

NOTIFICATION

Subject: INSTRUCTIONS FOR STUDENT TRIPS AND TOURS

The University arranges variety of recreational, and/or student's activities, trips throughout the year such as:

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| i) Academic purpose i.e. study tours, | ii) Leisure/excursion trips, |
| ii) Inter-faculty trips organized by the Students Advisors; and | iv) Summer vacation trips. |

2. Requests and applications for trips are received at short notices and without adequate time & planning for places to be visited. In some cases, such requests are received directly or through the staff without following the prescribed procedure.


3. In order to streamline the arrangements, a uniform procedure is being prescribed as follows:-

- i) The initial responsibility would be that of the Deans of Faculties, who would pre-plan a programme for the entire semester, it would be on monthly basis and for both male and female students separately. The schedule may be made in consultation with the Office of Students Advisors and Social Activities & Trips Committee of the University. Copies of this schedule/programme are to be sent to the respective Students Advisors and to the Assistant Director (Transport) within a week of the start of the Semester.
- ii) The Office of Students Advisors (male & female separately) will notify and make public the schedule of the tours for information of all concerned and for the facilitation of Transport Section.
- iii) Only one tour for each Department will be allowed in each semester.
- iv) The departments concerned will appoint at-least one faculty member per one group of fifty students to accompany the tour. The teacher(s) will be responsible for maintaining discipline.
- v) Subsequently, the requests for a proposed tour will be sent on the prescribed Performa (copy enclosed) at least 04 days before the trip by the Chairman/Head/Programme-Coordinator to the Students Advisors under official confidential mail, who will then forward it to the Assistant Director (Transport) by official mail only. The students will not be given any application/Performa by hand. In case of the female campus, the forms are to be sent through the Director, Female Campus as well.
- vi) In the planning of the visits, the Students Advisors may keep in mind the following guidelines:-
 - No visit shall be arranged during the first two weeks of the term and one week before the Semester examinations.
 - The trips may be planned on department or faculty basis.
 - Only one excursion/leisure trip for a department during a semester, the duration of which should not exceed 16 hours.

- The member of the teaching/administrative staff who accompanies the student shall keep a list of all the students in the bus and shall be responsible for all activities and safety & security of the students during the specific tour.
- The Student's Advisors shall keep a record of all the tours and send a semester wise report thereof to the Director General (AP&F).
- The offices of Students Advisors shall keep blank copies of the Performa for supply to the students.
- The faculty member(s) to accompany the tour will ensure that buses return at proper time as he/they will be fully responsible for strict compliance of the travel schedule.
- A complete list of students and staff travelling in the tour shall be submitted to Chief Security Officer before departure indicating contact details and emergency contacts of each & everyone in the entourage.
- Reasonable security staff shall be deputed by the Chief Security Officer along-with each tour who shall be responsible to monitor the safety and security standards.

4. In case of violation of the above instructions, the case, with full justification, shall be initiated and sent to the concerned Dean through Director General (AF&P), IIUI for necessary disciplinary action.

5. This is being issued in suppression of all previous orders/circulars on the subject.


(GULZAR AHMED KHWAJA)
Director General (AF&P)

DISTRIBUTIONS:-

1. All Deans of the Faculties/Acting DG, IIIE
2. Director (Academics)
3. Director (Finance)
4. Director (Administration)
5. All Chairpersons/Heads of Teaching Departments
6. Students Advisors (Male & Female)
7. Assistant Director (Transport)
8. Relevant file

CC to:-

- i) SPS to the President, IIUI
- ii) Vice President (Academics), IIUI