JHARKHAND
Rai University
RANCHI

POLICY FOR EDUCATIONAL TOURS/ FIELD VISITS/ INTERNATIONAL EXPOSURE PROGRAM

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1. INTRODUCTION

Jharkhand Rai University (JRU) believes in holistic education that extends beyond classroom boundaries. Educational tours, industry visits, participation in the seminar/conference/any other event while representing university and international exposure programs are integral to fostering experiential learning, practical skill development, and global perspectives among students. This policy outlines the mandatory guidelines and step-by-step processes to ensure that all academic tours are organized efficiently, safely, and in alignment with the university's academic goals.

2. SCOPE & CATEGORIZATION

This policy is applicable to all the Faculties and Departments of Jharkhand Rai University organizing student travel. The visits are classified into two categories:

Category A: National Tours & Field Visits

- Short-distance field trips, industrial visits, or rural camps within the city, state or neighboring states.
- Long-distance national educational tours (up to 7–10 days) to premier academic institutions, research labs, or industrial hubs across India.

Category B: International Exposure Programs

- Immersion programs, international student exchange visits, attendance at international conferences or workshops outside India.

3. STEP-BY-STEP PROPOSAL AND APPROVAL PROCESS

Phase 1: Planning & Proposal Submission

1. **Initiation:** The Head of the Department (HoD) or a designated Faculty Coordinator must initiate the tour proposal at least **15 days** in advance for National Tours and **6 months** in advance for International Tours.

2. **Budgeting & Itinerary:** A detailed daily itinerary, learning objectives, expected outcomes, and a complete financial budget (including per-student cost and university contribution, if any) must be drafted.

3. **Gender-Balanced Mentorship:** For every 20 students, at least one Faculty Coordinator must be assigned. If female students are participating, the inclusion of at least one Female Faculty Coordinator is mandatory.

Phase 2: Administrative Approval Hierarchy

The proposal must be routed through the following channels for formal approval:

Faculty Coordinator → Head of Department (HoD) → Dean of Faculty → Dean Academics → Registrar Vice-Chancellor.

For International Exposure Program approval process.

Faculty Coordinator → Head of Department (HoD) → Dean of Faculty → **Office of International Affairs** → Dean Academics → Registrar →Vice-Chancellor.

4. MANDATORY SAFETY, SECURITY & COMPLIANCE GUIDELINES

4.1 For All Tours (General Guidelines):

- Student Consent: Duly filled and signed Student Consent Form (Annexure-A).
- **Parental Consent:** No student will be allowed to join the tour without a physically or digitally signed **Parent Consent Form** and a **Medical Fitness Declaration** (it will be required for the travel outside the City/State only. It will not be applicable for the local visits) (Annexure-B).

- **Code of Conduct:** Students must strictly adhere to the JRU Student Code of Conduct. Possession or consumption of alcohol, tobacco or any banned substances during the tour will lead to immediate suspension and strict disciplinary action.

4.2 Specific Guidelines for International Tours (Category B):

- **Document Verification:** The Office of the International Affairs must verify that all participating students hold a passport valid for at least 6 months beyond the planned return date.

- **Visas and Immigration:** The Office of International Affairs will guide students on the visa process. However, it is the participant's responsibility to obtain the visa and follow the immigration rules.

- **Embassy Intimation:** A formal communication containing the itinerary and student details must be sent to the Indian Embassy in the host country prior to departure.

5. POST-TOUR DOCUMENTATION AND EVALUATION

To ensure the academic validity of the tour, the following steps must be completed within **15 working days** of return:

1. **Tour Report:** Students must submit an individual or group Education Tour report detailing their learnings and observations.

2. **Financial Settlement:** The Faculty Coordinator must submit all original bills, invoices, and utilization certificates to the JRU Accounts Department within 15 days

3. **Feedback:** A feedback form must be collected from students to evaluate the transport, accommodation, and educational value of the tour for future reference.

6. ANNEXURES

(The following standardized forms, as provided by the administration, are appended to this document for execution)

- **Annexure A:** Student Consent Form.
- **Annexure B:** Parent Consent Form.
- **Annexure C:** Pre and Post Event Report Form.

Note: *In case of Foreign Nationals Consent from their designated Coordinator/Authorized Representative serves as the official contact person in their home country or sponsoring organization will be required.*

Annexure-A

STUDENT CONSENT FORM

Participation in Academic Tour / Industrial Visit / Educational Excursion / Field Visit

To,
The Head of the Department,
Department of _____,
Jharkhand Rai University, Ranchi.

Subject: Consent for Participation in Academic Tour / Industrial Visit / Educational Visit

Dear Sir/Madam,

I, _____, student of _____ having Enrolment/Roll No. _____, wish to participate in the _____ (*Name of Tour/Visit/Activity*) scheduled from _____ to _____, organized by (*Department Name*) _____.

I understand that this trip is organized for educational, cultural, and recreational exposure, and I will abide by all rules and regulations set by the university and the accompanying faculty members during the trip. I shall maintain proper discipline, decorum, and punctuality throughout the journey and stay.

I hereby declare that I am participating voluntarily and at my own risk. I understand that the university and the organizers will take utmost care for our safety and well-being; however, I shall not hold the university, its staff, or accompanying faculty responsible for any unforeseen incident, injury, or loss of personal belongings during the trip.

Student Details

• Name: _____ Enrolment/Roll No.: _____

• Programme: _____ Semester/Year: _____

• Mobile No.: _____Emergency Contact No.: _____

Student's Signature:_____ Date: _____

For International Student Only

(Consent from their designated Coordinator/Authorized Representative serves as the official contact person in their home country or sponsoring organization).

I hereby acknowledge that **Mr./Ms. _____**, an international student enrolled at **Jharkhand Rai University, Ranchi**, in the University's **Academic Tour / Educational Visit / Industrial Visit / Field Trip / Study Tour** scheduled from **_____ to _____** at _____. and have **no objection** to the student's participation in the said activity. To be filled by the Coordinator/Authorized Representative: _____

Organization: _____
Country: _____ Contact Number: _____
Signature: _____ Date: _____

Annexure -B

PARENT CONSENT FORM

Participation in Academic Tour / Industrial Visit Educational Excursion / Field Visit

To,

The Head of the Department,

Department of _____,

Jharkhand Rai University, Ranchi.

Subject: Consent for Participation in Academic Tour / Industrial Visit / Educational Visit.

Dear Sir/Madam,

I, _____, parent of _____, hereby give my consent for my ward to participate in the _____ (*Name of Tour/Visit/Activity*) scheduled from _____ to _____, organized by (*Department Name*) _____.

I understand that all reasonable precautions shall be taken for the safety and well-being of the participants. I further agree that the institution, its management, faculty members, staff, coordinators, or organizers shall not be held responsible for any unforeseen accident, injury, illness, delay, or mishap that may occur during the course of travel, stay, or participation in the programme.

I confirm that my ward is medically fit to participate in the above-mentioned activity and shall comply with all instructions issued by the institution.

Parent/Guardian Details:

Name: _____

Relationship with Student: _____

Mobile No.: _____

Alternate Contact No.: _____

Address: _____

Signature: _____Date: _____ Place: _____

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Annexure-C

Ref. No.: **Date:**

Pre-Event Report (पूर्व-कार्यक्रम प्रतिवेदन)

Name of the Event (Educational Tour / Camps / Event / Project) कार्यक्रम का नाम (शैक्षणिक भ्रमण / शिविर / कार्यक्रम / परियोजना)			
Date(s) of the event कार्यक्रम की तिथि/तिथियाँ	Department विभाग	Event Coordinator / Convener Name कार्यक्रम समन्वयक / संयोजक का नाम	Venue आयोजन स्थल
Number of Participants प्रतिभागियों की संख्या		Nature: Outdoor / Online/ In-Person / Hybrid स्वरूप: बाह्य / ऑनलाइन / ऑफलाइन / हाइब्रिड	

Give Brief Information about the Event (कार्यक्रम का संक्षिप्त विवरण दें)

Objective (Handwritten only) **उद्देश्य** (केवल हस्तलिखित रूप में भरें)	
Expected Outcome (Handwritten only) **अपेक्षित परिणाम** (केवल हस्तलिखित रूप में भरें)	

Signature
Event Coordinator
/ Convener
हस्ताक्षर
कार्यक्रम समन्वयक
/ संयोजक

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Post-Event Report (कार्यक्रम उपरांत प्रतिवेदन)

Name of the Event (Educational Tour / Camps / Event / Project) कार्यक्रम का नाम (शैक्षणिक भ्रमण / शिविर / कार्यक्रम / परियोजना)			
Date(s) of the event कार्यक्रम की तिथि/तिथियाँ	Department विभाग	Event Coordinator / Convener Name कार्यक्रम समन्वयक / संयोजक का नाम	Venue आयोजन स्थल
Number of Participants प्रतिभागियों की संख्या		Nature: Outdoor / Online/ In-Person / Hybrid स्वरूप: बाह्य / ऑनलाइन / ऑफलाइन / हाइब्रिड	

Give Brief Information about the Event (कार्यक्रम का संक्षिप्त विवरण दें)

Objective (Handwritten only) **उद्देश्य** (केवल हस्तलिखित रूप में भरें)	
Outcome (Handwritten only) **परिणाम** (केवल हस्तलिखित रूप में भरें)	

Signature
Event Coordinator/ Convener
हस्ताक्षर
कार्यक्रम समन्वयक/ संयोजक

Following documents to be attached and submitted in your respective departments after Post Event:
कार्यक्रम आयोजन के पश्चात निम्नलिखित दस्तावेज इसे अपने संबंधित विभाग में जमा करें।

1. Participants List **2.** Geo Tagged Photos **3.** Copy of Certificate **4.** Posters **5**. Any other documents
1. प्रतिभागियों की सूची **2.** जियो-टैग्ड फोटोग्राफ **3.** प्रमाण-पत्र की प्रति **4.** पोस्टर **5.** अन्य संबंधित दस्तावेज

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