



RKSD COLLEGE, KAITHAL

("A" Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

STUDY TOURS, FIELD TRIPS AND EXCURSION POLICY

INTRODUCTION

The College aims to promote and encourage learning through multiple avenues to make education holistic. The Field trips, study tours and excursions are organised to provide opportunities of experiential learning by exposing the students to new and unique real-world experiences. These are planned as a way of improving learning along with developing skills of critical thinking, teamwork, and interactive and conceptual learning.

PURPOSE

To anchor and reinforce experiential and participative learning. In order to ensure the aim of these activities is successfully achieved, along with ensuring the safety of the students and staff involved, the college has laid down a structured policy and related procedures.

SCOPE

This policy applies to all individuals involved in college-sanctioned field trips, study tours and excursions. It includes the staff (both teaching and non-teaching) and students. This Policy and the accompanying annexures may be subject to periodic reviews for rectification.

GUIDELINES FOR FIELD TRIP AND STUDY TOUR HOD/TEACHER INCHARGE

- All field trips, study tours and excursions must be clearly identified and planned and permission is to be sought at least two weeks in advance after planning the project in accordance with the schedule prescribed in the academic calendar.
- Field Trip should be related to curriculum, and faculty members are supposed to include information on required field trips or study tours in the course syllabus at the beginning of the term.
- The planning process for the Field Trip or Study Tour, shall include discussions with students regarding the purpose and its co-relation to the course content along with the nature of the activity of the Field Trip, rules of conduct for students, and other relevant preparedness information.
- The HOD/teacher in-charge will furnish a proposal with the following details:



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- Objective of the visit
- Location of the envisaged visit
- Exact schedule and duration of the visit
- Student strength (female/male)
- Staff strength (female/male)
- Cost for the student and the College
- Proposed logistics (transport/food/accommodation) keeping in mind that the college will pay half of the transportation cost and rest of the amount has to be contributed by the students
- The HOD/teacher in charge is responsible for ensuring compliance with college policies during the Field Trip.
- At least one female staff member is mandatory for any trip in which boys and girls are going.
- Prior to the Field Trip or Study Tour, the HOD/teacher in charge must submit the following completed forms:
 - Field Trip or Study Tour Itinerary
 - Parent/Guardian Consent Forms
 - Signed Field Trip or Study Tour Indemnity Form
- A detailed report of the Field Trip/Study Tour is to be submitted to the Principal within a week of arrival. This report should include geo-tagged photos of the activities undertaken during the trip/tour.

GUIDELINES FOR STUDENTS

- Students participating in Field Trips or Study Tours are expected to conform to the same student code of conduct mentioned in the college prospectus. Any violation of college policies, or local, state, or union laws may result in disciplinary action or sanction by the college and the college will not take responsibility for the same.
- Students participating in Field Trips or Study Tours must submit the Parent/Guardian Consent Forms and the Indemnity Form for each Field Trip or Study Tour, prior to participating in the activity.


Principal
R.K.S.D. College
KAITHAL



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ANNEXURE I - CONSENT FORM

To,

The Principal,

RKSD College,

Kaithal – 136027

Sub: Consent for attending a Field Trip / Study Tour

Dear Sir,

I would like to take this opportunity to thank you for organising a Field Trip / Study Tour for the students of RKSD College, Kaithal.

i. The details of which are:

Dates - From:

To:

ii. Location:

I hereby give my consent for my son/daughter/ward:

i. Name of student:

ii. College Roll Number:

I assure you that my son/daughter/ward will live up to the high expectations of our Family Values and the standards set by the College.

Sincerely,

Signature of Parent/Guardian

Name:

Mobile Number: Date:



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ANNEXURE II - INDEMNITY BOND

I _____ Father/Mother/Guardian of,
_____,do hereby agree and declare that:

1. I have permitted my ward _____
Registration/Roll No _____ to take part in the Field Trip /Study Tour Organised by
the Department of _____ of RKSD College, Kaithal at
_____, scheduled to be held on
_____.
2. I undertake and declare that I, or any of my HOD/teacher in charges, will not claim any
compensation from the College or College staff on account of any mishap and loss. I also
understand that the college will not be responsible for the loss of any item the student may
possess.
3. I am also aware that the mode of communication with my ward during the educational tour is
only through the College designee and no contact number of the accompanying
teacher(s)/staff(s) will be shared with the parents.
4. I am competent to make the above-said declaration.

Hence, signed on this _____ day of _____/_____/_____ At
_____(Place)

(Signature of Parent/Guardian)

(For office use only)

On the basis of the indemnity bond signed by the parent/guardian of
_____ of Department_____, Roll
Number_____ is allowed to go for the Field Trip/Study Tour.

Signature of HOD/teacher in charge

Signature of Principal