



The University of Azad Jammu & Kashmir
Directorate of Students' Affairs

Students Trip Proforma

NAME OF DEPARTMENT/INSTITUTE _____

TRIP TITLE: FIELD/STUDY TRIP RECREATIONAL TRIP

TRIP AREA _____

TOTAL NUMBER OF STUDENTS _____ MALE _____ FEMALE _____

PROPOSED DATE(S) OF TRIP _____

STUDENTS DETAILS: CR & GR.

STUDENT NAME	CLASS/ PROGRAM	SEMESTER	PHONE/ CELL No.

Note: Attach the complete list of students according to above format along with the proforma signed and stamped by HoD.

TRIP SUPERVISOR(S) DETAILS:

(IN CASE FEMALE STUDENTS ARE INCLUDED IN THE TRIP, ONE FEMALE FULL TIME FACULTY MEMBER (PERMANENT/CONTRACT) ALONG WITH ONE MALE FULL TIME FACULTY MEMBER (PERMANENT/CONTRACT) MUST ACCOMPANY THE STUDENTS AS TRIP SUPERVISORS)

Undertaking: I/we, the undersigned undertake the responsibility as Trip supervisor(s). I/we am/are responsible for the management of the trip and ensuring the discipline of students/staff during the trip and will drop the students especially female students at their home/ nearby stops before 08:00pm.

		Signatures
NAME OF TRIP SUPERVISOR (MALE)		
Designation/Permanent/Contract		
Contact Number		
NAME OF TRIP SUPERVISOR (FEMALE)		
Designation/Permanent/Contract		
Contact Number		

Recommended for approval of trip as mentioned in Trip Title. Furthermore, above faculty member(s) is/are hereby nominated as Trip Supervisor(s).

Signature & Stamp of Director/ Chairman/ HoD

Sanctioned by
Dean

Forwarded by
Director Students' Affairs

Approved by
Director (F&P)