

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
VARUN MARG, DEFENCE COLONY: NEW DELHI**

F.No.20(37)/SCERT/Admn./ 9862-76

Dated: 03/01/17

ORDER

The Executive Committee of SCERT in its meeting dated 8.9.2016 has approved the following norms/ guidelines for outstation Educational Tour for ETE/ D.El.Ed. trainees as under: -

| S.No. | Item | Item Details |
|-------|---|--|
| 1 | Eligibility | All the ETE/D.El.Ed Trainees (IInd Year) |
| 2 | Group Composition (Number of Trainees and Faculty / Supporting Staff) | All the willing trainees in group of approximately 50 trainees each (Max. 03 groups) including Faculty/Supporting staff in the ratio of 20:1. |
| 3 | Duration of Tour | Not more than 7 days (Excluding journey period preferably during vacations) |
| 4 | Tour Operator | The tour programme should be planned preferably through Government approved operators like Delhi Tourism & Transportation Development Corpn. Ltd. Garhwal Mandal Vikas Nigam Limited, Indian Railway Catering and Tourism Development Corporation Ltd., Ashok Travel & Tours India Tourism Development Corporation, Himachal Pradesh Tourism Development Corporation, Rajasthan Tourism Development Corporation Ltd., Kumon Mandal Vikas Nigam Limited, Uttar Pradesh Tourism Development Corporation Ltd., Punjab Heritage and Tourism Promotion Board, MP State Tourism Development Corporation Ltd. Goa Tourism, etc. preferably including boarding & lodging. |
| 5 | Boarding and Lodging | Norms for the boarding and lodging facility will be as under:- <ul style="list-style-type: none"> • Preferences for stay and tour will be given to Govt. Approved Agencies/Hotels/Hostels etc. if available at the place during the period of visit. • Accommodation upto @ Rs. 500/- per person per day • Food Expenses @ Rs. 300/- per person per day and • Intercity and Intracity Local Tour Transport @ Rs. 150/- per person per day. The all-inclusive package Tours from Govt. approved operators should be preferred with in norms where the package tours are not available. |
| 6 | Tour fare by Railways | Facility of 50% rail fare as student's concessions allowed by Railway authorities will be fully utilized and remaining 50% rail fare from Delhi to touring outstation place will be borne by the Institute. |
| 7 | Hiring Bus | If the touring place is within 300 km package tour bus may be hired. |
| 8 | Contingencies Expenses / Entry Tickets to visit Museum, Educational Institute, Adventures | An amount of Rs. 25.000/- per group of 50 trainees. |

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| | activities, Zoo etc. /First Aid Kit/Report writing etc. | |
| 9 | Fund Allocation | To allocate Rs. 2.50 Lakh per annum from Programme Head per group of 50 trainee's groups for outstation tour for ETE/D.El.Ed. trainees. Total amount on outstation educational tour may not exceed Rs. 5.00 Lakh from Programme Head. If it exceeds Rs. 5.00 lakh then it may be met out of Pupil Fund subject to a maximum of Rs.7.5 lakh |

Instructions/Guidelines to be observed on Outstation Educational Tours:

By Faculty

- i. Group leader for the tour will be appointed from the staff/faculty
- ii. Safety and security of trainees shall be accorded the highest priority.
- iii. A woman faculty member will accompany the tour when female trainees are involved.
- iv. The accompanying Faculty will stay with the trainees and must ensure the comfortable and safe stay: activities and journey of the trainees. They will be responsible for their educational learning, interaction and activities.
- v. Accompanying Faculty shall always be with their respective group of trainees and at no point of time should they be left unattended.
- vi. A brief report on the excursion along with two sets of CD containing pictures/Videos of educational tour justifying the educational values earned and interaction with personnel by the trainees and faculty during tours, may be submitted to the Director/Joint Director SCERT for records to be placed in the Libraries of concerned DIET and SCERT.
- vii. Expenditure as per guidelines mentioned above will be met from 'Programme/Pupil Fund Head' of the budget. For allocation of funds, Principals are empowered to take decisions in the interest of the institute as per norms strictly.
- viii. The bill for the tour shall be finalized within 15 days from the return from the outstation tour.

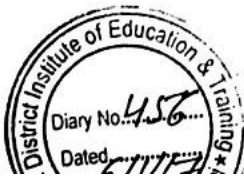
By Tour Operator

- ix) Tour Operators shall make arrangement for medical aid at the place of visit if it is needed due to negligence on the part of tour operator

Anita Satia
(Anita Satia)
Director

Copy to: -

1. P.S.to Director/Jt.Director
2. DCA SCERT
3. Controller of Exams, SCERT
4. All Principals of DIETs DG
5. ADE (Academic Branch)
6. Guard file



*Copy sent to all principals
DG
6/11/17*

Aseem Kr. Goel
(Aseem Kr. Goel)
H.O.O