



Indira Gandhi Delhi Technical University for Women
(formerly Indira Gandhi Institute Of Technology)
Kashmere Gate, Delhi-110006

Guidelines for Educational Tour of Students

These guidelines are approved by competent authority to extend financial assistance to the students of IGDTUW 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. At least one lady staff member should accompany the team. For outstation trips involving over night stay there may be one faculty/staff per 15 students.
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.
12. The Head of Institution should ensure that a medical fitness certificate of a recognized medical practitioner should be obtained for each student participating in such tours.
13. Adequate insurance cover (accident and life cover) should be provided for every student participating in the tour.
14. A security guard may also accompany the trip on the recommendation of HOD, if required.

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.

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.500/-	Rs. 200/-

Entry Fee:

Entry fee /ticket charges (if any) may also be reimbursed on the production of original bills on the recommendation of HODs.

Insurance:

On production of original bills, insurance will be (accident and life cover) provided for every student participating in the tour.

*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 Accompanying Faculty Members.