



SAGE University, Bhopal

Standard Operating Procedure



Students Visit to Other University/ Places

Name of Approval

Vice Chancellor

SOP No.: 31

Authority:

Signature:

[Signature] 17/09/2022

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A. Students Visits

Students visit to other University/ Industries/ Education Fairs/ Competitions plays significant role in the career and growth of knowledge and skills of a student. The objective of such visits is to boost self- confidence, to motivate, encourage good behavior and broaden their horizons. Industrial visits provide students a much relevant practical perspective of the actual work place and the larger world of business. Participating in different academic and sports competitions encourages students to perform and excel than just the winning prize. Competitions offer a chance for participants to gain substantial experience.

SAGE University, Bhopal provides the following facilities to its students for these visits -

1. Industrial Visits/ Education Fair (with-in range of 50 KM)

- Coordination & finalizations of Industry/Place/ Organization
- Bus Facility
- On each 15-20 students, a faculty would accompany

2. Inter-University Competitions (Outside City)

- Participation/ Registration Fees as per prior approval of competent authority
- One side Rail/ Bus Fair (Sleeper Class) as per prior approval of competent authority
- On each 15-20 students, a faculty would accompany (SUB would borne expenses on Faculty)
- Students Kit/ T-Shirt/ Tracksuit etc.

3. Education Tours (Outside City)

- Fixing up of Places/Industry/Tour Operator etc
- One faculty on each 15-20 students would accompany
- Expenses of accompanying faculty to be borne by tour operator/University



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4. Process Flow

- Students coordinators would propose 2-3 places with tentative dates & budget and consent of the students to HOD/HOS
- AO would call quotation from 2-3 tour operators
- Complete detailed proposal would be submit to DG/VC office for recommendation & Pro Chancellor for approval
- Each Tour plan would need prior approved
- Undertaking of Students and Parents is necessary (**Annexure 1**)
- Feedback/Report of visit is to be taken by concerned faculty members in prescribed format from students (**Annexure 2**)



SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Undertaking by Students and Parents for Visit

To

The HOS

School of _____

Sub: Undertaking letter with acceptance of terms and conditions

Dear Sir,

I, _____, Father/Mother/Guardian _____ of _____ [Student's Name] studying in _____ semester _____ (Program), fully consent to my ward's participation in the Industrial Visit/ Educational Tour/ Competition at _____ planned from _____ to _____.

- A. I assure you that my ward will display a good behavior and be obedient to the staff accompanying during this visit.
- B. He/ She will also abide by and will not participate in any activity that will breach the scope of this Visit. He/ She will also maintain the discipline and follow the rules and regulations of the University.
- C. I know that the above mentioned tour visit is at his/her own risk (of life and property) and the University management is not liable for any such risks as may be caused by his/her acts during such visits.
- D. I know that the college management reserves all the rights to initiate any disciplinary action against my ward, if during the course of the tour, he/she is found as individual or groups knowingly or unknowingly to disobey or indulge in any activities that will/may bring disrepute to the Institution.

Signature of the student with date

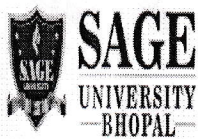
Signature of Parent/Guardian with date

Name: _____

Name: _____

Date: _____

Place: _____



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Industrial Visit/ Educational Tour Feedback form

School of _____

En No.:

Name of Student:

Programme:

Batch:

Place of Visit:

Dates of Visit:

to

Please rate by ticking (☐), where 1-Highly Dissatisfied, 2-Dissatisfied, 3-Neutral, 4-Satisfied, 5-Highly Satisfied

S. No.	Question	1	2	3	4	5	Remarks if Any
1	Timely information about the Visit						
2	Adherence to the schedule						
3	Relation of visit with curriculum						
4	Pre-Visit inputs from HOS/ HOD						
5	Explanation of Objectives of visit by concerned faculty member at the beginning						
6	Interaction of People form Industry/ Organization						
7	Support provided by Industry/ Organization						
8	Location of the Visit						
9	Response to students' question by faculty members						
10	Discussion on concerned subject by teachers						

Date:

(Signature of Students)