

CIRCULAR No-PRL/ AICTE/ R&R/ 2016-17 dated 29 November 2016

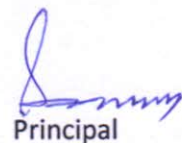
Ref: AICTE/Acad./Student Safety/ 2015/31 July 2015

All India Council for Technical Education (AICTE) Guidelines for the Staff and Students Participating in Educational Tour, Field Visits, Industrial Visits, Study Tour, Cultural Visits, NSS Campaign, Club Activities or Sports Activities outside the campus, any Outbound Programmes,

The safety of students inside and outside the campus is a matter of paramount importance. It should be the prime concern of the Institute to ensure the students are safe guarded against attacks, threats, and accidents, both man-made and natural. In order to ensure safety of the students when they are sent on Educational Tours, Field Visits, Industrial Visits, Study Tours, NSS Campaign, Cultural Visits, Club Activities or Sports Activities outside the campus, any Outbound Programmes, etc. In this regard, we need to implement the following AICTE guidelines as per the Reference stated above:


1. The Head of the Department should ensure and certify that the tour undertaken is required for the benefit of the students and related to the course(s) in which such students are enrolled. HoD shall submit the 'Approval form' to the Principal / Principal in-charge at least 2 days in advance.
2. The Head of the Department shall arrange a briefing session before the tour to inform the students and accompanying faculty about the details of the tours, rules and regulations to be followed in the tour.
3. The Head of the Department approving the Visit(s) shall ensure and endorse that the faculty members attached to the tour submit an undertaking as given in the Annexure 3.
4. The detailed tour schedule shall be submitted well in advance. (Approval Form)
5. The Head of the Department shall ensure that faculty members accompany the student on such tours. Further, a lady faculty should also accompany if there are girl students participating in such tours.
6. Faculty member attached to the tour shall not alternate or replace other faculty/ staff member on his/ her behalf without prior proper approval of the HOD.

7. The Head of the Department shall ensure that the parents/ guardians of all the students (those who participate in the tour) submit an undertaking (written or by mail or fax or SMS) as given in the Annexure 8. Besides, if the students are inmates of the hostels, they should get approval from their respective Hostel authorities. In the event of any of cancellation of such trips due to unavoidable circumstances, the same shall be intimated to the parents immediately, by the HOD concerned.
8. The Head of the Department shall ensure that each student participating in such tours are in good health condition. The accompanying faculty shall arrange medical assistance for the students by consulting a doctor immediately, during any emergency.
9. The accompanying faculty shall bring along with them the necessary safety equipment such as first aid box, torch light, emergency phone numbers, and contact details of the local hospitals.
10. The Head of the Department shall ensure that the list of students participating in such tour must be countersigned by accompanying members of faculty with the undertaking, as given in the Annexure 4.
11. In the event of non-compliance of the student's safety guidelines/ rules and regulations of the Institution during the entire visit, members of faculty accompanying the tour and the HOD concerned will hold the responsibility, jointly..
12. All the relevant documents as stated above shall be submitted to the Security Officer at the Main Gate while leaving the Institutions for the intended visits, at least $\frac{1}{2}$ Hr advance prior to the departure. Students, joining the tour/trip from their hometowns and going to their hometowns after the tour is not permitted under any circumstances.


Principal

Encl. :

1. Approval form
2. Annexures 1 to 8

Copy to (also)
1) Campus Manager
2) A.S.


**Educational Tours, Field Visits, Industrial Visits, Study Tours, Cultural Visits, NSS Campaign,
Club Activities or Sports Activities outside the campus, any Outbound Programs, etc.**

APPROVAL FORM

Kindly read the AICTE Guidelines for Educational Tours, Industrial visits, Cultural Visits etc before filling the Approval form

(AICTE / Acad. / student Safety / 2015 / 31 July 2015)

| | | | |
|----|--|---|--|
| 1 | (a) Type of Visit/Tour | : | (b) Relevant Subjects: (1) (2) |
| 2 | Date(s)/ Days of Visit/ Tour | : | |
| 3 | Date & Time of Departure (Departure after 4.30 AM Only) | : | |
| 4 | Date & Time of Arrival (Arrival before 11.00 PM) | : | |
| 5 | Address & Phone Nos. of Company to be visited (for contact) | : | |
| 6 | Mode of Travel | : | Train/Bus/Car/Van/Other Mode -Specify (Enclosed in Annexure 1) |
| 7 | Copy of Approval letter from Industry/ Authority concerned | : | Yes/No (Enclosed in Annexure 2) |
| 8 | Accompanying Faculty Details and Undertaking Letter (Male/Female) | : | Yes/No (Enclosed in Annexure 3) |
| 9 | List of Students Male/ Female | : | Yes/No (Enclosed in Annexure 4) |
| 10 | Accommodation Details with Confirmation letter | : | Yes/No (Enclosed in Annexure 5) |
| 11 | Faculty/Students Trained in First Aid (Acknowledgement from the Doctor) | : | Yes/No (Enclosed in Annexure 6) |
| 12 | Undertaking Letter From Students (I/We have verified the above documents and are submitted) | : | Yes/No (Enclosed in Annexure 7) |
| 13 | Approval from HOD | : | (Sign with Seal) |
| 14 | Approval from Principal (Approved / Not Approved) | : | (Sign with Seal) |

Note: The Form should be submitted two days prior to the departure

