

## Dyal Singh College

### NOTICE

#### **Dear Colleagues & Students:**

Consequent to an outstation trip of 51 students (boys & girls) organised by a teacher while the college was on without any information/permission of the undersigned, in the month of September, 2016, the following is hereby notified for strict compliance. Violation of the steps mentioned hereunder will be dissent & call for necessary action.

- a) An outstation trip be organised only during mid semester/winter/summer breaks
- b) Notice, with permission of the undersigned, duly signed by the teacher in charge/society in charge be displayed on the student notice board & college website inviting participation in the trip. The notice must mention the amount to be collected from an individual student.
- c) No objection/consent of the parent be sought in writing. The consent form must mention the duration & place to be visited. First half of the consent form, mentioning amount asked for, should be addressed to the parent under signatures of teacher in charge seeking their consent.
- d) The list of students (name, roll no. contact number), names of teachers who agree to accompany the trip with their signatures duly forwarded by teacher in charge along with parents' consent form, details of mode of travel, stay provision, itinerary be submitted in the college office. Atleast one lady teacher is mandatory. If travel is by bus, number of lady teachers must equal number of buses.
- e) A meeting of all such students & teachers be organized with the undersigned prior to the trip for briefing.
- f) A report on the trip with details of expenditure duly signed by teachers & 5 students be submitted in the college office within 10 days of return certifying that balance, if any, has been refunded to the students.

*I Singh* 10.11.16  
(Dr. I.S. Bakshi)  
Principal

- Staff Room N/B
- College website
- Student N/B
- All T-I-C