

**STUDENTS "ON DUTY" APPROVAL FORM**

(Industrial Visit/Cultural Visit/ Field Trip/Study Tour/Out Bound Training /Camps /Competitions /Blood Donations/Other Services)

Department		Leaving Date & Time		Returning Date & Time	
Purpose of Visit					
Place of Visit					
Outstation Accommodation Arrangement Details, if any					
Mode of Transport		No. of Students			

**DETAILS OF STUDENTS**

We the students of Vivekananda College, Tiruvedakam West do here-by undertake that the Management, Faculty and Staff of Vivekananda College will not be held responsible for any mishap/eventualities during the above said trip. We further undertake not to breach the safety guidelines of the Vivekananda College at any cost.

Sl. No.	Roll No.	Class	Name	Signature
1.				
2.				
3.				
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19.				
20.				

**STAFF ESCORT**

I / We the staff of Vivekananda College, Tiruvedakam West do here-by undertake that I / WE shall undertake full responsibility of the student's actions and behaviour at all times during the course of above said trip. We further undertake not to breach the safety guidelines of the Vivekananda College at any cost.

Sl. No.	Name of the Staff Escort	Mobile Number	Signature
1.			
2.			

**Seeking Permission**

HOD / Coordinator

**Permission Sanctioned**

Principal / Secretary

**Information to Gurukula Office**

I		
II		
III		
Resident Acharya	Gurukula Coordinator	

**Information to Mess Manager**

Mess Manager

**Information to Respective HODs**

Tamil		Sanskrit	
Hindi		English	
Economics		History	
Commerce		Maths	
Physics		Chemistry	
Botany		Zoology	
Comp.Sci.		B.Com.(CA)	
Physical Education			

**Information to Examination Section**

Dean &amp; Controller / Controller of Sessional Exam

**Documents received by IQAC Office**

Invitation / Communication Letter /Notice	
Copies of Photos	
Copies of Certificates of Participation	
Copies of Certificates of Prize Winners	
Report of Participation	

Date:

IQAC Coordinator

## GUIDELINES TO GET FINAL APPROVAL FOR INDUSTRIAL VISIT /CULTURAL VISIT/ FIELD TRIP /STUDY TOUR /OUT BOUND TRAINING /CAMPS /COMPETITIONS /BLOOD DONATIONS /OTHER SERVICES

- The Head of the Department and Coordinators may plan only academic related tours / trips as and when required with small groups attaching adequate or proportionate faculty members (Students' tours of entertainment/fun to be discouraged)
- Head of the Department and Coordinators approving the Industrial Visit/Field Trip/Outbound Training etc., shall ensure and endorse that the faculty members attached to the tour / trip submit an undertaking stating that the tour / trip is arranged only for Industrial Visit/ Study Tour/ Field Trip/ Outbound Training connected to academics along with complete list of participants and they are not allowed to visit any places which are not mentioned in the schedule and risky places like mountain, rivers, canals, beaches, waterfalls, reservoirs, wild life habitats should be avoided and, they are personally liable and answerable for if any such untoward incident taking place during the tour / trip.
- Parents must be informed and concerned letter from parents has to be obtained in case of tour / trip exceed one day.
- SMS will be sent to the parents after collecting all undertakings from the students, if the trip is between 6.00 a.m. and 8.00 p.m. on the same day.
- If the NCC Cadets go on duty without staff escort, then their safety will be controlled and managed by NCC-Permanent Instructor (PI) of the concerned NCC Commanding Officer Unit.
- Places with potential hazards, such as political unrest, negligent security, disease outbreaks, threats of earthquake or frequent occurrence of Cyclone and flood, should be avoided.
- If the mode of transport is by bus, overnight travel is strictly not permitted. Any travel requiring more than 24 hours should not be by road (Preferable mode of Transport is Train).
- Faculty/staff arranged students' un-official tours / trips shall be treated as violation of College Rules and the individuals organizing or arranging to organize such tours / trips shall be subjected to appropriate disciplinary action.
- The capability of the participants to take part meaningfully in the activity must be taken into consideration when deciding the destination, itinerary and duration of the tour / trip.
- The detailed tour / trip schedule shall be submitted well in advance mentioning the date, time and place of departure and arrival, mode of travel (Bus/Train/Air/Ship/Other Modes), outstation accommodation arrangement details, list of important telephone numbers and addresses of the locations where the team is visiting including the phone-fax numbers of the hotel and local transport details.
- Each tour / trip should maintain student faculty ratio of 20: 1.
- Departments should get Risk Certificate and Assurance Certificate from the students before leaving the Institution.
- The faculty members accompanying the group may be mix of multiple languages talented in order to manage tour / trip affairs confidently and successfully.
- At least one faculty member of the group needs to be fully acquainted with the touring stations so that they can guide and instruct students in an appropriate way accordingly to see that the students are not getting into any unforeseen incident or accident. Information relevant to the itinerary, such as the addresses and telephone numbers of the lodging places, location of the local police stations, hospitals, clinics or first-aid units as well as the emergency call numbers enroute, should be collected. Such information should be given to the parents and the responsible person in the college before the trip for emergency needs.
- Exit and Entry should be at Vivekananda College ( Faculty and Students joining the group from their hometowns and leaving to their hometowns after the tour / trip is not permitted under any circumstances )
- Before leaving for Industrial Visit/ Sports Meet/ Study Tour / Field Trip / Outbound Training etc., concerned faculty organizer shall arrange to procure adequate and proper FIRST AID KIT in consultation with our College Health Centre if necessary. The faculty members shall accompany the students throughout the tour / trip and shall stay along with the students.
- No faculty member attached to the tour / trip shall alternate or replace other faculty/staff member on his behalf without prior proper approval of the Principal.
- Students should be reminded of the need to follow the Faculty instructions and observe all the safety regulations throughout the tour/trip.
- No students is allowed to do anything which is infringing the dignity of the institution.
- Students who indulge in smoking, cheating, stealing, drinking, consuming drug and other forms of bad behaviour inside the campus or outside the campus will be terminated from the College or suspended for one year
- Faculty accompanying should pay attention to the weather forecasts and news broadcasts/telecasts of the place of visit. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.
- The faculty should have full knowledge of the health condition of each participant in order to determine whether specific participant(s) should not be allowed to take part in the activities of the day. He should take timely and appropriate action having regard to the circumstances of individual cases.
- After returning from the tour / trip, the concerned faculty team shall submit a **REPORT ABOUT THE TOUR/TRIP** to the IQAC Office.