



CSIR–Central Salt & Marine Chemicals Research Institute (CSIR–CSMCRI)

Marine Algal Research Station (MARS) Mandapam

REQUEST FORM FOR ACADEMIC / INSTITUTIONAL VISIT

Important: This form must be completed and submitted **at least 15 days prior to the proposed date of visit**. Submission of this form does not constitute permission to visit MARS. The visit will be confirmed only through an official acceptance email from MARS/CSIR–CSMCRI.

Filled form shall be sent to dineshkumar.csmcri@csir.res.in 15 days before the proposed date of visit.

1. Name of the College / University / Institute:

2. Complete Address:

3. Name and Designation of the Faculty / Official Coordinating the Visit:

4. Email ID:

5. Contact Number:

6. Proposed Date of Visit: ____ / ____ / ____

7. Proposed Time of Arrival at MARS: _____ AM / PM

8. Number of Students:

9. Degree and Branch/Specialization of the Students:

10. Purpose of the Visit: *Please clearly justify the purpose of the visit. General statements such as “educational visit” or “industrial visit” are not sufficient. Word limit: 150. Please attach separate sheet if required.*

11. Attach a Recommendation Letter from the Principal / Director / Registrar of the College / University / Institute. The certificate should clearly mention: Name of the institution, proposed date and time of visit, Number of students and accompanying faculty/staff, Course / programme of the students, Purpose of the visit, Official seal and signature of the Principal / Director / Registrar

DECLARATION BY THE VISITING INSTITUTION

I hereby certify that the information provided in this application is true and accurate. We agree to comply with the rules, safety requirements and instructions of CSIR–CSMCRI/MARS during the visit. We understand that submission of this form **does not guarantee permission** for the proposed visit. The visit will be permitted only after receiving an official acceptance/confirmation email from MARS/CSIR–CSMCRI.

Signature of the Faculty Co-ordinator

IMPORTANT NOTES AND TERMS

1. **Advance Submission:** The completed form, along with the required certificate from the Principal/Director/Registrar, must be submitted **at least 15 days before the proposed date of visit**.
2. **Permission is Subject to Availability:** Submission of the application does not imply automatic approval. CSIR–CSMCRI/MARS reserves the right to **accept or decline the proposed visit** based on the availability of scientific/technical personnel, laboratory activities, ongoing research work, field activities, official programmes and other institutional commitments.
3. **Confirmation of Visit:** The visiting institution shall **not consider the visit confirmed** until an official acceptance/confirmation email is received from MARS/CSIR–CSMCRI.
4. **No Walk-in Visits:** Institutions shall not bring students to MARS without prior written approval/confirmation.
5. **Punctuality:** The visiting group is expected to adhere strictly to the date and time approved by MARS. Any change in the approved date, time or number of visitors must be communicated and approved in advance.
6. **Photography and Videography:** **Photography, videography and recording are strictly prohibited inside laboratory premises and restricted areas.**
7. **Laboratory Safety:** Visitors must strictly follow all safety instructions provided by MARS personnel and shall not touch, operate or handle any laboratory equipment, samples, chemicals or experimental materials without explicit permission.
8. **Group Discipline:** The accompanying faculty/official shall be responsible for maintaining discipline and ensuring that all students remain with the group and follow the instructions of MARS personnel throughout the visit.
9. **Change/Cancellation by MARS:** MARS/CSIR–CSMCRI reserves the right to modify, postpone or cancel an approved visit due to unforeseen circumstances, official commitments, safety considerations, field activities, laboratory requirements or other institutional exigencies.
10. **Restricted Access:** Access to laboratories, pilot plants, experimental facilities and other restricted areas will be subject to the permission and availability of the concerned scientific/technical personnel.
11. **Final Authority:** The decision of CSIR–CSMCRI/MARS regarding acceptance, modification or denial of the proposed visit shall be final.