Community and Extension Services
Proforma-Educational Tour

The CCRT can arrange Educational Tour for the following sites:
(Kindly select only one Monument or gallery of a museum and put a (✓) mark on it.)

(a) Study of Historical places

- Qutub Complex
- Tughlaqabad
- Hauz Khas
- Firozshah Kotla
- Lodhi Garden
- Old Fort
- Humayun's Tomb
- Red Fort

(b) Environmental Awareness Programme

- National Zoological Park
- Parks/Sites for Nature Study

(c) Centres of Learning-Museums

- National Museum
- National Museum of Natural History
- National Handicrafts and Handloom Museum
- National Gallery of Modern Art
- National Science Centre

Please furnish the following information clearly:

Name and address of .................................................................
School / Institution ........................................................................
Mention the name of lesson / chapter of your syllabus related to this educational tour
.................................................................................................
.................................................................................................
Name of the text book
Class/Age group
Number of Students
Proposed Date
Proposed Time
Do you want to avail the bus facility of CCRT for Educational tour Yes/No

Please note that the date and timings of the above mentioned programme can be confirmed telephonically also after one week of sending this proforma to CCRT.

Name of the Contact Person
Telephone Number...(School/Instt.)...(Residence)

Signature of the Principal
Seal of the School/Instt.

Important: Please give directions for the shortest convenient route from CCRT to your School/Instt. for the Centre's bus.
The following guidelines should be kept in mind while submitting the above Proforma

1. Kindly suggest a tentative date giving at least 2 weeks, advance notice for organising an educational programme which will be confirmed by CCRT before the date of commencement of programme.

2. The students of same class and age/group should be selected for an educational activity and their number must be 40 to 45. Not more than two teachers, preferably from the same class should be deputed to assist in organising the programme.

3. Select only one educational activity i.e. one monument / one gallery of a museum / one art or craft activity at a time and mention it clearly in the enclosed proforma.

4. Please mention the subject and lesson related with the educational activity clearly which the students are learning during this period. This will help us in making the activity more relevant and interesting for supplementing the classroom teaching.

5. The students must be briefed about the aims and objectives of the programme beforehand and regular follow-up activities may be organised after the programme in the schools to make it more meaningful.

6. The students will be provided with Work/Activity Sheets by the CCRT but they must bring their own pen / pencil / copy to write and note down important points.

7. Please ensure before forwarding the completely filled proforma that the name of educational activity, number of students with their class/age group, name of teacher incharge with contact phone number, date and timings of the programme are clearly mentioned.