



Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

F. No. GGSIPU/DSW/Excursion Tour/2020/4345

Dated: 23/02/21

**GUIDELINES FOR EDUCATIONAL EXCURSION TOUR
FOR STUDENTS OF UNIVERSITY SCHOOLS OF STUDIES/CENTRES**

The scheme is for providing financial assistance to the students of the University Schools of Studies/Centre for Educational Excursion Tour within India once a year per school/centre.

Guidelines

1. An educational excursion may be proposed by the school through the Dean/HOD to DSW.
2. The educational excursion proposal should reach the Directorate of Students' Welfare at least 3 weeks before the commencement of the tour.
3. The Educational Excursion tour for the students of USS shall be allowed once a year per school.
4. Proposal should be submitted with full justification for requirement of educational excursion.
5. The budgetary requirement along with full justification for requirement of educational excursion tour and complete itinerary should be accompanied in advance with the proposal.
6. The educational excursion may preferably be conducted during the vacation/holidays or without affecting the classes.
7. Details of Industries/Technical/Research Organizations proposed to be visited should be indicated in the educational excursion programme.
8. For each group of 20 students, one faculty/staff should accompany the students. If girl students are participating in the educational excursion, one female faculty/staff member should accompany the tour.
9. The faculty/staff accompanying the tour 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 educational excursion.
11. The students will not be compensated for any recreational activity on the educational excursion.
12. The distance, date of travel, mode of travel, boarding and lodging details etc. should be clearly indicated in the educational excursion programme. Rectification

1. Travelling Expenses and Mode of Travel

Travelling expenses shall be restricted to 50% of the to & fro travel. The students are allowed to travel within India by train (Express Train, Shatabdi, Rajdhani and Durgam) in III AC/AC Chair Car or buses run by the Government. If the whole journey is performed by bus, the booking may be made through General Administration Branch. The school should plan and travel by the shortest route.

Requirements for applying:

- (1) The list of students along with their full details like enrolment number, parents' name and contact number, complete address, Mobile number, email id etc.
- (2) Undertaking by the parents.
- (3) Detailed budget of the proposed educational excursion tour including local travel, if any.
- (4) Detailed day wise itinerary.
- (5) Details of transport

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

Copy to:

- (1) All Deans/Directors/Principals, University Schools of Studies/Affiliated Institutes with the request for wider circulation to the students of their respective School/Institute.
- (2) Controller of Finance.
- (3) Assistant Registrar to Hon'ble Vice Chancellor for kind information of Hon'ble Vice Chancellor.
- (4) Assistant Registrar to Registrar for kind information of Registrar.
- (5) Head, UITS with the request to upload the same on University website.
- (6) Guard File.

Neeraj Pant
22/12/21
(Neeraj Pant)
Section Officer (DSW)