

# TEZPUR UNIVERSITY

## FORM OF APPLICATION FOR ACADEMIC EXCURSION

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

1. **Category of the excursion:** (Please tick in the appropriate category)

(i) General visit: To visit institutions (Universities/ I. I.T's/ Centres/ Research Institutes/ Industries etc.)

(ii) Syllabus oriented visit: To visit field of studies related to/ covered by the course syllabus.

2. **Particulars of the participants:** (Only full time regular students of PG Diploma or PG Degree disciplines with 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 the participate	Sex	Roll No	Semester	% of attendance
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

(Please attach separate sheet if necessary)

3. **Name and designation of Teacher(s)-in-charge:** (One Teacher-in-charge is permitted for every 20 students in a 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. Teachers-in-charge are eligible for TA/DA as per University Rules.)

4. **Places of visit**

5. **Duration of the programme:**

From:

To:

6. Itinerary of the programme:

Departure			Arrival			Mode of Travel	Estimated cost
Place	Date	Time	Place	Date	Time		
Total estimated expenditure =							

(The maximum financial assistance including all permissible expenditure in a trip allowed for each student is Rs.1200/- only)

I 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 approved.

An amount of Rs..... may be approved for the excursion programme.

Controller of Examinations

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 (Acad)/

Dated .....

Copy to:

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