

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. T1/855(4)/2018-R&T

Office of the VC&MD,
RTC House, PNBS, VJA

Cir.No.PD-29/2018, Dt. 28.08.2018

Sub:VISITS – Industrial Visit to Workshops and Depot Garages by the Students of Diploma and Engineering Graduates – Instructions issued - Reg.

APSRTC is permitting students of Diploma and Engineering Graduates to visit to Workshops and Depot Garages for practical observation on preventive maintenance system and assembling practices of various units like Engine and Gear Box etc., At present Head Office is according permission to the College authorities to visit Workshops/Depot garages for one day or two days.

Presently, numbers of representations are being received from various college authorities to permit their students to visit the Workshops and Depot Garages. The matter has been examined in detail and it is decided to levy a nominal charge for the visit besides delegating the powers to the field authorities to accord permission.

The following instructions are issued in this regard:

1. Applications from the Universities/Colleges only shall be entertained for the Industrial visit. Representation from individual students shall not be entertained.
2. Executive Director of Zone is competent to permit the Students of the colleges to visit the Workshops and Regional Managers are competent for Depot Garages basing on the requisition from College authorities.
3. An amount of Rs.100/- shall be collected per candidate per day for visiting the Workshop or Garage. The amount so collected shall be credited to the Corporation account immediately. As far as possible the amount may be collected in the form of a Demand Draft (DD). Where cash is collected, an MR (Money Receipt) shall be issued to the college authorities for the amount collected.
4. All the visiting students and faculty shall be provided with refreshments such as Tea & snacks one time (limit up to Rs.20/-only). No amount shall be collected for providing refreshments.
5. The duration of the visit is one day. If the college authorities request for extra day then extra charges will be collected from concerned authorities accordingly.
6. The batch size shall be limited to 50 students plus two faculty members. No charges need be collected for the faculty.
7. The students and faculty visiting the workshop/garage shall have to register themselves at the time of entering into the premises.
8. A separate Supervisor shall be designated to guide the batch through the various sections in the workshop/garage to explain the Workshop/Depot functions besides helping to ensure that the candidates do not get involved in any accidents.
9. The unit officer i.e., WM/AWM/DM shall address the gathering and provide a broad outline of the production processes in the workshop. Thereafter the students shall be allowed to visit the various sections.
10. Brief handout about the workshop at a glance may be given if requested by the students. No charges need be collected for the same.

The permission accorded is subject to the following Terms and Conditions:

1. The Students shall not cause any disturbance to the regular work at the Workshop/Garage premises.
2. The college faculty shall invariably accompany the students. The students shall not be allowed inside the premises without the college faculty accompanying them.
3. The Students have to ensure that T&P or Units are handled properly without causing any damage and to be handed over to the concerned Supervisors at the end of the day.
4. The students shall be advised not to go near the operating/running machinery or High voltage lines in the interests of the safety of the students.
5. The Students shall not loiter in the Workshop/Garage premises.
6. The Corporation is not liable for any injuries or accidents sustained by the Students or faculty members during the course of their visit. An undertaking shall be executed in the prescribed format in this regard (Annexure).
7. No Bus Pass/Conveyance or accommodation facilities will be provided by the Corporation. They should make their own arrangements.
8. During the visit the students are liable to abide by the rules and regulations of the Corporation.
9. All the visiting members shall attend with footwear preferably shoes to avoid any injury in the workspot.
10. The names of all the students and accompanying faculty members shall be registered at the time of entering into the premises.
11. The students are not permitted to photograph or video shoot the production processes.

All the above conditions shall be incorporated while communicating sanction order to the college authorities.

These circular instructions shall come into force with immediate effect. The Executive Directors of Zones and Regional Managers shall take necessary action accordingly.

This has the approval of VC & MD.

Encl: As above


Executive Director (A & P)

Copy to Executive Directors of all Zones for information & necessary action.

Copy to Regional Managers of all Regions for information & necessary action.

Copy to Dy.CPMs of all Zones for information

Copy to all WMs for information & necessary action.

Copy to Dy.CAOs for information.

UNDERTAKING

A request has been made by us to APSRTC to permit the students of this institution to visit the Zonal Workshop/garage to gain first hand knowledge of maintenance practices.

We understand that there is work going on in the establishment with the help of machines and the visiting students as well as faculty members have to tread cautiously in the work area.

In this regard we undertake that for any accident/disability or any unforeseen event that may occur to our students or visiting faculty, APSRTC is no way responsible or liable and the entire responsibility in this regard lies with us and no compensation of any sort will be made on the establishment i.e. APSRTC

Place:

Date :

Signature of the College authority