



CAREER POINT UNIVERSITY
HAMIRPUR
(NAAC accredited University)

Notification

No. CPUH/ET/2023-21646-90

Dated: 27.09.2023

Since, the departments/divisions are conducting Educational Tour and time and again requesting for the Transport facility. In view of this the Competent Authority has notified, the Budget Provisions for the Educational Tours as given in Annexure-I. However, prior approval to conduct Educational Tour is mandatory.

Further, the HODs are requested to submit the request of conducting the tour to the Transport Officer (Performa Attached) at least five days before the due date of the tour.

By Order
Vice Chancellor

Endst No. Even

Dated: 27.09.2023

Copy of above is forwarded to following for information and necessary action:

1. Dean Academic Affairs CPUH
2. All Deans/Associate Deans CPUH
3. All HOD's CPUH
4. All Faculty members CPUH
5. Transport Officer CPUH
6. Non Teaching Staff CPUH
7. PS to VC CPUH


Registrar

Budget Provision for Educational Tours

It is proposed that, any department who wishes to organize an educational tour for the students, the budget provision will be as follows:

A. Transport:

1. Any request for the transport whether for internal vendor or Outsider, the request shall be raised through the Transport Officer of the university.
2. The University bus will be available for the educational tour only if, the academic session is not in place or the bus is free otherwise. Further, it will be on paid basis and the payment must be submitted to the account office under the supervision and control of CPUH's Transport Officer.

B. Boarding & Lodging: If the tour requires overnight stay, it's the responsibility of the department organizing the educational tour, to arrange for the boarding and lodging of the students from the funds collected from the students.

C. Miscellaneous: Any other cost occurring during the tour may be adjusted from the collection from the students.

Educational/Industrial Tour Performa

Department/Division of is going to organize Day Educational/Industrial Tour to From.....to.....and of students (Male.....Female.....) are participating in the tour. These students will visit (Name of Educational/research Institutions/Industries). Dr/Mr/Ms..... are accompanying the students. Written Consent/NOC of Parents including contact number of parents, complete address is also attached herewith. To undertake the tour necessary permission may please be granted.

Head of the Department/Division

Dean of School

Transport Officer

Registrar

Hon'ble Vice Chancellor