



KURIAKOSE ELIAS COLLEGE MANNANAM

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STUDY TOUR POLICY



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The college views study tours as a valuable learning experience and has established policies and guidelines to guide faculty and students in organizing study tour programs for optimal development outcomes.

Objectives

- To provide students with practical learning experiences, that complement and extend classroom instruction.
- To help students acquire practical skills such as teamwork, problem-solving and adaptability through hands-on experiences and real-world interactions.
- To prioritize the safety and well-being of students and staff during study tours by implementing robust risk management and safety protocols.
- To integrate study tour experiences into the academic curriculum by encouraging students to reflect on and apply their experiences in academic assignments, presentations and projects.

Policy Statements

- Establish a code of conduct for students and staff for behaviour, punctuality and respect for local customs and regulations.
- Outline the specific goals of study tours, such as enhancing subject knowledge, fostering cultural understanding and developing teamwork skills.
- Strictly adhere to the directions given by the Deputy Director of Collegiate Education and the University from time to time.
- The study tour should be conducted with an adequate number of faculty members to handle all contingencies. The student-to-staff ratio should be appropriate.
- Female teaching staff members should accompany female students.

Implementation

A letter of request for the study tour, along with recommendation letters from the class teacher and Head of the Department, must be submitted to the Principal well in advance. A route map with a detailed itinerary, permission letter from the concerned institution/firm, mode of travel and a list of students and faculty, along with the Principal's recommendation, must be submitted to the Deputy Director of Collegiate Education for approval. The tour is held strictly in compliance with the fitness certificate issued by the concerned Road Transport Officer. Besides, consent letters from parents in the prescribed format, as well as the address and phone numbers of the study tour operators, must be documented in the concerned



department. All students are expected to adhere to a decent dress code and behave politely and appropriately. The use of drugs and alcohol is strictly prohibited. The Principal has the authority to cancel or make modifications to the tour program at any time.