



# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U.P. Act No. 30 of 2008)

NH 24, Delhi Road, MORADABAD – 244001 (U.P.)

## **GUIDELINES FOR EDUCATIONAL TOUR/INDUSTRIAL VISIT/EXCURSION/SPORTS MEET**

The University believes that there is a life beyond classroom and some of the most important lessons in life are taught by nature. Therefore, in order to broaden the horizon of the students and draw them out of their comfort zone to face new challenges in an unfamiliar environment, Teerthanker Mahaveer University encourages field visits, industrial tours, plant visits, excursion tours to various historical places and places of scenic beauty, and participation in sports meets/events organized by other universities/colleges/ institutions.

To facilitate smooth conduct of these tours/visits and enhance overall learning of the students, the following guidelines and procedure shall be followed:

1. The proposal for such visits can originate either from the students or from the college.
2. Tour/visit shall be planned well in advance so that everything could be well organised and formal approval of the Competent Authority could be obtained. It is advised that the proposal completed in all respects must be submitted in the Registrar's Office at least one week before the scheduled visit.
3. The application containing the details of the proposed tour/visit must be attached with the following documents:
  - a. Itinerary/Schedule/Programme of the tour/visit.
  - b. Details of the organization/places/sites to be visited. Formal approval/invitation, wherever required, of the organization to be visited should be obtained in advance and attached with the application.
  - c. In case of industrial/plant visit, formal approval/invitation of the site/ factory/ organization to be visited must be attached.
  - d. Complete details about the places proposed to be visited and the night stay arrangement, in case the duration of the tour/visit is proposed to be more than one day. In such a case, a confirmation (wherever possible) from the organization providing stay arrangement or the tour operator must be attached with the application.
  - e. List of students in the prescribed proforma (ANNEXURE – I).
  - f. Separate undertaking by each student (ANNEXURE – II) alongwith his/her parent's undertaking in the prescribed proforma (ANNEXURE – III). If a student is staying in the university hostel he/she must get his/her parent's approval through fax or by post addressed to Director/Principal/HOD.
  - g. A separate list of students living in hostel and going on the tour shall be forwarded to the office of Chief Warden at least two days in advance in the prescribed proforma (ANNEXURE – IV) by the Director/Principal/HOD of the college/dept. And the copy thereof must be attached with the tour proposal application.
  - h. In case there is no hostler involved on the tour, a declaration to this effect by the Director/Principal/HOD in the prescribed proforma (ANNEXURE – V).
4. The Director/Principal/HOD shall depute at least two faculty members to accompany the tour. However, if girl students are going on the tour/visit, then at least one faculty member must be a female. Provided the maximum number of faculty members that may be allowed to accompany the tour shall not exceed the student-teacher ratio of 15:1. The

Director/Principal/HOD shall nominate one of the faculty members, preferably the senior most, as In-charge/Co-ordinator of the tour/visit. The boarding/lodging expenses for such faculty members shall be borne by the University as per University rules.

Undertaking by the faculty member(s) so deputed must accompany the tour/visit proposal (ANNEXURE – VI).

5. After ensuring that all formalities have been completed and having convinced that all preparations are in place, the Director/Principal/HOD shall forward the proposal, along with his/her undertaking in the prescribed proforma (ANNEXURE – VII) to this effect, to the Registrar, which then shall be put up before the Vice Chancellor for approval.
6. In case the tour group comprises the students from more than one college/department, each student shall have to obtain a No Objection Certificate from the concerned Head of the Institution. The faculty accompanying the students as well as the faculty in-charge in such cases shall be nominated by the competent authority in consultation with the concerned Heads of Institutions. The nodal officer in these cases shall be the Head of Institution from where maximum number of students are participating. However, if an equal number of students from each such college/department are participating, the senior most Head of Institution among all the participating institutions or the Head of Institution nominated by the competent authority out of the participating institutions shall act as nodal officer for the purpose of the tour.
7. The tour/visit group shall start its outward travel from the TMU campus and must return to the campus before final dispersal, including the case where the mode of transport is train.
8. In case of One Day tour/visit, the tour group shall begin its journey from the TMU campus and must return to the campus till evening positively, on the same day.
9. Throughout the tour/visit, the faculty in-charge accompanying the students shall remain in touch with the Director/Principal/HOD of the college and/or Nodal officer to keep him/her updated about the tour progress and apprise about the problem(s), if any.
10. The University considers these visits essential for learning and is a mere facilitator and in no way shall be responsible for any untoward incident or negative thing happening during the tour. The final decision to go or not to go on these tours/visits shall be that of the student and his/her parent.
11. Any case of misconduct by student(s) during the course of the tour/visit shall be viewed seriously and may attract a minimum penalty of Rs.1,000/- which may go up to a maximum of expulsion of student(s) from the University.
12. The university strongly discourages travelling during the night while travelling by road, unless it is unavoidable in which case the telephonic approval from the Director/Principal/HOD or Nodal Officer shall be obtained by the tour in-charge after apprising him/her of the urgency of the situation necessitating such night travel.
13. The Director/Principal/HOD shall submit a summary of the entire tour/visit to the office of Vice Chancellor within three days of return of the tour.
14. **ADDITIONAL GUIDELINES FOR SPORTS MEET VISIT:**
  - I. The Director/Principal/HOD forwarding the proposal is required to ensure the following in the context of the event:
    - a. Proper composition and size of the team
    - b. Physical fitness of the participants
    - c. Preparation and training/coaching of the team
    - d. Availability of requisite sports kit
    - e. The formal attire of the team with TMU logo
  - II. In case of inter college sports tournament participation, the team should be constituted by

a 'Committee' approved by the Director/Principal/HOD consisting of two faculty members and two students from each batch of all programmes of the college/department. A declaration by the Director/Principal/HOD regarding the proper constitution of team must be attached with the application (ANNEXURE – VIII) alongwith the list of team members (ANNEXURE – IX).

III. In case of inter university tournament, the team representing University should be duly constituted and approved by the Sports Council of the TMU and a declaration to this effect by the Director, Physical Education/Member Secretary of the Sports Council of the University must be attached with the application (ANNEXURE – X) alongwith the list of team members (ANNEXURE – XI).

15. The Nodal Officer for the purpose of this policy, who can be contacted in case of an emergency is Director - Students Welfare.

**STUDENT'S UNDERTAKING**

Director / Principal / HOD

\_\_\_\_\_  
(Name of College/Department)

Teerthanker Mahaveer University

Moradabad – 244001

Sir/ Madam,

I, \_\_\_\_\_, a student of \_\_\_\_\_ (title of the programme/course),  
\_\_\_\_\_ (year/semester) of the College/ Department of \_\_\_\_\_ request you to  
allow me to go on an educational tour/industrial visit/sports tournament visit to  
\_\_\_\_\_ (name of place) from \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) to \_\_\_\_/\_\_\_\_/\_\_\_\_ (date).

My parents have given consent for the tour/visit which is attached herewith. I am going on the  
tour/visit on my own free will and I fully understand the risk(s) involved during such tour/visit,  
and Teerthanker Mahaveer University shall not be responsible for any negative thing that may  
happen during the course of the tour/visit.

I further undertake to behave responsibly on the tour/visit and obey the directions of the  
accompanying Faculty.

Yours faithfully,

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Enrollment No: \_\_\_\_\_

**PARENT'S CONSENT AND UNDERTAKING**

Director / Principal / HOD

\_\_\_\_\_  
(Name of College/Department)

Teerthanker Mahaveer University

Moradabad – 244001

Sir/ Madam,

My ward, Mr./Ms. \_\_\_\_\_ (Name of student), a student of \_\_\_\_\_ (title of the programme/course), \_\_\_\_\_ (year/semester) of the College/ Department of \_\_\_\_\_, has desired to go on an educational tour/industrial visit/sports tournament visit to \_\_\_\_\_ (name of place) from \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) to \_\_\_\_/\_\_\_\_/\_\_\_\_ (date). I hereby give my consent for the same and undertake the full responsibility of my ward's good behaviour and safety. Further, I declare that I fully understand the risk(s) involved during such tour/visit and that the university shall in no way be responsible for any negative thing happening to my ward during the course of the tour/visit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Relationship to ward: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONSENT & UNDERTAKING BY FACULTY ACCOMPANYING THE STUDENTS**

Director / Principal / HOD

\_\_\_\_\_  
(Name of College/Department)

Teerthanker Mahaveer University

Moradabad – 244001

Sir/ Madam,

I, \_\_\_\_\_ (name), a Faculty at the College/ Department of \_\_\_\_\_, being deputed to accompany the students of college on an educational tour/industrial visit/sports tournament visit to \_\_\_\_\_ (name of place) from \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) to \_\_\_\_/\_\_\_\_/\_\_\_\_ (date), agree to accompany the students on this tour/visit on my own free will and consent. I, further, undertake to perform my duty efficiently and to take due care of the students and the discipline among them. I also undertake to observe due care and caution to protect and enhance the image and dignity of the university during the course of this tour/visit.

Yours faithfully,

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Designation: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

**UNDERTAKING BY DIRECTOR/ PRINCIPAL/ HOD**

It is certified that in the proposed educational tour/industrial visit/sports tournament visit to \_\_\_\_\_ (*name of place*) from \_\_\_\_/\_\_\_\_/\_\_\_\_ (*date*) to \_\_\_\_/\_\_\_\_/\_\_\_\_ (*date*) of the students of \_\_\_\_\_ (*title of the programme/course*), \_\_\_\_\_ (*year/semester*) of the College/ Department of \_\_\_\_\_, all prescribed formalities have been completed and I am satisfied with the preparation/arrangements for the tour. Further, I shall remain in touch with the faculty accompanying the tour and keep myself updated on the progress of the tour/visit. Necessary instructions have been given to the students and the accompanying faculty for maintaining decorum and discipline during the tour.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Director / Principal / HOD

College/Department of \_\_\_\_\_

**DECLARATION BY DIRECTOR/ PRINCIPAL/ HOD FOR NO HOSTELER ON TOUR**

It is certified that in the proposed educational tour/industrial visit/sports tournament visit to \_\_\_\_\_ (*name of place*) from \_\_\_\_/\_\_\_\_/\_\_\_\_ (*date*) to \_\_\_\_/\_\_\_\_/\_\_\_\_ (*date*) of the students of \_\_\_\_\_ (*title of the programme/course*), \_\_\_\_\_ (*year/semester*) of the College/ Department of \_\_\_\_\_, I have confirmed that all the students accompanying the tour are day scholars and there is no hostler student accompanying the tour.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Director / Principal / HOD

College/Department of \_\_\_\_\_



**DECLARATION BY DIRECTOR/ PRINCIPAL/ HOD REGARDING TEAM CONSTITUTION**

***(Applicable in case of inter-college tournament participation)***

It is certified that in the proposed participation by the students of \_\_\_\_\_ (*title of the programme/course*), \_\_\_\_\_ (*year/semester*) of the College/ Department of \_\_\_\_\_ for sports tournament being held by \_\_\_\_\_ (*name of host college*) at \_\_\_\_\_ (*name of place*) from \_\_\_\_/\_\_\_\_/\_\_\_\_ (*date*) to \_\_\_\_/\_\_\_\_/\_\_\_\_ (*date*), the participating team has been duly constituted according to the university policy and I have confirmed that all the necessary formalities and preparations are in line with the policy in this regard.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Director / Principal / HOD

College/Department of \_\_\_\_\_

**ANNEXURE – X**

**DECLARATION BY SECRETARY, SPORTS COUNCIL OF UNIVERSITY REGARDING TEAM CONSTITUTION**  
***(Applicable in case of inter-university tournament participation)***

It is certified that in the proposed participation by the students of the University for sports tournament being held by \_\_\_\_\_ (*name of host university/college*) at \_\_\_\_\_ (*name of place*) from \_\_\_\_/\_\_\_\_/\_\_\_\_ (*date*) to \_\_\_\_/\_\_\_\_/\_\_\_\_ (*date*), the participating team has been duly constituted according to the university policy and I have confirmed that all the necessary formalities and preparations are in line with the policy in this regard.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Member Secretary, Sports Council

LIST OF STUDENTS ACCOMPANYING THE TOUR

Sl. No.	Name	Father's Name	Semester/Year	Programme	Enrollment No.	Mobile No.

\_\_\_\_\_  
 (Principal/ Director/ HOD)  
 College/Dept. \_\_\_\_\_

**Note: Only those students whose names appear above shall be considered for the tour.**

### LIST OF HOSTLERS ACCOMPANYING THE TOUR

[illegible]

(Principal/ Director/ HOD)

College/Dept. \_\_\_\_\_

***Note: Only those students whose names appear above shall be considered for the tour.***



**TEAM CONSTITUTION FOR SPORTS MEET PARTICIPATION***(Applicable in case of inter-college tournament participation)*

S.NO.	NAME	FATHER'S NAME	SEMESTER/YEAR	PROGRAMME	ENROLLMENT NO.	MOBILE NO.

\_\_\_\_\_

(Principal/ Director/ HOD)

College/Dept. \_\_\_\_\_

***Note: Only those students whose names appear above shall be considered.***

**TEAM CONSTITUTION FOR SPORTS MEET PARTICIPATION***(Applicable in case of inter-university tournament participation)*

S.NO.	NAME	FATHER'S NAME	SEMESTER/YEAR	PROGRAMME	ENROLLMENT NO.	MOBILE NO.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Member Secretary, Sports Council

***Note: Only those students whose names appear above shall be considered.***