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Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
(A State University established by the Government of NCT of Delhi)
Sector 16-C, Dwarka, New Delhi 110078 www.ipu.ac.in



F. No. GGSIPU/DSW/23/2024-25/415

Dated: 29/07/24

GUIDELINES FOR EDUCATIONAL TOUR

The Scheme is for providing financial assistance to the students of the University Schools of Studies/Centres for an Educational Tour within India once a year per School/Centre.

GENERAL GUIDELINES:

1. The proposal for the Educational Tour may be proposed by the School/Centre through the Dean/Director of the respective USS/Centre to DSW.
2. The proposal should reach the Directorate of Students' Welfare at least 3 weeks before the commencement of the tour.
3. The Tour for the students of the USS/Centre shall be allowed once a year per School/Centre.
4. The proposal along with the budget requirement (full justification of tour and complete itinerary) should be submitted in advance.
5. The Tour may preferably be conducted during the vacations/holidays.
6. Details of Industries/Technical/Academic and/or Research Organizations proposed to be visited should be indicated in the proposal.
7. For each group of 30 students, one faculty coordinator must accompany the students. If girl students are participating in the Tour, at least one female faculty member must accompany the students.
8. If any additional supporting staff is required for the Educational Tour, the arrangements of the same need to be made well before the tour after the approval of the Dean/Director of the USS/Centre and thereafter the approval of the Competent Authority. The requirement of staff, if needed, may be sent with due justification along with the proposal.
9. The faculty/staff accompanying the students shall be entitled for TA/DA as per University norms.
10. Written consent of the parent is essential for all students who are participating in the tour.
11. The students will not be compensated for any recreational activity on the tour.
12. The distance, date of travel, mode of travel, boarding and lodging details etc. should be clearly indicated in the tour programme.
13. The expenditure incurred on the entire tour will be on reimbursement basis only and no advance for the same shall be sanctioned.

GUIDELINES FOR FACULTY COORDINATORS

1. Faculty Coordinator(s) must accompany the students in the same mode of transport as per their entitlement.
2. Faculty Coordinator(s) must be from the same School/Centre as the students participating in the tour.
3. Faculty Coordinator(s) must stay at the same premises as that of the students.
4. Faculty Coordinator(s) must submit an itinerary of the tour duly recommended by the Dean/Director of the respective School/Centre and approved by the Competent Authority in advance.

TRAVELLING EXPENSES AND MODE OF TRAVEL

All the students going for the Educational Tour are entitled for 100% to & fro travel charges. The students may travel within India by train in III AC/AC Chair Car or buses in the equivalent class. If the whole journey is performed by bus, the booking may be made through the General Administration Branch. The school should plan the travel by the shortest possible route.


REQUIREMENTS FOR APPLYING:

1. The list of students along with their full details including enrolment number, parents' names and contact numbers, complete address, mobile number, email id etc.
2. Undertaking by the parents.
3. Detailed budget of the proposed educational tour including local travel, if any.
4. Detailed day wise itinerary.
5. Details of Transport.
6. No student shall be a part of the educational tour without the consent of the parents.


(Prof. Manpreet Kaur Kang)
Director, Students' Welfare

Copy to:

1. All Deans/Directors, USS/Centre, GGSIPU.
2. Controller of Finance, GGSIPU.
3. Head, UITS with a request to upload the same on the University website.
4. AR to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
5. AR to Registrar for kind information of the Registrar.
6. Guard File.


(Surinder Singh)
Section Officer, SW