



Permission to go for Industrial Visit/Trip Visit/Trip

To

Sub: Permission to go for Industrial Visit/Trip

Respected Sir,

We, the Students of _____ Year B.Tech/ M.Tech/BCA/ BSc/MSc/MCA of _____ program, wish to go for a _____ day trip to _____ . The details of our trip plan are as below.

Place/s of Visit: _____

No. of Days: _____

Dates: _____

No. of Students: _____

(Pl. Enclose the list of students with Name, Signature, Mobile No. and Parent's Contact No.)

Name, Signature and Contact No. of the Accompanying Faculty & Staff:

1. _____
2. _____
3. _____

Travel company's Contact No.:

Mode of Travel & route: _____ (Pl. Attach Card of Travel Agency)

Address of Stay _____

Contact person at the place of stay:

Name: _____

Contact No. : _____

We request you to kindly grant us the permission. We understood that we are fully responsible for ourselves during the trip. We assure you that our behavior in every manner will maintain the dignity & image our institute during the trip. We are going to visit on our responsibilities and the University will not be responsible for any incident. For any misbehaviour we are liable for any disciplinary action against us.

So we request you to please grant us the permission in reference to the subject mentioned above.



Yours Obediently,

Enclosures:

1. List of students
2. Details of Tour plan, route & Contact No.

Note: Permission Tour Leaves

List of students Enrolled for Industrial visit

Sr. No.	Roll No.	Name of Student	Personal Contact Number	Parents Contact Number	Sign

Tour in charge

Faculty mentor

Program Lead

Head of the School