

Subject: Declaration Letter For Excursion

For IRIS ACADEMY (KOLKATA) excursion to _____ according to flight / train / bus / car time schedule decided by the management.

**To
The Director / Management
IRIS ACADEMY (KOLKATA)
81 Regent Place Tollygunge Ranikuthi
Kolkata 700040**

Dear Sir / Madam,

I am a current / passout student of IRIS ACADEMY (KOLKATA). As an optional part of our course, I have agreed to go & achieve the amazing experience of excursion and near part will be as decided by the team approved by team leader. As a student of IRIS ACADEMY, I commit that I will follow all the rules & regulations listed below. I am bound to accept and follow all the guidance of our trip leader. If not then the Institute or any other member or staff will not be responsible for any problem if it occurs.

Trip Leader (Official Decision) : _____

Rules & Regulations: (For the Excursion Trip)

1. I will carry all my necessary documents like Aadhar Card, Voter ID Card (Identity Proof), IRIS ACADEMY Students ID Card, tickets etc; with me. If not then I will be only responsible for any kind of problem if it occurs. **The institute will not be responsible for that.**
2. I will be responsible to take care all my personal things like camera & equipment, luggage or bags etc; that belongs to me for the trip. If not then I will be only responsible for any kind of problem if it occurs. **The institute will not be responsible for that.**
3. If I have any kind of medical problem then I take my own responsibility for the trip and I am responsible to carry all my followed medicine with me. **The institute will not be responsible for that.**
4. I will not try to perform or participate any kind of risk management also I will not stand in front of the gate of our train, bus or any other risk area, if I do so then I will be responsible for the problems if occurs. **The institute will not be responsible for that.**
5. I will not break any single part or elements of hotel, car, etc; booked by the Institute, if I do so then I will be only responsible for repair of that also I be only responsible for any kind of police case filed against me. **The institute will not be responsible for that.**
6. I will not hire any kind of rental gadgets like car, bicycle, motor bike etc, if I do so then I will be responsible for the problems if occurs. **The institute will not be responsible for that.**
7. I will not consume any kind of alcoholic or harmful drinks or product, if I do so then I will be responsible for any kind of harm. **The institute will not be responsible for that.**
8. I will not do any kind of bad behaviors with any single person like my team member of outside people. If I do so I will only be responsible for any kind of police case filed against me. **The institute will not be responsible for that.**

Date of Submission

Student Signature

Guardian Signature

Student Full Name :
Student ID Number :
Course Name :
Student Contact Number :
Guardian Full Name :
Relationship With Student :
Guardian Contact Number :
Alternate Number of Home :

Required Documents must be attached by the student:

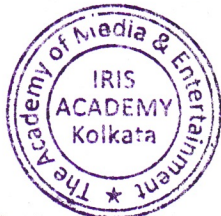
1. Attach Aadha Card copy of student (Self Attested).
2. Attach Aadhar Card copy of guardian (Self Attested).
3. No Objection Letter by guardian for the excursion.

Rules & Regulations: IRIS ACADEMY (KOLKATA)

1. If any student is unable to submit all instructed papers for the excursion within a given date and time, then he/she will be only responsible for all his/her own railway ticket for the entire trip. The institute will not be responsible for such mistakes. The institute will not officially disclose any fixed date of journey until the railway ticket is confirmed. And will not accept any such request for a change journey date.
2. For free excursion under the Media Studies Course, if a student paid below 65 thousand till date of journey of excursion then the student must have to deposit 10 thousand rupees advance towards his / her excursion. If any Media Studies students will get any extra concession out of 1,10,000/- after being sponsored by IRIS FOUNDATION, he/she will not be permitted for yearly excursions like Goa, Mumbai, Vizag, Kerala etc.

N. Subhankar

For IRIS Academy



(Authorized Signatory)

Date of Submission

Student Signature

Guardian Signature

Excursion Plan:

Students are requested to acknowledge the trip schedules.

The excursion package includes:

- Train ticket (Howrah – _____ – Howrah)
- Hotel accommodation (shared room basis)
- Breakfast, lunch, and dinner during your stay at the location
- Complimentary sightseeing at designated locations by management

The package excludes:

- Food during train journey
- Personal expenses of the student
- Any special / specific sightseeing arrangements apart from the scheduled plan

N. Subhankar

For IRIS Academy



(Authorized Signatory)

**May break journey through Mumbai if required.*

Date of Submission

Student Signature

Guardian Signature

To
The Director / Management
IRIS ACADEMY (KOLKATA)
81 Regent Place Tollygunge Ranikuthi
Kolkata 700040

Subject : No Objection Letter by guardian for the excursion at _____

Date of Submission

Student Signature

Guardian Signature