

**MUMBAI PORT TRUST**  
**BUSINESS DEVELOPMENT CELL**  
**FINANCE DEPARTMENT**



30/09/2014

**Scheme – " KNOW YOUR PORT "**

**(Guidelines for Visit of School students to the Mumbai Port )**

Port is an operational area. Tour/ Visit to the port shall be at the risk & responsibility of the school and children. All precautions to be exercised diligently by the school administration. This is a Pilot Scheme, which will be reviewed after gaining experience.

- I. **Mode :** Visit of School students shall be arranged once in a week, on every Thursday between 10 AM to 12 PM and 2 PM to 4 PM. Maximum for two hours for each group, and maximum one school in each session.
  
- II. **Proposed Locations for visit :**
  - Entry through Yellow Gate, Indira Dock
  - Gamadia Complex – CAR Park Area
  - 13B ID and show OCT trestle and berth (without going on trestle/ berth)
  - Harbour Wall and 18 ID Shed
  - 6 ID – Rail Facility
  - 1 ID – Topography of Mumbai Port
  - BPX – Cruise Terminal
  
- III. **Permission to the institution may be given on the following conditions.**
  1. School shall make an application in the prescribed format atleast 15 days in advance for the desired visit to port.
  2. The application shall be entertained on first come first serve basis. The date & time slot available for the visit shall be intimated by the port authorities thereafter.
  3. The port visit is restricted for students from Std. V onwards.

4. School will provide specific details required as per MbPT's requirement and also an undertaking that acknowledges that Port is an operational area.
5. They will have to pay Administrative Charges @ Rs. 50/- per student and teacher. Concessional Rate @ Rs. 10/- may be charged to the students studying in Schools of Municipal Corporation or for economically weaker section.
6. Dock Entry Permits (DEPs) for the visitors will be issued by the Sr. Asstt. Traffic Manager, Permit Section, Shramik Bhavan, near Yellow Gate, Indira Dock, Carnac Bunder, Mumbai. School shall depute their representative at least 3 working days in advance to obtain DEPs.
7. School team including teachers and allied staff shall be at the New Yellow Gate, Indira Dock, Carnac Bunder on the date and time specified to them.
8. School will have to make their own transport arrangement for the visit in the Bus & minimum one teacher for every 10 students upto class VIII.
9. Maximum no. of members in a session including student, teachers and allied staff shall not exceed 60.
10. All the student/ Teacher/ allied staff shall carry identity cards issued by the Institute during the visit to the dock. Students should wear School uniform.
11. Each student shall wear a cap given by the port authorities of "Mumbai Port Trust – Know Your Port " before entering Docks.
12. Buses to halt and students to disembark only at specified points.
13. All the student/ Teacher/ allied staff are directed to be with the Group and careful while moving in the Port premises. Escort will be provided by the port.
14. School/children parent/ Teachers / allied staff will not hold MbPT responsible for any mishap/accident/injury etc. Mumbai Port Trust will not be responsible for any untoward incident during the visit.
15. MbPT will not take children/visitors on the ship.
16. No photography by students/ teachers etc. is allowed. MbPT's photographer may be arranged for taking photos of the students only at specified points.