

STATE PROJECT OFFICE, SARVA SHIKSHA ABHIYAN
PKC EDUCATIONAL COMPLEX, ANNA NAGAR, PUDUCHERRY

No: 1681/SSA/PBBB/MV/2017-18

Puducherry, 4th April, 2018.

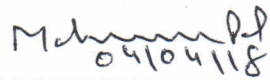
CIRCULAR

Sub: SSA– Exposure visit Outside UT – Intimation of release of fund through
PFMS to schools - Reg.

It is here by informed that the funds for the Exposure visit *Outside UT* for the students studying in classes VI, VII and VIII have been released through PFMS to selected Govt. Middle/High/Hr. Sec. Schools of Pondicherry, Karaikal, Mahe and Yanam region (given in Annexure). The Head of Institutions are requested to utilise the fund as per the procedure given below and guidelines are listed overleaf.

1. A resolution by SMC shall be passed regarding the place(s) of visit, date(s) of visit, mode of transport, number of students (both boys and girls) and any other relevant particulars for the trip.
2. Minimum of three quotations indicating place(s) of visit date(s) of visit and distances shall be obtained from the Travel Agency/Bus Operators and lowest offered rate may be accepted.
3. Trip Sheet indicating the place(s) of visit, date(s), mileage covered, etc shall be obtained from Travel Agency/Bus Operators and filed in the school for reference and audit purpose.
4. Preference may be given to sites of Mahaballipuram, Sanctuaries and Parks, Science Centres, Museums, places of Historical importance, Educational interest, etc.
5. The per child cost includes Travel expenses, food and miscellaneous expenses.
6. The students may be taken for exposure visit during Saturday/Sunday or summer vacation.

The Head of the Institutions shall submit a compliance Report of the exposure visit along with photographs to respective Block Resource Centres.


04104118
(MOHINDER PAL)
STATE PROJECT DIRECTOR

To
All the Head of Institutions concerned.

Copy to:

1. The Joint Director (SE)
2. The Deputy Director (SE), Karaikal
3. The Deputy Director (WE)
4. The Chief Educational Officer, Pondicherry/Karaikal
5. The Deputy Inspector of Schools, Zone- I/II/III/IV/V- Pondicherry and Zone-I/II, Karaikal
6. Block Resource Coordinator, BRC I / II / III
7. PS to DSE
8. PS to SPD, SSA
9. EDP section – with a request to host in the website.

Educational TripGuidelines and Standard safety measures

1. The school shall form a committee with the Head of Institution as the head of the committee. The committee shall decide the place of visit keeping in mind the curriculum of the course, the law and order situation of the proposed place of visit. Prior intimation should be given to the Inspecting officer.
2. The Head of Institution shall prepare the dates of visit, list of willing students (Name, Class & Section, Male/Female, Contact number of the parent, etc.,) list of escort teachers with their contact numbers and mode of conveyance.
3. The Head of the Institution should ensure that there is a senior teacher accompanying the students on such educational tour. Further, a lady teacher should accompany female students participating in the educational tour in the ratio 1:15.
4. The Head of the Institution has to obtain written consent letter from the parents.
5. The Head of the Institution should ensure issuing of identity-cards to all the students and maintain a separate data base of the personal details like parent /local guardian, address, mobile number, email id, and medical information about the pupil if any etc., of all the students and the same should be carried by the students also.
6. If the tour is undertaken to public places, dam cities, power plants, sea shore, hill top etc., due precautions should be given and a written permission if necessary for the visit must be obtained from the concerned authorities.
7. If the educational tour has been planned to far off places, it is necessary to hire a local tour operator who is well aware of the local conditions and can advise accordingly or a teacher who is well aware of the places and the local conditions should be compulsorily engaged.
8. If the Head of Institution hire a private vehicle other than Government transport its safety like Fitness Certificate (FC), First Aid kit, Driving License of the driver, particulars of the accompanying person should be verified and recorded.
9. The Head of the Institution shall ensure that an undertaking is taken from every participating student that they would abide by all the rules with the countersignature of their parents before they participate in the educational tour.
10. Parents shall not be compelled to pay unreasonable amount for such tours.
11. The Head of Institution shall not collect any money from the students for the exposure visit.

Mohinder Pal
04/04/18
(MOHINDER PAL)
State Project Director
State Project Office (SSA & RMSA)
Directorate of School Education
PUDUCHERRY