



Sree Narayana Institute of Medical Sciences

Tour Manual for Students

Sl. No	Title	Page No.
1.	Introduction	1
2.	Approval Procedures	1
3.	Tour Guidelines	2
4.	Conclusion	2
5.	Annexure 1 – Request for tour	3
6.	Annexure 2- Travel plan for tour	5
7.	Annexure 3-Parent consent letter for tour	7
8.	Annexure 4-Format for particulars of students and parents.	8

Introduction

Tour itinerary should be planned in such a manner to promote a broader outlook and experience to the socio-cultural heritage of our country. It also serves to inculcate a sense of camaraderie among the batch.

Approval Procedures

1. Batch representatives or in their absence, two nominated students (one male and one female) will act as tour coordinators. They will discuss with the Staff Student Advisory Committee and make a tour proposal.
2. The following will be attached
 - a. Tour Request (Annexure-1)
 - b. Tour Plan (Annexure-2)
 - c. Parent Consent/ Indemnity bond (Annexure-3)
 - d. Students and Parents list (Annexure-4)
3. Tour coordinators should then submit the tour plan to Phase-wise Coordinators for review. They will verify all documents and details provided and shall ensure that the plan aligns with college policies and safety standards. Phase-wise coordinators should consult with Heads of Departments and the Academic Cell. Confirm that tour dates do not conflict with the academic calendar or examinations.
4. The complete tour plan, along with recommendation from HODs and the Academic Cell, is forwarded to the Vice Principal. The Vice Principal reviews the plan for compliance and feasibility and forwarded to the Principal for final approval.
5. The Principal has the final authority to approve or modify the tour plan.
6. No advance payments or bookings (tickets, accommodation, etc.) should be made before obtaining the Principal's permission.

Tour Guidelines

1. The bus journey has to start from college campus itself and return to the college campus within the stipulated time. Any delay or changes in travel plan (due to unexpected holidays like harthal etc.) it should be informed to the Phase wise coordinator and Principal's office.
2. The accompanying faculty should coordinate with the Principal office and get a copy of the Student group medical claim policy (renewed on a yearly basis) before proceeding with the tour.
3. Students under suspension are not eligible for tour. Students suffering from health problems will not be permitted to attend the tour. Students requiring any dietary/ physical/ medical considerations shall inform the tour coordinators and the accompanying faculty members in advance.

4. Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire tour program.
5. 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 students. In case of a medical emergency, the accompanying Faculty should coordinate with the Principal/Vice Principal and the respective parents for assistance.
6. The accompanying faculty should ensure proper hygiene and quality of food procured during the tour.
7. Students should keep up the stature and dignity of their profession and their parent institute at all times during the tour.
8. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per college rules. The college management will not be responsible for any consequences resulting from disobedience or misbehavior of the student during their entire duration of visit including the journey. In case of any untoward incidents, the accompanying faculty in consultation with the Principal may cut short the tour.

Conclusion

After return from the tour, the Faculty should prepare a full report and present the same to the Vice Principal/Principal highlighting the positives and negatives of the tour for future references.

Note: The Principal has got the authority to approve, modify or amend any or all of these rules.

ANNEXURE-1
REQUEST FOR TOUR

1. MBBS Batch :
2. Nature of tour : **Study Tour/ Pleasure Trip/ Others**
3. Places planned to visit :
4. Proposed dates of tour or visit :
5. Mode of journey : **Bus only/Train only/Partially by bus and train**
6. Total number of students in class :
7. Total number of attending students :
(Attach students list as per Annexure IV)
 - a. Number of Boys :
 - b. Number of Girls :
8. Details of accompanying Faculty members :
(One male and one female faculty member not below the rank of Assistant Professor)

Sl. No.	Name	Designation	Department	Signature
1				
2				
3				

9. Total number of days :
 - a. Number of nights :
 - b. Number of days :

Signature of Batch Representatives/Tour coordinators

1. Name..... Signature.....
2. Name.....Signature.....

Place :

Date :

REMARKS

Phase wise coordinator

Verified all the details of the students record and travel plan as per the “Tour Manual” and they are eligible/not eligible for the specified tour. (Specify the clause as per manual in case of not eligible)

Recommended /Not recommended

Name :
Designation :
Signature :
Date :

Recommended / Not recommended

Vice Principal
(Signature with date)

Sanction order of Principal

Permitted/Not permitted

Principal
(Signature with date)

(Office Seal)

ANNEXURE-2
TRAVEL PLAN FOR TOUR
 (To be attached with request of tour)
PART A

1. MBBS batch : _____
2. Nature of tour : **Study Tour/ Pleasure Trip/ Others**
3. Dates of journey : From To.....
4. Total number of days : _____
5. Travel plan

Particulars	Day 1	Night 1	Day 2	Night 2
Date				
Boarding place & Time				
Places visited				
Remarks				

NB- Route Map with list of hospitals en route (for emergency) should also be attached separately.

Signature of Batch Representatives/Tour coordinators

1. Name..... Signature.....
2. Name.....Signature.....

Signature of Faculty (accompanying the students) with date

PART B

1. Details of journey (Use separate sheet if necessary)

a. Details of Train (if applicable)

Train No. : Name of Train :
Date of journey :
Boarding station : Time of departure : AM/PM
Destination station : Time of arrival : AM/PM
PNR Number :

b. Details of Bus

Address of Travel agency :
(Including phone no.)

Reg. no. of Bus :
Seating capacity :
Whether the bus is A/c or non A/c :

c. Details of accommodation

Address of hotel booked :
(Including telephone number)

➤ **Night 1**

➤ **Night 2**

➤ **Night 3**

**2. Total distance to destination :
(Can refer Google map)**

3. Name & contact details of drivers- with copies of driving license of drivers, permit, insurance and registration details of the vehicle (bus).

Signature of Batch Representatives/Tour coordinators

1. Name..... Signature.....
2. Name.....Signature.....

Signature of Faculty (accompanying the students) with date

Annexure- 3

PARENT /GUARDIAN CONSENT (INDEMNITY BOND) LETTER FOR TOUR

I.....Parent/Guardian ofdo hereby give my consent to my son/daughter for tour to.....
from.....to.....(....days) along with faculty members. During journey, I assure you that he/she will abide the rules and regulations stipulated by the faculty members and college tour manual. I understand that the college authorities will not be held responsible for any untoward incidents may occur during the tour and its effects thereof on my ward.

Name of Student :

Contact No. :

Signature :

Name of Parent / Guardian:

Contact No. :

Signature :

Annexure-4

PARTICULARS OF STUDENTS AND PARENTS

Sl. No.	Admn. No.	Name of Student	Mob. no.	Name of Parent	Contact no.	Remarks
1						
2						
3						
4						
5						
6						