

**SUBJECT: STATE POLICY ON EXCURSION TOUR OF STUDENTS STUDYING IN GOVERNMENT SCHOOLS FROM 6<sup>TH</sup> TO 12<sup>TH</sup> CLASSES-FROM 2009-10.**

**1. INTRODUCTION**

The State Government is taking a series of steps to improve the quality of education in the Government Schools of the State. The Government is committed to provide an atmosphere that is conducive to all-round growth & development of children. It is felt that education is imparted not only through formal classroom teaching but also through interaction with other children and exposure to new places of interest. Hence, traveling and study tours constitute an important source of imparting of education to children. Needless to say that children can be empowered to appreciate and relate theory with practice in a better manner through educational tours and exposure.

**2. STUDENTS TO BE COVERED UNDER THE SCHEME**

All the students from 6<sup>th</sup> to 12<sup>th</sup> classes studying in the Government Schools would be taken on a study tour once in a year. The heads of the institutes would be authorized to organize separate tours of boys and girls if they are convinced that combined trip is not feasible in a given situation.

**3. PLACES TO BE VISITED**

- a) That the place where students are to be taken should be located within 100-kilometers radius of the school so that the students can return by evening on the same day.
- b) That the place should be easily accessible by road.
- c) That the place so identified can be outside the State also.
- d) That the place should not be on uneasy and dangerous terrain.
- e) That the places of historical or cultural importance or tourist interest should be selected to be visited. These places, for instance, can be museums, botanical & herbal gardens, historical places, big industrial units, universities, exhibitions, trade fairs, book fairs and so on.

However, no Cinema Halls should be allowed to be visited under this program.

**4. MODE OF CONVEYANCE**

Haryana Roadways buses will be used for this purpose.

**5. NUMBER OF STUDENTS TO BE TAKEN AT ONE TIME**

A batch of students equal to the capacity of the bus should be selected for the purpose under the scheme. Efforts should be made to take the students of the same class in a coach if it is possible. However, the students of

two or more classes can be taken together if the number of students opting for a particular place does not match the number of seats in a bus. But in no case the number of students will exceed the number of seats nor shall the students be permitted to sit on the top of the bus.

**6. DUTIES OF TEACHERS**

- a) That one teacher will be deputed for every 20 students for accompanying them.
- b) That at least one male teacher will accompany each trip.
- c) That efforts will be made to ensure that the concerned class teachers are deputed for the purpose.
- d) That teachers accompanying the group will be fully accountable for the safety of the students.
- e) That students shall not be left to themselves under any circumstances.
- f) That the teachers shall carry a First-Aid-Kit with them.

**7. DUTIES OF THE HEAD OF THE INSTITUTION**

- a) That the excursion tours are arranged in a manner that the academic curriculum is not disturbed.
- b) That the excursion tours should be avoided in extreme weather conditions.
- c) That the heads of the institute will remain in the school till the excursion party returns to the school and all the students have safely gone home.
- d) That all adequate arrangements shall be planned and executed to ensure the safety of girl students in particular going for the tour.
- e) That a proper separate account and cash book will be maintained for the excursions undertaken and got audited from the section officer in the District Education Office. Further, original bills will also be kept in the record as per rules.

**8. REFRESHMENT FOR STUDENTS**

Students will carry their own tiffin or lunch boxes or eatables as per their convenience. However, refreshment in the form of fruits and potable water will be arranged by the school for the journey. Under no circumstances should they be allowed to eat anything unhygienic at the places of visit or on the way.

**9. INCURMENT OF EXPENDITURE**

The heads of the institutes are authorized to incur expenditure on a single trip in the following manner-

Bus Expenses	Actual Haryana Roadways Rate
Entry Tickets	Actual
Refreshment Expenditure	Rs. 1,500/- per trip

However, the total expenditure for one single trip should not exceed Rs. 8,000/-.

**10. DUTIES OF DISTRICT EDUCATION OFFICERS**

- a) That it will be ensured that all the students as mentioned above are sent on excursions as per the policy.
- b) That it will be ensured that a proper separate account and cash book are maintained for the excursions undertaken by each school.
- c) That it will be ensured the expenditure under this head is audited as per rules by the Section Officer posted in the District Education Office.
- d) That one comprehensive report about the scheme is sent by the District Education Officer to the Directorate in the month of February each year.