


सावित्रीबाई फुले पुणे विद्यापीठ



वित्त व लेखा विभाग
आय.एस.ओ.१००१-२००८ युनिट

परिपत्रक

या परिपत्रकाद्वारे सर्व शैक्षणिक विभागप्रमुख यांना कळविण्यात येते की, विद्यापीठ अधिकार मंडळाने दिलेल्या मान्यतेनुसार शैक्षणिक सहल (Study Tour) बाबतची सुधारित नियमावली सोबत जोडलेली असून २०१६-१७ या आर्थिक वर्षापासून याची अंमलबजावणी करण्यात येत आहे, कृपया याची नोंद घ्यावी.


सीए (डॉ.) विद्या गारगोटे,
वित्त व लेखा अधिकारी,
अतिरिक्त कार्यभार

गणेशखिंड, पुणे ४११००७
जा.क्र.वित्त/२०१६-१७/१४७८
दिनांक : २० ऑक्टोबर, २०१६

SAVITRIBAI PHULE PUNE UNIVERSITY



RULES FOR STUDY TOUR

- 1) **The following rules supersede all rules previously framed for this purpose.**
- 2) In these rules unless there is anything repugnant in the subject or context, the Study Tour means and includes excursion tour, collection tour, mapping tour, field trip, factory/mining training, visits to Industries/Research Institutes/ Government organizations or by any other term by which the students are taken to outside places as a part of their curriculum.
- 3) Subject to the provisions in the Annual Budget Estimates, the Head of the Department shall plan out tentative programme for Study Tour at the beginning of the academic year for every academic year.
- 4) Study Tour should be arranged during the period from the start of the academic year to 28 / 29th February of the financial year.
- 5) Head of the department should ensure that duration and the number of study tours are in strict alignment with the curriculum.
- 6) **Strength of the Staff:**
 - a. Strength of the teaching staff admissible for each study tour shall be one teacher for every batch of 10 students.
 - b. One assistant and one peon may accompany for a batch of 10 students according to the requirement.
 - c. Lady teacher must accompany the study tour if girl students are participating in the study tour. If lady teacher is not available, a lady from the teaching- research associate/technical/administrative staff must accompany the study tour.

- d. Requirement of the teaching staff as well as administrative staff shall be decided in departmental committee meeting.
 - e. The Head of the Department may, however, change this staffing pattern to suit peculiar circumstances but under no circumstances, the strength admissible under this rule is to be exceeded.
- 7) Head of the Department should take an undertaking signed by parents/local guardian from the students participating in the study tour before leaving for the study tour. Students cannot participate in the study tour without the undertaking. The format of the undertaking is given below.

To,
The Head/Principal,
_____ Department/College,
Savitribai Phule Pune University,
Pune - 411007.

Sir,

This is to inform you that I shall be participating in the study tour as a part of the curriculum. I assure that I will be following all rules, regulations and instructions provided by teachers. I will be joining the study tour at my own responsibility and for any reason in case of any mishap or if anything goes wrong during the study tour, I will not hold the department/university administration/college administration responsible for it.

Name and Signature of the Student Name and Signature of the parent/Local Guardian

- 8) Once the study tour is finalized, administrative and financial approval of the Hon'ble Vice Chancellor/Principal of the college for the study tour should be obtained.
- 9) It is the responsibility of the accompanying teacher in charge to inform the authorities concerned about the important stages of the study tour till completion of the study tour.

- 10) A requisition form for an advance, if necessary shall be submitted at least seven days before the departure of the proposed study tour. The expenditure should conform to the anticipated amount and shall not exceed the budget provision for the study tour sanctioned to the department.
- 11) Bills should be submitted for adjustment and/or payment within fifteen (15) days from the completion of the study tour along with the report of the study tour signed by Head of the Department. All vouchers signed by the accompanying Teacher In-Charge and duly countersigned by the Head of the Department shall accompany the statement of account for the study tour.
- 12) The Travelling, Halting Allowance admissible to the persons authorized to proceed on tour shall be as follows.
 - a. Students can travel by third AC Railway/ST at concessional rates. However, if the concession is not available or is not provided or refused by the transport authority or the ST is not available then only actual charges incurred for travel are to be paid.
 - b. The decision of Head of the Department in respect of mode of transport / conveyance shall be final. HOD should ensure that only authorised Private vehicles with all necessary legal documents are hired.
 - c. Head of the Department should ensure that travel is undertaken by the shortest possible route.
 - d. In case documentary evidence from the Railway/ST for rejection of the concession is not available a certificate to that effect from Head and Concerned Teacher - In Charge of the department will be acceptable.
 - e. In case private vehicle is to be hired, Toll/parking charges will be reimbursed.
 - f. Charges for local vehicle hired for field surveys, field visits, forest visits etc. should be paid as per actual on production of bills signed by Head of the Department.

- g. Considering the special circumstances in the field, rising number of girl students and their safety, proper accommodation and other facilities are required. In view of this permissible expenditure on lodging and boarding should not exceed Rs. 600/- per day per student and for accompanying teacher and staff Rs. 1,800/- per day per person, in such case, the teacher and accompanying staff will not be entitled to claim DA separately.
 - h. Lodging and boarding Charges shall increase by 10% every financial year.
 - i. Incidental charges such as entry fee, hiring charges for various services in the field shall be paid at actual on production of the bills/receipts.
 - j. Charges paid in excess of Rs. 30,000/- for the transportation conveyance for the study tour are covered under section 194 C of the Income tax Act, 1961 for the purpose of tax Deduction at Source. It is, therefore necessary to obtain PAN (Permanent Account Number) and deduct TDS (@ 1% in case of Individuals and 2% in any other case) in such cases. In case PAN is not available, TDS should be deducted at 20%. Teacher - In charge of the study tour should ensure that payments to the parties are made after netting off the appropriate TDS amount.
 - k. Any Expenditure in excess of the above mentioned rules shall be borne by the participants under the guidance HOD.
- 13) HOD should ensure that the guidelines issued by UGC from time to time in respect of safety of students.
- (hyper link www.ugc.ac.in/pdfnews/4006004_safety-of-students-Guidelines.pdf)

**UGC GUIDELINES ON SAFETY OF STUDENTS ON AND
OFF CAMPUSES OF HIGHER EDUCATIONAL
INSTITUTIONS**

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG NEW
DELHI — 110 002**

UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions

1. Preamble

University Grants Commission believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs. It should be the prime concern of educational administrators across the country to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. With this in mind, the Commission has formulated guidelines on the ways in which the campuses of HEIs can be transformed into oasis of safety, security and study. All universities may make or amend their ordinances and other relevant statutory provisions accordingly to ensure that the directions contained in the guidelines are implemented in the best interests of students.

2. Safety of Students on Campus:

HEIs can play a significant role in ensuring the safety of the students by putting in place foolproof mechanisms and impregnable standards of safety. The key lies in institutionalizing the best practices and standard operating procedures that can substantively protect students from any threats and assaults, physical, social or psychological. Given below are some of the concerns that should be materialized by HEIs in the interest of students and institution.

- Any physical infrastructure housing students, whether HEI or hostels, should be secured by a boundary wall of such height that it cannot be scaled over easily. In order to further fortify it, a fence of spiraling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively. The entry points to such housing units should be restricted to three or less and they should be manned by at least three security guards, sufficiently armed, CC TV cameras, identity verification mechanism and register of unknown entrants/visitors with their identity proofs and contact details. At least one woman security personnel should be deployed at such entry points so that physical security check of girl students or visitor can be undertaken. The bags and other belongings of students/visitors can also be examined, manually and/or by metal detectors, in order to secure a weapon-free and violence-free campus.
- Biometric way of marking student attendance, both in HEI as well as hostels, can be an effective way to overcome proxy. Such digital mechanism can enable HEIs to keep an eye on a student's movement and whereabouts in failsafe manner.
- Students and staff should be provided easily identifiable and authentic ID cards and wearing of such cards in the institutional premises must be made compulsory by administration.
- HEIs should flash at frequently visited junctions like canteen and notice boards, helpline numbers against ragging, sexual harassment, accidents, calamities and so on developed by UGC, State Govts. or HEIs so that students can record and use them as and when required. It is mandatory for all HEIs to abide by and implement all the provisions contained in UGC (Curbing the Menace of Ragging in Higher educational Institutions) Regulations, 2009.
- In order to ensure that campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that

poses an immediate threat to the health and safety of campus community members, HEIs can install the emergency notification system through which emergency message can be sent via e-mail, telephone, cell phone and text messaging within minutes of the occurrence of an incident. The system developed by University of California, Berkley called WarnMe is a very good model to follow. The emergency information system can be supplemented by evacuation procedure to be followed in crisis condition so that stampede-like situations can be avoided. HEIs should take all necessary steps to ensure that these systems are adequately tested and publicized for efficacious execution.

- Student community of the HEIs can be encouraged to form a group of Community Service Officers (CSOs) to provide on demand short-duration escort services, on rotation basis to students as they walk down to hostel or nearest taxi or bus-stand etc.. This is suggested in view of the fact that classes, study, research requirements, meetings and concerts can keep students on campus late at night. To handle these situations, HEIs may also provide Night Safety Shuttle facility, to such students, for door-to-door pick and drop service.
- All HEIs should ensure that provisions contained in UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012 are observed by teaching & non-teaching staff, students and other stakeholders in letter and spirit. Discrimination, verbal or behavioral, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status is strictly prohibited and HEIs must do all it takes to ensure that such practices are nipped in the bud.
- HEIs should mandatorily put in place a broad-based “Students Counseling System” for the effective management of problems and challenges faced by students. It should be a unique, interactive and target-oriented system, involving students, teachers and parents, resolved to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of academic worries. It should bridge the formal as well as communicative gaps between the students and the institution at large. Teacher counselors, trained to act as the guardians of students at the college level, should remain in close touch with the students allotted to them (batch of 25 students) though out the year, cater to their emotional and intellectual needs and convey their growth report and feedback on attendance, examination results etc to their parents at regular interval of time. Teacher counselors can coordinate with wardens of hostels and exchange personal details of students, academic record and behavior patterns for prompt pre-emptive or corrective action.
- HEIs should organize quarterly parents-teachers meet (PTM) so that grievances and gaps in system can be addressed and resolved. Online complaint registration system can also be launched so that issues can be addressed before they slip out of hands of authorities.
- On-campus medical facilities should be made available to student and at least one ambulance can be kept in ready mode for attending emergency and crisis situations.
- HEIs should install a fire safety system under which mechanisms for the detection of a fire, the warning resulting from a fire and standard operating procedures for the control of fire are evolved. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, smoke-control and reduction mechanisms and fire doors & walls that reduce the spread of a fire. Students and staff should be trained in the effective operation of firefighting devices. Mock drills for fire situation should be undertaken at least once in a semester.
- UGC has written to HEIs time and again about the introduction of a compulsory course on Disaster Management for all students. HEIs should see to it that this initiative doesn't end up in an academic ritual. In order to give students firsthand experience of tackling situations of disaster, HEIs should organize mock drills, workshops and awareness programmes frequently.

- Talks by officials of police and public administration departments and informative audio-video lectures should be arranged at least once in a semester covering issues related to the safety of personal belongings, vehicles, personal information, ATM, special event safety, defensive sprays and so on.
- Self-defense training for women studying and working on campus through tie-ups with training institutions / NGOs should be made a mandatory component of extra-curricular activities undertaken in HEIs. Physical defense training can follow instructions on rape aggression defense model that focuses on strategies like awareness, risk reduction and risk avoidance and hands-on self-defense techniques.
- In the face of the increasing cases of sexual harassment and violence against women, it is incumbent upon HEIs to institute a thoroughgoing support and education mechanism. HEIs can organize prevention programs in collaboration with student groups to:
 - Educate the campus community about sexual violence in the context of a university setting and engage people in a commitment to get involved when they observe risky situations.
 - Confront the oppressive stereotypes that are the basis for the disrespect that leads to interpersonal violence.
 - Talk about healthy relationships and healthy sexuality, emphasizing the importance of communication and respecting personal boundaries
 - Coordinate campus-wide awareness efforts, such as town hall meetings, lectures, and other open spaces for dialogue on sexual violence
- In case of food outlets, canteens and messes, HEIs should ensure that standards of quality and hygiene are strictly observed and the food on offer is certified through hygiene test report by expert doctor for foods, water and cleanings. This would be a strong and effective bulwark against food poisoning and spread of food and water born diseases.
- All universities shall prepare an exhaustive Code of Conduct for students enrolled in departments or affiliated colleges and display it on institutional websites for compliance. A reference to such document must invariably be made in prospectus of HEIs where the student is enrolled.

3. Safety of Students while they are on Excursion/ Tours/ Academic trips etc.

- HEI should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher. The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability. In case number of students exceeds fifty, a qualified doctor with adequate supplies of medicines should be included in the entourage.
- Institutions should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey. Any representation or suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.
- It is mandatory for institutions to elicit consent letters from the parents/guardians of the students who are embarking on tour. Further, no excursion/ tours shall be undertaken without such insurance as would indemnify students against the various emergencies and risks.
- Before proceeding on tour all the students should be properly briefed by the way of "training session" about the geography, climate, hazardous locations and risk zones existing in the

proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.

- The institutions should ensure that each student is medically fit to be a part of the excursion tour.
- If the expedition involves camping, only such sites should be selected as are designated for the purpose by various government agencies concerned. Further, the site should be free from hazards such as flooding, dangerous slopes, falling rocks and dead trees etc.
- Prior permission should be obtained if tents etc are to be put up on private land. Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite
- Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with their parents / guardians. This would also facilitate casualty handling and communication in the event of an emergency.