

# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

E-Mail: registrar@tmu.ac.in

<b>Phone No.:</b>	9837933666	<b>Email :</b>	registrar@tmu.ac.in
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## Standard Operating Procedure

### “Students participation in events conducted Outside University”

This Standard Operating Procedure has been developed as part of Teerthanker Mahaveer University for the participation of students’ in competitions or events organized by other Universities, Institutes, Industries or at the State and National levels which is crucial for students' career development and skill enhancement. Key objectives of such involvement include boosting students' self-confidence and providing exposure to the outside world. Engaging in various academic and sports competitions motivates students to strive for excellence beyond simply winning prizes.

With the aim to streamline the entire process, enhance efficiency, minimize risks, and deliver enriching experiences for students while maintaining alignment with University objectives, a **Committee consisting of three faculty members (Cultural, Sports, Technical Fest Coordinator shall be nominated by Dean/Principal) at College level should be framed.** This committee shall be responsible to adopt the following Standard Operating Procedures (SOP). This SOP applies to all students of Teerthanker Mahaveer University intending to participate in external events including Sports, co-curricular activities, extracurricular activities, technical fest, etc.

#### **Step 1: Initial Planning and Coordination**

- Identify and evaluate external events hosted by other Universities/Institutions/Industries or at the State and National levels where our students can participate, enhance their skills and gain valuable experience, or, Students may also give application to the concerned Principal/Dean for participation in the external events hosted by the above-mentioned organizations and support required from the University.
- The Concerned Principal/Dean shall select those events that aligns with our Academic Calendar and then actively motivate students to participate by highlighting the benefits and opportunities for personal and professional growth.



- The list/application of students participating in different events organized outside the University campus will be vetted by the above-mentioned committee and recommend to Dean/Principal/Vice Principal of the concerned College for needful action.
- The Committee will be responsible for planning the entire tour in accordance with this SOP.
- Estimate costs for transportation, meals, and any additional expenses, and allocate funds accordingly or seek University contributions if necessary.
- Seek approval from the University, Senior Officials and relevant Authorities. For this, the committee 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 tour/event, which then shall put before the Hon'ble Vice Chancellor for approval.

### **Step 2: Logistics Arrangement and Financial Assistance**

- Arrange transportation facilities such as Bus, Train, vans, etc. The tour/event group shall start its outward journey from the TMU campus and must return to the campus before final dispersal, including the case where the mode of transport is train.
- If the tour requires overnight stay, arrange accommodation in advance. However, the University strongly discourages travelling via road during night.
- Ensure accommodation is suitable, secure, and within budget constraints. It is necessary to book separate accommodation for boys and girls.
- Plan meals and refreshments for the duration of the tour.
- Students participating in those events mentioned above shall be provided University T-Shirt/ Tracksuit and Sports Kit for Sports Activities/ Other items as per requirement.
- **The following shall be the norms for financial assistance:**
  - Norms for students nominated for specific events:** Travelling expenses other than University transportation (by roadways or sleeper class railways) and event registration charges on actual shall be borne by the University and for boarding & lodging, maximum up to Rs 600 per student per day (Wherever applicable) or on actual bills, whichever is less will be reimbursed by the University.
  - Norms for faculty accompanying the students:** Faculty member(s) accompanying the students shall be entitled for the reimbursement of registration fee (wherever applicable). Reimbursement of travelling expenses (Three tier AC train) and boarding & lodging expenses as per the actuals, subject to a maximum of Rs 2500/- per day shall be permissible.



### **Step 3: Communication and Participant Management**

- The Committee shall notify students and faculty members about the tour/event well in advance.
- Provide details such as date, time, destination, and any specific requirements of the event.
- Prepare separate list of students in the prescribed proforma for the students coming as day scholars 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, 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/event. **(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.
- **Attendance to the students taking participation in the event shall be provided for the duration of the event & travel.**

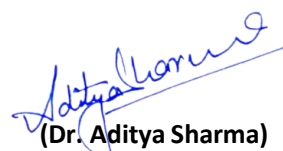
### **Step 4: Assign Responsibilities**

- Concerned Principal/Dean shall depute at least two faculty members to accompany the tour. However, if girl students are going on event, then at least one female Faculty member 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 20:1. Designated Faculty members will be responsible for maintaining the discipline among students, guiding and educating them during the visit.
- Throughout the tour/event, 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.
- In case of misconduct by students during the course of the tour/event 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 5: Post-Visit Documentation and Reporting**

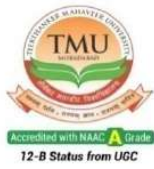
- The organizing committee/Faculty in-charge shall coordinate with the Head Media to prepare a news briefing, ensuring comprehensive coverage of the tour/event and facilitating timely publication across relevant channels (print media and digital media) for maximum visibility. The news briefing shall be duly approved by the University Competent Authority.
- After returning from the tour/event, 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. Aditya Sharma)  
Registrar

#### **Annexures enclosed**

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





**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 a tour/event 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/event on our own free will and we fully understand the risk(s) involved during such tour/event, and Teerthanker Mahaveer University shall not be responsible for any negative thing that may happen during the course of the tour/event.

We further undertake to behave responsibly on the tour/event 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							

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For office use:

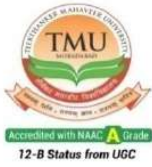
No. of Boys..... No. of Girls..... Total No. of Students.....

**List Verified by:**

**Signature**  
**Name**

**Date:**  
**Place:**





**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 in Sports, co-curricular activities/ extracurricular activities/ technical fest 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/event and that the university shall in no way be responsible for any negative thing happening to my ward during the course of the tour/event.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Relationship to ward:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

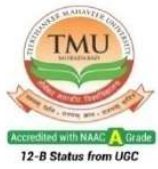
**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_









**Declaration by Director/ Principal/ HoD for No Hosteler on Tour/Event**

It is certified that in the proposed Sports/co-curricular activities/extracurricular activities/technical fest 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** \_\_\_\_\_



**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 on a tour/event to \_\_\_\_\_(name of place) from \_\_\_\_/\_\_\_\_/\_\_\_\_\_(date) to \_\_\_\_/\_\_\_\_/\_\_\_\_\_(date), agree to accompany the students on this tour/event 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/event.

Yours faithfully,

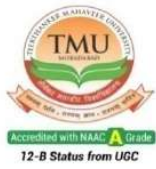
1  
**Signature**  
**Name**  
**Designation**  
**Mobile No.**  
**Date**  
**Place**

2  
**Signature**  
**Name**  
**Designation**  
**Mobile No.**  
**Date**  
**Place**

3  
**Signature**  
**Name**  
**Designation**  
**Mobile No.**  
**Date**  
**Place**

4  
**Signature**  
**Name**  
**Designation**  
**Mobile No.**  
**Date**  
**Place**





**Undertaking by Director/ Principal/ HoD**

It is certified that in the proposed Sports/co-curricular activities/extracurricular activities/technical fest 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/event. Further, I shall remain in touch with the faculty accompanying the tour and keep myself updated on the progress of the tour/event. Necessary instructions have been given to the students and the accompanying faculty for maintaining decorum and discipline during the tour.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

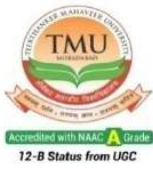
**Name:** \_\_\_\_\_


**Place:** \_\_\_\_\_

**Director / Principal / HoD**

**College/Department of** \_\_\_\_\_





 <p><b>TEERTHANKER MAHAVEER UNIVERSITY</b> <b>COLLEGE NAME</b></p> <p><b>REPORT</b></p>	
Name of Tour/Event	
Date of Tour/Event	
Duration of Tour/Event(in days)	
Destination of Tour/Event	
Name and Address of the Organizing body	
Theme of Tour/Event (Sports/co-curricular activities/extracurricular activities/technical fest/etc)	
Name of Faculty in-charge/Faculty members	
Name of Co-ordinator(s)	
Total no. of Participants	
No of Student participants	
No of Faculty participants	
Aim of Tour/Event	
Objectives of Tour/Event	
Outcome of Tour/Event	
Keywords	
Social Media Link (Facebook)	
YouTube Link	
Brief Report of Tour/Event (flyer of session to be included in same, if any)	

**Approved by-**

**Name and Signature of the Faculty in-charge**

**Encl (to be submitted with report)-**

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

