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**GOVERNMENT OF TELANGANA
SCHOOL EDUCATION (Prog.I) DEPARTMENT**

Memo No.1498/SE.Prog.I/2014-1

Date:13.08.2014

Sub:- SE(Progs.I) - C&DSE/RVM(SSA) Telangana - Standard basic Safety measures/guidelines to be followed by the Institutions at the Study Tours - Necessary instructions issued -Regarding.

Ref:- Received from GOI, Ministry of Human Resource Development, Dept (SE&L), New Delhi, D.O.No.32-5/2014-RMSA-I, dt.28.07.2014.

A copy of the reference cited is sent herewith to the Commissioner & Director of School Education/ the State Project Director, SSA(RVM)/ the Director, RMSA, Telangana State. They are requested to issue the following Standard basic safety measures/guidelines under their control at the time of Study Tours under various schemes:

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187
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*TELANGANA. HYD.
- i) The Head of the Institution should ensure that the tour undertaken is required for the benefit of students and is related to the curriculum of the course in which such students are enrolled.
 - ii) The Head of the Institution should ensure security i-cards to all such students and maintain a separate data base of the personal details like guardian/local guardian, home address, mobile, email etc. Of such students and the same is carried by the students on his person.
 - iii) The Head of the Institution should ensure that written permission of one of the parents or the local guardian is submitted on behalf of every such student wanting to participate in an educational tour.
 - iv) The Head of the Institution should ensure that there is a senior teacher accompanying the students on such and educational tour. Further, a senior lady teacher should accompany if there are girl students participating in the educational tour.
 - v) The Head of the Institution should ensure that prior permission of the organization is obtained in advance such educational tours are undertaken.
 - vi) If the tour is undertaken to public places, dam cities, power plants, sea beaches etc., a written communication must be made to the District Magistrate or concerned authorities.
 - vii) If the Educational tour has more than 10 participants, it is necessary to hire a local tour operator who is well aware of the local conditions and can advise accordingly.
 - viii) The Head of the Institution should ensure that an undertaking is taken from every participating student that they would abide by all the rules and also that they have submitted the permission by their parents or local guardian before they participate in the educational tour.
 - ix) The Head of the Institution should also certify in the form of an undertaking that the institute will provide all necessary help in case of emergency or otherwise to all such students who are part of the educational tour.

VIKAS RAJ
SECRETARY TO GOVERNMENT(SE/FAC)

To
The Commissioner & Director of School Education, Telangana(w.e)
The State Project Director, RVM (SSA)
The Director, RMSA, Telangana State.(w.o)
Copy to: The Higher Education Department.
The SE(Prog.II) section.

//FORWARDED BY ORDER//

A.P.
SECTION OFFICER