



# BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)  
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(NAAC REACCREDITED)

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## STUDY TOURS AND FIELD TRIP POLICY

### I. Purpose Of The Policy

Establish a policy for student field trips and study tours (also known as faculty-led programs).

### II. Statement Of Policy

1. Field trips or study tours to be held as part of the requirements for a course that will have costs assessed to students must have approval from the Head of the Department.
2. Any course that has a required field trip charge must be so noted in the course description published in the university guidelines and noted in the course syllabus.
3. Optional field trips held in conjunction with a course must adhere to this policy except that the field trip does not need to be noted in the catalogue or syllabus.
4. Field trips that are paid for by the department also require approval from the Head of the Institution under this policy.
5. The incidental costs to the trip, including transportation, price of admission, meals and lodging should be the responsibility of the individual.
6. No faculty or advisor costs are charged.
7. Any substantive sums remaining in the accounts established for this purpose after the completion of the trip must be refunded to the students.

### III. Definitions

#### Field Trip



A trip made by students or researchers to study something first-hand.

### **Study Tour (Faculty-Led Program)**

The academic course includes an off-campus travel experience with specific learning goals that emphasise experiential learning, where the majority of instruction and coursework occurs during the off-campus experience.

### **IV. Procedures**

**The following procedure is to be adhered to:-**

1. The Head of the Institution should ensure and certify that the tour undertaken is for the benefit of the students.
2. The department must prepare and maintain a separate database of the students travelling and a copy submitted to the Principal.
3. The Head of the institution should ensure that written consent from the parent/ Guardian is obtained from the student who intends to partake in the study/field trip.
4. Study tours should be held according to the council's decisions.
5. The list of students participating in the tours should be countersigned by the teacher in charge and the Head of the Department.
6. The Head of the Institution should ensure that a faculty member accompanies the students.
7. Students must be clearly made aware of the code of conduct during such tours and that students who break the rules are liable for disciplinary action.



8. Aided departments must obtain prior sanction from the DD office.
9. A written request must be submitted to the Principal for obtaining permission by the concerned department which intends to undertake the field trip/study tour
10. An account -in charge of finance during the trip must be established specifically for the trip. Accounts of the trip after finalization has to be published and maintained in the department.
11. The Field Trip and Study Tour Approval Request form, must be completed in all respects, including all the necessary signatures two weeks prior to the actual field trip or study tour.
12. The instructor should notify the students to pay the appropriate amount prior to the field trip.
13. A list of students who have paid the amount for the trip should be available with the faculty.
14. Activities around water bodies should be supervised by a professional.
15. Tour operators are not to be arranged by the students but is solely the responsibility of the department faculty accompanying the students on the study tour/field visit.
16. Students under suspension are not eligible for educational tour.
17. It is compulsory that all students must submit a detailed report (Industrial visit, Study tour) after the visit.
18. The college management will not be responsible for any consequences resulting from disobedience or misbehaviour of the student during the entire duration of visit including the journey.
19. Disobedience of students towards accompanying faculty members must be reported and will be viewed seriously and dealt with accordingly as per college rules.



20. Student's undergoing Industrial visits/training should compulsorily carry college ID card.

### **V. Rules And Code of Conduct**

Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire tour program.

Students suffering from serious health problems will not be permitted to attend the tour/ visit.

In addition to the first aid kit in the vehicle, an additional medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the coordinator of the tour.

A banner of study tour which displays the college name and address should be placed in front of the bus.

Students are expected to be courteous, polite and disciplined while on tour as they represent the institution and serve as brand ambassadors of the institute outside the campus.



*Josephina Simon*

*Principal  
Bishop Chulaparambil Memorial College  
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