



काष्ठ विज्ञान एवं प्रौद्योगिकी संस्थान
INSTITUTE OF WOOD SCIENCE AND TECHNOLOGY

(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)

(Indian Council of Forestry Research and Education)

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त निकाय)

(An Autonomous Body of Ministry of Environment, Forest and Climate Change, Govt. of India)

डाकघर मल्लेश्वरम/ P.O. Malleswaram, बेंगलुरु/Bengaluru – 560 003



Guidelines for Educational Visits to ICFRE – Institute of Wood Science and Technology (IWST), Bengaluru

1. Objective

The educational visit programme at ICFRE–IWST aims to create awareness among students about forestry, wood science, environmental conservation, sustainable utilization of forest resources, and research activities carried out by the Institute.

2. Eligibility

- Education visit to the Institute should be planned only for the students of Grade VIII and above (8th Standard and above).
- Students of Pre-University or equivalent, Diploma Colleges, Under Graduate and Post Graduate Colleges, Engineering Colleges, Architecture /Interior Design Colleges, Universities and other Higher Educational Institutions are eligible for educational visits.
- Visits shall be permitted only through the Head of the Institution.

3. Prior Approval

- All visits shall be by prior approval only.
- A formal request on the institution's letterhead should reach IWST at least 15 working days in advance.
- The request should include:
 - Name and address of the institution.
 - Purpose of the visit.
 - Preferred date and time.
 - Number of students and accompanying faculty members.
 - Contact details of the faculty coordinator.

4. Group Size

- Minimum group size: 10 students.
- Maximum group size: 50 students per visit.
- Larger groups may be accommodated in multiple batches, subject to availability.

5. Accompanying Faculty

- At least one faculty member for every 20 students shall accompany the group.
- The accompanying faculty shall be responsible for the discipline, safety and conduct of the students throughout the visit.

6. Dress Code and Identity Proof

- Students and faculty should be dressed in school uniform or formals
- Every visitor shall carry a valid College/University Identity Card.
- Entry may be denied to visitors without valid identification.

7. Security and Safety

- Visitors shall strictly comply with the Institute's security and safety instructions. - Entry into laboratories, research facilities and restricted areas shall be only under authorised supervision.
- Video recording of talks and presentations by resource persons is strictly prohibited
- Photography or videography inside laboratories or restricted areas is prohibited unless specifically permitted.
- Visitors shall not handle instruments, samples or research materials without permission.
- Any act likely to damage Institute property or interfere with research activities is strictly prohibited.

8. Code of Conduct

Visitors are expected to:

- Maintain discipline and decorum.
- Follow the instructions of IWSST officials.
- Maintain cleanliness of the campus.
- Strictly avoid using playground equipments in the children's play area
- Avoid littering, smoking, consumption of alcohol or tobacco products, and use of prohibited substances.
- Avoid creating noise or disturbing research activities.
- Avoid plucking fruits, flowers, leaves etc from trees in the campus
- Respect the ecological sensitivity of the campus.

9. Mobile Phones and Electronic Devices Mobile phones shall be kept in silent mode during presentations and laboratory visits. Use of drones or any aerial photography equipment is strictly prohibited without prior written permission.

10. Liability IWSST shall not be responsible for any loss of personal belongings or valuables brought by visitors. Educational institutions shall ensure that all participants are covered by appropriate permissions and are medically fit to undertake the visit.

11. Cancellation or Rescheduling IWSST reserves the right to cancel, postpone or reschedule any visit due to official engagements, security reasons, maintenance activities or other unforeseen circumstances.

12. General The decision of the Director, ICFRE-IWSST, Bengaluru regarding permission and conduct of educational visits shall be final and binding.

Note: These guidelines are issued to ensure the safety of visitors and the smooth functioning of research activities within the Institute.