

**COLLEGE OF APPLIED SCIENCE, VADAKKENCHERRY,
PALAKKAD-678683**

**Educational Tour Manual for Students
(Approved by College PTA)**

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A. GENERAL GUIDE LINES FOR ALL TOUR PROGRAMS

1. The class representatives or any two members (One boy & One girl) nominated by the students with the approval of class teacher and HOD act as tour coordinators of their class. These two students meet the Class teacher (CT) and HoD for the discussion with the study tour.
2. The tour coordinators are responsible regarding (1) Preparation of detailed tour plan (2) Getting CT's and HoD's permission and (3) Hand over all the relevant documents to CT's / HoD.
3. The CT or accompanying faculty members will be responsible for the conduct of study tour as per the approved travel plan by the Principal.
4. The accompanying faculty member must cut short the study tour in consultation with HoD, at any point of time of the tour in case of occurrence of any inappropriate incidence (violation of travel plan, tour manual, misbehavior, disobedience, accident, etc) during the tour.
5. The Principal is the final authority for the approval and modification of the educational tour.
6. In order to meet the Government of Kerala circular, night riding should be avoided as far as possible. (Refer Govt. of Kerala, Higher Education (J) Department order No. 11170/J2/13/H.Edn dated 27.05.2013)
7. The bus journey has to start from college campus itself and return to the college campus within the stipulated time.
8. In case of any delay or changes in travel plan (due to unexpected holidays like harthal etc.) it should be informed to HOD and Principal.
9. **Students under suspension are not eligible for educational tour.**
10. **It is compulsory that all students must submit a detailed report (Industrial visit, Study tour), routed through CT's and HoD to the Principal.**
11. **The date of submission of report should not exceed two weeks from the date of return.**
12. The college management will not be responsible for any consequences resulting from disobedience or misbehavior of the student during their entire duration of visit including the journey.
13. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per college rules.
14. Students undergoing Industrial visit/training should compulsorily carry college ID card.
15. In the absence of 3rd faculty member, spouse can also be considered, but they are not eligible for TA/DA
16. A lady faculty member must accompany the students in case, girl students are proceeding to tour. In the absence of lady faculty member, spouse (wife of accompanying faculty) also can be considered.
17. The accompanying faculty members are eligible for duty leave and TA/DA as applicable.

18. Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire tour program.
19. Students suffering from health problems will not be permitted to attend their tour/ visit.
20. In addition to the first aid kit in the vehicle, an additional medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the students.
21. A banner of study tour which displays college name and address should be placed in front of the bus.
22. Parents' consent letter (**Annexure III**) is compulsory for all the students who are attending all tour programs and the same should be handed over to CT's one week before the journey.
23. **Education tour, and Industrial Visits will be permitted only in Kerala or South Indian states i.e Karnataka, Tamilnadu, Andhra Pradesh or Telangana.**
24. **Faculty should accompany the students at the ratio of 1:25 and in each Vehicle there must be one faculty. If there are female students in a vehicle a lady faculty must be present. Supporting staff and parents are not allowed in the place of faculty.**

Procedure to obtain permission for tour:

25. The department HOD should submit request to the Principal in the prescribed format (Annexure I & II), at least two weeks before the actual journey is planned. Those who need more time to book tickets, bus, accommodation, etc. can submit accordingly
26. The permission letter (hard or soft copy) obtained from the company they plan to visit should compulsorily be produced along with the request to the principal.
27. CT's/HoD should submit a detailed travel plan, students list, tour package agreement/Vehicle agreement (total students list, separate list of boys and girls) details of accompanying faculty members along with the request.
28. **Advance payment (ticket booking for train journey, bus, accommodation or any other payment) should not be done before getting permission from the Principal.**
29. The tour coordinators should handover the necessary details (Annexure II Part B, III, and IV) to the CT's after getting permission from the principal. This shall be done one week in advance.
30. The detailed travel plan should be prepared as per Annexure II and CT's should verify the same.
31. Regular attendance is admissible for all students for all tour programmes which are accompanied with faculty members. And all others are considered under duty leave.

B. EDUCATIONAL TOUR (STUDY TOUR)

1. The educational tour can be proposed for 4 days (5 night's day and 3 working days) with detailed travel plan. **The 5th night also can be clubbed with tour, only for forward train journey. And it cannot be considered in return journey.**

2. Only one educational tour is permitted during the entire course and it should be conducted in 3rd year, preferably in 5th semester, without affecting the academic schedule.
3. **Number of days for educational tour should not be extended more than 3 full working days.**
4. **Students should compulsorily visit at least one industrial facility during their educational tour. Educational tour shall be permissible only once. Splitting the tour, into two or more journeys are not allowed.**
5. **Places of educational tour can be proposed by students in consultation with CT's and HOD. For more details refer clause no. A 24**
6. Mode of Journey:
 - Rail journey is preferred for all places if possible.
 - Road journey is also allowed if rail route is not practical.
 - Night journey by bus is not permitted.

7. Industrial Visits

Industrial visit is permitted for a maximum of 1 working day to nearby facilities with accompanying staff and with prior permission from CT/HOD and Principal.

C. PLEASURE TRIP

No pleasure trip is permitted during the entire course of study. This is in concurrence with the decision made by the Principal after discussing in HOD's meeting.

Note: The above mentioned statements are just recommendations for charting out tour guidelines. The Principal has got the authority to approve, modify or amend any or all of these rules.

Annexure I

REQUEST FOR STUDY TOUR / INDUSTRIAL VISIT

- 1. Branch and Semester :
- 2. Nature of tour : **Study tour/Industrial visit**
- 3. Places or Industries planned to visit :
- 4. Proposed dates of tour or visit :
- 5. Mode of journey : **Bus only/Train only/Partially by bus and train**
- 6. Total number of students in class :
- 7. Total number of attending students :

(Attach students list as per Annexure IV)

- a. Number of Boys :
- b. Number of Girls :

- 8. Details of accompanying Faculty members :

Sl. No.	Name	Designation	Department	Signature
1				
2				
3				

- 9. Details of Industry from which permission obtained :

(Attach copy of permission letter)

➤ Industry 1:

➤ Industry 2:

- 10. Total number of days :

a. Number of nights :

b. Number of days :

Signature of Class Representatives/Tour coordinators

1. Name..... Signature.....

2. Name.....Signature.....

Place : CASV

Date :

REMARKS

Class Teacher

Verified all the details of the students record and travel plan as per the “Tour Manual” and they are eligible/not eligible for the specified tour. (Specify the clause as per manual in case of not eligible)

Recommended /Not recommended

Name :
Designation :
Signature :
Date :

Recommended / Not recommended

Head of Department
(Signature with date)

Sanction order of Principal

Permitted/Not permitted

Principal
(Signature with date)

(Office Seal)

Annexure II

TRAVEL PLAN FOR STUDY TOUR / INDUSTRIAL VISIT

PART A

(To be attached with request of study tour)

1. Branch & Semester : _____
2. Nature of tour : **Study tour/Industrial visit**
3. Dates of journey : From To.....
4. Total number of days : _____
5. Travel plan

Particulars	Day 1	Night 1	Day 2	Night 2	Day 3	Night 3	Day 4
Date							
Boarding place & Time	CASV						
Places /Industry visited							
Destination Place & Time							
Place of accommodation							
Remarks							

Signature of Class Representatives/Tour coordinators

1. Name..... Signature.....
2. Name.....Signature.....

Signature of Group Tutors with date

PART B

(To be handed over to Class Teacher within 1 week after getting approval for the journey)

1. Details of journey (*Use separate sheet if necessary*)

a. Details of Train (if applicable)

Train No. : Name of Train :
Date of journey :
Boarding station : Time of departure : AM/PM
Destination station : Time of arrival : AM/PM
PNR Number :

b. Details of Bus

Address of Travel agency :
(Including phone no.)
Reg. no. of Bus :
Seating capacity :
Whether the bus is A/c or non A/c :

c. Details of accommodation

Address of hotel booked :
(Including telephone number)

➤ **Night 1**

➤ **Night 2**

➤ **Night 3**

2. Total distance to destination :
(Can refer Google map)

3. Total fare/head (Including food/accommodation/bus or train charge)

Signature of Class Representatives/Tour coordinators

1. Name..... Signature.....
2. Name.....Signature.....

Signature of Group Tutors with date

Annexure III

PARENT /GUARDIAN CONSENT LETTER FOR STUDY TOUR / INDUSTRIAL VISIT

I.....Parent/Guardian of.....do hereby give my consent to my son/daughter for study tour/industrial visit to..... from.....to.....(....days) along with faculty members. During journey, I assure you that he/she will abide the rules and regulations stipulated by the faculty members and college tour manual. I understand that the college authorities will not be held responsible for any untoward incidents may occur during the journey.

Name of Student :

Contact No. :

Signature :

Name of Parent / Guardian :

Contact No. :

Signature :

Annexure IV

PARTICULARS OF STUDENTS AND PARENTS

Sl. No.	Admn. No.	Name of Student	Mob. no.	Name of Parent	Contact no.	Remarks
1						
2						
3						
4						
5						
6						

CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following students (copy attached) of.....branch andsemester are permitted to undergo the specified tour to(Place/Industry) from to days; as per the college/ university norms and college tour manual in order to meet additional requirements for the degree.

Place :

Date :

PRINCIPAL
(College seal)

CERTIFICATE

This is to certify that the following students (Students list attached) of.....branch andsemester of College of Applied Science, Nadakkencherry, Palakkad-678683, are undergone the Industrial visit, from organisation on..... as per the company norms and regulations and completed successfully.

Place :

Date :

**Authorized Signature
(Seal)**

Annexure VI
(To be attached with certificate from the company)

Format for list of students

College : College of Applied Science, Vadakkencherry, Palakkad-678683

Branch :

Semester :

Sl. No.	Adm. No.	Name of Student