

Pavanatma College Murickassery

Rules & Regulations for Tour Programmes (2024)

Study tours conducted by the college are part of the academic programs. The following instructions must be strictly followed by students regarding study tours:

- Only final-year students are permitted to organize study tours. However, industrial visits (one day) can be arranged in other semesters if they are part of the syllabus or curriculum.
- **Only two working days are allowed for the tour program.** In cases where study tours are compulsory under the curriculum of a program, the number of days will be determined accordingly, with approval from the principal.
- Tour activities are to be undertaken under the guidance and supervision of at least two teachers, one of whom must be a female teacher. The teacher-student ratio should be 1:15.
- All tour-related accounts must be audited by the department heads or senior permanent teachers immediately after the tour.
- **Any act of indiscipline during the tour will be treated as an act of indiscipline on the campus and will result in punitive action.**
- The booking of the tourist bus and the agreement must be signed at the college by the Principal or the Faculty member assigned by him.
- Vehicle fitness, registration certificate, and driving license must be examined by the college authorities before the tour. A first aid kit and necessary medicines should be kept ready.
- Tour details should be communicated to the RTO office with the list of students and the name of the faculty in charge (email: kl06.mvd@kerala.gov.in).
- Before embarking on the excursion, a detailed report about the tour and the vehicle must be given to the police station.
- The bus journey must start from the college campus and return to the college campus within the stipulated time.
- A route map with a detailed itinerary, including places of visit, departure/arrival times, places of stay, details of industry visits, mode of travel, etc., along with the list of students and accompanying faculty, must be submitted to the Principal with the recommendation of the HOD for approval as early as possible.
- The itinerary and travel plan should be worked out well in advance and circulated among the parents/guardians of the students going on the journey. Any suggestions

made by parents should be considered for the successful and safe organization of the trip.

- In case of any delay or changes in the travel plan (due to unexpected holidays such as hartal), it should be communicated to the HOD and Principal.
 - The Principal is the final authority for the approval and modification of the educational tour.
 - It is mandatory to obtain consent letters from the parents/guardians of the students going on the tour.
 - Before the tour, all students should be briefed about the geography, climate, hazardous locations, and risk zones of the destination, environmental protection codes, emergency procedures, and basic first aid. Teachers should also remind participants of the importance of safety, team spirit, and discipline.
 - All students and faculty participating in the study tour must carry their ID cards and a list of group members certified by the Principal.
 - Students are allowed to carry personal communication devices (such as mobile phones) and are required to stay in constant contact with their parents/guardians. This facilitates communication and casualty handling in case of emergencies.
 - **The use of alcohol, drugs, or smoking is strictly prohibited, and action will be taken against any students involved in such activities. All participants should conduct themselves in a manner that upholds the reputation of the institution.**
 - The campus and its surroundings must not be polluted by noise, fireworks, or other disruptive activities.
 - Under no circumstances should strangers or unauthorized individuals not listed in the tour group be allowed on the bus.
 - Students must remain in groups of at least three or four at all times. It is crucial for the group leader to always know where every participant is. Being on time for scheduled activities and departures is important to ensure smooth coordination.
 - Students should not bring valuable items such as jewelry. The college cannot be held responsible for any items lost, damaged, or stolen during the trip.
 - A detailed report on the study tour must be submitted to the Principal by the accompanying faculty and the student Tour Coordinator within three days of returning.
 - The directions issued by UGC, Government, and M.G. University must be strictly followed at all times.
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**CONSENT LETTER FROM PARENT/GUARDIAN FOR STUDY
TOUR/INDUSTRIAL VISIT**

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

Name of Student:

Contact No.:

Signature:

Name of Parent/Guardian:

Contact No.:

Signature:

(Letter head)

CERTIFICATE TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following students (see attached list) of the
..... program, and semester,
are permitted to undertake the specified tour to (place/industry)
from to (..... days), as per the college/university norms and the college
tour manual, in order to meet additional requirements for their degree.

Place: Murickassery

Date:

PRINCIPAL

(College seal)