

Policy document for undertaking excursions / picnics

The University is committed to the all-round development of students and therefore great emphasis is also being given on the extra curricular activities of students in addition to the academics. Picnic is one such activity which provides a great opportunity for students to cherish wonderful experience and face a range of challenges that can contribute significantly to their personal development. Hence, it is important that students must participate in the picnics as it provides a holistic education.

In order to have smooth and hassle-free picnics, it is important to put in place a proper structure for the same. Following important guidelines are to be adhered to for all the student picnics at IUST:

❖ Structure:

- Picnics must be conducted on the weekends only without hampering the other academic activities. The place of picnic shall be finalised by the Dean Students in Consultation with concerned HOD as per feasibility and directions if any from the Government.
- The students shall be mandatorily accompanied by their teachers during the picnic. For every 20 students, at least one teacher shall be assigned to accompany students.
- If female students are present in the picnic group, at least one female faculty must accompany them positively.
- Picnics shall be allowed only once in an academic year to a particular batch of students.
- The buses shall return by 6 pm at the latest, there could be delay due to traffic congestions, vehicle breakdowns and other causes beyond human control. Parents are requested to make special note of this and are required to sign the consent form to give proper permission to their wards.
- The Heads, on security grounds and any other reasons, on his/her sole discretion can cancel the picnic at the last minute.
- The Bus shall be provided by Transport Office of IUST if available and the fuel expenses for undertaking the picnic shall be borne by the students / Department. The students should not exceed the capacity of buses.
- In case of any indiscipline by the students w.r.t set rules, Central Disciplinary Committee shall investigate the case and decide about the quantum of punishment depending upon the nature of indiscipline.
- The date and place of the Picnic shall be finalized and communicated to the University authorities well in advance in any case not less than week in advance.
- Dangerous places invoking fear or involving risks should be avoided.

❖ Discipline Code of Conduct:

The HOD will:

- Provide strong and effective leadership of the department, staff, students and wider community in establishing and maintaining the highest tone and clear direction for the department.
- Provide a safe, harmonious, effective and supportive environment for conducting picnics.
- Prepare and forward a list of the students along with accompanying teachers to the office of the Dean of Students for reference and record.

The staff will:

- Provide a stable, safe and ordered environment within which students enjoy effectively and behave responsibly.
- Foster in the students a feeling of belonging to the department/university and its community.
- Promote pride in the university and inspire in students a sense of common purpose.
- Promote in students a respect for the values that underpin our society and its laws.
- Insist upon responsible student behaviour.

The students will:

- Abide by the university picnic rules.
- Develop self-discipline by accepting responsibility for their own behaviour.
- Value the personal dignity and worth of themselves and others.

The parents will:

- Sign the consent form and provide all the necessary help to the university in conducting the smooth and safe picnic.

Department of.....

Letter of Consent for Picnic given by the Student

To,
The Head
Department of.....
Islamic University of Science & Technology
Awantipora.

Dear Sir,

Sub: Submission of **“Picnic Consent”**

I Mr. / Ms. -----bearing Registration No
_____ studying in Semester, Department of, in
Islamic University of Science & Technology, Awantipora herewith voluntarily submitting the
undertaking.

The undersigned is participating the Picnic organized by the institute scheduled on
I hereby take the full responsibility of my conduct during the event.

I shall ensure that I shall abide by the University terms and conditions for the picnic.

Yours Sincerely,

(Students Signature)

Name of the Student: -----

Contact Address: -----

Contact Phone No: ----- Alternate No: -----

Department of.....

Letter of Undertaking for Picnic given by Parents/ Guardian

To,
The Head
Department of
Islamic University of Science & Technology
Awantipora.

Dear Sir,

Sub: Submission of **“Picnic undertaking”**

We, Mr. ----- Mrs. ----- Parents of -----
-----bearing Registration No _____ studying in
Semester, Department of, in Islamic University of Science & Technology,
Awantipora herewith voluntarily submitting the undertaking.

We, the undersigned parents/ guardian are aware that, our **son/daughter** is participating in the Picnic organized by the institute scheduled on ----- with our full acceptance.

We shall ensure that our **son/ daughter** shall abide by the University terms and conditions for Picnic. We hereby declare and confirm that the University shall not be held responsible in the event of any misfortune accident and / or personal injuries whether fatal or otherwise involving our **son / daughter**.

We shall undertake full responsibility of all the consequences should any other person or body suffers such accidents negligent act during the period of picnic.

We further confirm that the University shall not be held responsible for our son/ daughter misconduct or wrong doing at all times during the period of picnic and shall obey the instructions of the Faculty members who are accompanying during the tour.

Yours Sincerely,

(Parents/ Guardian’s Signature)

Name of the Father: -----

Name of the Mother: -----

Name of the Guardian: -----

Contact Address: -----

Contact Phone No: ----- Alternate No: -----

PROFROMA FOR PICNIC / EXCURSION

Name of Department / Centre:

Batch and No of students intending to go for picnic :.....

Place and date of Picnic:

No of buses required:

Time and Place of boarding:

Return timing and place of de-boarding :

Name and designation of latest two faculty members accompanying the students including one female faculty member:

1.

2.

Name & Designation of the Supporting staff accompanying the students:

1.

2.

Certified that:

1. The picnic / excursion will be the solely at the risk and responsibility of HOD/ I/c HOD.
2. The faculty / supporting staff as mentioned above shall accompany the students and ensure their safety in all respects and at all times.
3. The discipline shall be maintained during the picnic.
4. The bus will reach back atleast one hour before the time of sunset.

Signature of HOD

Recommendations of the Dean of School:

Remarks of Transport Section about feasibility of deputing the Bus:

Remarks of Competent Authority: