

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER, KRISHNA, MACHILIPATNAM**

Present :- Sri Devanada Reddy, M.Sc., B.Ed.,

Rc.No.16781/E1/2017

Dt.09.11.2017

Sub :- School Education Department – Conduct of Field visits- Inculcate awareness among students about India's rich cultural heritage and its vibrant diversity- Certain Guidelines for Field visits to the students Instructions- Issued.

Ref :- 1. Progs.Rc.No.270/A&I/2017, Dt.28.10.2017 of the Commissioner of School Education, Andhra Pradesh, Amaravathi

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The attention of all the Deputy Educational Officers/Mandal Educational Officers/Head Masters concerned in the district is invited to the reference read above and they are informed that the Commissioner of School Education, Andhra Pradesh, Amaravathi has issued guidelines/Instructions for conduct of excursion trip for IX class students in the state and instructed to furnish their draft action plan on proposed days of visit, number of schools, number of students, budget, additional funds sanctioned etc., by 20.11.2017 with the objectives and guidelines.


Further they are informed that an amount of Rs.23,41,800/-Twenty three lakhs forty one thousand and eight hundred has already <sup>been</sup> released to certain schools @Rs.200/-per student in the district and the list of schools covered for excursion trip is herewith enclosed. The excursion trip should be completed on any holiday before 20<sup>th</sup> December 2017.

The Deputy Educational officers concerned are requested to obtain the required proposals from the Head Masters concerned and accord permission to take the students to Excursion trip as per the guidelines issued in the reference cited. The Deputy Educational Officers concerned should submit the consolidated compliance report to this office soon after the completion of the Excursion Trip.

Encls: copy of reference

Sd./-D.Devanada Reddy,  
District Educational Officer,  
Krishna, Machilipatnam.

//T.c.attested//

  
Assistant Director

To  
All the Deputy Educational Officers in the district.  
All the Mandal Educational Officers in the district.

By RP  
DD  
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9/11/17

6.11.17

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION, A.P.,  
AMARAVATI

Present : K. Sandhya Rani, IPOS.,

Rc. No. 270/A&I/2017

Dated: 28-10-2017

Sub:- School Education Department - Conduct of Field visits -  
Inculcate awareness among students about India's rich cultural  
heritage and its vibrant diversity - Certain Guidelines for Field  
visits to the students in addition to the guidelines issued from  
the O/o. Director, RMSA - Issued.- Reg.



- Read:-
1. Proc. Rc. No. 1250/AWP&B/RMSA/2017, dated: 19-9-2016 of the Director, RMSA, O/o. CSE, A.P., Amaravati
  2. This office proc. Rc. No. 391/CSE/DE/School Nursery/2015, dated: 24-6-2017
  3. This office Proc. Rc. No. 375/DSE/DC/Vanam Manam/2016, dated: 13-7-2016
  4. This office Proc. Rc. No. 375/DSE/DC/Vanam Manam/2016, dated: 18-7-2016
  5. This office Proc. Rc. No. 375/DSE/DC/Vanam Manam/2016, dated: 7-8-2016
  6. Govt. Memo No 586494/Genl/2017, dated: 7-6-2016 along with Lr No. D.O. No. 11-29/2015-Sch-5, dated: 2-5-2017 of the Joint Secretary (SE-1), MHRD, Dept. of S.E. & L, Govt. of India, New Delhi

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The attention of the Regional Joint Directors of School Education and District Educational Officers in the State is invited to the references 1<sup>st</sup> to 5<sup>th</sup> read above, wherein necessary instructions have been issued to them for conduct the programmes i.e., conduct Filed visits to students, Raising of School Nurseries and Plantation in the School Premises and Bio-fencing, Vanam Manam - Prakruthi Pilusthondi etc., in the Schools.

Further they are informed that, the Dept. of School Education & Literacy, MHRD, GOI, New Delhi has recommended the desirability of having a practice which ensures exposure of all school students to local environment including culture, economy, flora, fauna etc.

They are therefore requested to introduce the activity of filed visits of students in schools in their District / Organisation to expose them to the following activities, which will inculcate awareness among students about India's rich cultural heritage and its vibrant diversity. Also, they can learn about the local culture, economy, history and natural environment, details of which are not normally available in schools textbooks:

- i. Visit to local environment including culture, economy, flora, fauna etc.,
- ii. include visits to local places of historical importance, interaction with and visiting prominent local artists,
- iii. visit to studying the local markets in different seasons, studying the supply chains of various products for industry,

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iv. Visit to natural parks, zoological parks etc.

The following guidelines are also hereby issued for safety and security to the Students while conducting field visits from the schools:

1. 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.
2. The places of visit should be related the syllabus and promote learning.
3. Arrangements for proper transport should be ensured and for provision of hygienic food and drinking water should be provided.
4. A First Aid kit should bring with the students, while organising the field visits.
5. For every 20 students one escort teacher should be allotted. There should be at least one female teacher, if girls are participatory in the trip.
6. All safety rules should be explained to the students before starting the trip.
7. Students should be enlightened about the information and material to be gathered from the place of visit.
8. All precautionary measures should be taken in anticipating the problems, which will arise during the trip.
9. Students should be grouped @ 6 - 8 in one group so that monitoring, gathering of students, giving directions etc, will be easier for the organisers.
10. Organisers should get clear route map of visiting places and copies should be given to escorting teachers, leaders of the groups etc.,
11. The mobile phone numbers of the Headmaster, Escort Teachers should be given to leaders of the groups.
12. Obtaining permission from the authorities of the visiting places should ensure.
13. The filed visit programme should be informed to the Superintendent of Police and proper permission should be taken.
14. Obtaining exemptions of tickets / entry pass at the places of visits should be ensured, if necessary.

15. After return to the school point, a document is to be developed on the field and preserved in the school library / school for future guidance of the upcoming students.

All Regional Joint Directors of School Education and District Educational Officers in the State are requested to follow the above instructions while conducting the field visits to the students in the Schools without fail.

**K SANDHYA RANI**  
**COMMISSIONER OF SCHOOL EDUCATION**

To

All the Regional Joint Directors of School Education in the State.  
All the District Educational Officers in the State.  
Copy to the Director, RMSA, O/o. CSE, A.P., Amaravati for information  
Copy to the Design Cell, O/o. CSE, A.P., Amaravati for information.  
Copy forwarded to the State Project Director, SSA, A.P., Amaravati for information.  
Copy to the Peshi, O/o. CSE, A.P., Amaravati for information  
Copy submitted to the Spl. Chief Secretary to Govt., Govt. of A.P., Amaravati for information  
Copy submitted to the P.S. to Hon'ble Minister for HRD, Govt of A.P., Amaravati for information

//Attested//

*Sandhya* 30/10/2017  
**ASSISTANT DIRECTOR (Ser)**

*V/S*  
*30/10/17*

## 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 X 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 <sup>th</sup> 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 addition 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 <sup>th</sup> 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 addition to allotted funds.
13. The DLC 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.

			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
			Yaganti 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

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

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

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 X 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

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	

Sd/-K.Sandhya Rani,  
Commissioner of School Education &  
Ex-Officio Project Director, RMSA-AP,  
Ibrahimpattam, Amaravathi

//True Copy Attested//

M. N. Venkatesh  
ASSISTANT DIRECTOR, RMSA

30/10/17