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Category- I University Status awarded by UGC

No. 2026/MAY/AAMS/C- 128/ 46537

Date: 28<sup>th</sup> May, 2026

**CIRCULAR:-**

All the Principals of the Affiliated Colleges, all Academic Heads of University Departments, the Directors of the Recognized Institutions/Centers, Director, Centre for Distance & Online Education, Director, Dharmaveer Anand Dighe Thane Sub-Campus, Co-ordinator, School of Engineering and Applied Sciences, Kalyan Sub-Campus, Director, Chitrakar Padmabhushan Dr. Dhananjay Keer Ratnagiri Sub-Campus, Director, Sindhudurg Sub-Campus, Principal, Vishwabhusan Bharatratna Dr. B. A. Ambedkar College, Ambadave, Ratnagiri and Principal, V.V. Dalvie College, Talere, Sindhudurg are hereby informed that the recommendations made by the Board of Deans at its meeting held on 14<sup>th</sup> January, 2026 vide item No. 9.13 have been accepted by the Academic Council at its meeting held on 25<sup>th</sup> March, 2026 vide item No. 10.15. In accordance therewith **Industrial Visit Guidelines as per NEP 2020** is issued from the academic year 2026-27.

(The said circular is available on the University's website [www.mu.ac.in](http://www.mu.ac.in)).

MUMBAI – 400 032  
28<sup>th</sup> May, 2026

  
(Dr. Prasad Karande)  
REGISTRAR

To,

All the Principals of the Affiliated Colleges, all Academic Heads of University Departments, the Directors of the Recognized Institutions/Centers, Director, Centre for Distance & Online Education, Director, Dharmaveer Anand Dighe Thane Sub-Campus, Co-ordinator, School of Engineering and Applied Sciences, Kalyan Sub-Campus, Director, Chitrakar Padmabhushan Dr. Dhananjay Keer Ratnagiri Sub-Campus, Director, Director, Sindhudurg Sub-Campus, Principal, Vishwabhusan Bharatratna Dr. B. A. Ambedkar College, Ambadave, Ratnagiri and Principal, V.V. Dalvie College, Talere, Sindhudurg.

**A.C/10.15/25/03/2026**

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Deans, All Faculties,
- 3) The Chairman, Board of Studies,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Department of Students Development,
- 6) The Director, Department of Information & Communication Technology,
- 7) The Director, Centre for Distance and Online Education (CDOE), Vidyanaigari,
- 8) The Deputy Registrar, Admissions, Enrolment, Eligibility & Migration Department (AEM)

| <b>Copy forwarded for information and necessary action to :-</b> |                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                | The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM),<br><a href="mailto:dr@eligi.mu.ac.in">dr@eligi.mu.ac.in</a>                                                                                                                                |
| 2                                                                | The Deputy Registrar, Result unit, Vidyanagari<br><a href="mailto:drresults@exam.mu.ac.in">drresults@exam.mu.ac.in</a>                                                                                                                                                         |
| 3                                                                | The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari<br><a href="mailto:dr.verification@mu.ac.in">dr.verification@mu.ac.in</a>                                                                                                                                       |
| 4                                                                | The Deputy Registrar, Appointment Unit, Vidyanagari<br><a href="mailto:dr.appointment@exam.mu.ac.in">dr.appointment@exam.mu.ac.in</a>                                                                                                                                          |
| 5                                                                | The Deputy Registrar, CAP Unit, Vidyanagari<br><a href="mailto:cap.exam@mu.ac.in">cap.exam@mu.ac.in</a>                                                                                                                                                                        |
| 6                                                                | The Deputy Registrar, College Affiliations & Development Department (CAD),<br><a href="mailto:deputyregistrar.uni@gmail.com">deputyregistrar.uni@gmail.com</a>                                                                                                                 |
| 7                                                                | The Deputy Registrar, PRO, Fort, (Publication Section),<br><a href="mailto:Pro@mu.ac.in">Pro@mu.ac.in</a>                                                                                                                                                                      |
| 8                                                                | The Deputy Registrar, Executive Authorities Section (EA)<br><a href="mailto:eau120@fort.mu.ac.in">eau120@fort.mu.ac.in</a><br>He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular. |
| 9                                                                | The Deputy Registrar, Research Administration & Promotion Cell (RAPC),<br><a href="mailto:rapc@mu.ac.in">rapc@mu.ac.in</a>                                                                                                                                                     |
| 10                                                               | The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA)<br>dy.registrar.tau.fort.mu.ac.in<br><a href="mailto:ar.tau@fort.mu.ac.in">ar.tau@fort.mu.ac.in</a>                                                                                                     |
| 11                                                               | The Deputy Registrar, College Teachers Approval Unit (CTA),<br><a href="mailto:concolsection@gmail.com">concolsection@gmail.com</a>                                                                                                                                            |
| 12                                                               | The Deputy Registrars, Finance & Accounts Section, fort<br><a href="mailto:draccounts@fort.mu.ac.in">draccounts@fort.mu.ac.in</a>                                                                                                                                              |
| 13                                                               | The Deputy Registrar, Election Section, Fort<br><a href="mailto:drelection@election.mu.ac.in">drelection@election.mu.ac.in</a>                                                                                                                                                 |
| 14                                                               | The Assistant Registrar, Administrative Sub-Campus Thane,<br><a href="mailto:thanesubcampus@mu.ac.in">thanesubcampus@mu.ac.in</a>                                                                                                                                              |
| 15                                                               | The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,<br><a href="mailto:ar.seask@mu.ac.in">ar.seask@mu.ac.in</a>                                                                                                                                               |
| 16                                                               | The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri,<br><a href="mailto:ratnagirisubcentar@gmail.com">ratnagirisubcentar@gmail.com</a>                                                                                                                                    |
| 17                                                               | The Director, Centre for Distance and Online Education (CDOE),<br>Vidyanagari,<br><a href="mailto:director@idol.mu.ac.in">director@idol.mu.ac.in</a>                                                                                                                           |
| 18                                                               | Director, Innovation, Incubation and Linkages,<br>Dr. Sachin Laddha<br><a href="mailto:pinkumanno@gmail.com">pinkumanno@gmail.com</a>                                                                                                                                          |
| 19                                                               | Director, Department of Lifelong Learning and Extension (DLLE),<br><a href="mailto:dlleuniversityofmumbai@gmail.com">dlleuniversityofmumbai@gmail.com</a>                                                                                                                      |

| Copy for information :- |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1                       | P.A to Hon'ble Vice-Chancellor,<br><a href="mailto:vice-chancellor@mu.ac.in">vice-chancellor@mu.ac.in</a>           |
| 2                       | P.A to Pro-Vice-Chancellor<br><a href="mailto:pvc@fort.mu.ac.in">pvc@fort.mu.ac.in</a>                              |
| 3                       | P.A to Registrar,<br><a href="mailto:registrar@fort.mu.ac.in">registrar@fort.mu.ac.in</a>                           |
| 4                       | P.A to all Deans of all Faculties                                                                                   |
| 5                       | P.A to Finance & Account Officers, (F & A.O),<br><a href="mailto:camu@accounts.mu.ac.in">camu@accounts.mu.ac.in</a> |

To,

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The Chairman, Board of Deans<br><a href="mailto:pvc@fort.mu.ac.in">pvc@fort.mu.ac.in</a>                                                                                                                                                                                                                                                                                                                                                     |
| 2 | <b>Faculty of Humanities,</b><br><b>Offg. Dean</b><br>1. Prof.Anil Singh<br><a href="mailto:Dranilsingh129@gmail.com">Dranilsingh129@gmail.com</a><br><b>Offg. Associate Dean</b><br>2. Prof.Manisha Karne<br><a href="mailto:mkarne@economics.mu.ac.in">mkarne@economics.mu.ac.in</a><br>3. Dr.Suchitra Naik<br><a href="mailto:Naiksuchitra27@gmail.com">Naiksuchitra27@gmail.com</a>                                                      |
|   | <b>Faculty of Commerce &amp; Management,</b><br><b>Offg. Dean,</b><br>1 Prin.Ravindra Bambardekar<br><a href="mailto:principal@model-college.edu.in">principal@model-college.edu.in</a><br><b>Offg. Associate Dean</b><br>2. Dr.Kavita Laghate<br><a href="mailto:kavitalaghate@jbims.mu.ac.in">kavitalaghate@jbims.mu.ac.in</a><br>3. Prin.Kishori Bhagat<br><a href="mailto:kishoribhagat@rediffmail.com">kishoribhagat@rediffmail.com</a> |

|   |                                                                                                                                                                                                                                                                                                                                                                                                      |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Faculty of Science &amp; Technology</b><br><b>Offg. Dean</b><br>1. Prof. Shivram Garje<br><a href="mailto:ssgarje@chem.mu.ac.in">ssgarje@chem.mu.ac.in</a><br><b>Offg. Associate Dean</b><br>2. Dr. Madhav R. Rajwade<br><a href="mailto:Madhavr64@gmail.com">Madhavr64@gmail.com</a><br>3. Prin. Deven Shah<br><a href="mailto:sir.deven@gmail.com">sir.deven@gmail.com</a>                      |
|   | <b>Faculty of Inter-Disciplinary Studies,</b><br><b>Offg. Dean</b><br>1. Dr. Anil K. Singh<br><a href="mailto:aksingh@trcl.org.in">aksingh@trcl.org.in</a><br><b>Offg. Associate Dean</b><br>2. Prin. Chadrashekhhar Ashok Chakradeo<br><a href="mailto:cachakradeo@gmail.com">cachakradeo@gmail.com</a><br>3. Dr. Kunal Ingle<br><a href="mailto:drkunalingle@gmail.com">drkunalingle@gmail.com</a> |
| 3 | Chairman, Board of Studies,                                                                                                                                                                                                                                                                                                                                                                          |
| 4 | The Director, Board of Examinations and Evaluation,<br><a href="mailto:dboee@exam.mu.ac.in">dboee@exam.mu.ac.in</a>                                                                                                                                                                                                                                                                                  |
| 5 | The Director, Board of Students Development,<br><a href="mailto:dsd@mu.ac.in">dsd@mu.ac.in</a> <b>DSW</b> <a href="mailto:directr@dsw.mu.ac.in">directr@dsw.mu.ac.in</a>                                                                                                                                                                                                                             |
| 6 | The Director, Department of Information & Communication Technology,<br><a href="mailto:director.dict@mu.ac.in">director.dict@mu.ac.in</a>                                                                                                                                                                                                                                                            |

# University of Mumbai



## Industrial Visit (IV) Guidelines

**With effect from 2026-27**

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**University of Mumbai**  
**Guidelines for Conducting Industrial Visits (IVs)**

## **1. Preamble**

Industrial Visits (IVs) are an integral part of experiential learning and skill enhancement for students of the University of Mumbai. Recognising their academic significance, and considering the socio-economic diversity of students across the seven districts, ranging from metropolitan areas like Mumbai to rural and tribal regions like Palghar, the University seeks to ensure that the planning and execution of IVs remain **meaningful, affordable, inclusive, and safe**.

These draft guidelines aim to establish **uniform, transparent, and student-centred norms** to ensure equity and academic integrity in IV practices across all affiliated colleges.

## **2. Objectives of the Guidelines**

- To ensure that industrial visits are **academically relevant** and aligned with programme outcomes.
- To safeguard students' **financial well-being**, preventing undue burden or coercive participation.
- To create uniform procedures for **planning, approval, execution, and reporting** of IVs.
- To ensure students' **physical safety**, mental well-being, and dignity at all times.
- To promote transparency, accountability, and inclusivity across colleges.

## **3. Scope**

These guidelines shall apply to **all affiliated colleges, autonomous colleges, sub-campuses, and university departments** conducting industrial visits as part of curricular, co-curricular, or enrichment activities.

## **4. Guiding Principles**

- **Student-Centric Approach:** All decisions regarding IVs shall prioritise student welfare, safety, affordability, and academic relevance.
- **Equity and Inclusion:** No student shall face embarrassment, discrimination, or academic disadvantage due to inability to pay for an IV.
- **Affordability:** Costs should be reasonable, transparent, and reflective of actual expenses.
- **Safety First:** Travel, accommodation (where applicable), and site conditions should comply with safety norms.
- **Transparency and Accountability:** Proper approvals, documentation, and reporting should be maintained at every stage.

## 5. Planning and Approval of Industrial Visits

- **Mandatory Pre-Planning Requirements:** Colleges should prepare a proposal including:
  - Purpose and academic relevance of the visit.
  - Industry/organisation profile and permission obtained.
  - Proposed itinerary with distance, modes of travel, and timings.
  - Expected total cost per student, with a breakup.
  - Risk assessment and safety plan.
  - Mechanism for inclusion and financial support for economically weaker students.
- **Distance Norms:** To prevent unnecessary financial and logistical burden:
  - **Local/Regional Priority:**
    - Colleges should prioritise industries within the **same district or adjacent districts**.
    - Visits exceeding 100 **km (one-way)** may be considered **special justification** demonstrating unique academic value.
  - **Out-of-State or Long-Distance Visits:**
    - May be considered **if the learning outcomes cannot be achieved locally** or additional learning outcomes are being added through such a visit.
  - **Duration:** Visits exceeding 5 days require special justification.
- **Cost Regulations**
  - Colleges should aim to minimise expenses by:
  - Group travel arrangements.
  - Utilizing the facility for travel concession through the Railway, state, or central transportation services for students wherever possible
  - Avoiding premium travel or luxury services.
  - Choosing economically viable meal and accommodation plans.
  - **No third-party agents or tour operators** shall be engaged without proper tendering and transparency.
- **Ensuring Financial Inclusion**
  - Colleges should provide **opt-out provisions** without academic penalty.
  - Students from economically and/or socially disadvantaged backgrounds should be identified confidentially, and colleges may:
    - Subsidise fees through institutional funds, CSR support, alumni contributions, or departmental budgets.

- Offer instalment-based payments.
- No student shall face **humiliation, coercion, or loss of academic credit** for inability to pay.

## 6. Student Safety Norms

- **Teacher–Student Ratio:**
  - Minimum 1 faculty per 20 students for local visits.
  - 1 faculty per 15 students for long-distance visits.
- **Travel Safety:**
  - Only vehicles with valid permits, insurance, and verified drivers shall be used.
  - Night travel should be avoided unless absolutely necessary and approved by the Director/Principal of the respective Institute/College.
- **Medical Safety:**
  - Colleges should carry a basic first-aid kit and share emergency contact numbers with all students.
  - For long-distance visits, a medical professional/assistant should be consulted if needed.
- **Gender Safety:**
  - At least one female faculty member should accompany mixed-gender student groups. In case of non-availability of the female faculty, a senior female staff/senior female student should accompany the student groups.
- **Permission Letters:**
  - Mandatory written consent from parents/guardians for all students.
  - Student Undertaking

## 7. Formation of IV Committee

- Departments/Institutes/Colleges should create at least a three-member committee consisting of at least one female faculty (if available).
- The committee shall prepare necessary templates of: I) Undertaking by Students, II) Consent letters by parents/guardians.

## 8. Conduct and Responsibilities During the Visit

- Faculty in charge should maintain attendance, supervise student conduct, and ensure discipline.

- Students shall follow safety protocols as instructed by industrial personnel and faculty.
- No deviation from the approved itinerary is permitted without documenting valid reasons.

## 9. Post-Visit Reporting

Within **10 days of completion**, colleges/Departments should prepare a report containing:

- The objective of the IV
- The name and address of the company, along with the contact details (if possible) of the designated company representative.
- A succinct summary of the activities undertaken during the visit along with the Geotagged photographs documenting the visit.
- The learning outcomes achieved.
- An attendance record.
- A financial statement, duly verified by the college accounts department.
- Feedback collected from both students and faculty.

A copy of the report should be submitted by the IV coordinator to the College/ /Institute/Centre/ University Department. And it should be made available as and when the University asks for it.

## 10. Prohibited Practices

- Forcing students to participate in costly or long-distance visits.
- Organising recreational tours under the guise of academic IVs.
- Inflating costs or engaging unverified travel agents.
- Embarrassment or discrimination toward students unable to afford IVs.
- Allowing unsanctioned changes in itinerary or night travel without permission.

## 11. Compliance and Monitoring

- All colleges should strictly comply with these guidelines once officially notified.
- The University may undertake random audits, seek documentation, or initiate enquiries where deviations are reported.
- Colleges found violating these guidelines may face administrative action as per university rules.

These guidelines aim to uphold the University of Mumbai's commitment to academic excellence, equity, and student welfare. Industrial visits should enrich learning without causing undue financial burden or psychological stress. Through uniform and transparent processes, the University seeks to foster a safe, supportive, and inclusive learning ecosystem for all students across its diverse geographical and socio-economic landscape.

## Appendix I: Student Declaration

### STUDENT DECLARATION

I, \_\_\_\_\_, a student of \_\_\_\_\_  
(Degree Programme) in \_\_\_\_\_ (College/University Department), studying in  
\_\_\_\_\_ (Semester) and bearing Roll No. \_\_\_\_\_, will be participating in the Industrial Visit /  
Study Tour / Educational Tour to \_\_\_\_\_ (Location), scheduled from  
\_\_\_\_\_ to \_\_\_\_\_. I declare that I am medically fit to take part in the visit/tour.

I understand that I am expected to follow all rules, instructions, and guidelines given by the University, the college,  
and the accompanying faculty members. I will maintain discipline and proper conduct throughout the visit.

I also understand that if I fail to follow the rules or behave in an inappropriate manner, I will be responsible for  
the consequences and will accept any disciplinary action taken by the college/university.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the Student:** \_\_\_\_\_

## Appendix II: Parent/ Guardian Permission Letter

I, Mr./Mrs. \_\_\_\_\_, father/mother/guardian of \_\_\_\_\_, studying in \_\_\_\_\_ (Programme & Year/Semester) at \_\_\_\_\_ (Name of College), affiliated to the University of Mumbai, hereby give my consent for my son/daughter/ward to participate in the Industrial Visit / Study Tour / Educational Tour scheduled from \_\_\_\_\_ to \_\_\_\_\_.

I understand that my ward is expected to follow all rules, instructions, and guidelines given by the University of Mumbai, the college, and the accompanying faculty members during the visit.

I am aware that the University of Mumbai and the college will take necessary care and precautions for the safety of students. I also understand that they will not be responsible for any unforeseen incident, accident, injury, or loss that may occur during the visit. I will take responsibility for any situation arising from my ward's negligence or misconduct, if any.

**Date:**

**Place:**

**Signature of Parent/Guardian:**

**Contact No.:**

### Appendix III Certificate

**UNIVERSITY OF MUMBAI**  
*(College/Department Name)*  
**Certificate of Participation**

This is to certify that (Name) \_\_\_\_\_ (Roll No. \_\_\_\_), a student of \_\_\_\_\_ (Programme & Year/Semester) at \_\_\_\_\_ (College/University Department), has successfully participated \_\_\_\_\_ in \_\_\_\_\_ the Industrial Visit / Study Tour / Educational Tour to \_\_\_\_\_ (Location) conducted from \_\_\_\_\_ to \_\_\_\_\_.

The visit aimed to enhance students' practical understanding, industry exposure, and experiential learning. The student participated actively and adhered to the guidelines throughout the programme.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

\_\_\_\_\_  
*Head of the Department / Principal*

\_\_\_\_\_  
*Faculty Coordinator / Accompanying Faculty*