TOUR

From

Date :

To,

The Dean

University College of Engineering Villupuram

Kakuppam, Villupuram

Respected sir,

I, Father / Mother/ Guardian of _____, B.E. / B.Tech/ M.E. _____(SEM) studying in the Department of University College of Engineering Villupuram, Villupuram 605 103, allow my son/daughter to take part in the industrial visit / educational tour to _____ (Place) arranged by the Department of _____ from _____ (Date) to _____(Date). I assure you that my son / daughter will maintain decorum and discipline during the industrial visit / educational tour. I clearly understand that any mishaps that may affect my son / daughter during the tour, will not be the responsibility of the Department / College.

Thanking you,

Yours faithfully,

Student's signature with Date

Signature of the Parent / Guardian

Student's Name & Roll No.

Parent / Guardian Contact No.

Check List (Long Industrial Visit)

Documents to be submitted to Dean

1. Letter from HOD indicating Date of visit, Place of visit and details of escorts to accompany.
2. The reports for the earlier outstation visits (atleast two local industrial visits within Chennai) undertaken by the class. The reports must be duly signed by the faculty accompanied and the Head of the Department.
3. List of students (min 80% of class) along with Roll no. and Signature.
4. Explanation duly endorsed by the parent from the students who are not taking part in the Industrial visit.
5. Complete details of alternate arrangement for classes.
6. Clear Itinerary of the trip including mode of transport, train details, accommodation details, etc, during the visit.
7. Contact number of the student representative, Accompanying staff and office incharge of the factory to be visited.
8. Declaration from parents in prescribed format (They have to state that they sent their wards at their own risk and responsibility).
9. Medical fitness certificate for each student participating in Industrial visit.
10. Declaration from the accompanying staff.