



पूवोत्तर पर्वतीय विश्वविद्यालय
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Dean, Students' Welfare
Botany Department, NEHU, Shillong

Phone: 0364- 272-1181

F. 5-2 (A)/DSW/2016-2764

Date: 26. 08. 2016

To

All Heads of Department
North-Eastern Hill University
Shillong-793022

Subject: Proposal for Academic Study tour from Departments where study tour is Non- curricular
Sir/Madam,

With reference to the above, I am to inform you that the proposal for Academic study Tour is hereby being invited from those Academic Departments where **STUDY TOUR IS NON-CURRICULAR.**

The prescribed proforma (enclosed) and duly completed in all respect may be submitted to the office of the DSW on **every Academic year** on or before **30th OF SEPTEMBER.**

Proposal received after the last date will not be entertained.

The following conditions are to be observed:

- 1. For the Departments where study tour is not a Credit Course, priority will be given to those Departments, which have not undertaken study tour in the preceding year (s).*
- 2. Proposals for visit to two places will be entertained only if two places are on the same route and maximum duration of the tour shall not exceed 14 days.*
- 3. The extent of financial support will depend on the budget provision of the year.*

Enclosed: a.a.

(H. Kayang)

Copy to:

1. The Finance Officer, NEHU, Shillong for information.
2. The Deputy Registrar (Academic), NEHU, Shillong for information.

**PROFORMA FOR SUBMISSION OF STUDY TOUR PROPOSAL FROM
DEPARTMENTS WHERE STUDY TOUR IS NON-CURRICULAR**

Sl. No	Description of different activities		
1	Name of Department		
2	A brief description of the object of the proposed tour in conformity with the provisions of the Regulation RD-1 under heading "OBJECTIVES"		
3	Detailed itinerary showing a) Particular locale (destination proposed) b) Institution/area to visit		
4	No of students (Male & Female) List of name of students to be attached, indicating against each name, the semester in which studying and also whether belonging to SC/ST or General		
5	Name (s) of the teacher (s) in-charge (a group of not less than 10 students and not more than 20 students is normally permissible under the charge of one teacher)		
6	Name(s) designation (s) of attendant (s) if any (only regular non-teaching employees of the University permitted to accompany in the tour as an attendant).		
7	Duration of Study tour (not exceeding 14 days including journey time).		
8	Financial Implications: Estimates are to be given on realistic basis	No of students	Amount
a)	Sleeper Class train fare at a concession rate by shortest route:		
b)	Bus fare		
c)	Boarding/Lodging expenditure @200/- per day per student.		
d)	Local conveyance @50/- per student per tour		
	Total Expenditure		

9	Expected date of Departure		
10	Expected date of Arrival		
11	Mode of Travel		
12	Date & Time of last study tour undertaken by the Department		
a)	Name (s) of the Teacher (s) in-charge		
b)	Name of accompanying attendant		

Signature of Teacher(s) in-charge

Signature of Head of Department

Important Note: UGC guidelines on safety of students on and off campuses of higher educational Institutions (Letter No. F.62-6/2013 (CU, dated 22nd April, 2015)

UGC guidelines on Safety of Students while they are on Excursion/Tour/Academic Trips etc.

- *Department should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher.*
- *The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability. In case number of students exceeds fifty, a qualified doctor with adequate supplies of medicines should be included in the entourage.*
- *Institutions should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey. Any representation of suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.*
- *It is mandatory for institutions to elicit consent letters from the parents/guardians of the students who are embarking on tour. Further, no excursion/tours shall be undertaken without such insurance as would indemnify students against the various emergencies and risks*
- *Before proceeding on tour all the students should be properly briefed by the way of training session about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.*
- *The institutions should ensure that each student is medically fit to be a part of the excursion tour.*
- *If the expedition involves camping, only such sites should be selected as are designated for the purpose by various government agencies concerned. Further, the site should be free from hazards such as flooding, dangerous slopes, falling rocks and dead trees etc.*
- *Prior permission should be obtained if tents etc are to be put up on private land. Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite.*
- *Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with their parents/guardians. This would also facilitate casualty handling and communication in the event of an emergency.*
