



# St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)  
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956  
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## ST. EDMUND'S COLLEGE POLICY FOR FIELD TRIPS AND STUDY TOURS

1. Every effort is made to encourage Field Trips & Study Tours keeping in mind the safety of the students and Teachers.
2. The Teacher In-charge with the consent of the HOD will furnish a proposal with the following details :
  - (a) Where is the envisaged visit
  - (b) When is the visit to take place
  - (c) What is the student strength (female/male)
  - (d) What is the Staff strength (female/male)
  - (e) What is the cost for the student and the College.
3. The Objectives of the Field Trips/Tours should be clearly mentioned.
4. A written consent from the students' parents/guardian is a MUST irrespective of the students being above the age of 18.
5. While the students are on the Field Trip/Tour the teacher Incharge has to make a DAILY contact with the designated person in the College.
6. A detail report of the Field Trip/Tour is to be submitted to the Principal within a week of arrival in the city.
7. Foreign Tours are generally discouraged.
8. The costing of any of the Field Trip/Tour should be such that it is affordable by all students.
9. All bookings and Travel arrangement are to be made only after the Executive Committee clears the Trip/Tour.

  
(Principal)  
