



BEJOY NARAYAN MAHAVIDYALAYA

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Ref. No. 08/BNM/26-27

Date. 13.05.2026

NOTIFICATION

Subject: Revised Guidelines and Compliance for Educational Excursions/Field Visits

In accordance with the resolutions passed by the **Finance Committee** and the **Academic Committee** (Ref: File No. 10/BNM/25-26), all Heads of Departments (HODs) are hereby notified of the updated regulations regarding educational excursions and field visits.

To ensure transparency and academic alignment, all departments must strictly adhere to the following protocols:

1. Mandatory Pre-Approval Process

No excursion or field visit shall be initiated without prior written sanction from the competent college authority. A detailed proposal must be submitted in advance, containing:

- **Academic Justification:** Necessity of the visit and its specific relevance to the curriculum.
- **Outcome Mapping:** Expected Academic and Programme Outcomes (PO).
- **Fund:** A comprehensive proposed budget.

2. Financial Provisions.

- **Austerity Measure:** In light of current financial constraints, departments are requested to avoid non-mandatory tours. Visits should only be proposed if they are an unavoidable and essential requirement.

3. Post-Excursion Compliance

Upon completion of the visit, the following must be submitted to the office for the processing of adjustment bills:

- A **Detailed Field Report** specifically highlighting the attainment of Programme Outcomes (PO).
- All original **Adjustment Bills** and relevant supporting vouchers.

Principal
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