

## **Case Study showing decentralization and participative management is described**

### **here as under: Field Trip**

**Proposal by Students:** Student reading in B.Sc. Sem. V with Zoology as one of the subjects submitted a proposal to the Principal for organizing a field visit/ subject tour to Fish Farm Ghomanasa and Cattle cum poultry Farm Belicharana.

**Action by Chair:** Principal of the college forwarded the proposal to the Head of Zoology Department for discussion and submission of report thereof.

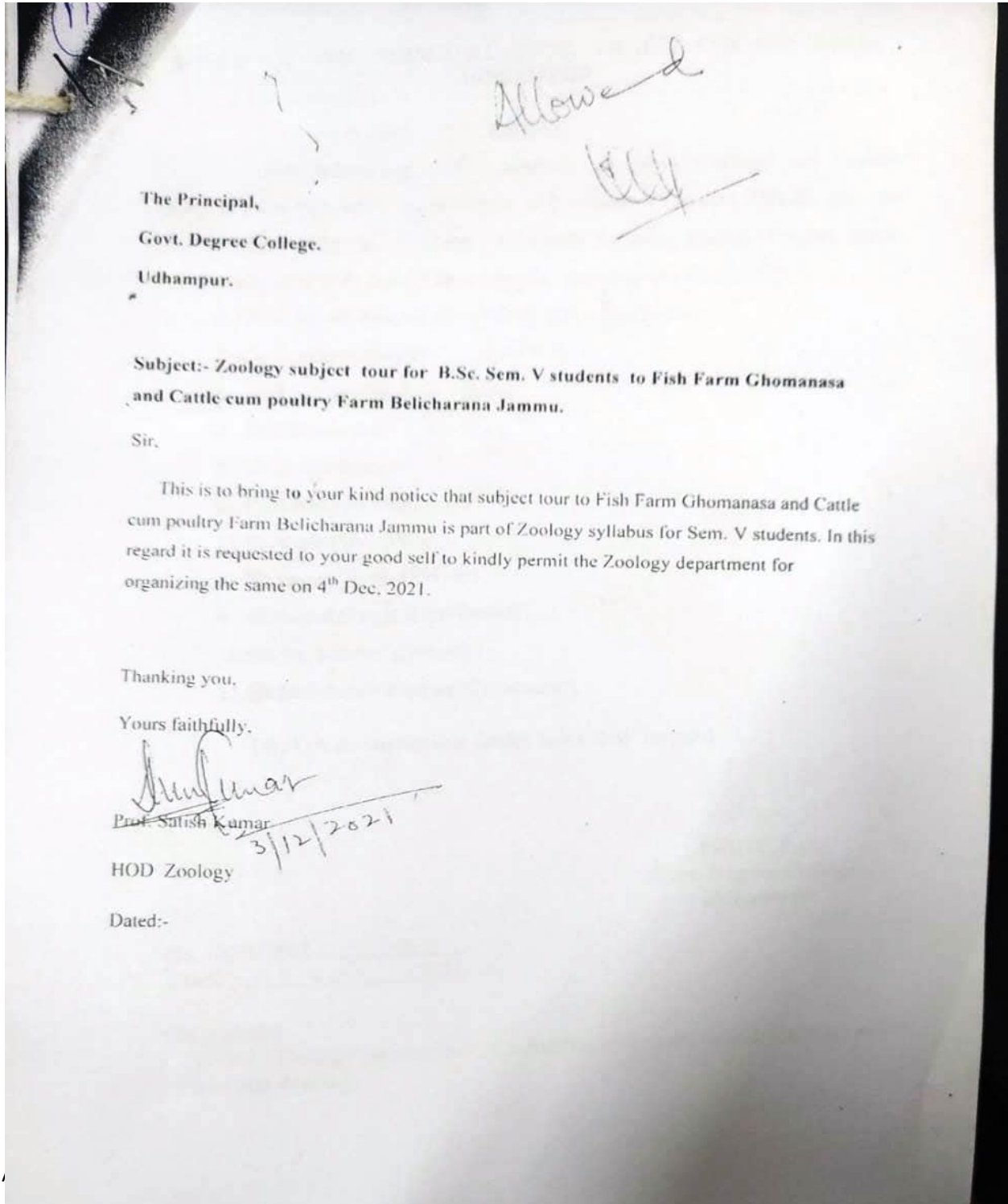
**Role of Head of Zoology Department:** Head of Zoology Department in consultation with rest faculty members and students finalized the dates, itinerary and budgetary requirement for the said tour. It was decided that light refreshment and college bus must be provided to the students and faculty members for the tour. With these suggestions proposal was submitted to chair for according approval.

**Participation of Chair:** Principal accorded approval to the recommendations and passed the orders to the concerned HOD/ tour In-charge for necessary preparations besides releasing the required amount.

- 1. Tour Summary:** On 04/12/2021, Department of Zoology Organized one day field trip/tour for the students of B.Sc. Sem. V students with joint effort and management of college administration and students. Students got the experience of Pisciculture, Poultry Farming and Animal Farming which is very important from Practical knowledge point of view.

**Field Trip organized in a Decentralized manner**

**Involvement of Department for organizing the Field Trip**



OFFICE OF THE PRINCIPAL, GOVT. DEGREE COLLEGE  
UDHAMPUR

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The Joint Director,  
Fish Farm,  
Ghomanasa, Jammu.

No.UCB/2021/ 3733

Dated: 03/12/2021

Sub : Subject Tour of Zoology Students.

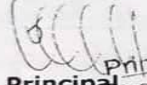
Sir,

In connection with subject cited above this is to inform you that Zoology students of this College are visiting your station on 04-12-2021 so that they may be able to understand the practical aspects of the subject according to requirement of topic in their syllabus.

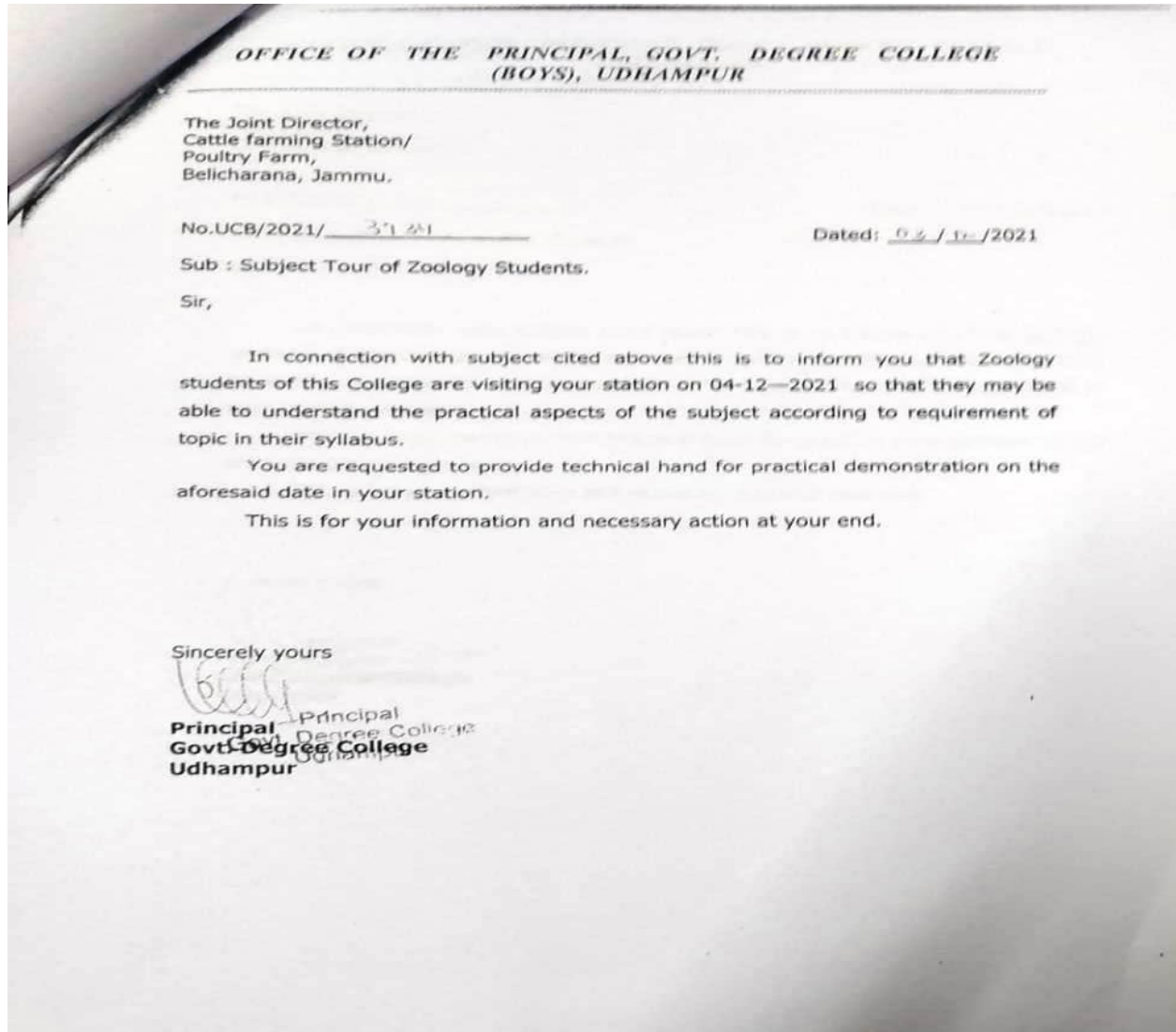
You are requested to provide technical hand for practical demonstration on the aforesaid date in your station.

This is for your information and necessary action at your end.

Sincerely yours

  
Principal  
Govt. Degree College  
Udhampur

Applied for permission to the respective Department:

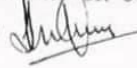
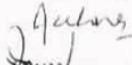

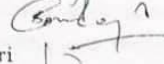





## Order of Staff for organizing the Field Trip

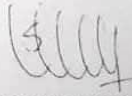
OFFICE OF THE PRINCIPAL, GOVT. DEGREE COLLEGE (BOYS),  
UDHAMPUR

### ORDER

The following staff members of this College are hereby deputed to accompany the students of B.Sc.Sem-V Session 2021-22 on one day subject tour in Zoology to Cattle Farming Station/Poultry Farm, Belicharana and Fish Farm Ghoumanasa, Jammu on 04-12-2021.

1. Prof. Satish Kumar (HoD Zoology) 
2. Dr. Archana Gupta 
3. Prof. Imtiaz Shahid 
4. Prof. Sonia Raj 
5. Dr. Anita Kumari 
6. Prof. Rakesh Singh 
7. Sh. Yash Paul (Peon)
8. Sh. Sagar Singh (Driver)
9. Sh. Jaipal Singh (Conductor) 
10. Sh. Raj Kumar (Driver)
11. Sh. Mohinder Kumar (Conductor)

TA/DA as admissible under rules shall be paid.

  
PRINCIPAL  
Govt. Degree College  
Udhampur

No. UCB/2021/ 3735  
Dated : 03 / 12 / 2021

Copy to the :

1. S.O./College Accountant/Cashier for information and necessary action.
2. HoD Zoology.

**Involvement of Chair in releasing the funds required for organizing the Field Trip**

An advance of Rs. 6000/-  
(Six thousand) only sanctioned  
in favour of Prof. Sonia Raj  
Deptt. of Zoology.

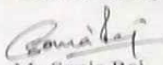
The Principal,  
Govt. Degree College,  
Udhampur.

Sub: Release of an Advance of Rs.6000/- for Zoological Visit to Fish Farm Ghomanasa and  
Cattle cum Poultry Farm Belleharana, Jammu.

R/Sir,

Kindly make it convenient to advance an amount of Rs.6000/- (Rupees Six Thousand only) in favour of Ms. Sonia Raj, Assistant Professor of Zoology Department to meet the expenses to be incur on one day subject tour of Zoology students of B.Sc. Sem-V for the session 2021-22.

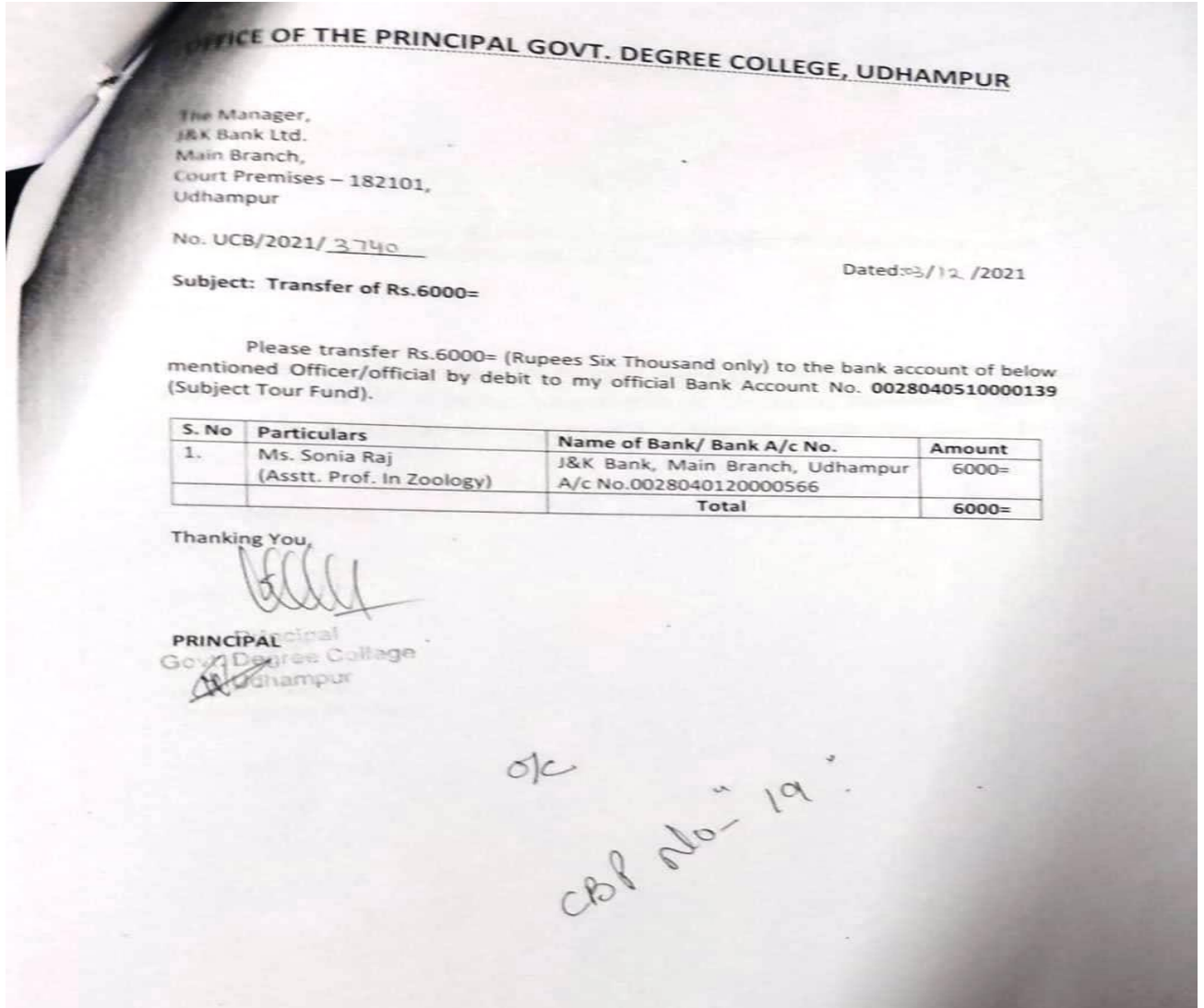
Thanking you,

Yours faithfully  
  
Ms. Sonia Raj  
Assistant Professor  
Department of Zoology

Dt. - 03.12.21

5000  
03.12.21

**Involvement of Chair in releasing the funds required for organizing the Field Trip**



Expenditure Detail for the Field Trip

HANU LAL JUGAL KISHORE  
 HAIN BAZAR, UDHAMPUR (J&K) - 182101  
 910  
 Dated: 3/12/21  
 Principal Govt Degree College

Qty	Particulars	Rate	Amount	
			Rs.	P.
120 Pcs	Real		1680	-
120 Pcs	chips		1080	-
	Charges Auto		100	-
Passed for Rs. <del>2860</del> (Rupees <del>Twenty Eight Hundred and Sixty</del> only)			Total 2860-	
Principal Govt. Degree College Udhampur			Signature	

\*Goods once Sold not be taken Back, Only Change.



Expenditure Detail for the Field Trip

**TEMPORARY PERMIT / SPECIAL PERMISSION**  
Issued Under Section 87, 88 (B) MV ACT - 1988  
(Read with Rule 76(1) (VI) of the Jammu & Kashmir Motor Vehicle rules, 1991)

WITHOUT ANY ERRORS

T.P. No. 1716

That the vehicle Bus bearing Registration No. JK14A-6742  
Chassis No. As per R/c Engine No. As per R/c  
Seating Capacity 42 owned by Shri/Smt. Principal G.D.C. Boys school  
B/D/W/O NA R/o Udhampur  
registered by Registering Authority ARJ/Udhampur covered by Route Permit  
No. DD17/PSV/ARJ/4 valid upto 05/08/2023 engaged by  
\_\_\_\_\_ for purpose of Zoology field student  
is hereby issued Temporary Permit / Permission for carrying passengers from  
Udhampur to Udhampur to Jammu Belichelon 7 Back  
and back to Udhampur. (As per passenger list enclosed) (one day)

This permit shall be valid from 04/12/2021 upto 04/12/2021 (1) days

<b>Fee Details:</b>
₹ <u>75/-</u>
GR/DD No. <u>61407977</u>
Dated <u>03/12/2021</u>

**Note:**  
(i) This permission is valid only subject to validity of all documents & taxes.  
(ii) This permission is not transferable/renewable.  
(iii) This permission does not require any counter signature by other authority, except the taxes applicable under rules.  
(iv) This permission is required to be produced in original on demand by any officer in Uniform.

*[Signature]*  
Secretary,  
Regional Transport Authority,  
Udhampur (J&K)  
03/12/2021

**Expenditure Detail for the Field Trip**

440742  
 Single Journey  
 TRUCK BUS  
 960.00 Rupees Only  
 04/Dec/21 17:13:33

Thank you Have A Nice Day!

BAN Toll Plaza

Receipt No - TICK2-58966  
 TC Name - b02  
 Vehicle No - JK14A0742  
 Lane No - 02  
 Journey Type - Single Journey  
 TC Class - TRUCK BUS  
 WIM Class -  
 WIM Weight -  
 Fare - 960.00 Rupees Only  
 Balance - 0  
 Date & Time 04/Dec/21 17:13:33

Helpline no -----

Thank you Have A Nice Day!

BAN Toll Plaza

Receipt No - TICK6-34276  
 TC Name - b06  
 Vehicle No - JK14A0742  
 Lane No - 06  
 Journey Type - Single Journey  
 TC Class - TRUCK BUS  
 WIM Class -  
 WIM Weight -  
 Fare - 960.00 Rupees Only  
 Balance - 0  
 Date & Time 04/Dec/21 09:47:26

Helpline no -----

Thank you Have A Nice Day!

1 *[Signature]*

2 *Accounts*

3 *Condy*

*Rs. 960 + 960 = 1920 =*

Passed for Rs. 1920 =  
 (Rupees one thousand nine hundred twenty only)

*[Signature]*  
 Principal  
 Govt Degree College  
 Ichampur

Expenditure Detail for the Field Trip

OFFICE OF THE REGIONAL TRANSPORT OFFICER  
Secretary, Regional Transport Authority, Udhampur (J&K)

**TEMPORARY PERMIT / SPECIAL PERMISSION**  
Issued Under Section 87, 88 (B) MV ACT 1988  
(Read with Rule 76(1) (V) of the Jammu & Kashmir Motor Vehicle rules, 1991)

1715  
T.P. No. ....

**READ WITHOUT ANY  
MISTAKING AND ERRORS**

Certified that the vehicle Bus bearing Registration No. JK14C-3058  
Chassis No. As per R/c Engine No. As per R/c  
Seating Capacity 41 owned by Shri/Smt. Principal Govt. Degree College  
S/D/W/O N/A R/o Udhampur  
registered by Registering Authority ARTD Udhampur covered by Route Permit  
No. 8/JK14/REV/2013 valid upto 08/04/2022 engaged by  
\_\_\_\_\_ for purpose of Govt. Zoology students  
is hereby issued Temporary Permit / Permission for carrying passengers from  
Udhampur to Udhampur to Jammu Beli chelona  
and back to Udhampur. (As per passenger list enclosed) 4 B&EK. (one day)  
This permit shall be valid from 04/12/2021 upto 04/12/2021 ( 1 ) days


<b>Fee Details:</b>
₹ <u>75/-</u>
GR/DD No. <u>1408429</u>
Dated <u>03/12/2021</u>

Note:  
(i) This permission is valid only subject to validity of all documents & taxes.  
(ii) This permission is not transferable/renewable.  
(iii) This permission does not require any counter signature by other authority, except the taxes applicable under rules.  
(iv) This permission is required to be produced in original on demand by any officer in Uniform.

3 Compl

Passed for Rs. 1920/-  
(Rupees one thousand nine hundred twenty)  
Principal  
Govt. Degree College  
Udhampur

**Expenditure Detail for the Field Trip**



<p><b>BAN Toll Plaza</b></p> <p>Receipt No - TICK8-44451          TC Name - b08          Vehicle No - JK14C3058          Lane No - 08          Journey Type - Single Journey          TC Class - LCV          WIM Class -          WIM Weight -          Fare - 460 00 Rupees Only          Balance - 0          Date &amp; Time - 04/Dec/21 09 47 33</p> <p>Helpline no -</p> <p>Thank you Have A Nice Day!</p>	<p><b>BAN Toll Plaza</b></p> <p>Receipt No - TICK1-32433          TC Name - b01          Vehicle No - JK145458          Lane No - 01          Journey Type - Single Journey          TC Class - LCV          WIM Class -          WIM Weight -          Fare - 460 00 Rupees Only          Balance - 0          Date &amp; Time - 04/Dec/21 17 12 39</p> <p>Helpline no -</p> <p>Thank you Have A Nice Day!</p>
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1. *Janul*


2. *Acharya*

3. *Banby*

*Rs. 460 + 460 = 920 =*

Passed for Rs. 9202

(Rupees *Nine thousand Twenty*)

  
 Principal  
 Govt Degree College  
*Wadhampur*

## Final Account Settlement

HEAD: Subject Tour Fund	DATED:	CBP: 19
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The section has received a account from Prof. Sonia Raj, Asst. Prof. In Zoology amounting to Rs.7710/- (Rupees Seven Thousand Seven Hundred Ten only) on a/c of expenditure incurred by her for One day subject tour in Zoology Dept. to cattle farming station/Poultry farm Blachernae and fish farm Ghomanasa, Jammu on 04-12-2021 out of advance taken by her vide Invoice No: UCB/2021/3740 Dated:-03-12-2021 amounting to Rs.6000/- (Rupees Six Thousand only). The bills have been verified by the HOD,s Zoology/staff members and recommended for payment. The detail of advance is as under:


Expenditure	7710=
Advance taken	6000=
Balance	1710=

Account received from Prof. Sonia Raj, Asst. Prof. In Zoology will be adjusted.

Submitted for approval

  
Principal

  
Accountant

  
Local Fund Cashier

Account received from Prof. Sonia Raj, Asst. Prof. In Zoology is adjusted at C.B.P. No: \_\_. Rs.1710= (Rupees One Thousand Seven Hundred Ten Only) will be transferred to the bank account of Prof. Sonia Raj, Asst. Prof. In Zoology.

Payment transferred vide Invoice No: UCB/2021/ \_\_\_\_  
Dated: \_\_/\_\_/2021



## TOUR REPORT

A field trip to Fish Farm, GhoManhasan & Poultry, Cattle Farm, Belicharana, was organized for 121 students of Vth semester (as a part of their curriculum), on 4th Dec 2021 and were accompanied by Prof. Satish Kumar, Prof. ImtiazShahid, Dr.Archana Gupta, Prof. Sonia Raj and Prof. Anita Kumari. The students were demonstrated about the different species of fishes of fish farm, transportation of seeds to the farmers field, fish feed types & induced breeding technique along with netting & fishing gears at fish farm by Mr.Jagmohan Singh, Technical Manager and his associated staff.



Demonstration by Mr.Jagmohan (Technical Manager, GhoManhasan)

Besides this, students also visited the department of Animal Husbandry where they were very well apprised about the various breeds of cattle & Poultry, their feeding habits, artificial insemination, cryopreservation of semen etc. A report of the visit was prepared by each student of Sem V.



Demonstration by the staff of Animal Husbandry , Belicharana

Objectives of field trip:

- To provide first hand experience.
- To stimulate interest and motivation in Animal Husbandry and Fisheries
- To strengthen observation and perception skills of students
- To acquire the knowledge in depth on Aqua culture and Animal farming i.e. Culture techniques, Induced breeding techniques, farming methods, Pond management.
- To highlight career opportunities

Outcomes:

- The trip is one of the best tools that we can use to provide every student with real world experiences
- Students are able to access tools and environment that are not available at institutions



Student Participation in the Field Trip

GOVT. DEGREE COLLEGE UDHMPUR (BOYS)

Department of Zoology

Date: 04/12/2021

Bus No 7644

Attendance sheet of students for subject tour to <sup>Fish farm, Ghomanasa & Poultry & Cattle farm Belidaru</sup>

S.No	Name of Student	Roll No	Contact No	Signature
101	Chait Singh	106	7051290977	Chait Singh
102	Mohinder	102	9797480501	Mohinder
103	Monika Devi	115	8082487048	Monika
104	Ankit Kumar	116	9541131823	Ankit
105	Sonia	117	889616226	Sonia
106	Ajay Kumar	118	7006571541	Ajay
107	Rishan	119	9149892643	Rishan
108	Sunil Kumar	120	9055416315	Sunil
109	Abdul Sitar	121	8005098916	Abdul
110	Sunali Jannal	122	6006726165	Sunali
111	<del>---</del>	137		
112	Quasim	138	7051951229	Quasim
113	Sunidha	139	8082904071	Sunidha
114	Sanjay Kumar	140	9149997013	Sanjay
115	Priya	141	8493029728	Priya
116	Suryeet	142	914963022	Suryeet
117	Komal Devi	143	7051362809	Komal
118	Shabir Rani	144	8492937936	Shabir Rani
119	Bhanshet Kaur	145	8082788264	Bhanshet Kaur
120	Abhay Kumar Singh	146	7006011533	Abhay
121	Kanika Bhandral	147	7780801528	Kanika
122	Kashish	148	7051284203	Kashish
123	Haroon	149	9596275773	Haroon

Name and Signature of Teacher Incharge:

*(Signature)*

GOVT. DEGREE COLLEGE UDHMPUR (BOYS)

Department of Zoology

04/12/2021

Bus No July 5458

Attendance sheet of students for subject tour to... *Fish farm, Ghomanasa 2  
Poultry & Cattle farms Belichanan.*

S.No	Name of Student	Roll No	Contact No	Signature
75	Razia	81	6005299344	Razia
77	Sakoni Rai	82	9906062785	Sakoni Rai
78	Anjali Bhagat	83	9682685127	Anjali
79	Kavita Devi	84	226076321	Kavita
80	Sheela Devi	85	6006589328	Sheela
81	Sneha Sharma	86	9086693405	Sneha
82	Shivani	87		Shivani
83	Anjali Mohd. Sarfaraz	88	8082634287	M Sarfaraz
84	Rashmi	89	9622341034	Rashmi
85	Rekha	90	8492035343	Rekha
86	Shriya Sharma	91	6006161620	Shriya S.
87	Siyali Bhagat	92	7006232120	Siyali
88	Kamakshi Mahajan	93	7006703738	Kamakshi
89		94		
90		95		
91	Nareesh Kumar	96	7051110294	Nareesh Kumar
92	Ajay Verma	97	6005774991	Ajay Verma
93	Kamakshi	98	7006103738	Kamakshi
94	Harpal Sangola	99	9697554912	Harpal
95	Yashita Khajuria	100	7006777612	Yashita
96	Rhika Khajuria	101	7006777613	Rhika
97	Mohinder	102	7051110294	Mohinder
98	Shilpa Devi	103	8492947226	Shilpa
99	Sahil Singh	99	8825004251	Sahil
100	Sonia	105	6006161626	Sonia

*Bonaly*  
Name and Signature of Teacher Incharge:

GOVT. DEGREE COLLEGE UDHMPUR (BOYS)

Department of Zoology

Bus No JK 143

Date: 24/12/2021

Attendance sheet of students for subject tour to Fish farm, Ghomanasa & Poultry & Cattle farm Belicharang

S.No	Name of Student	Roll No	Contact No	Signature
51	Ritesh Dubey	51	9055138545	Ritesh
52	Imeran Ayaz	52		Imeran
53	Antriksha	57	9596896419	Antriksha
54	Pallvi Devi	58	6005224100	Pallvi Devi
55	Aparna	59		Aparna
56	Sumali Tamwal	60	8082956499	Sumali
57	Shriya	61	9682540309	Shriya
58	Sumita	62		Sumita
59	Shahid Aghid	63	9797605617	Shahid
60	Anjali Kumari	64	7006673717	Anjali
61	NIKHIL SHARMA	65	7006536073	Nikhil Sharma
62	SIKANDER THAKUR	66	7051976468	Sikander Thakur
63	Ravjot Singh	67	9796419222	Ravjot Singh
64	Ruhani Mohanta	68	8082938053	Ruhani
65	Sumriti Devi	69	9149109773	Sumriti
66	Sikander Thakur	70	7006307871	Sikander
67	Ravjot Singh	71	7889464865	Ravjot
68	Awantika Sharma	72	9622148498	Awantika
69	Sumriti Singh	73		Sumriti
70	Keiya Sharma	75	9086298743	Keiya
71	Sonijee Palwal	76		Sonijee
72	Awantika	77		Awantika
73	Anshika Singh	78	7006737965	Anshika
74	Aayush Chauri	79	7889604018	Aayush
75	Pooja Sharma	80	9596501121	Pooja

Name and Signature of Teacher Incharge:

GOVT. DEGREE COLLEGE UDHMPUR (BOYS)

Department of Zoology

Date: 04/12/2021

Bus No. 2058

Attendance sheet of students for subject tour to Fish. farm, Ghomanara & poultry & fish farm Bahilraam

S.No	Name of Student	Roll No	Contact No	Signature
26	Abhishek Sharma	26	8492998155	Abhishek Sharma
27	Neelurani	27	9906291491	Neelurani
28	Viya Devi	28	9796781497	Viya Devi
29	Sushma Sharma	29	9682506180	Sushma
30	Barbani Kundal	30	9103054451	Barbani Kundal
31	Fahreen Farid	31	9697961209	Fahreen
32	Dilpreet Singh	32	9103065838	Dilpreet
33	Arun Singh Roy	33	6006594924	Arun Singh Roy
34	Bekram Singh	34	9682684760	Bekram Singh
35	Lovish Sharma	35	8082242549	Lovish
36	Ashwani Sharma	36	9906502705	Ashwani
37	Deepak	37	914986777	Deepak
38	Uttam Singh	38	7051392306	Uttam Singh
39	Vishal Sharma	39	6006939504	Vishal
40	Ashish Singh	40	9149481439	Ashish Singh
41	Shubam Kumar	41	9149431004	Shubam Kumar
42	Ravinder Singh	42	.	Ravinder
43	Surjeet Roy	43	9622274144	Surjeet
44	Manmeet Kumar	44	6006972405	Manmeet
45	Abhishek Singh	45	8082393643	Abhishek
46	Aayush Singh	46	9149562245	Aayush
47	Rohit	47	6006730756	Rohit
48	Ranjit Singh	48	7051851022	Ranjit
49	Ashutosh Kumar	49		Ashutosh
50	Manmeet	50	6005234462	Manmeet

Name and Signature of Teacher Incharge:

GOVT. DEGREE COLLEGE UDHMPUR (BOYS)

Department of Zoology

Date: 24/12/2021

Bus No JK-14C 3058

Attendance sheet of students for subject tour to F.V. Farm, Ghomanara 2  
poultry & cattle farm Belichara

S.No	Name of Student	Roll No	Contact No	Signature
01	Sunny Sharma	01	8493880790	
02	Sumaiya Khatun	02	9149512560	Sumaiya
03		03		
04	Souvan Bandyal	04	6005352064	Souvan
05	Aditya Prasher	05	9149522494	Aditya Prasher
06	Shruti Guwahar	06	8803744288	Shruti
07	Braimya Singh	07	7006163767	Braimya
08	Sheetal Devi	08	6006396876	Sheetal
09	Sonali Khokher	09	9103245713	Sonali
10	Palak Sharma	10	7051816171	Palak
11	Reiya Samantia	11	9086731487	Reiya
12	Ajay Sadatia	12	6006246216	Ajay
13	Vishesh Koushal	13	9596023689	Vishesh Koushal
14	Shahid Ahmed	14	6006789712	Shahid
15	Raja Arif	15	9596549009	Arif
16	Sukanya Devi	16	9906134312	Sukanya
17	Paras	17	9906281345	Paras
18	Sueya Kant	18	6006804009	Sueya
19	Harun Singh	19	7006697701	Harun Singh
20	Shaneta Sharma	20	7889488690	Shaneta
21	Shilpa Devi	21	9682346494	Shilpa
22	Nishant Chhajuria	22	9682687806	Nishant
23	Sohil Shatma	23	7051202906	Sohil
24	Vanshika Shatma	24	7006520574	Vanshika
25	Ajay Singh	25	6005690683	Ajay

Name and Signature of Teacher Incharge: