

SCAS : Tour Requisition Form

Programme: Semester : Date:

Travel Agency –If any :

Date of the Tour : Time of the Tour : From To

Staff In Charge : Destination:

Permission from Parent : Yes / No

Total Estimation : 1. Transportation 2. Food & Refreshment
 3. Entry/Pass 4. Other

Total No. of Students: Boys Girls No. of absentees

Ratio : Student Teacher

Approximate amount for Food & Refreshment per Student :

Permission for other programmes – If any :

Details of Bus: Seat AC /Non-AC Reg. Year

Sl.No	Place	Time	Place	Time
1	SCAS			
2				
3				
4				
5				
6			SCAS	

Accompanying Faculty:

Sl.No	Name	Mobile No
1		
2		
3		
4		
5		
6		

Convenor Staff/Student

Prog. Director

Dept. HOD

Finance Officer

Principal/Vice Principal

Executive Director

One Day Tour Rule & Regulations

- The One Day Tour (Journey) may be arranged for any duration between 6 AM & 6 PM on the given date
- Transportation (Non AC Vehicle) expense will be met by the college
- AC Vehicle should not be arranged for the One Day Tour
- Students should submit the consent letters duly signed by the Parent/s to the HOD at least one week prior to the date of the tour.
- Class Animator/tour in charge should submit the estimate of the tour to the HR Manager at least two weeks prior to the date of the tour.
- Class Animator/tour in charge should submit a report of the tour to the HR Manager on the second working day after the tour.
- Proper Discipline should be observed through out the tour.
- Film viewing should not be chosen as destination.
- Mobile phones/ similar devices and Camera are not allowed.
- Student-teacher ratio should be 15:1.
- At least one lady faculty member should accompany girl students.
- At least one Male faculty member should accompany boy students.
- Dress code should be modest.
- Violation of the above said rules will lead to penalty as decided by College management from time to time.

Review of the Previous Programme by HR Department (Office use) :

Remarks by HR Department (Office use) :