

**Check List for Industrial Visit**

**Department** :

**Year and Section** :

**Name of the Industry Visited** :

**Date (From & To)** :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to Head of the Institution seeking permission to organize the event through HoD and Dean Academics		
2	Requisition Letter to the Industry for the Visit.		
3	Acceptance Letter / Mail from the Industry.		
4	Willingness Form (All Students).		
5	Students and Faculty Name List.		
6	Consent from Parents for IV (All Students).		
7	Industry Visit Report.		
8	Geotagged Photos.		
9	Feedback Form (Manually Filled).		
10	Attendance Sheet (Students and Faculty).		
11	Settlement Form / Account Statement / Bill Copies.		

**Dept. IV Coordinator**  
*Verified by*

**ERP In-charge**

**HoD**

**Dean Academics**

**IQAC Team**

**Dean-IQAC**