



HOLY GRACE ACADEMY OF ENGINEERING, MALA
INDUSTRIAL VISIT APPLICATION FORM
SCHEDULE OF VISIT

Date of Visit:

Departure time from College:

Arrival time at College:

Class Details:

Course/Dept.	Year/Semester	Strength of the class	No. of Students visiting

Industry Details:

Name of the Industry	Contact person @Industry	Contact email id & number @Industry
Industry address for communication:		

Faculty Details:

Accompanying staff	Designation	Contact number

Transport Details/ Amount Details:

Mode of Transport	Name of the Travel , Address & Contact Number
By Bus / Train	

Amount collected from Individual Student	
Total Amount Collected	

Signature of HOD:

Check List:

Sl.No.	Documents	Yes / No	HOD Verification & Signature
1.	Industry Permission Letter		
2.	Students Name List Signed		
3.	Class Cancellation Circular		
4.	Schedule of visit Signed by Accompanying Staff, HOD		
5.	Hostel Permission form		
6.	Permit copy or Railway Reservation Details		
7.	Parent's consent letter if it is Industrial Tour		

Signature of Class Representatives with name:

Faculty In-Charge	Faculty In-Charge	HOD
Principal	Chairman	Approved / Not Approved Secretary

