



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

F. No. 3(7)/IPU/DSW/2014/

Dated:

Guidelines for Educational Tour of Students

The scheme is for providing financial assistance to the students of the University Schools of Studies/Centre for Educational Tour within India provided it is a need/part of their course curriculum.

CONDITIONS:

1. The Educational Tour should be a need/part of course curriculum.
2. The tour proposal should reach to the Directorate of Students' Welfare at least 3 weeks before the commencement of the tour.
3. Proposal should be submitted with full justification for requirement of educational tour.
4. The tour may preferably be conducted during the vacation / holidays or without affect the timing of classes.
5. The tour period shall be considered as part of the working periods of a semester.
6. Details of Industries/Technical/Research Organizations proposed to be visited should be indicated in the tour programme.
7. For each group of 20 students, one faculty/ staff should accompany the students. If girl students are participated the tour, one lady staff member should accompany the team.
8. Tour programme should be signed and recommended by the Dean/ HOD.
9. Written consent of the parent is essential for all students who are participating in the tour.
10. The students will not be compensated for any recreational activity on the tour.
11. The distance, date of travel, mode of travel, boarding and lodging details etc. should be clearly indicated in the tour programme.

FINANCIAL ASSISTANCE:

Travelling Charges:

The students will be allowed to travel within India by train in III AC/ AC Chair Car/bus. The educational tour should be planned and travelled by shortest route.

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Daily allowance:

Daily allowance for the number of days of educational tour will be admissible within the prescribed limits as mentioned under:

- **On production of original bills, the maximum limit of reimbursement is as under:**

Hotel Accommodation charges per day	Food Bill per day
Rs. 300/-	Rs. 100/-

OR

- **Fixed Charges in case of non-production of original bills:**

Location other than those mentioned (2), (3) and (4) (1)	B-1 Class Cities (2)	'A' Class Cities (3)	'A-1' Class Cities (4)
Rs. 65/-	Rs. 85/-	Rs. 100/-	Rs. 125/-

- The classification of the cities will be followed as per the notifications of the Govt.

***Note:** The amount on account of travelling expenses/daily allowance for Educational Tour will be released after submission of duly verified all bills by the Dean/HoD of the University School of Studies.

(Prof. C.S. Rai)
Director, Students' Welfare

Copy to:

- (1) All Dean
- (2) Controller of Finance.
- (3) AR to Hon'ble Vice Chancellor.
- (4) AR to Registrar
- (5) Guard File.