



UNIVERSITY OF KASHMIR

NAAC Accredited Grade "A+"

Hazratbal, Srinagar (J&K)-190006

CIRCULAR

All the Directors/Heads/Coordinators of Teaching Departments/Campuses/Centres shall henceforth submit proposals for conduct of Educational Tours/Field Work/Field Survey etc. as per prescribed perform only, annexed herewith.

The proposal should be submitted before 15 days from the date of commencement of the Programme.

By order,


Assistant Registrar
GENERAL

No. F (Tours-Field Work)Gen/KU/25

Dated: 08.01.2025

Copy to:-

- Dean, Academic Affairs;
- Dean, Research;
- Dean, College Development Council;
- Deans of all Faculties;
- Dean, Students Welfare;
- Directors of various Campuses/Research Centres/Units/Institutes;
- Heads of all Teaching Departments;
- Controller of Examinations;
- Special Secretary to Vice-Chancellor for kind information of the Vice-Chancellor;
- Director, IT & SS;
- Deputy Registrar, General;
- P.A. to Registrar for kind information of the Registrar;
- File.



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Format for conducting of Study Tour/Field Work

Name of the Department/Centre/Campus: _____

Title of the Study Tour/Field Work: _____

Within U.T/Outside U.T: _____

Proposed Date: _____

Duration: _____

Place to visit: _____

Number of Students: _____

1. Introduction

2. Objectives

3. Name of Tour Incharge: _____



4. Accompanying Staff

- I.
- II.
- III.
- IV.
- V.

5. Course Credits

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6. Budget Estimates

- a. Travel Expenses Rs. _____
- b. Accommodation Charges Rs. _____
- c. TA/DA Rs. _____
- d. Miscellaneous Expenses Rs. _____
- e. Other Expenses Rs. _____

7. Name of the approved Budget Head: _____

8. Study Tour/Field Work held during the current session

S.No	Title	Date	No. of Days
1.			
2.			
3.			
4.			

9. Departmental Committee Recommendations

Submitted by:

Name _____

Head Department of _____

Attachments:

- Departmental Committee Minutes/Recommendations
- Undertaking of the Students
- Copy of approved budget

10. Dean of the School's Recommendations

Recommended by:

Name _____

Dean, School of _____

Dean Academic Affairs

Vice-Chancellor

