

Policy

on

Student Visits, Trips, Tours and Camps



**Indira Gandhi University, Meerpur,
Rewari**

(Signature) *Kusumyash* *(Signature)* *(Signature)*

1. INTRODUCTION

Indira Gandhi University, Meerpur recognizes Educational Trips, Academic Tours, Study Visits, and Student Development Camps as vital components of experiential and outcome-based learning. These activities complement classroom teaching by providing practical exposure, industry interaction, leadership development, cultural awareness, and holistic growth of students. This policy lays down a uniform, transparent, and structured framework for planning, approval, funding, execution, and monitoring of all student visits, trips, tours, and camps organized by various departments and university bodies.

2. OBJECTIVES

The objectives of this policy are:

- To promote experiential, field-based, and industry-linked learning.
- To enhance academic understanding through real-world exposure.
- To ensure clarity in funding, approvals, and administrative procedures.
- To ensure student safety, discipline, and academic relevance.
- To standardize escort, travel, and financial norms across the University.

3. SCOPE OF THE POLICY

This policy shall apply to:

- All University Teaching Departments
- Department of Students' Welfare (DSW)
- NSS, YRC, Youth Welfare and other recognized University units

4. TRAVEL MODE

- Train – 2nd Class Sleeper/3rd AC (as per availability) (Private vehicle may be hired for local journey from the railway station to the destination site by collecting spot quotations, or local journey may also be performed by local tempo/bus/rickshaw etc. as per availability).
- University Bus/Vehicle (The cost of vehicle will be calculated as per university norms).
- Private Bus/Vehicle (If University Bus is not available or not suitable or in any other case, a private bus/vehicle may be hired as per University norms).

5. RULES FOR USE OF UNIVERSITY BUS

(As per Calendar Vol-III Chapter-31, Use of University Bus & Vehicles)

Requisition:

Requests of students will be entertained only when recommended by the Chairperson/Incharge of the concerned department. In case students from various departments are interested, they shall send their requisition through the Dean Students' Welfare. However, the Registrar may, in exceptional cases, entertain a request directly also.

Charges:

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- a) Unless allowed free of charge by the Vice-Chancellor, the rate will be Rs. 24/- per km for long/local journeys for official or non-official journeys.
- b) Mileage will be counted from garage to garage.
- c) For overnight stay, an additional amount of Rs. 300/- per night will be charged.
- d) Students will be required to pay 50% of the amount calculated @ Rs. 24/- per km and other charges (night charges, toll tax, parking charges etc.), if the tour is sanctioned by the DSW office out of the **Amalgamated Fund**.

6. RULES FOR USE OF PRIVATE BUS

- a. If the University Bus is not available due to any circumstances (such as seating capacity, permit issues, prior engagement, etc.), a private bus may be hired for any kind of Educational/Academic Trip/Tour/Camp etc.
- b. To hire a private bus, after obtaining non-availability of University Bus from the Transport Officer, a file may be initiated to hire the private bus along with a tentative estimate for hiring the bus (including all kinds of charges and taxes such as parking, GST, toll tax, road tax, state tax, etc.) by inviting quotations through NIQ on the University website or spot quotations (as per University rules).

Committee for Hiring the Private Bus shall comprise:

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|-----------------------------|---|----------|
| i. Chairperson/DSW/Incharge | - | Convener |
| ii. One Faculty Member | - | Member |
| iii. FO/Nominee | - | Member |
| iv. I/c (P&S)/Nominee | - | Member |

7. CATEGORIES OF STUDENT VISITS/TRIPS/CAMPS

A. Educational Trip/Tour (Department-Level)

Nature: Educational Trips/Tours are generally exposure-based visits organized by departments for academic enrichment, cultural exposure, and overall student development.

Organizing Authority: Concerned Teaching Department

Faculty Incharge(s) Norms:

- One teacher for every 30 students shall accompany the tour
- In case of girl students, one lady teacher shall also accompany the tour
- If no lady teacher is available in the department, any female non-teaching staff member may also be deputed; however, the condition may be relaxed by the Vice-chancellor.
- The Vice-Chancellor may permit for more than two teachers/incharges if considered necessary.

Financial Provisions:

(As per Calendar Vol-III Chapter-40, Amalgamated Fund)

- 50% of actual travelling expenses shall be borne from the DSW-A Fund
- All kind of remaining expenses including toll tax shall be borne by participating students
- Financial assistance shall be subject to availability of funds and approval of the Competent Authority









Approval Process/Channel:

- The department shall submit a detailed proposal to the Office of the DSW at least 15 days in advance, including the number of students willing to participate in the trip along with their undertakings and consent forms, names of faculty in-charges, tentative dates, destination and itinerary, details of the last educational trip organized by the department, and the tentative expenditure etc.
- Proposed mode of travel such as Train, University Bus/Vehicle, or Private Bus/Vehicle
- In case a University Bus is required, the Chairperson may seek availability of the bus from the Transport Officer and this information should be included in the proposal submitted to the office of DSW.
- If the University Bus is not available or is not suitable for a particular journey (due to permit requirements or any other reason), the tentative cost of travelling through a private bus shall be mentioned in the proposal. In such cases, a private bus may be hired as per University norms.
- After approval from the Vice-Chancellor, the Chairperson of the concerned Department shall proceed further.
- Only one visit per department in an academic year is allowed under Educational Trips/Tours. However, the Vice-Chancellor may exempt the limit.

B. Academic Trip/Tour (Curriculum-Based)

Nature: Academic Trips/Tours form an integral part of the approved academic curriculum, such as Industrial Visits, Field Visits, Research or Institutional Exposure Visits.

Mandatory Conditions:

- Clear linkage with the curriculum
- Defined learning outcomes
- Participation may be compulsory as per course requirements
- Preparation of report

Organizing Authority: Concerned Teaching Department

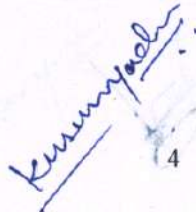
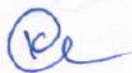
Faculty Incharge(s) Norms:

- One teacher for every 30 students shall accompany the tour
- In case of girl students, one lady teacher shall also accompany the tour.
- If no lady teacher is available in the department, any female non-teaching staff member may also be deputed; however, the condition may be relaxed by the Vice-chancellor.
- The Vice-Chancellor may permit for more than two teachers/incharge(s) if considered necessary.

Financial Provisions:

- Entire expenditure (travel, accommodation, food, TA/DA of faculty) shall be borne by the University.
- Expenditure shall be met from the Academic Branch Budget Head.

Approval Channel:


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- Proposal will be initiated by the Department along with all details such as number of students along with their undertakings and consent forms, names of faculty in-charges, tentative dates, tentative expenditure, destination & itinerary and details of academic curriculum under which such types of trip/tours is required.
- File to be routed through the Academic Branch
- Final approval by the Vice-Chancellor

C. Adventure Camps/Youth Leadership Camps/Personality Development Camps/Other Camps

Nature: Adventure Camps, Youth Leadership Camps, Personality Development Camps, and other Camps organized by DSW/NSS/YRC/Youth Welfare etc.

Applicable Rules:

- Rules and guidelines of the concerned organizing unit shall apply
- University/Government/Concern Higher Authority norms shall be strictly followed

Financial & Approval Provisions:

- Funding as per approved budget of the concerned unit
- Approval as per unit-specific hierarchy and Vice-Chancellor

8. BUDGET HEADS FOR DIFFERENT KIND OF TRIP/CAMPS/VISITS

- In case of Educational Trips/Camps, the A. Fund of DSW shall be used for the University Bus or hiring of a private bus.
- In case of Academic Trips/Visits, the Budget Head of the Concern Department/Academic Branch shall be used.
- In case of Adventure Camps/Youth Leadership Camps/Personality Development Camps/other kinds of Camps/Courses organized by the Youth Welfare Office/NSS/YRC/or any branch/department, the Budget Head of the concerned branch shall be used.

9. ELIGIBILITY OF STUDENTS

- Must be regular students of UTD
- Minimum attendance as prescribed by the University
- Medical fitness and discipline compliance
- Written consent of students and parents

10. SAFETY AND DISCIPLINE

- Mandatory faculty escort for all trips and camps
- Compliance with University discipline and safety guidelines
- Any misconduct shall attract disciplinary action
- Insurance is mandatory

This policy on Student Visits, Trips, Tours, and Camps has been framed in accordance with the rules and provisions laid down in the University Ordinances and shall be governed by the provisions contained therein.







