

FIELD TRIP & STUDY TOUR POLICY



ST. EDMUND'S COLLEGE,

SHILLONG

CONTENTS

- 1) Introduction
- 2) Purpose
- 3) Scope
- 4) Definition
- 5) Guidelines For Field Trip/Study Tour Representatives
- 6) Guidelines For Students
- 7) Logistics And Transportation
- 8) Agenda & Debriefing – Post-Field Trip
- 9) Student Forms

1) INTRODUCTION

St. Edmund's College, Shillong aims to promote and encourage learning through multiple avenues. To make education holistic, the college organises field trips and study tours as an extension of theoretical learning and to expose students to new and unique real-world experiences. Field trips are a way of improving learning along with developing skills of critical thinking, teamwork, and interactive and conceptual learning.

2) PURPOSE

Field Trips and Study Tours anchor and reinforce experiential and relational learning. These platforms help serve an important role in experiential learning. In order to ensure the aim of these activities is successfully achieved, along with ensuring the safety of the students and staff involved, the college has laid down a structured policy and related procedures.

3) SCOPE

This policy applies to all individuals involved in college-sanctioned field trips. It includes the staff (both academic and non-academic,) and students. This Policy and the accompanying annexures may be subject to periodic reviews for rectification,

4) DEFINITION

- 4.1. Field Trip and Study Tour: For purposes of this policy, this term means any excursion during which staff and students travel out of the campus as part of the college course. These trips/tours are organised by the concerned department or club and are approved by the College Office and sanctioned by the Executive Committee. Field trips and Study Tours do not include internships, scholarships, course-learning assignments for individual students, or on-campus excursions, where the students or staff may be involved.

- 4.2. Representative: For purposes of this policy, this term means the faculty member and/or College official with overall and ultimate responsibility for the field trip and study tour and of the participants.

5) GUIDELINES FOR FIELD TRIP AND STUDY TOUR REPRESENTATIVES

- 5.1. All Field Trips and Study Tours must be clearly identified and planned and permission is to be sought at least one month in advance after planning the project.
- 5.2. However, it may also be in accordance with the schedule that is prescribed in the academic calendar, prior to the commencement of the session at the department level with sanction by the Executive Committee. If the Field Trip is part of a class activity, faculty members are encouraged to include information on required field trips or study tours in the course syllabus at the beginning of the term, with detailed information about the date, time, locations, means of transportation, and cost per student. While calculating the cost per student, care must be taken that it is affordable for all students. If an unplanned Field Trip or Study Tour opportunity arises later during the semester, the faculty member should discuss it with the class and provide details to the concerned authority as soon as reasonably possible for proper execution and implementation.
- 5.3. The planning process for the Field Trip or Study Tour, shall include discussions with students regarding the purpose and its co-relation to the course content along with the nature of the activity of the Field Trip, rules of conduct for students, and other relevant preparedness information.
- 5.4. The Representative, with the consent of the HoD, will furnish a proposal with the following details:

5.3.1. Objective of the visit

5.3.2. Location of the envisaged visit

5.3.3. Exact schedule and duration of the visit

5.3.4. Student strength (female/male)

5.3.5. Staff strength (female/male)

5.3.6. Cost for the student and the College

5.3.7. Proposed logistics
(transport/food/accommodation)

5.5. The Representative is responsible for ensuring compliance with college policies during the Field Trip.

5.6. All bookings and travel arrangements are to be made only after the Executive Committee approves and sanctions the Field Trip or Study Tour.

5.7. The Representative must be accompanied by another faculty or staff member throughout the duration of the Field Trip or Study Tour. The Representative will serve as the primary point of contact and coordination between the College and the students and be responsible for activities during the Field Trip or Study Tour.

5.8. If possible, and in case of geographical proximity, the site of the Field Trip or Study Tour should be visited in advance by the Representative and/or by an appropriate College designee, to evaluate the site for the plausibility of activity.

5.9. Prior to the Field Trip or Study Tour, the Representative must submit the following completed forms:

5.9.1. Field Trip or Study Tour Itinerary Form

5.9.2. Field Trip or Study Tour Roster Form

5.9.3. Parent/Guardian Consent Forms

5.9.4. Signed Field Trip or Study Tour Indemnity Form

- 5.10. The Representative must also provide to the Administrator or College Office in advance a roster of the names of all participating students of the Field Trip, along with the names and cell phone numbers of all faculty or other College staff who are accompanying the students. This protocol should be followed, in part, to aid in the event of an emergency.
- 5.11. While the students are on the Field Trip or Study Tour, the teacher in charge has to make daily contact with the designated person in the College.
- 5.12. A detailed report of the Field Trip/Study Tour is to be submitted to the Principal within a week of arrival. This report should include geo-tagged photos of the activities undertaken during the trip/tour.

6) GUIDELINES FOR STUDENTS

- 6.1. Students participating in Field Trips or Study Tours are expected to conform to the same standards of behaviour as mentioned in the Expectations of the Students in Part XXIII of the College Prospectus. Any violation of college policies, or local, state, or union laws may result in disciplinary action or sanction by the college and the college will not take responsibility for the same.
- 6.2. Students participating in Field Trips or Study Tours must submit the Parent/Guardian Consent Forms and the Indemnity Form for each Field Trip or Study Tour, prior to participating in the activity. Students who are 18 years and older must also submit the required forms.

7) LOGISTICS AND TRANSPORTATION

- 7.1. To ensure the students are medically fit to take the trip by sharing a Medical/Fitness Certificate.
- 7.2. A First Aid Kit is to be carried with adequate supplies of medicines as prescribed by the college Nurse.

- 7.3. College-owned vehicles or chartered/outsourced buses should be used whenever possible for transportation for a Field Trip or Study Tour if the location is in the vicinity. The concerned department will arrange for the fuel at the rate of INR 30 per km if utilizing college-owned vehicles.
- 7.4. It is recommended that privately-owned vehicles (belonging to a faculty/staff/student/parent/guardian) not be used for transporting students on Field Trips.
- 7.5. Any traffic or parking violations are the sole responsibility of the operator of the vehicle.
- 7.6. Public transportation (regularly scheduled trains or buses) may also be arranged as may be the need.

8) AGENDA – POST-FIELD TRIP

- 8.1. The Representative has to inform the Head of the Institution at the time of departure from college as well as arrival.
- 8.2. It is the responsibility of the Representative and the team to ensure that all the students have reached their residence safely.
- 8.3. A detailed report is to be submitted within a week of the visit.
- 8.4. An Expenditure statement including a detailed budget to be shared in a meeting within 10 days of the visit.
- 8.5. Analysis by the teachers of the concerned department with reference to learning outcomes
- 8.6. Report submission to the college within 15 days of the actual visit.

9) STUDENT FORMS

- 9.1. Annexure 1 - CONSENT FORM
- 9.2. Annexure 2 - INDEMNITY FORM



ANNEXURE I - CONSENT FORM

To,
The Principal,
St. Edmund’s College,
Shillong – 793003

Sub: Consent for attending a Field Trip / Study Tour

Dear Sir,

I would like to take this opportunity to thank you for organising a Field Trip / Study Tour for the students of St. Edmund’s College.

The details of which are:

a) Dates - From: _____ To: _____

b) Location: _____

I hereby give my consent for my son/daughter/ward:

a) Name of student:

b) College Roll Number:

I assure you that my son/daughter/ward will live up to the high expectations of our Family Values and the standards set by the College.

Sincerely,

Signature of Parent/Guardian

Name:

Mobile Number: Date:

ANNEXURE II - INDEMNITY BOND

I _____ Father/Mother/Guardian of,
_____,do hereby agree and declare that:

1. I have permitted my ward _____ Registration/Roll No _____ to take part in the Field Trip /Study Tour Organised by the Department of _____ of St. Edmund’s College, Shillong at _____, scheduled to be held on _____.

2. I undertake and declare that I, or any of my representatives, will not claim any compensation from the College or College staff on account of any mishap and loss. I also understand that the college will not be responsible for the loss of any item the student may possess.

3. I am also aware that the mode of communication with my ward during the educational tour is only through the College designee and no contact number of the accompanying teacher(s)/staff(s) will be shared with the parents.

4. I am competent to make the above-said declaration.

Hence, signed on this _____day of ____/____/____ At _____(Place)

(Signature of Parent/Guardian)

(For office use only)

On the basis of the indemnity bond signed by the parent/guardian of _____ of Department_____, Registration/Roll Number_____ is allowed to go for the Field Trip/Study Tour.

Signature of Representative

Signature of Principal