

Ref. No.: CT/CCPC/T1817

23rd March, 2026

HOI

CTIMT

Subject: Industrial Visit of BBA 6th Sem. (Section A & B) (Batch 2023-26) Students of CTIMT.

In order to give practical knowledge about the working of an organization, an industrial visit of **BBA 6th Sem. (Section A & B) (Batch 2025-28) Students of CTIMT**, is going to be organized on **25th March, 2026 (Wednesday)** at **Hero Cycle Pvt. Ltd., Ludhiana**. The reporting time at the given venue is **10:30AM sharp**.

You are requested to ask the students to report at **09:50 AM** at **Shahpur Campus** in formal attire and also appoint two faculty members of concerned department to accompany the students. Students and faculty should carry their original College ID cards along with face mask as it is mandatory.

Regards,



Dr. Nittan Arora
Director (CCPC)

CC:

Managing Director
Vice Chairman } for kind information
Director Campus (Shahpur Campus)
Director Campus (Maqsudan Campus)
Dean (Academics and Accreditations)
Head (Division of Admissions)
HOD'S of CTIMT
Concerned IRs of the department

To ensure a safe and productive visit, all participants are requested to strictly follow the guidelines mentioned below:

Do's

1. Be punctual: Arrive on time to ensure the schedule runs smoothly.
2. Dress appropriately: Wear industry-appropriate clothing. Loose or informal clothes are not allowed.
3. Tie your hair: Long hair must be neatly tied up for safety reasons.
4. Follow safety protocols: Adhere to all safety instructions provided by company officials.
5. Stay with your group: Remain with your assigned group throughout the visit to ensure safety and coordination.

Don'ts

1. Do not use mobile phones inside the plant: Mobile phone use is strictly prohibited during the visit.
2. Do not take photographs: Photography or videography is not allowed within the plant premises.
3. Do not wear earphones: Use of earphones or headphones is strictly prohibited.
4. Do not touch equipment: Handle machinery or tools only when instructed by authorized personnel.
5. Do not wander off: Stay within the designated areas and avoid restricted zones.
6. Do not litter: Maintain cleanliness and dispose of waste properly.

By following these guidelines, we can ensure a safe, informative, and productive visit for everyone.


Dr. Nittan Arora
Director (CCPC)