

## Field Trip Guidelines for Research Scholars

1. **Purpose of Field Trip:** Field trips must be directly aligned with the scholar's research project and academic objectives.
2. **Pre-Approval Requirement:**
  - Approval must be obtained from the supervisor and the Head of Department (HoD).
  - For trips involving external collaborators or organizations, relevant approvals must be obtained wherever applicable.
3. **Ethical Clearance:**
  - If the fieldwork involves human participants (e.g., surveys, interviews, observation), prior clearance must be obtained from the Institute Ethics Committee (IEC).
4. **Safety Protocols:**
  - A documented risk assessment must be conducted and approved by the supervisor before departure.
  - All necessary safety equipment and travel insurance (if applicable) should be arranged in advance.
5. **Fellowship Continuity:**
  - The scholar's fellowship will continue during the field trip **only if** the Teaching Assistantship (TAsip) responsibilities are fulfilled remotely or as otherwise approved by the department.
6. **Undertaking Submission:**
  - A joint undertaking from the scholar and supervisor must be submitted before the field trip, affirming that all necessary approvals and safety protocols are in place.
7. **Post-Trip Reporting:**
  - Within one week of return, the scholar must submit a brief report summarizing the activities undertaken and any relevant observations or incidents.

**Undertaking by Research Scholar for Field Visit**

I hereby submit this undertaking in connection with the station leave permission being availed for the purpose of a field visit/research work away from the campus.

**Duration and Purpose of the visit:**

- Start Date of the visit: \_\_\_\_\_
  - Date of Return to the Institute: \_\_\_\_\_
  - Purpose of the visit: \_\_\_\_\_
  - Location: \_\_\_\_\_
  - Place of stay: \_\_\_\_\_
  - Emergency contact number: \_\_\_\_\_
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**Declarations and Undertaking**

**By the Scholar:**

1. I confirm that I have obtained prior permission from all concerned authorities of **IIT Palakkad** to undertake the said field visit/research work.
2. I also confirm that I have secured formal permission from the external institution(s), organization(s), or authority(ies) at the location(s) I will be visiting. The details below may be filled in if applicable.
  - Name of external organization/institution: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Name and designation of authority granting permission: \_\_\_\_\_
  - Contact details (Phone/Email): \_\_\_\_\_
3. I undertake that my activities during the leave period will strictly adhere to the policies, rules, and regulations of IIT Palakkad and shall not contravene any law of the Government of India.
4. I acknowledge that the period of absence from the Institute will be considered for academic purposes only and will not be used for any unrelated employment or unauthorized engagement.

5. I undertake full responsibility for my safety, conduct, and academic productivity during the said period and IIT Palakkad or its authorities shall not be held liable for any unforeseen incidents beyond their control.
6. I will remain in regular communication with my research guide and will provide periodic updates on the progress of the work undertaken during this period.
7. I understand that non-compliance with the above may lead to disciplinary action or revocation of leave.

**Name of Scholar:** \_\_\_\_\_

**Roll No:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Recommended/Not Recommended**

**Name of Guide:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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