

UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY (UIET)

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

(A+ Grade, NAAC Accredited)

(Contact No. 01744-239155)

No. UIET/22/.....

Dated



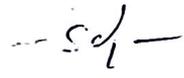
NOTICE

It is to inform that the Faculty/students of UIET who want to organize an Educational/Cultural/Historical/Geographical tour, they are required to submit the application form (copy enclosed) duly filled in all respect in the office of UIET at least 10 days advance through their Faculty Incharges, so that the permission could be taken from the RTO depositing the prescribed fee.


Director (UIET)

Endst. No. 11681 - 02 Dated 13-7-2022

Copy of above is forwarded to the Faculty Incharges of UIET for information and necessary action.


Director (UIET)

Department/Institute:- _____

To

The Dean Students' Welfare,
K.U.Kurukshetra

Sub: Request for University bus/private bus for Educational/ Cultural/ Historical tour.

Sir,

The students of this Department/Institute are organizing an Educational/ Cultural/ Historical/ Geographical tour for visiting _____ (places)

From _____ to _____ (Date). "

List of _____ Male _____ Female students who are bonafide students, of this Department/Institute alongwith their photographs, mobile numbers and signatures is attached.

The Department/Institute undertakes to ensure perfect discipline and order during the entire trip and return of bus in time as per pre-determined schedule. No un-authorized person shall be allowed to travel by bus. No female student shall be allowed to go with trip unless a female teacher is provided for which the responsibility shall be of the Department/Institute. Any arrangements with respect to accommodation, Hotel/Hostel boarding, local travel etc. shall be made only after obtaining permission from the Office of DSW as per availability of buses.

It is understood that the presence of at least one regular Teacher Incharge as well as one Female Incharge is necessary and their particulars are provided below:

Particulars of **Regular Teacher Incharges**:-

Male: Singature _____
Name in full _____
Designation _____
Dept. /Inst. _____
Address (Res.) _____

Female: Signature _____
Name in full _____
Designation _____
Dept. /Inst. _____
Address (Res.) _____

Mob. No. _____

Mob. No. _____

No objection from the concerned Dept./Inst. from where the teacher-in-charges have been taken has been obtained.

Specific recommendation, in case Teacher(s) other than Regular teacher(s) is/are recommended by the Chairperson/Director to accompany the tour as the Teacher-In-Charge(s):

Yours Sincerely,

(Chairperson/Director)
with seal

P.T.O.

Some General Instructions to be noted:

1. Complete form in all respects for permission should reach the O/o DSW at least 15 days in advance.
2. University buses will be provided for tours depending upon the availability. Accordingly, dates proposed by the Department/Institute may have to be changed depending upon availability. Request for providing a private bus will not be entertained as a matter of routine.
3. Submission of completed application form does not mean in any way availability of bus or permission for tour.
4. No confirmed booking of accommodation or other arrangement can be made before getting written permission for the tour from the O/o DSW. Any payments made for such bookings would be the sole responsibility of the Department/Institute concerned and no excuse/communication in this regard will be entertained.
5. For tours organized by University Buses, all expenses towards Temporary Permit, Toll Tax, Parking fee, Passenger Tax at the Interstate Boarders or any other tax/fee during the entire journey will be the sole responsibility of the user Dept./Inst.
6. If fuel needs to be filled, outside Kurukshetra during the journey, the Teacher-In-Charge will get it filled under his/her watch and will verify the bill by appending his/her signature with date mentioning odometer reading of the bus at the time of filling fuel. Teacher-In-Charge should also try to procure the electronic receipt from the fuel station alongwith bill and verify it.
7. While Teacher-In-Charge(s) would be the best judges to take any decision regarding timings for plying buses during the tour, it is expected that they will not let the bus ply during night hours especially in the hill areas.
8. It is necessary for the driver and cleaner of the bus to have sufficient rest as well as night sleep for the safety of the students. Therefore, Teacher-In-Charges will ensure not to allow such tour programmes that require travelling in the night and sight-seeing during the day.
9. After the final approval of the tour no changes can be made either in the number of Students/Teachers and places of visit as well.
10. In no case the University bus will be allowed to visit places restricted by the respective State Governments.

Above mentioned instructions have been read, noted and understood.

Female Teacher Incharge
Deputed by the Chairperson/Director

Male Teacher Incharge
Deputed by the Chairperson/Director

(Chairperson/Director)
With Seal

For DSW's Office Use:

The Proposal is in order/is not in order as per details given below:

The tour may kindly be allowed/not be allowed from _____ to _____ by University/Private bus as per rules.

Submitted for kind orders of the Dean Students' Welfare.

Dean Students' Welfare

Office

