

## TEZPUR UNIVERSITY

### REVISED EXCURSION RULES

#### 1. General Condition:

Academic Excursions are meant to provide exposure of the students of this University to a broader field in the subject concerned. Academic Excursions will be allowed in two categories:

- i) **General Visit:** To visit Institutions (Universities, IITs, Centres, Research Institute, Industries etc.) of repute for broader exposure of the students.
- ii) **Syllabus Oriented Visit:** To visit field of studies related to/ covered by the course syllabus.

For any kind of excursion there will be one teacher in-charge from the concerned Department for a team of 20 students or part thereof. If the team consists of both male and female student(s), a lady teacher may also accompany the team as escort in addition to male teacher.

#### 2. Eligibility Criteria:

- a) A bonafide student of Tezpur University shall be eligible for **only one general visit** during the tenure of study in a particular programme provided:
  - i) *The programme is a full time (regular) one at least for PG Diploma or PG Degree with not less than one year (two semesters) duration. However, syllabus oriented visit as may be needed for a single semester course is also eligible.*
  - ii) **The student is attending classes regularly i.e. his/her attendance is not below 90% of the total classes held.**
  - iii) *The student has completed first semester (not applicable for syllabus oriented visit).*
  - iv) *The student has not been debarred from appearing in any examination(s) of this University or has not faced any disciplinary action or there is no disciplinary proceeding pending against him/her.*
  - v) *The academic calendar (routine) is not affected by the proposed excursion.*
- b) No student of part-time programme shall be eligible for Academic Excursion.

#### 3. Procedure:

- a) The Head of the Department concerned or any other Faculty member authorised by the Head, shall communicate to the Institution/Organization of the places proposed to be visited (maximum two places). The proposal shall be submitted to the Controller of Examinations by the Head of the Department with itinerary of the programme, names of the students with age and teacher in-charge at least **30 (thirty)** days before the commencement of the excursion.
- b) The Controller of Examinations will scrutinize the proposal and will send it to the Vice-Chancellor/ Deans of respective Schools for approval after getting the financial concurrence.
- c) On approval of the Vice-Chancellor/ Deans of respective Schools, the Controller of Examinations will issue administrative order and necessary Railway Concession Certificate form.
- d) The teacher in-charge concerned shall obtain necessary concessional fare certificate from the N.F. Railway.
- e) The teacher in-charge will then submit estimated budget to the Finance Officer through the Head of the Department for release of fund as advance. The fund will be released in the name of the teacher in-charge concerned from the budget allocation.
- f) The teacher in-charge will arrange for purchase of ticket etc.

- g) The teacher in-charge shall have to submit certificate from the competent authority (wherever applicable) stating that the Group (stating no. of students) has visited the Institute/Organization as per programme.
- h) The teacher in-charge concerned shall be responsible for submission of the statement of expenditure (accounts) of the excursion countersigned by the Head of the Department, within 30 (thirty) days from the date of return from the excursion along with a detailed report on the tour, however not later than the 31<sup>st</sup> March i.e. closure of financial year.
- i) Every student shall be required to submit an academic report on the tour/excursion to the Head of the Department concerned.

#### 4. Expenditure Norms:

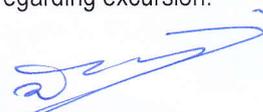
- i) The students are entitled to concessional Railway fare by the shortest route in sleeper class as per certificate of the Railway authority. The train ticket(s) is to be produced along with the expenditure statements.
- ii) Local sight seeing is permissible only by conducted tour (by bus) for which, the tour ticket(s) is to be submitted in origin with the statement of expenditure. Expenditure on this item shall be made from the overall financial assistance admissible for the entire programme.
- iii) Visit to various institutions from the place of boarding in a city is permitted by local train/bus/auto/local taxi. However, the teacher in-charge will decide the mode of transport keeping in view the situation of the city visited
- iv) Teacher in-charge shall be entitled for the first class (Non AC) or second class AC train fare. For this, the teacher in-charge shall have to produce Railway ticket along with the T.A. bill.
- v) The teacher in-charge in addition to his usual salary will be eligible for DA for the days of tour as per the University rules.
- vi) Notwithstanding anything contained in this rule, sanction of grant for excursion is subject to the availability of fund.
- vii) Each student shall be entitled to an amount of Rs. 120/- per day to meet his/her food and other incidental expenses. However, the total amount admissible inclusive of the components as stated vide 4 (i), (ii), and (iii) above shall be subject to a maximum ceiling of Rs. 2,500/- per student in a trip.

#### 5. Discipline:

- i) During excursion period, every student shall comply with the directives of the teacher in-charge.
- ii) Involvement of any student in any event which may undermine the reputation of the University or may disturb the tour of other members shall be liable to disciplinary action as per University rules.

#### 6. The revised excursion rules will be implemented w.e.f. 1<sup>st</sup> January, 2014.

7. Notwithstanding anything contained in this rule, the Vice-Chancellor shall have the discretion to decide on any matter regarding excursion.

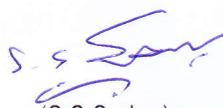
  
(Kumarjit Dutta)  
Dy. Registrar (Fin)

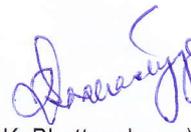
  
(B. Pathak)  
F.O.

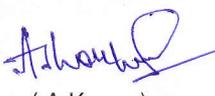
  
(L. Boral)  
Dy. Registrar (Acad)

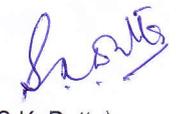
  
(D.C. Baruah)  
DSW

  
(N. Deaka Baruah)  
Dean, SoS

  
(S.S. Sarkar)  
Dean, SoM. Scs.

  
(D.K. Bhattacahryya)  
Dean, SoE

  
(A. Kumar)  
CoE (i/c)

  
(S.K. Dutta)  
Dean, SoHHS &  
Chairperson of the committee