



अखिल भारतीय तकनीकी शिक्षा परिषद्  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(भारत सरकार का एक सांविधिक निकाय)  
(A STATUTORY BODY OF THE GOVT. OF INDIA)

डॉ. अविनाश एस. पंत  
Dr. Avinash S. Pant  
उपाध्यक्ष  
Vice Chairman

AICTE/Acad/Student Safety/2015  
Dated: 31<sup>st</sup> July, 2015

To

All Heads of AICTE approved Technical Institutions and Universities including Deemed to be Universities imparting Technical Education.

Dear Sir/Madam,

The safety of students in and outside the campuses of technical institutions is a matter of paramount importance. A safe learning climate is an ineluctable precondition to quality education and research in Technical Education Institutions. It should be the prime concern of educational administrators across the Country to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. In order to ensure safety of the students when the students are sent on educational tours, study tours, field visits, industrial visits, excursions etc., the Technical Institutions should adhere to certain precautions and norms.

With this in mind, the All India Council for Technical Education has formulated guidelines to ensure safety of the students when the students are sent on educational tours, study tours, field visits, industrial visits, and excursions etc., in AICTE approved Technical institutions and Universities including Deemed to be Universities imparting Technical Education. Copy enclosed. The guidelines have also been uploaded on the AICTE website [www.aicte-india.org](http://www.aicte-india.org).

You are requested to kindly implement the AICTE guidelines in your Institution in the best interest of students. Action taken on the implementation of the guidelines may kindly be communicated to this Council from time to time.

Yours sincerely,

(Avinash S. Pant)

Copy for information and necessary action to:

1. The Principal Secretaries dealing with Technical Education and Directors of Technical Education of all State Govts/UTs.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
NEW DELHI

**Guidelines for Technical Institutions, Universities including Deemed Universities imparting technical education coming under the purview of AICTE for the students participating in educational tours, study tours, field visits, industrial visits, excursions or any other visits/tours.**

1. The Head of the Institution should ensure and certify that the tour undertaken is required for the benefit of students or is related to the curriculum of the course in which such students are enrolled.
2. The Head of the Institution should ensure that security i-cards are issued to the students and maintain a separate data base of the personal details of such students participating in the tours. The i-cards should also contain the details of the parents/local guardian along with his/her contact telephone/mobile numbers. Automatic tracking system may also be provided, if possible for proper monitoring and better safety of the students and faculty participating in such tours.
3. The Head of the Institution should ensure that prior permission is obtained in advance from the institution/ organization/ company/ industry or the local Authority of the place to which such tour is being undertaken.
4. The Head of Institution should ensure that adequate insurance cover (accident and life cover) is provided for every student and faculty participating in such tours, at the institution's cost. It will be the

responsibility of the Head of the Institution to provide all necessary help to the students who are part of such tours in case of emergency situations.

5. The Head of the Institution should ensure that a faculty member accompany the students on such tours. Further, a lady faculty should accompany if there are girl students participating in such tours.
6. The Head of the institution should ensure that written permission of one of the parents or the local guardian is obtained in a specific format for each such student wanting to participate in such tours. The Head of the Institution should also ensure that an undertaking is obtained from every participating student that they would abide by the rules and guidelines throughout such tours.
7. The Head of Institution should ensure that a medical fitness certificate of a recognized medical practitioner should be obtained for each student participating in such tours.
8. The Head of the Institution should ensure that the list of the students participating in such tours must be countersigned by accompanying faculty with the following undertaking that:
  - he/she will take care of the students participating in the tour
  - he/she would ensure that the students would abide by the rules and regulations of the institution/ organization/ company/

industry or the local Authority of the place to which such tours is being undertaken and

- he/she would be liable for disciplinary action if it is found that the safety of the students is compromised in any manner during the tour.

9. The Head of Institution may arrange training programme on leadership and basic life support and first aid for the faculty participating in such tours. A briefing session may also be organized before the tour to inform the students and the accompanying faculty about the details of the tour, rules and regulations to be followed during the tour. Students should also be informed about the need to follow the accompanying faculty instructions and safety guidelines during the tour. An orientation in the areas of team-spirit, discipline, manners and behavior, geographical knowledge of the area to be visited and safety measures to be followed may also be provided to the students and the faculty accompanying the students before proceeding to the tour.
10. The accompanying faculty should be aware of the health condition of each student in order to decide whether a student should or should not be allowed to take part in any particular activities based on his/her health condition. The accompanying faculty should also arrange medical assistance for any sick student by assisting him/her consult a doctor immediately.
11. The accompanying faculty must take note of the weather forecasts and news broadcasts of the place of visit. The accompanying faculty

should also bring along with them the necessary safety equipment such as first aid box, emergency phone numbers, torches, contact details of local hospital(s) etc.

12. Any activity in and around water bodies such as boating, swimming, rowing, and sailing must be carried out under the supervision of a trainer/life guard.
13. If the educational tour has more than 20 participants, efforts should be made to engage a local tour operator, wherever possible, who is well aware of the local conditions.
14. In the event of non-compliance of the student safety guidelines by the Technical Institutions, Universities including Deemed Universities imparting technical education coming under the purview of AICTE, the Council may take appropriate action after ascertaining the facts.