



No. HPSES-RMSA-2016-17- I&M Camps (Girls)
O/O State project Office SSA/RMSA, H.P.
Shimla-1
Dated: Shimla-171001, the

November, 2016

To

All the Principals DIETs-cum-DPO, SSA/RMSA
in Himachal Pradesh,

Subject: - **Guidelines for schools to organize Excursion Trip for Students with in State:**

Sir,

As per approval of PAB 2016-17 an amount of 89.97 lacs has been approved for organising excursion trip for students of 9th class within the state. The district wise detail of funds approved is given in the table below:

District wise Budget Details:

Sr. No	District	No. of Students to be covered	Total Budget (in lakh)
1	Bilaspur	2350	4.70
2	Chamba	4850	9.70
3	Hamirpur	2510	5.02
4	Kangra	7905	15.81
5	Kinnaur	440	0.88
6	Kullu	3300	6.60
7	L&S	144	0.29
8	Mandi	6788	13.58
9	Shimla	4637	9.27
10	Sirmour	4721	9.44
11	Solan	3905	7.81
12	Una	3385	6.77
	Total	44935	89.87

To organize the excursion trip for students of 9th class detailed guidelines are as under:

Purpose: Personnel Development in addition to academic development of the students at secondary level (9th) and their exposure within the state.

Excursion Destination: Students may visit Higher Educational Institution viz Universities (H.P. University, Agricultural University, Horticultural University, Central University etc), Institutions of higher learning (IIT, NIT, Engineering Colleges, Medical Colleges, Management

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colleges, etc), Central Potato Research Institute, Central Research Institutes, Herbal Gardens, Pharmacies, Hydroelectricity Power Stations, various industries, technical institutions, working of various institutions like Vidhan Sabha, HIPA etc. National Parks, Historical places of interest, Botanical gardens, Zoological parks and other local places of interest, which will enhance their learning.

Duration: The duration of the exposure visit will be of one day and will be organized during Holiday/ vacation period.

Target Group: Students of 9th class of govt. schools where enrollment is either 10 or more than 10 students in school.

Norms of Expenditure & accounting:-

- Rs 200/- per students of 9th classes for transportation, snacks and other incidental charges.
- Expenditure is to be made within this financial year i.e. 31st March, 2017
- All the vouchers are to be kept with the school.
- Utilization Certificate along with expenditure statement is to be sent to State Project office RMSA through DPO, RMSA (Consolidated by DPO) with in 31st March, 2017.

Instruction for School Heads regarding excursion trip:

- The Head of the institution should ensure and certify that trip undertaken is required for the benefit of students or is related to the learning.
- The Head of the institution should ensure that security of students and maintain a separate data base of the personal details of such students participating in the trip.
- I-cards should also contain the details of the parents/local guardian along with his/her contact telephone/mobile numbers.
- The Head of the Institution should ensure that prior permission is obtained in advance from the local Authority of the place to which such trip is being undertaken.
- The Head of institution should ensure that adequate safety of every student and teachers participating in trip, at the institution's cost. It will be the responsibility of the head to help the student's in any situation. The Head of the Institution should ensure that accompany the students on trip. Further, if there are girl students participating in, a lady teacher should be in such trip.
- The Head of the institution should ensure that written permission of the parents or the local guardian for each such student wanting to participate in trip.
- The Head of the Institution should also ensure that an undertaking is obtained from every participating student that they would abide by the rules and guidelines throughout such trip.
- The Head of the institution should ensure that the list of the students participating in such tours must be countersigned by accompanying teachers with the following undertaking that.
 - He /She will take care of the students participating in the tour
 - He/she would ensure that the students would abide by the rules and regulations of the trip.
 - The safety of the students is not compromised in any manner during the trip.

- The Head of Institution may arrange training programme on leadership and basic life support and first aid for the teachers participating in trip. A briefing session may also be organized before the trip to inform the students and the accompanying teachers about the details of the trip, rules and regulations to be followed during the trip. Students should also be informed about the need to follow the accompanying teachers' instructions and safety guidelines during the trip.
- An orientation in the areas of team-spirit, discipline, manners and behavior, geographical knowledge of the area to be visited and safety measures to be followed may also be provided to the students and the teachers accompanying the students before proceeding to the trip.
- The accompanying teacher should be aware of the health condition of each student in order to decide whether a student should or should not be allowed to take part in any particular activities based on his/her health condition. The accompanying teacher should also arrange medical assistance for any sick student by assisting him/her consult a local doctor immediately.
- The accompanying teacher must take note of the weather forecasts and news broadcasts of the place of visit. The accompanying teacher should also bring along with them such as first aid box, emergency details of local hospital(s) etc.
- The necessary phone numbers. Safety equipment teachers, contact any activity in and rowing, and sailing trainer/life guard.
- In the event of non-compliance of the student safety guidelines by the schools, the SPO shall recommend appropriate action after ascertaining the facts.

Yours Sincerely,

State Project Director
SSA/RMSA, Himachal Pradesh
Shimla-1

Enclst NO :- EDH-U (G-II) MISC 2016-23933-24110-11-05/12
Office of the Deputy Director of Higher Education
Una Distt Una (H.P.)

Copy to :-
All the Heads GSSS/GHS in Una Distt
for information + strict compliance.

Deputy Director of Higher Education
Una District Una (H.P.)