

Directorate of Technical Education,
Porvorim-Goa. 198 511
Dated:- 17/11/97

O R D E R

The modifications of rules for Educational Tour Programmes for Technical Institutions under this Directorate were under consideration of the Government for sometime past.

Now as approved sanction of the Government is hereby conveyed for the revised rules formulated by this Directorate, of 'Educational Tours' for Technical Institutes conducting Degree/Diploma courses in this State as enclosed. The respective Institution should follow these rules strictly to undertake the tour programmes under Educational tours.

As per the said rules, Educational tours could be undertaken by Educational Institutions only if they form an Integral part of the curriculum of degree and diploma courses depending upon the nature of courses.

Earlier, these tour programmes were approved by Secretary (Education) with necessary concurrence from Finance Dept. for expenditure. However, the powers to approve/sanction these Educational tours to some extent are now delegated to the Principals of respective Institution subject to the fulfillment of following conditions:-

1. The Educational tours undertaken are strictly in accordance with the Educational tour rules for Technical Institutes.
2. Any relaxation of the rules would require prior approval of Secretary (Education), Government of Goa.
3. The provision contained in Finance Budget Dept. circular 12/1/97(Fin) (Exp) dated 0/7/97 are taken into consideration while drawing the amount on A.C. Bills, for Educational tours.
4. Sufficient funds should be available in the Budget for the proposed tours.

By order and in the name
of Governor of Goa.

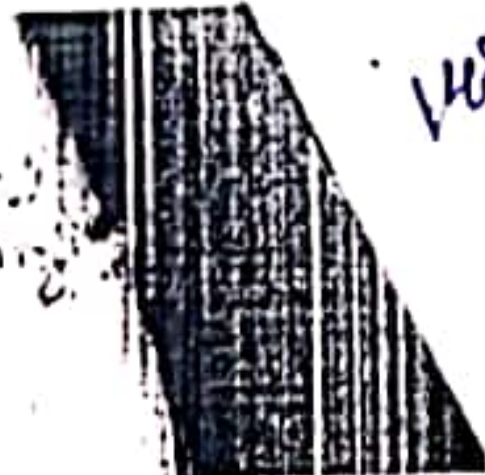
(A.K. Bidkar)
Director of Technical Education,
Porvorim-Goa and Additional
Secretary to Government of Goa.

Copy to:-

1. All the Principals of Colleges/Polytechnics.
2. The Director of Accounts, Panaji-Goa.

P.T.O.

3. The Sr. Dy. Accountant General (Audit), Panaji-Goa.
4. The Secretary (Education), Govt. of Goa, Secretariat
for information.
5. Order file.
6. Guard file: . :



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Government of Goa
Directorate of Technical Education
Educational Tours for Technical Degree & Diploma Courses

1. These rules shall be called 'Educational tour rules for Technical Institutes'.
2. These rules shall come into force with effect from June 1997, and shall cover all the Institutes under administrative control of The Directorate of Technical Education.
3. The Educational tours should form an integral part of the curriculum of the Degree & Diploma Courses depending upon the nature of the course. The places of tour may include Industries, Industrial cities, Research organization and Institute, Important historic and modern cities and other places of educational interest. The duration and extent of the tour shall depend on the duration of the course.
4. Two types of tour shall be permitted to the students of Technical institutes depending on the duration of the courses hereafter called as 'long tour' and 'Short tour'.
5. All the courses of 3 years duration shall be permitted one long tour, and shall avail the same in 3rd year of the said course.
6. All the courses of 4 years or more duration shall be permitted one 'short tour' and one 'long tour' to be availed in 2nd Year and 4th or final year respectively.
7. In case of the long tour the students shall be permitted to travel to any part of the country subject to the following conditions:
 - (a) The total distance travelled shall not exceed 10,000 kms.
 - (b) The total number of days shall be limited to 25 days.
8. In case of short tour the students shall be permitted to travel to the neighbouring states subject to the following conditions:
 - (1) The total distance travelled shall not exceed 4000 kms.
 - (2) The total number of days shall be limited. 10 days only.
9. Both the long and short tour shall be further subject to following conditions:
 - a) The educational tour shall be undertaken during vacations only.
 - b) Only the actual rail/road/steamer expenses of the students will be borne by the Govt.
 - (c) The journey will be undertaken by Rail/Road/Steamer by the lowest cost, cheapest mode (in case of alternate modes of travel) and by shortest route.

(j) Preference shall be given to Round Rail tickets and preference shall be given to rail travel over other modes of travel.
ornment (by shortest route).

e) Other expenditure like lodging, boarding and incidental will have to be borne by the students.

f) There should be at least 20 students in one batch. In case where less than 20 students are available the two departments should join for the tour.

g) One faculty member and one class IV employee shall accompany a batch of 20 to 30 students. In case of more than 30 students additional faculty member (one per every 20 students) should accompany the students.

h) Only full time teaching faculty members shall accompany the students, as incharge faculty member for the tour. Preferably all the faculty member should be sent for the purpose by rotation.

10. The Proposals for study tours should have prior approval of the head of Department (Head of Deptt. under the DFPs). The details of the tour programme along with the names and designations of the members of the staff accompanying the students should be sent along with the proposal. It should contain the following details:-

- (i) Objects of the visit;
- (ii) Period of the proposed tour;
- (iii) Places or projects proposed for the visit;
- (iv) Work/observations which the students are expected to do;
- (v) Any other relevant information;
- (vi) Over all financial implications of the proposal;
- (vii) Budget grants available for the purpose of educational tour;
- (viii) Expenditure incurred so far from the said budget grant;
- (ix) Head of account and name of the scheme;
- (x) Expenditure on account of TADA of the staff members accompanying the tour;
- (xi) Availability of funds - whether the expenditure can be accommodated within the sanctioned grants for TADA for the staff and students for the entire tour.
- (xii) Certificate from the Head of the Institution to the effect that the programme has been prepared as per the shortest route.

11. Industrial visits and site visits of duration of less than 48 hrs shall not be treated as educational tours and no sanction of the higher authorities shall be required for the same.