

Government of West Bengal  
School Education Department  
Planning & Budget Branch  
Bikash Bhavan, Salt Lake, Kolkata-700 091.

No. 331-SE(P&B)/11S-13/2015

Dated the 9<sup>th</sup> December 2015

From : T.K. Adhikari  
O.S.D. & Ex-officio Special Secretary

To : The State Project Director, PBSSM  
2<sup>nd</sup> Floor, Bikash Bhavan, Salt Lake.

**Sub: Guidelines for Exposure visit**

The undersigned is directed to send herewith the approved Guidelines for Exposure visit of Upper Primary/ Secondary/ Higher Secondary School students to the places of scientific interest like Regional Science Centre etc. It is requested to undertake the programme as per the approved guidelines and in terms of this department memo no. 440(10) -SSE/15 dt. 12/08/2015.

Necessary fund for the purpose is being released separately.

***Encl: As stated.***

Sd/- (T.K. Adhikari)

O.S.D. & Ex-officio Special Secretary  
to the Government of West Bengal

No. 331/1 (2)-SE(P&B)/ 11S-13/2015

Dated the 9<sup>th</sup> December 2015

Copy with a copy of the Guidelines is forwarded to

1. The Commissioner, School Education, WB.
2. O.S.D. to hon'ble M.I.C., School Education Department
3. Sr. P.S. to the Principal Secretary, School Education Department
4. Planning & Budget Branch – for uploading this to website.

***Encl: As stated.***

O.S.D. & Ex-officio Special Secretary  
to the Government of West Bengal

Guidelines for Exposure visit of Upper Primary/ Secondary/ Higher Secondary School students to the places of scientific interest like Regional Science Centre etc.

**Objectives :** Exposure visit of the primary/upper primary school children to regional science center to enrich the life experiences of the students who come from deprived economic & social backgrounds. It is aimed to grow scientific interest & temperament. It can also contribute to retention of children in schools.

**Coverage:** The project would cover all districts of West Bengal. Total no of students to be covered 5,000 students for each district, i.e 1,05,000 students to be covered in 21 educational districts.

**Selection of Schools :** District Project Officer, SSM will select schools applying socio economic logic. The schools (preferably Girls' Schools) having highest percentage of SC/ST & Minorities students should get priority.

**Procedure :**

- a. DPO Office of the district will select the schools.
- b. DPO office will inform the schools which are selected for the tour programme.
- c. One person from DPO may be nominated as liaison person from the end of DPO and one teacher from the selected school to be nominated by the Head of the Institute from the concerned school will keep in touch form this programme.
- d. DPO has to select schools to cover 5,000 children in the district for this programme.
- e. Schools must take a no objection letter from the guardian of the participating children.
- f. School will select the date of the tour in consultation with the authority of the Regional Science Centre. For other places of interest, tour date should be fixed in consultation with the concerned DPO.
- g. Then school authority will hire a suitable passenger vehicle to visit the place.
- h. The tour will start at morning and will end within the day time.
- i. Four teacher/non-teaching staff of the school of whom at least two are female will escort the children.
- j. Lunch and Tiffin will have to be arranged for the participant by the school authority during the programme.

**Standard safety measures to be followed during exposure visit :**

- (i) The Head of the institution should ensure that the tour undertaken is required for the benefit of students and is related to the curriculum of the course in which such students are enrolled.
- (ii) The Head of the institution should ensure issuing security i-cards to all such students and maintain a separate data base of the personal details like guardian, home address, mobile, e mail etc. of such students carried by the students on his person.

- (iii) The Head of the institution should ensure that written permission of one of the parents or the local guardian is submitted on behalf of every such student wanting to participate in an educational tour.
- (iv) The Head of the institution should ensure that there is a senior teacher accompanying the students on such an educational tour. Further, a senior lady teacher should accompany if there are girl students participating in the educational tour.
- (v) The Head of the institution should ensure that prior permission of the organization is obtained in adventure such educational tours are undertaken.
- (vi) If the tour is undertaken to public places, dam, cities, power plants, sea beaches etc. a written communication must be made to the District Magistrate or concerned authority.
- (vii) If the educational tour has more than 10 participants, it is necessary to hire a local tour operator who is well aware of the local conditions and can advise accordingly.
- (viii) The Head of the Institution should ensure that an undertaking is taken from every participating student that they would abide by all the rules and also that they have submitted the permission by their parents or local guardian before they participate in the educational tour.
- (ix) School authority should take appropriate measure regarding Safety and Security of the visiting team
- (x) The Head of the Institution should also certify in the form of an undertaking that the Institute will provide all necessary help in case of emergency or otherwise to all such students who are part of the educational tour.

**Budgetary Support from the Department :**

School Education Department would bear a fixed amount of Rs. 250/- (Rupees Two Hundred Fifty) only per participating student. This support would be available only if the programme has been conducted as described above.

Tentative cost parameters are as follows:-

- ▣ Entry Fee: Rs. 50 / per participating student
- ▣ Lunch and Tiffin: An amount of Rs. 100/ per participating student
- ▣ Transport Cost : Rs. 100 / per participating student

The School Education Department would not entertain any escalation of cost or amount. All expenses from the fund shall be done after following the financial norms of State Government. The members of visiting team other than the students has to bear their own expenses.

**Fund Flow :**

DPO Office will directly transfer the fund to the school after finalizing the number of children of the selected school and school will furnish the utilization certificate to DPO Office after completion of the tour. Utilisation of fund has to be done following strict compliance of the WBFR and in any case, have to be reported by 31<sup>st</sup> March 2015. The expenditure incurred by the school for the purpose is subject to Audit by PBSSM.

**Tentative schedule for proposed exposure visit :** To be completed by December 2015.



## District wise approval for the Exposure Visit :

Name of District	No. of student	Unit Cost	Fund requirement	Total requirement
Bankura	5000	250./Child	5000 X 250	1250000
Birbhum	5000	250./Child	5000 X 250	1250000
Barddhaman	5000	250./Child	5000 X 250	1250000
Dakshin Dinajpur	5000	250./Child	5000 X 250	1250000
GTA	5000	250./Child	5000 X 250	1250000
Hooghly	5000	250./Child	5000 X 250	1250000
Howrah	5000	250./Child	5000 X 250	1250000
Jalpaiguri	5000	250./Child	5000 X 250	1250000
Kolkata	5000	250./Child	5000 X 250	1250000
Koochbehar	5000	250./Child	5000 X 250	1250000
Malda	5000	250./Child	5000 X 250	1250000
Murshidabad	5000	250./Child	5000 X 250	1250000
Nadia	5000	250./Child	5000 X 250	1250000
North 24 Pgns	5000	250./Child	5000 X 250	1250000
Paschim Medinipur	5000	250./Child	5000 X 250	1250000
Purba Medinipur	5000	250./Child	5000 X 250	1250000
Purulia	5000	250./Child	5000 X 250	1250000
South 24 Pgns	5000	250./Child	5000 X 250	1250000
Siliguri	5000	250./Child	5000 X 250	1250000
Aliporeduar	5000	250./Child	5000 X 250	1250000
Uttar Dinajpur	5000	250./Child	5000 X 250	1250000
<b>Total</b>	105000			26250000

  
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