

Standard Operating Procedure (SOP) for Educational & Industrial Visits

Objective

To ensure that all educational and industrial visits are planned, executed, and documented in alignment with program outcomes, institutional policies, and safety standards.

A. Educational Visits

1. Alignment with Program Outcomes

- Every educational visit must be relevant to the curriculum and contribute to achieving program-specific outcomes.

2. Official Correspondence

- Send formal communication to the concerned authority well in advance, clearly mentioning:
 - **Date and Time** of the visit
 - **Approximate number of students**
 - **Purpose of the visit** (e.g., attending a seminar, understanding processes, observing operations)

3. Documentation and Evidence

- Capture **geo-tagged photographs** and normal photos with the institution/place in the background.
- Maintain attendance records of participating students.

4. Reporting

- The Teacher In-Charge must submit a detailed report post-visit, including:
 - Objectives achieved
 - Key learnings
 - Photographic evidence

B. Industrial Visits

1. Purpose and Duration

- Industrial visits must be strictly aligned with program outcomes.
- Maximum duration: **4 days and 3 nights**.

2. Faculty Accompaniment

- Minimum one male and one female faculty must accompany students for safety and supervision.

3. Financial and Vendor Selection

- Obtain three quotations from tour operators for transparency.
- Total cost per student should not exceed ₹10,000.

4. Mandatory Permissions

- Collect:
 - Student Declaration
 - Parent Permission Letter
- Students and teachers are not allowed to join or leave the tour midway.

5. Documentation to be Submitted

Prepare a separate file containing:

- Three quotations from tour operators
- Student declarations and parent permissions
- Detailed itinerary
- Record of payment details by students

6. Reporting

- Teacher In-Charge must submit a comprehensive report post-visit, including:
 - Objectives achieved
 - Industry insights gained
 - Photographic evidence

Compliance and Safety Guidelines

- Ensure adherence to institutional and regulatory norms.
- Maintain proper documentation for audit and record-keeping.
- Prioritize student safety and discipline throughout the visit.