Tezpur University FORM OF APPLICATION FOR ACADEMIC EXCURSION

(To be submitted at least 30 days before the commencement of the excursion)

Type of the excursion: (Please tick in the appropriate category)

- (i) General visit: To visit institutions (University/I.I.Ts/Center/Research Institutes/Industries etc.)
- (ii) Syllabus oriented visit: To visit field of studies related to/covered by the syllabus.
- 1. Particulars of the participants: (Only full time regular student of PG Diploma or PG Degree disciplines will not less than one year's (two semester) duration and having not less than 75% attendance of total classes held is eligible to participate)

Name of Participate	Sex	Roll. No	Semester	% of attendance

(To be attach separate sheet if necessary)

2. Name and designation of Teacher(s) in-charge: (One Teacher-in-charge is permitted for every 20 students in team. However, a lady teacher may also accompany the team as escort in addition to male teacher if the team consists of both male and female students. Teacher-in-charge are eligible for TA/DA as per university Rules.)

To:

- 3. Places of visit:
- 4. Duration of the programme: From:
- 5. Expected Academic out puts of the excursion:
- 6. Itinerary of the Programme:

Departure			Arrival			Mode of	Estimated
Place	Date	Time	Place	Date	Time	Travel	Cost
				Tot	 	estimated	
Total estimated expenditure=							
experiorure-							

The maximum financial assistance including all permissible expenditure in a trip allowed for each student is Rs. 2500/-(two thousand five hundred) only.

Hereby submit this proposal in the form of application and certify as under:

- 1. that no student participating in the excursion has been debarred from appearing in any examination of this university and none of them have faced any disciplinary action nor any disciplinary proceeding is pending against any of them.
- 2. that the academic calendar (routine) will not be affected by the proposed excursion and
- 3. that the institution(s)/ organization (s) proposed for the visit has/have been communicated to as per excursion rule.

Date:	Signature of the HoD or authorized faculty with seal			
The proposal may/ may not be approve	The proposal may/ may not be approved.			
An amount of Rs may	mount of Rs may be approved for the excursion programme.			
Approved Rs/ Not	approved			
	Vice-Chancellor			

OFFICE ORDER

As per above approval an amount of Rs. is allowed in favour of the excursion team as detailed in the above clauses.

Controller of Examinations

Memo No.F.20-7/..../2003

- Dated.....
- 1. The Head, Department of, Tezpur University for information.
- 2. The Finance Officer, Tezpur University for information & necessary action.
- 3. Master file.
- 4. Concerned file.

Controller of Examinations