

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER, KRISHNA, MACHILIPATNAM**

Present :- Sri A.Subba Reddy, M.Sc., B.Ed.,

Rc.No.66/E1/2016

Dt. 22.11.2016

Sub :- RMSA – Release of funds to the Schools towards Excursion Trip for students – Project on Science & Maths – RAA – approved in PAB 2016-17 – Revised guidelines/instructions – issued – Regarding.

Ref :- 1.Proc.Rc.No. 1250/AWP&B/7.1/RMSA-AP/2016, dated:01.08.2016 of the Commissioner of School Education & Ex.Officio Project Director, RMSA, Andhra Pradesh, Amaravathi.  
2.Proc.Rc.No. 1250/AWP&B/7.1/RMSA/2016, dated:19.09.2016 of the Commissioner of School Education & Ex.Officio Project Director, RMSA, Andhra Pradesh, Amaravathi.

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The attention of all the Deputy Educational Officers/Mandal Educational Officers/Head Masters concerned in the district are invited to the reference read above and they are informed that the Commissioner of School Education & Ex.Officio Project Director, RMSA, Andhra Pradesh, Hyderabad has issued revised guidelines/Instructions towards excursion trip for IX class students in the state and instructed to furnish their draft action plan on proposed days of visit, number of schools, number of students, budget, additional funds sanctioned etc., by 30.9.2016 with the objectives and guidelines.

Further they are informed that an amount of Rs.22.93 lakhs has already released SMDCs of certain schools (each student @Rs.200/-) in the district and the list of schools covered for excursion trip is herewith enclosed.

Therefore all the Deputy Educational Officers/Mandal Educational Officers/Head Masters in the district are hereby instructed to prepare and submit plan alongwith proposals, for place of visit, date of visit (school wise),etc., for excursion trip in their divisions duly following the guidelines/instructions strictly without any deviation (copy enclosed).

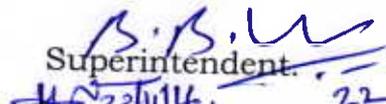
Further, The Deputy Educational Officers/Mandal Educational Officers/ are requested to attend the planning meeting, i.e., on 29-11-2016 10.30 AM at ZPHS (G), Patamatalanka, VJY. alongwith action plan of the Head Masters concerned for approval of the plan submitted by the Deputy Educational Officers concerned at district level shall be conducted in the district for smooth conduct of the excursion trip - Project on Science & Maths.

Receipt of these proceedings should be acknowledged.

- Encls: 1. reference 2<sup>nd</sup> cited.  
2. List of identified schools  
In the mandals.

//t.c.f.b.o//

Sd/- A.Subba Reddy,  
District Educational Officer,  
Krishna, Machilipatnam.

  
Superintendent.

To  
All the Deputy Educational Officers in the district.  
All the Mandal Educational Officers in the district.  
All the Head Masters Concerned for taking necessary action.  
Copy submitted to the Commissioner of School Education & Ex. Officio Project Director RMSA Andhra Pradesh, Amaravathi for favour of kind information.

## 1. Excursion trip for students

### Background:

A field trip or excursion trip for students is a journey by a group of students to a place away from their normal environment. Excursions are defined as educational experiences conducted during school hours to correlate with the regular classroom instructional program. It should be an integral part of classroom instruction. The experiences gained during excursion should give relevance and meaning to knowledge. The purpose of the trip is usually observation, non-experimental research or to provide students with experiences outside their everyday activities, such as going out and camping with teachers and their classmates. The aim of this research is to observe the subject in its natural environment. Excursion of students is a favourite past-time with Western Countries. Darwin is a living example of someone who has contributed to science through the use of field trips.

### Objectives:

- To provide scope to the students to gather experiences by visiting the didactic places which are nearby (list enclosed).
- To learn through practical way and interacting with the resource persons & sharing with other students.
- To provide vocational guidance to students by way of exchanging experience and knowledge concerning new techniques and methods of work.

**Target:** Total 169455 Students of class IX from 2651 schools will be covered under this programme @ Rs. 200/- per student.

**Criteria:-** 60% of the students will be covered from class IX in each 2651 Schools, based on the attendance of the students.

**Timeline:** The deadlines for different action to be taken are as follows:

S.No	Activity	Timeline
1	Planning meeting of District level committee	Before 01.10.2016
2	Submission of detailed plan and budget to district Educational officer	Before 03.10.2016
3	Excursion trip	On any holiday

### **Guidelines for organizing Excursion trip:**

1. A one day excursion trip for the students of class IX will be organized .
2. **A district level committee may be formed with the following members:**  
**Chairman:** DEO  
**Convener:** MEO  
**Member:** One head master/Headmistress of secondary school from each development mandal of the district
3. RMSA, Andhra Pradesh has attached a suggestive list of places to be visited nearby places at annexure-1. Neighbouring District interesting & educative places too can be visited. Planning meeting at district level shall be conducted in the concerned district by respective MEO of the school. The DLC may select the places relevant to the students outside this list as well within fund availability for the district. While visiting the places please take the support of the District Level authority, if necessary.
  - a. Deputy commissioner office
  - b. Superintendent of police office
  - c. District library
  - d. District cultural heritage, historical monument, museum, etc
  - e. Other tourist place that can be beneficial for the students.
4. The interaction with Deputy commissioner, Superintendent of police of the district during the visit must be ensured.
5. DLC to take step for exemption of ticket/entry pass at the parks, museum etc with the respective authorities for the excursion trip.

### **A detail budget mentioning the route of the excursion trip:**

Places to be visited, number of children of Class IX covered in this trip and detailed fund involvement activity wise may be submitted to the DEO for approval of the programme and release of fund. The budget shall also contain cost on transport, refreshment, drinking water, numbers of buses required, 1 banner per bus (Size: 6'\*4'; the detail of writing on the banner will be provided along with the approval of the programme) and other miscellaneous charges etc.

6. The necessary fund was already released to the SMDC concerned based on the number of Students. Hence, the expenditure shall be met from the released budget and report compliance of expenditure incurred District Wise to this office through the District Educational Officer & Ex-Officio Project Coordinator of RMSA. Availble

funds under any other source with SMDCs or through Donor / CSR support may be utilized in addition to allotted funds.

7. Two guide teachers from each school will accompany the group from each school. There must be compulsorily one lady guide teacher along with group, if the group has girl student.
8. To make the visit more informative and enjoyable there should be constant illustration and explanation about the places of visit to the students. This will enlighten the students about the concept and also add to their learning and knowledge.
9. Arrangement should ensure picking up of students from their respective schools
10. The arrangement for food will involve breakfast most preferably in the vehicle itself. The arrangement of lunch should be done during the visit. It may be arranged in any hotel or eateries nearby the visiting sites but aspects of hygiene should be ensured.
11. Pure drinking water should be arranged during the visit.
12. Printing of banners should be done well in advance before the programme. The banner size will be (6'\*4') and necessary format shall be sent by RMSA.
13. There should also be constant monitoring for the students to maintain discipline and decorum during the visit.
14. To ensure proper management of affairs, all the schools of district should be covered phase wise keeping fund availability and other arrangements in mind.
15. A team from MEO may visit the venue of the programme for monitoring.

**The suggestive lists of places for the trip are may be as follows:**

S.No	Districts	Towns	Destination
1	Srikakulam	Srikakulam	Madduvalasa Project
			Mahendra Girulu
			Telineelapuram
			Salihundam
2	Vizianagaram	Bobbili	Bobbili fort
		Bobbili	
		Bobbili	CP Zindal Factory
		Vizianagaram	Vizianagaram fort
		Vizianagaram	Thatipui reservoir
3	Visakhapatnam	Bheemunipatnam	BAARC, Industrial estate
		Visakhapatnam	Naval Scientific and

			Technological Laboratories
			Indira Gandhi zoological park
			Dredging Corporation of India
			Borra caves
			Thotlakonda
			Agricultural Regional Institute, Anakapalle
			Steel Plant
			Visakhapatnam Port Trust
			Shilparama
			Hindustan Petro Chemicals Ltd.
			Naval Docyard
			Hindustan Shipyard
			National Thermal Power Corporation Ltd
4	East Godavari	Rampachodavaram	Kakinada Fort
		Turi	Rajuhmandry Rail cum Road Bridge
		Ramachandrapuram	Coringa Forest (Wild life Sanctuary)
		Rajahmundry	Dhawaleshwaram project
		Kakinada	Maredumilli Forest/ water falls
			Papikonda wild life sanctuary
		Amalapuram	Ranga Museum
			Pandavula Metta, Peddapuram
			Medicinal Plants, Addateegala
			ONGC, Rajuhmandry
5	West Godavari	Eluru	Kolleru Lake Bird Sanctuary
		Eluru	Papikondalu-Polavaram
		Narasapur	Balayogi Science Park-Eluru
			Polavaram Pattiseema Project
			Buddhaguhalu
			Sugar Factory- Tanuku
			Kolleru Sarassu
			Dharmal Vidyuth Kendra
			Vijjeswaram Barrage

6	Krishna	Vijayawada	Bhavani Island
			Kondapalli fort
			Victoria Jubilee museums
			Mogalarajapuram caves
			Regional Science Centre (VJA)
			Gandhi Hill and Planetoreum (VJA)
			Bandar Port
			Bel Company
			Ghantasala
			Undavalli caves
			Amaravathi -Buddha Site
7	Guntur	Narasaraopet	Kotappakonda
			Amaravathi Museum
			Nagarjuna Konda
			Undavalli cave
			Ethipothala
			Uppalapadu Bird Sanctuary
			Surya Lanka
			Sangam Diary
8	Prakasam		Bhairavakona
9	Nellore	Nellore	District Science Museum
			Somasila Dam
			Nelapattu Bird sanctuary
			Udayagiri fort
			SHAR- Srihari Kota
			Pullicot Lake
10	Cuddapah	Jammalamadugu	Gandikota fort
			Tallapaka temple
			Chand phira gumbadh
			Sri venkateswara wild life sanctuary
			Sri lanka malleswara wild life sanctuary
			Bhagavan mahavir government museum
			Gundala Konda Forest
			Belgum Caves
Sidhout Fort			
11	Kurnool		Kondareddy <i>Buz</i>
			Rollapadu Bird Sanctuary
			Belgum caves

		Srisaillam nagarjuna sagar tiger reserve
		Yaganti caves
<b>12</b>	<b>Anathapur</b>	Rayadurga fort
		Gooty fort
		Puttaparthi Planetorium
		Lepakshi
		Baniyan Tree(Thimmamma Marrimanu)
		Veerapuram Bird Sanctuary
		Penugonda Fort
		Ratnagiri Fort
		Jambudweep Chakram
		Shilpa Ramam
<b>13</b>	<b>Chittoor</b>	Chandragiri fort
		Regional Science Center
		Chandragiri Fort
		NARL
		Kaundriya wildlife sanctuary
		Rishi valley
		Renigunta Airport
		Agsthya Science Centre

**Annexure-III**

**Format of the plan& Budget**

Total number of Govt schools having class IX-----

Total number of students in class IX in these schools-----

Period of proposed trip-----

**Details of fund involvement:**

S.No	Items	Cost
1	Printing of Banner	
2	Vehicle	
	a) Hiring charge	
3	Water and refreshments	
4	Other expenses , if any	

**Sd/- K.Sandhya Rani.,**  
Commissioner of School Education &  
Ex-Officio Project Director, RMSA  
AP, Hyderabad

//t.c.attested//

*(Signature)*  
DIRECTOR, RMSA(FAC)

*(Signature)*  
17/9/16