

30/07/2026

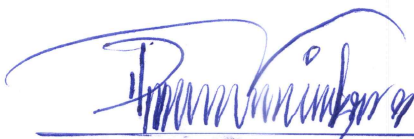
Tour Policy

Christ Family Members are hereby notified about certain instructions to be followed before and after embarking on a trip/tour with students:

1. Approval should be sought from the HOD & the Principal for the proposed trip/tour, providing all relevant details. A detailed itinerary including travel schedule, accommodation details, emergency contact numbers and list of participants shall be submitted along with the request for approval.
2. Consent letter from the parent of each student going on this trip/tour should be obtained.
3. Under no circumstance should crackers be burst or loud music be played before the departure or after the arrival, in and around the college campus. Very specifically it should not affect the houses in the neighborhood and the inmates of Christ Monastery at odd hours.
4. The tour should start from 'GATE 7' near St. Mary's building.
5. All students and accompanying faculty members should be having their college ID Cards with them during the trip/tour.
6. Duration of tour should be as follows:
 - 1st year – 1 day
 - 2nd year – 2 days & 1 night
 - 3rd year -3 days and 2 nights
 - 4th year – 5 days and 4 nights
7. Tour should be planned during holidays or semester breaks without affecting the academic schedule.
8. If the trip is going beyond Kerala boundary, then bonafide letter and student list issued from the College should be in the possession of the touring party.
9. The vehicle shall possess valid Registration, Permit, Fitness Certificate, Insurance and Pollution Certificate, and be driven by an experienced licensed driver.

10. It is expected that faculty advisors should accompany the students on leisure tours. This can be swapped only with department faculty members in case of inconveniences. Technical staff should be accompanying the students only under extraordinary circumstances and that too with the explicit permission of the Executive Director. At least one accompanying faculty member shall be of the rank of **Assistant Professor or above**, from the **same department**. If female students are participating, **at least one female faculty member** shall accompany the tour.
11. A first-aid kit and emergency contact list shall be carried throughout the tour, and any emergency shall be reported immediately to the HoD/Principal.
12. The expenses towards food and accommodation of the accompanying faculty members shall be borne by the students.
13. Students shall strictly follow the instructions of the accompanying faculty throughout the tour. Any misconduct may result in disciplinary action and termination of participation.
14. Consumption of intoxicants are strictly prohibited during the tour/trip.
15. Students under suspension are not allowed to participate in the tour/trip.
16. The accompanying faculty shall submit a brief tour report with photographs, attendance and observations to the HoD within one week of completion of the tour.
17. Faculty members can avail compensatory off if holidays are included within the tour.

Approved by



Executive Director

Fr. John Paliakkara

