



UNIVERSITY OF KASHMIR

NAAC Accredited Grade "A+"

Hazratbal, Srinagar (J&K)-190006

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

--

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

~~X~~