

IMPORTANT NOTICE
FOR SCHOOLS INTERESTED IN VISITING
NATIONAL MUSEUM-NEW DELHI

National Museum is dedicated to providing a good and educative experience to your school students. However in order to ensure that the visit is comfortable and effective, please follow the following guidelines strictly.

1. Please pre-book your visit.
2. You can do this by emailing us at educationnationalmuseum@gmail.com with the following details
 - a. Name and address of School:
 - b. Name and email ID of Head of School/Principal:
 - c. Name and mobile number of Teacher In-charge:
 - d. Number of students (Please note that one batch should not have more than 100 students):
 - e. Date of Visit:
 - f. Time of Visit:
 - g. Email address for correspondence:
3. Alternatively you can call the Lecturing & Education Department 011 23019272 (ext. 237) to enquire about the programme and pre-booking procedure.
4. Tours should be pre-booked at least 5 days before the proposed day of visit. No last minute requests will be entertained.
5. Please wait for a confirmation email from National Museum before finalizing your tour.
6. School tours last for 2 hours and are led by experienced guides who will show children around the Museum.
7. **Please do not arrive at the Museum with your children without booking the tour! In such instances the Museum has the liberty to refuse a visit to your school or provide a shorter tour in the interest of other schools who have pre-booked a tour.**
8. Kindly note that while the visit is on teachers should accompany the school groups at all times and discipline the children wherever required.
9. The Security measures at the Museum are very strong and the Museum will not be responsible for missing children or bad behaviour of children during the visit.

10. The Museum does not have its own parking facility for school buses. Children can be dropped at the Museum gate on Janpath (opposite the Ministry of External Affairs) from where they can enter the premises and the bus can be parked at India Gate Parking.
11. Children are not allowed to bring in food items (chips/chocolate/bubble gum) into the Museum. They can carry their water bottles if they want. They can bring note pads and pencils to take notes if they wish. Large school bags are not allowed during visits. They must be left in the school bus.
12. If you have any feedback or complaint, please write to educationnationalmuseum@gmail.com before or after the visit.
13. The Museum is at liberty to refuse a school visit at the last minute if there is an internal emergency or an unforeseen reason.

With best compliments from

National Museum
Janpath
New Delhi-110011
www.nationalmuseumindia.gov.in