

Excursion trip for students

Background:

A field trip or excursion trip for students is a journey by a group of students to a place away from their normal environment. Excursions are defined as educational experiences conducted during school hours to correlate with the regular classroom instructional program. It should be an integral part of classroom instruction. The experiences gained during excursion should give relevance and meaning to knowledge. The purpose of the trip is usually observation, non-experimental research or to provide students with experiences outside their everyday activities, such as going out and camping with teachers and their classmates. The aim of this research is to observe the subject in its natural environment. Excursion of students is a favourite past-time with Western Countries. Darwin is a living example of someone who has contributed to science through the use of field trips.

Objectives:

- To provide scope to the students to gather experiences by visiting the didactic places which are nearby (list enclosed).
- To learn through practical way and interacting with the resource persons & sharing with other students.
- To provide vocational guidance to students by way of exchanging experience and knowledge concerning new techniques and methods of work.
- To encourage the students of Class IX for the year 2017-18 to show their abilities in all areas of learning in Curricular and Co-Curricular activities.

Excursion within District/State:

Target: Total 178895 Students of class IX from 3196 schools will be covered under this programme @ Rs. 200/- per student.

Criteria: - 60% of the students will be covered from class IX in each 3196 Schools, based on the attendance of the students.

Timeline: The deadlines for different action to be taken are as follows:

S.no	Activity	Timeline
1	Planning meeting of District level committee	Before 15.11.2017
2	Submission of detailed plan and budget to district Educational officer	Before 20.11.2017
3	Excursion trip	On any holiday before 20 th December

Guidelines for organizing Excursion trip:

1. A one day excursion trip for the students of class IX will be organized.

2. A district level committee may be formed with the following members:

Chairman: DEO

Convener: MEO

Member: One head master/Headmistress of secondary school from each development mandal of the district

3. A Committee may be formed at School Level under the chairmanship of Head Master with the following members.

- Social Studies Teacher
- Science Teacher
- Telugu Teacher
- SMC Chairperson

4. RMSA, Andhra Pradesh has attached a suggestive list of places to be visited nearby places at annexure-1. Neighbouring District interesting & educative places too can be visited. Planning meeting at district level shall be conducted in the concerned district by respective MEO of the school. The DLC may select the places relevant to the students outside this list as well within fund availability for the district. While visiting the places please take the support of the District Level authority, if necessary.

- Deputy commissioner office
- Superintendent of police office
- District library
- District cultural heritage, historical monument, museum, etc
- Other tourist place that can be beneficial for the students.

5. The interaction with Deputy Commissioner, Superintendent of police of the district during the visit must be ensured.

6. DLC to take step for exemption of ticket/entry pass at the parks, museum etc with the respective authorities for the excursion trip.

7. Take the undertaking from the parents for permitting their children to go for excursion mentioning all details of the tour schedule.

8. Make the tour arrangements with the safest mode of transport like to hire the RTC buses/Indian Railway Pass as per route convenience.

9. Precautions and Safety measures should be propagated to all the students during the excursion.

10. The necessary fund was already released to the SMDC concerned based on the number of Students. Hence, the expenditure shall be met from the released budget and report compliance of expenditure incurred District Wise to this office through the District Educational Officer & Ex-Officio Project Coordinator of RMSA. Available funds under any other source with SMDCs or through Donor / CSR support may be utilized in additional to allotted funds.

11. Two guide teachers from each school will accompany the group from each school. There must be compulsorily one lady guide teacher along with group, if the group has girl student.

12. To make the visit more informative and enjoyable there should be constant illustration and explanation about the places of visit to the students. This will enlighten the students about the concept and also add to their learning and knowledge.

13. Arrangement should ensure picking up of students from their respective schools
14. The arrangement for food will involve breakfast most preferably in the vehicle itself. The arrangement of lunch should be done during the visit. It may be arranged in any hotel or eateries nearby the visiting sites but aspects of hygiene should be ensured.
15. Pure drinking water should be arranged during the visit.
16. Printing of banners should be done well in advance before the programme. The banner size will be (6'*4') and necessary format shall be sent by RMSA.
17. There should also be constant monitoring for the students to maintain discipline and decorum during the visit.
18. To ensure proper management of affairs, all the schools of district should be covered phase wise keeping fund availability and other arrangements in mind.
19. A team from MEO may visit the venue of the programme for monitoring.

A detail budget mentioning the route of the excursion trip:

Places to be visited, number of children of Class IX covered in this trip and detailed fund involvement activity wise may be submitted to the DEO for approval of the programme and release of fund. The budget shall also contain cost on transport, refreshment, drinking water, numbers of buses required, 1 banner per bus (Size: 6'*4'; the detail of writing on the banner will be provided along with the approval of the programme) and other miscellaneous charges etc.

Excursion outside the District/State or Higher Educational Institutions:

Target: Total 3669 Students of class X from 3669 schools will be covered under this programme @ Rs. 2000/- per student

Criteria for Selection of the Students: - All round performance (Curricular and Co Curricular Activities), Discipline, Punctuality in earlier years of his/her school.

Timeline: The deadlines for different action to be taken are as follows:

S.no	Activity	Timeline
1	Planning meeting of District level committee	Before 15.11.2017
2	Submission of detailed plan and budget to district Educational officer	Before 20.10.2017
3	Excursion trip	On any holidays before 20 th December

Guidelines for organizing Excursion trip:

1. A three/two day excursion trip for the students of class X will be organized.
2. A district level committee may be formed with the following members:

Chairman: DEO

Convener: Dy.DEO (RMSA)

Member: Regional Transport Officer/APSRTC

Member: District Tourism Officer

3. A Committee may be formed at School Level under the chairmanship of Head Master for selection of Student with the following members.
 - Social Studies Teacher
 - Science Teacher
 - One Language Teacher
 - SMC Chairperson
4. Planning meeting at district level shall be conducted in the concerned district by the respective team.
5. The DLC may select the places relevant to the students like IITs, IIMs, NITs, Space Centres well within fund availability of the district.
6. While visiting the places please take the support of the District Level authority, if necessary.
 - Deputy commissioner of police office
 - Superintendent of police office
 - District cultural heritage, historical monument, museum, etc
 - Other scientific place that can be beneficial for the students.
7. The interaction with Deputy Commissioner/Superintendent of police of the district during the visit must be ensured.
8. DLC to take step for exemption of ticket/entry pass at the parks, museum etc with the respective authorities for the excursion trip.
9. Take the undertaking from the parents for permitting their children to go for excursion mentioning all details of the tour schedule.
10. Make the tour arrangements with the safest mode of transport like to hire the RTC buses/Indian Railway Pass not less than the Super Luxury Bus/Sleeper Ticket as per route convenience.
11. Precautions and Safety measures should be propagated to all the students during the excursion.
12. The necessary fund was already released to the SMDC concerned based on the number of Students. Hence, the expenditure shall be met from the released budget and report compliance of expenditure incurred District Wise to this office through the District Educational Officer & Ex-Officio Project Coordinator of RMSA. Available funds under any other source with SMDCs or through Donor / CSR support may be utilized in additional to allotted funds.
13. The PLC need to select two guide teachers for every 50 Students. They will accompany the group from each. It is mandatory to accompany lady teacher with the girl students in their tour programme.
14. To make the visit more informative and enjoyable there should be constant illustration and explanation about the places of visit to the students. This will enlighten the students about the concept and also add to their learning and knowledge.
15. Arrangement should ensure picking up of students from their respective Mandal Head Quarters.

16. The arrangement of Breakfast/lunch/Dinner should be done during the visit. It may be arranged in any hotel or eateries nearby the visiting sites but aspects of hygiene should be ensured.
17. Pure drinking water should be arranged during the visit.
18. Printing of banners should be done well in advance before the programme. The banner size will be (6'*4') and necessary format shall be sent by RMSA.
19. There should also be constant monitoring for the students to maintain discipline and decorum during the visit.
20. To ensure proper management of affairs, the DEO/Dy.DEO shall keep the fund available for Transportation and other arrangements.
21. For Smooth organisation of the programme, the DEO/Dy.DEO should accompany with the students tour programme.
22. The DEO concerned shall submit the detailed documentation with photographs after completion of tour programme within a week.

A detail budget mentioning the route of the excursion trip:

Places to be visited, number of children of Class V covered in this trip and detailed fund involvement activity wise may be submitted to the DEO for approval of the programme and release of fund. The budget shall also contain cost on transport, refreshment, drinking water, numbers of buses required, 1 banner per bus (Size: 6'*4'; the detail of writing on the banner will be provided along with the approval of the programme) and other miscellaneous charges etc.

Annexure-1

The suggestive lists of places for the Excursion trip within the state are may be as follows:

S.no	Districts	Towns	Destination
1	Srikakulam	Srikakulam	Madduvalasa Project
			Mahendra Girulu
			Telineelapuram
			Salihundam
2	Vizianagaram	Bobbili	Bobbili fort
			Bobbili
		Bobbili	CP Zindal Factory
		Vizianagaram	Vizianagaram fort
		Vizianagaram	Thatipui reservoir
		Vizianagaram	
3	Visakhapatnam	Bheemunipatnam	BAARC, Industrial estate
		Visakhapatnam	Naval Scientific and

			Technological Laboratories
			Indira Gandhi zoological park
			Dredging Corporation of India
			Borra caves
			Thotlakonda
			Agricultural Regional Institute, Anakapalle
			Steel Plant
			Visakhapatnam Port Trust
			Shilparama
			Hindustan Petro Chemicals Ltd.
			Naval Dockyard
			Hindustan Shipyard
			National Thermal Power Corporation Ltd
4	East Godavari	Rampachodavaram	Kakinada Fort
		Tuni	Rajuhmandry Rail cum Road Bridge
		Ramachandrapuram	Coringa Forest (Wild life Sanctuary)
		Rajamahendrapuram	Dhawaleshwaram project
		Kakinada	Maredumilli Forest/ water falls
			Papikonda wild life sanctuary
		Amalapuram	Ranga Museum
			Pandavula Metta, Peddapuram
			Medicinal Plants, Addateegala
			ONGC, Rajuhmandry
5	West Godavari	Eluru	Kolleru Lake Bird Sanctuary
		Eluru	Papikondalu-Polavaram
		Narasapur	Balayogi Science Park-Eluru
			Polavaram Pattiseema Project

			Buddhaguhalu
			Sugar Factory- Tanuku
			Kolleru Sarassu
			Dharmal Vidyuth Kendra
			Vijjeswaram Barrage
6	Krishna	Vijayawada	Bhavani Island
			Kondapalli fort
			Victoria Jubilee museums
			Mogalarajapuram caves
			Regional Science Centre (VJA)
			Gandhi Hill and Planetarium (VJA)
			Bandar Port
			Bel Company
			Ghantasala
			Undavalli caves
			Amaravathi –Buddha Site
7	Guntur	Narasaraopet	Kotappakonda
			Amaravathi Museum
			Nagarjuna Konda
			Undavalli cave
			Ethipothala
			Uppalapadu Bird Sanctuary
			Surya Lanka
			Sangam Diary
8	Prakasam		Bhairavakona
9	Nellore	Nellore	District Science Museum
			Somasila Dam
			Nelapattu Bird sanctuary
			Udayagiri fort
			SHAR- Srihari Kota
			Pullicot Lake
10	Cuddapah	Jammalamadugu	Gandikota fort
			Tallapaka temple
			Chand phira gumbadh
			Sri venkateswara wild life

			sanctuary
			Sri lanka malleswara wild life sanctuary
			Bhagavan mahavir government museum
			Gundala Konda Forest
			Belgum Caves
			Sidhout Fort
11	Kurnool		Kondareddy
			Rollapadu Bird Sanctuary
			Belgum caves
			Srisailam nagarjuna sagar tiger reserve
			Yagani caves
12	Anathapur		Rayadurga fort
			Gooty fort
			Puttaparthi Planetorium
			Lepakshi
			Baniyan Tree(Thimmamma Marrimanu)
			Veerapuram Bird Sanctuary
			Penugonda Fort
			Ratnagiri Fort
			Jambudweep Chakram
			Shilpa Ramam
13	Chittoor		Chandragiri fort
			Regional Science Center
			Chandragiri Fort
			NARL
			Kaundriya wildlife sanctuary
			Rishi valley
			Renigunta Airport
			Agsthya Science Centre

Annexure-III

Format of the plan& Budget

Total number of Govt schools having class IX-----

Total number of students in class IX in these schools-----

Period of proposed trip-----

Details of fund involvement:

S.no	Items	Cost
1	Printing of Banner	
2	Vehicle a) Hiring charge	
3	Water and refreshments	
4	Other expenses , if any	

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//True Copy Attested//

M. N. V. Reddy

ASSISTANT DIRECTOR, RMSA

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