

Personal Attention

No-FDN-HE(21)B(15)15/2019-V
Directorate of Higher Education,
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शिमला निदेशालय उच्चतर शिक्षा

Dated Shimla-1 the February, 2019
12 FEB 2019

To

1. All the Deputy Directors of Higher Education in, Himachal Pradesh
2. All the Principals/ Headmasters, Government Senior Secondary / High Schools in, Himachal Pradesh

Subject:- **Instructions Regarding Safety and Security of Students While They are on Excursion/ Tours/ Academic Trips etc.**

On the above mentioned subject, you are directed to ensure the following instructions for the safety and security of Students' while they are on excursion/ tours/ academic trips etc. outside the Educational Institution campuses:-

1. The Head of the Educational Institution must ensure that expedition activities are undertaken under the guidance and supervision of trained teachers, of whom one is a lady teacher. The number of Students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability.
2. Every Institution will work out the itinerary and travel plan well in advance and circulate them amongst the parents/ guardians of the Students' who are setting out on journey. Any representation or suggestions made by parents in this regard can be taken into consideration in the interest of the successful and organization of expedition.
3. It will be mandatory for Institutions to elicit consent letters from the parents/ guardians of the Students' who are embarking on tour. Further, no excursion/ tours shall be undertaken without such insurance as would indemnify students against the various emergencies and risks.
4. Before proceeding on tour all the Students should be properly briefed by the way of "training session" about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the

importance of safety precautions, team spirit and discipline. It should be ensured that each Student is medically fit to be a part of the excursion tour.

5. Students should be allowed to carry personal communication devices and should be instructed to remain in constant touch with their teachers/ parents/ guardians. This would also facilitate casualty handling and communication in the event of an emergency.
6. To ensure the safety and security of girls' Students' proceeding on tour, female teacher(s) as contingent-in-charge should be deputed and she will compulsorily stay alongwith these girls' contingent till the end of the excursion/ tour/ educational tour.
7. At the end of the excursion/ tour/ academic trip, the Teachers/ Officials deputed alongwith the Students' will ensure to leave/ drop the Students' at their Headquarter i.e. in the campus of the Educational Institution.
8. Prior to proceeding on excursion/ tour/ academic trip, permission/ approval should also be taken from the District Magistrate/ Sub-Divisional Magistrate of the area.

The above mentioned instructions should be adhered in letter and spirit and failure to comply these instructions shall be viewed seriously and will be at your own risk and peril, entailing disciplinary action.



(Dr. Amarjeet Kumar Sharma),
Director of Higher Education,
Himachal Pradesh

Shimla-1 February, 2019

Endst.

No.

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Dated

Copy for information and necessary action is forwarded to:-

1. The Private Secretary to the Hon'ble Education Minister, Himachal Pradesh.
2. The Principal Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.
3. The Technical Officer, IT Cell, with the direction to upload the same on the Departmental website.
4. Guard file.

Director of Higher Education,
Himachal Pradesh