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18712 Attn. Academic Supdt. (B)



GOVERNMENT OF KERALA  
HIGHER EDUCATION (J) DEPARTMENT

No. 11170/J2/13/H.Edn

Thiruvananthapuram

Dated: 27.05.2013

From

Additional Chief Secretary to Govt.

To

The Registrar,  
Kerala/M.G./Cochin/Calicut & Kannur Universities.  
The DTE Trivandrum.



Sir,

Sub:- Higher Education - Common instructions regarding the Educational tour/Industrial visits of the students in the Professional Colleges - Reg.

Ref:- Letter No.ACB.1/10815/2013 dated 11-04-2013 from the Director of Technical Education..

In the background of Bus accident at Rajakkad, Government have appointed the Director of Technical Education as Enquiry Officer to conduct an enquiry about the incident. In the enquiry report the Director of Technical Education has recommended certain instructions to be complied by the educational institutions while conducting tour programmes. Government have examined the enquiry report in detail, and have decided to formulate the following guidelines/instructions to be followed by the Professional Colleges while conducting Educational tour/Industrial visits.

The educational institutions must be well aware of the tour programmes, and the celebrations like college day, hostel day, sports day, arts festival etc. conducted in the Colleges and all such programmes should have the participation of the teachers in the college. Unauthorised tour programmes, ie., tour programmes without the consent of the educational institutions should not be allowed. The college authorities should be given more attention to create a healthy relationship with the students. The rapport between the students and the teachers should be made more smooth. The staff adviser system in the colleges should be made more effective. Faculty members including Women faculties should accompany the students on their tour. The Universities should include educational tour/industrial visits as part of their curriculum in professional colleges. It will be better that the tour is held during the Semester break between 6<sup>th</sup> and 7<sup>th</sup> Semesters.

(P.T.O.)

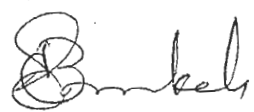
It should be insisted that at least 2 faculty members (one male and one female) should accompany the students. This should be in addition to the industrial training proposed by some Universities. The itinerary of the programme, along with the mode of travel, arrangements for accomodation etc., and the willingness of the staff members (both male and female) should be got approved by the Principal atleast one month before the date journey. It is better to conduct the tour programmes by the college Buses itself. If it is not possible, vehicles with good conditions and experienced drivers should be hired for the purpose. Suitable roads having proper sign boards and street lights should be selected for the journey. Night riding should be avoided. All facilities should be provided for extra curricular activities including sports, arts etc. Opportunities to celebrate college day, hostel day, sports day, arts festival etc, should be provided without affecting the decorum of the institution. Programmes on personality development, facing interviews etc., can also be included. University should given directions regarding the same to all the Self-financing Professional Colleges.

Yours faithfully

**M Sherif**

Additional Secretary to Government  
(For Additional Chief Secretary to Govt.)

Approved For Issue



Section Officer