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Ref. No :	TMU/R.O./2024-25/Adm/067	Date:	25.10.2024
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Standard Operating Procedure

“Organizing Educational Tours/Industrial Visits/Excursion-cum-Learning Tours”

This Standard Operating Procedure has been developed as part of Teerthanker Mahaveer University for organizing Educational Tours/Industrial Visits/ Excursion-cum-Learning Tours which aims to establish a systematic framework to plan, execute, and manage such activities consistently. The objectives encompass ensuring safety, logistical optimization, stakeholder coordination, defining roles, setting student conduct guidelines, and reporting of the visit effectively.

With the aim to streamline the entire process, enhance efficiency, minimize risks, and deliver enriching educational experiences for students while maintaining alignment with institutional objectives and regulatory requirements, a Core Committee (Dean/Principal/Vice Principal as Chairperson, two senior faculties shall be nominated by Dean/Principal), at College level should be framed. This committee will prepare a tentative list of such activities during an Academic Session at the commencement of the session and appoints one Faculty member as Faculty in-charge for each activity.

The following procedure shall be adopted by the Faculty in-charge for organizing such activities:

Step 1: Initial Planning and Coordination

1.1. Identify Purpose and Objectives

- Determine the educational goals and objectives of the visit.
- Identify specific industries or companies relevant to the students' field of study.

1.2. Formulate a Budget

- Estimate costs for transportation, meals and any additional expenses.
- Allocate funds or seek University contribution, if necessary.

1.3. Select Date and Destination

- Choose a suitable date that aligns with the Academic Calendar.
- Select appropriate industry or company to visit based on educational relevance and accessibility.

1.4. Obtain Permissions and Approvals

- Seek approval from the University, Senior Officials and relevant Authorities. For this, Faculty in-charge through concerned Principal/Dean shall submit the complete proposal with **Annexure-7** to Registrar office duly forwarded by Dean Students' Welfare (DSW) at least one week before the scheduled visit, which then shall put before the Hon'ble Vice Chancellor for approval.
- Obtain necessary permits or permissions from the selected industry or company.

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Step 2: Logistics Arrangement

2.1. Transportation Arrangements

- Arrange transportation facilities such as Buses, Train, vans, or rented vehicles. The tour/visit group shall start its outward travel from the TMU campus and must return to the campus before final dispersal, including the case where the mode of transport is train.
- Ensure transportation is comfortable, safe, and adequate for the number of participants.

2.2. Accommodation (If Necessary)

- If the visit requires overnight stay, arrange accommodation in advance. However, the University strongly discourages travelling via road during night.
- Ensure accommodations are suitable, secure, and within budget constraints. It is necessary to book separate accommodation for boys and girls.

2.3. Meals and Refreshments

- Plan meals and refreshments for the duration of the visit.

Step 3: Communication and Participant Management

3.1. Inform Participants

- Notify students and faculty members about the visit well in advance.
- Provide details such as date, time, destination, and any specific requirements of the tour/visit.

3.2. Collect Necessary Documents:

- Prepare separate list of students in the prescribed proforma for the students coming as days scholar and hostlers. (**Annexure-1 & Annexure-4**)
- Obtain consent forms from student participants and their parent/guardian in the prescribed proforma, respectively. (**Annexure-2 & Annexure-3**)
- Gather emergency contact information of all participants.
- In case there is no hostler involved on the Tour, a declaration to this effect by the concerned Principal/Dean in the prescribed proforma shall be submitted. (**Annexure-5**)
- Obtain undertaking by the Faculty in-charge/faculty member(s) accompanying the tour/visit. (**Annexure-6**)
- In case the tour group comprises the students from more than one College/Department, each student shall have to obtain a No Objection Certificate from the concerned Principal/Dean.

Step 4: Preparing Educational Materials

4.1. Develop Educational Content

- Prepare educational materials such as Brochures, Handouts, or Presentations related to the industry or company being visited.
- Ensure material that is relevant, informative, and engaging for students.

4.2. Assign Responsibilities

- Concerned Principal/Dean shall depute at least two members to accompany the tour. However, if girl students are going on tour/visit, then at least one female Faculty member

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should be appointed. Provided that the maximum number of faculty members that may be allowed to accompany the Tour shall not exceed the student-teacher ratio of 15:1. Designated Faculty members will be responsible for maintaining the discipline among students, guiding and educating them during the visit.


- Throughout the tour/visit, the Faculty in-charge accompanying the students shall remain in touch with the Principal/Dean of the college to keep him/her updated about the tour progress and apprise about the problem(s), if any.

Step 5: Conducting the Visit

- Provide a brief introduction and orientation session at the beginning of the visit to the students.
- Outline the itinerary, safety guidelines, and expectations for students.
- In case of misconduct by students during the course of the visit/tour shall be viewed seriously and may attract a minimum penalty of Rs. 1,000/- which may go up to a maximum of expulsion of such students from the University.

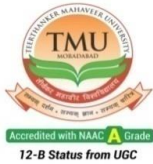
Step 6: Post-Visit Documentation and Reporting

- After returning from the visit/tour, Faculty in-charge shall prepare a comprehensive report with geotagged photos highlighting the outcomes and recommendations for future visits and submit the same to the concerned Principal/Dean. **(Annexure-8)**
- The Principal/Dean will then submit the report to the office of Hon'ble Vice Chancellor within three days of the tour.


(Dr. Vaibhav Rastogi)
Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad

Annexures enclosed

- 1- List of Students Accompanying the Tour
- 2- Student's Undertaking
- 3- Parent's Consent and Undertaking
- 4- List of Hostel Students Accompanying the Tour
- 5- Declaration by Director/ Principal/ HoD for No Hosteler on Tour
- 6- Consent & Undertaking by Faculty Accompanying the Students
- 7- Undertaking by Director/ Principal/ HoD
- 8- Tour/Visit Report



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Annexure-1

List of Students Accompanying the Tour
(Please write programme/semester wise)


Sl. No.	Name of Student	Father's Name	Sem./Year	Programme	Enrollment No.	Mobile No.	Male/Female	Hostler/Day Scholar

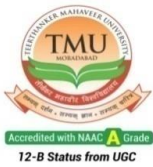
Summary

	Day Scholars	Hostelers	Total
No. of Boys			
No. of Girls			
Total			

(Principal/ Director/ HoD)
College/Dept. _____

Note: Only those students whose names appear above shall be considered for the tour.


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Annexure-2

Student's Undertaking

Director / Principal / HoD

(Name of College/Department)

**Teerthanker Mahaveer University
Moradabad – 244001**

Sir/ Madam,

We, the following students of _____(programme / semester /year) of the _____(College/ Department) request you to allow us to go on an educational tour/industrial visit to _____(name of place) from____/____/____(date) to ____/____/____(date). Our parents have given consent for the tour/event which is attached herewith. We are going on the tour/visit on our own free will and we fully understand the risk(s) involved during such tour/visit, and Teerthanker Mahaveer University shall not be responsible for any negative thing that may happen during the course of the tour/visit.

We further undertake to behave responsibly on the tour/visit and obey the directions of the accompanying Faculty.

Yours faithfully,

S.No.	Enrolment No	Name of Students	Male / Female	Sem.	Year	Mobile No.	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

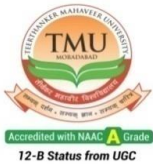
For Principal office use:

No. of Boys..... No. of Girls..... Total No. of Students.....
List Verified by:

**Signature
Name**

**Date:
Place:**

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Annexure-3

Parent's Consent and Undertaking

Director / Principal / HoD

(Name of College/Department)
Teerthanker Mahaveer University
Moradabad – 244001

Sir/ Madam,

My ward, Mr./Ms. _____ (Name of student), a student of _____ (title of the programme/course), _____ (year/semester) of the College/ Department of _____, has desired to go on an educational tour/industrial visit to _____ (name of place) from ____/____/____ (date) to ____/____/____ (date). I hereby give my consent for the same and undertake the full responsibility of my ward's good behaviour and safety. Further, I declare that I fully understand the risk(s) involved during such tour/visit and that the university shall in no way be responsible for any negative thing happening to my ward during the course of the tour/visit.

Signature: _____

Date: _____

Name: _____

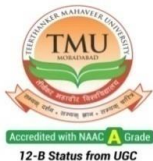
Place: _____

Relationship to ward: _____

Mobile No.: _____

Address: _____


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Annexure-4

List of Hostel Students Accompanying the Tour
(Please write programme/semester wise)

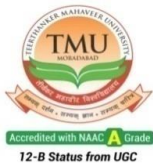
Sl. No.	Name of Student	Father's Name	Sem./Year	Programme	Enrollment No.	Mobile No.	Male/Female	Hostel Name	Room. No.

No. of Boys..... No. of Girls..... Total No. of Students.....

(Principal/ Director/ HoD)
College/Dept._____

Note: Only those students whose names appear above shall be considered for the tour.


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Annexure-5

Declaration by Director/ Principal/ Hod for No Hosteler on Tour

It is certified that in the proposed educational tour/industrial visit to _____(name of place) from ____/____/____(date) to ____/____/____(date) for the students of _____(title of the programme/course), _____ (year/semester) of the College/ Department of _____, I have confirmed that all the students accompanying the tour are day scholars and there is no hostler student accompanying the tour.

Signature: _____

Date: _____

Name: _____

Place: _____

Director / Principal / HoD

College/Department of _____


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Annexure-6

Consent & Undertaking by Faculty Accompanying the Students

Director / Principal / HoD

(Name of College/Department)
Teerthanker Mahaveer University
Moradabad – 244001

Sir/ Madam,

We, the following Faculty Members of the College/ Department of _____, being deputed to accompany the students of college on an educational tour/industrial visit to _____(name of place) from ____/____/____(date) to ____/____/____(date), agree to accompany the students on this tour/visit on our own free will and consent. We, further, undertake to perform our duty efficiently and to take due care of the students and the discipline among them. We also undertake to observe due care and caution to protect and enhance the image and dignity of the University during the course of this tour/visit.

Yours faithfully,

1
Signature
Name
Designation
Mobile No.
Date
Place

2
Signature
Name
Designation
Mobile No.
Date
Place

3
Signature
Name
Designation
Mobile No.
Date
Place

4
Signature
Name
Designation
Mobile No.
Date
Place


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Annexure-7

Undertaking by Director/ Principal/ HoD

It is certified that in the proposed educational tour/industrial visit to _____(name of place) from ____/____/____(date) to ____/____/____(date) for the students of _____(title of the programme/course), _____ (year/semester) of the College/ Department of _____, all prescribed formalities have been completed and I am satisfied with the preparation/arrangements for the tour. Further, I shall remain in touch with the faculty accompanying the tour and keep myself updated on the progress of the tour/visit. Necessary instructions have been given to the students and the accompanying faculty for maintaining decorum and discipline during the tour.

Signature: _____

Date: _____

Name: _____

Place: _____


Director / Principal / HoD

College/Department of _____


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Annexure-8

 <p>TEERTHANKER MAHAVEER UNIVERSITY COLLEGE NAME</p> <p>REPORT</p>	
Name of Tour/Visit	
Date of Tour/Visit	
Duration of Tour/Visit (in days)	
Destination of Tour/Visit	
Name and Address of the Industry	
Theme of Tour/Visit (Educational Tour/Industrial Visit/ Excursion-cum-learning Tour)	
Name of Faculty in-charge	
Name of Co-ordinator(s)	
Total no. of Participants	
No of Student participants	
No of Faculty participants	
Aim of Tour/Visit	
Objectives of Tour/Visit	
Outcome of Tour/Visit	
Keywords	
Social Media Link (Facebook)	
YouTube Link	
Brief Report of Tour/Visit (flyer of session to be included in same)	

Approved by-

Name and Signature of the Faculty in-charge

Encl (to be submitted with report)-

- 1- Flyer
- 2- Tour/Visit Photos (Geo tagged)
- 3- Student/Participant Attendance
- 4- Participants Feedback