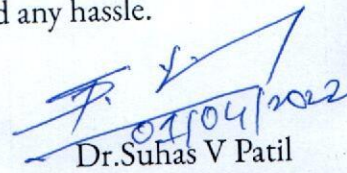


U.T Administration of DNH & DD
Government Polytechnic, Daman
Department of Training & Placement

Process Flow for Industrial Visit

1. Subject Teacher will raise the request based on the syllabus in consultation with the HOD and suggest the type of Industry visit that will help students and inform the department T&P Coordinator for the same.
2. Department T&P Coordinator will forward department request with tentative date and time to the T&P Officer and if possible suggest some industries for visit. (Through Google Form on College website T&P Section).
3. T&P Officer will identify the industry suggested by the Department T&P Coordinator and write a request letter to the Industry for permission.
4. As T&P Officer will receive a response from the industry regarding the permission, It will be communicated with the Subject teacher through Department T&P Coordinator.
5. A day before the visit Faculty coordinator for the visit will call the Company person to confirm the timing of the visit and other arrangements.
6. List of Documents provided by the T&P Department for the Visit (All the Documents are available at the College website T&P Section you may use them as per the department requirements)
 - i. Student Feedback form
 - ii. Industrial Visit Completion Certificate
 - iii. Undertaking by Faculty
 - iv. Undertaking by Students
 - v. Attendance of students
 - vi. Report format for the visit
7. After compilation of the Visit Faculty coordinator will submit a report to their respective T&P Coordinator in concern with HOD.
8. Department T&P Coordinator will share the scan copy or hard copy of the student Feedback and Industrial Visit Completion Certificate with the T&P Officer.
9. If a vehicle/ Bus is required for Industrial Visit Department will request RTO Daman through Principal Office. Application to the RTO sent 15 days Prior to the visit to avoid any hassle.




Dr. Suhas V Patil

Principal
Government Polytechnic, Daman