



EDUCATION IS DEDICATION

SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

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Final year Tour Policy

Sahridaya College of Engineering (SCET), Kodakara, is committed in often organize tours and field trips for students as part of their academic and co-curricular activities. These tours provide valuable learning experiences, exposure to real-world settings, and opportunities for students to develop essential skills. However, to ensure the safety, efficiency, and success of these tours, it is important to establish a comprehensive tour policy. This document aims to outline the general guidelines for planning and document the yearly tour of final year students of our institution.

PURPOSE

The purpose of this tour policy is to establish guidelines and procedures that govern the planning, organization, execution, and evaluation of tours and field trips. The policy ensures that these activities align with the institution's educational objectives, prioritize safety, and adhere to legal and ethical standards.

OBJECTIVES

The tour policy encompasses various aspects related to tours and field trips, including but not limited to:

- a. Planning and Approval
- b. Safety and Risk Management
- c. Participant Eligibility and Consent
- d. Budgeting and Financing
- e. Code of Conduct and Expectations
- f. Evaluation and Feedback

Approved
[Signature]

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ISO 9001:2015 Certified.

GENERAL GUIDELINES

1. Tour is encouraged only for final year students preferably during the Odd semester.
2. The class representatives or any two members (One boy & One girl) nominated by the students with the approval of class advisor and HOD to act as tour coordinators of their class.
3. The student tour coordinators are responsible for the preparation of detailed tour plan, getting HoD's permission and Hand over all the relevant documents to HoD.
4. The class advisors and accompanying faculty members will be responsible for the conduct of study tour as per the approved travel plan by the principal.
5. In order to meet the Government of Kerala circular, no bus journey is allowed at nights (11 p.m to 4 a.m). Refer Govt. of Kerala, Higher Education (J) Department order No. 11170/J2/13/H.Edn dated 27.05.2013
6. At least 60% of the class should participate in the study tour.
7. Students under suspension are not eligible for educational tour
8. It is compulsory that student tour coordinators must submit a detailed report including financial statements, routed through HoD to Principal. Report should not exceed one week from the date of return.
9. At least two faculty advisors should accompany the students. In case of any inconvenience, they have to handover their charge to any other faculty member and this is responsibility of faculty advisors.
10. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per college rules. A lady faculty member must accompany the students in case, girl students are proceeding to tour.
11. Two parents (Father & Mother) should be a part of the tour and their names should be submitted along with tour schedule to principal. A lady Parent must accompany the students in case, girl students are proceeding to tour.
12. Students suffering from health problems will not be permitted to attend their tour/ visit
13. Parents' consent letter is compulsory for all the students who are attending all tour programs
14. The expense of accompanying parents & faculty members must be met by students.
15. Advance payment (ticket booking for train journey, bus, accommodation or any

other payment) should not be done before getting permission from the Principal and Executive Director.

16. The educational tour can be proposed for 5 days (4 day and 5 nights) with detailed travel plan which should start on Monday evening end by Saturday morning. Fifth day can be clubbed with tour to manage the railway timetable.
17. Mode of Journey:
 - a. Rail journey is preferred for all places if possible.
 - b. Night journey by bus is not permitted.
18. The tour must be started from college & no students are permitted to join after departing from college.
19. Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire tour program
20. The above rules are intended for the final year tour & tour should be completed latest by March 11th 2023.
21. A route map with detailed itinerary showing places of visit, departure / arrival time, places of stay, list of students, faculty and parents accompanying and mode of travel etc. to be submitted to the 'Faculty tour Coordinator from Department' with recommendation of Advisors / HoD as early as possible for approval of programme and to avail Railway Concession. Railway concession forms shall be collected from Secretary to Principal to avail travel concession for study tour.

Instructions to Faculty members accompanying

1. In case of any delay or changes in travel plan it should be informed to HOD, Principal and executive Director
2. They should update the status during tour days to HOD, Principal and executive Director
3. The scrutiny and feasibility of the tour schedule and all the documents should be done with the help of faculty advisors and get it approved by HOD.
4. It is mandatory that, Faculty advisors and accompanying faculty members should arrange a meeting with tour operator in the department (Physical meeting) one week prior to starting of tour.
5. If faculty members are losing their holidays during tour, compensatory leaves can be

taken during non- academic working days.

6. Duty leave will be provided on the tour days including the starting day and day of completion.

A handwritten signature in green ink, appearing to read "Abdullah", is written over a horizontal line.