

PROPOSED GUIDELINES FOR EDUCATIONAL TRIPS AND EXCURSIONS

Purpose

Educational trips and excursions are very much beneficial to students and can be successful in a variety of settings. This mode of education enriches the curriculum and can improve educational attainment. The gains expected from such activities are:

Social Skills

Students have to learn to interact with people-their classmates and others. Social skills are also enriched when the students are eating at a restaurant, travelling and sharing accommodation. Some students are rarely around other people except for their immediate families and peers at the college or home, so venturing into the public allows students to be exposed to different situations.

Hands-on Learning

Students can learn from textbooks and other resources such as the Internet and periodicals. However, actual experiences help students get hands-on learning.

Opportunities

Many students do not get the opportunity to travel to field trip destinations. Field trips give all students the chance to go places they would not otherwise be able to attend because of economic or family problems or demographic difficulties.

Enhance the Curriculum

Field trips give the teacher an excellent opportunity to show students that different academic subjects can be studied simultaneously and that learning does not have to be an isolated experience.

Therefore, educational trips and excursions will be of immense utility and importance to the overall development of the students and need to be financially supported by the college possibly from the Students' Welfare Fund (Society Grant). Whilst recognising this cross-curricular scope, in order to realise its full potential, educational trips and excursions must be carried out properly with sessions being well planned in accordance with good curriculum guidance as well as health and safety regulations. Like all educational processes, the benefits of education outside the classroom should be rigorously researched, documented and communicated. Positive and reliable evidence of the benefits of these outdoor activities will encourage the college to support such work with utmost priority.

In order to give opportunity to the regular students once during their graduation, the educational trips and excursions for the second year students of each course shall be mandatory. The proposed guidelines for these trips and excursions are as follows:

- The place to be visited, detailed budget, itinerary and name of all the students and accompanying teaching and non-teaching staff must be prepared well in advance at least two weeks prior to the trip in the prescribed format and submitted for administrative approval and sanction of budget.
- Only one trip per academic session per course is allowed
- One teacher and one non-teaching staff are permitted to accompany a group of 15 students. One female staff is mandatory along with the students.
- Norms and rules must be followed for all the expenditure and bills must be submitted in stipulated time.

The sanctioned amount for these educational trips and excursions is as per the details given below.

a) One day trips: Rs. 350/- per head which includes transport and refreshment.

(Toll and parking charges may be claimed extra against receipts.)

b) Two days and one night trips: Rs. 1,000/- per head which includes:

i) Travelling expenses: Rs. 500/- per head

ii) Refreshment: Rs. 200/- per head

iii) Accommodation: Rs. 300/- per head

c) Three days and two nights trips: Rs. 1,600/- per head which includes:

i) Travelling expenses: Rs. 500/- per head

ii) Refreshment: Rs. 500/- per head

iii) Accommodation: Rs. 600/- per head

It should be noted that-

- Student's contribution towards the tour will be @Rs.100/- per day.
- No separate TA and DA would be paid to any staff members.
- College would not pay any expenses for any extra accompanying staff and the students joining the trips.
- These guidelines may be relaxed by the Principal depending upon the requirement of a case.
- Collection from students should be restricted such that no lavish expenditure is made. Any contribution taken from students beyond the stated rate should be pre-approved before collection; prior permission has to be taken. Account of any additional collections made from the students must also be submitted.

ACHRYA NARENDRA DEV COLLEGE

Form for Educational Trips and Excursions

Administrative approval

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| Name of the Course: |
| Department: |
| Number of Students(Please attach the list of students with undertaking): Girls: _____ Boys _____ , Student with any Special requirement: |
| Place(s) and date(s): |
| Type of Trip: One Day/ Two Days/ Three Days |
| Name of the Staff Member(s) accompanying: |

Note: Please submit a short report along with photographs to P.S to Principal

Teacher In Charge

Principal

Accounts Branch -Financial approval

| Head | Amount Approved as per the guidelines |
|---------------|---------------------------------------|
| Travel | |
| Refreshment | |
| Accommodation | |
| Total | |

Assistant

SO (Accounts)

Bursar

Principal