

# BISHOP MOORE COLLEGE, MAVELIKARA

## STUDY TOUR POLICY

Study tours conducted by the college are part of the academic programmes. The following instructions should be strictly followed by the students with regard to study tours:

1. Students are not permitted to organize study tours, excursions, or picnics without knowledge and consent of the Principal and Department Heads.
2. Study tours are to be organized by the respective Departments.
3. Only final year students are permitted to go on excursions and tours.
4. The amount collected for the conduct of the tour will have to be managed by the teacher-in-charge of the said tour programme
5. Written consent in the prescribed form should be obtained from the guardians, by all the students going on tour/excursion.
6. An itinerary, boarding places, places of visit, list of participants etc. should be submitted to the Principal before proceeding on a tour / excursion.
7. No student from another class shall be permitted to join a class going on excursion.
8. There should be a minimum of two teachers (one male and one female) to accompany each team on tour.
9. All the tour related accounts are to be audited by the department heads or senior permanent teachers immediately after the tour.
10. The students shall obey all the directions given by the class teacher/ teachers accompanying them.
- 11. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.**
12. The use of alcohol, drugs and tobacco is strictly prohibited while on tour.
13. Each and every member of the party should try to see that his/ her conduct while on tour enhances the prestige and reputation of the institution.
14. The tour party shall leave the college campus either by 6.30 pm or before 6.30 am on the scheduled day of departure.

15. Any cyber related offences will be reported to the cyber cell.
16. Campus and the surroundings shall not be polluted by noise, crackers, explosives, garland or any conduct of similar nature.
17. Students who are not in the nominal roll for that particular semester shall not be a part of the tour party.
18. Each student should give consent letter signed by their parent for participation in the tour.
19. A meeting of the teachers and students who take part in the tour has to be held with the principal before the scheduled departure.
20. The Principal has the right to cancel or to make any modification in the tour programme at any time.
21. The directions given by UGC, Government, and Kerala University from time to time will have to be strictly adhered to.