

SOP- Student's Self Organized Recreational Trips

General

1. Keeping in view of the academic engagement of the NUTECH students, the Office of Student Affairs (OSA) organizes recreational trips for students to ensure that they are provided with well-deserved leisure moments from their hectic university schedule. Each trip is supervised by the respective club mentor and facilitated by on duty faculty, security personnels, representative ex OSA, medical cover and media team.
2. In addition, however, if students wish to plan recreational trips on their own, they will have to abide by certain procedures that have been enumerated in the following paras. Any activity carried out beyond the set parameters will be subjected to disciplinary action.

Procedure

3. For each "Student's Self Organized Recreational Trip", there will be a proper students "Trip Organizing Committee (TOC)" headed by a student "Chief Coordinator".
4. The Chief Coordinator will provide the trip plan (**Annex A**) to Extra Curricula / event management committee before making any bookings / financial commitments (to allow for any changes by the NUTECH management, if deemed essential) at least eight clear days in advance.
5. Chief Coordinator NSC will process the case for formal approval of DoU through DSA.
6. Intimation about the trip approval / non approval will be intimated to the NSC.
7. One representative ex faculty and admin will accompany the trip (Their trip cost will be borne by NUTECH)
8. Trip will arrive at NUTECH one clear hour before the last light to allow enough time for students to reach their homes by safe hours.
9. NUTECH will provide logistic support to the students self-organized trip, if requested in trip plan (**Annex A**).
10. In case of female students, parent's / guardian's consent will be a must.
 - a. **Female Day Scholars**. Female day scholars will obtain and submit a written consent duly endorsed by the parents / guardians' (**Annex B**).
 - b. **Female Hostalites**. In case of hostel female students, Hostel warden will call each parent / guardian in the presence of respective student and inform them about the trip details and get their approval for the trip. (**Annex C**).

11. **Miscellaneous points**

- a. No female student (day scholar or hostalite) will be permitted to go on the trip without the said consent (**Annex B / C**).
- b. Male students' signature on the list provided will be taken as their consent.
- c. Total responsibility for planning, coordination and execution of the trip will rest with TOC.
- d. In case of any complaint from any student or any third party involved in any way with this trip, TOC will be fully responsible for satisfying the complainant.
- e. TOC Chief Coordinator will give an hourly update about the trip progress to his department coordinator who in turn will inform his HoD for onwards intimation to the respective school principal and DoU. Trip update will also be provided to DAD (SA).
- f. DoU / DSA will keep Pro Rector (P&R) and the Rector informed about all the matters related to the trip till safe return at NUTECH.
- g. In case of any emergency (God Forbid), will initiate all necessary steps.
- h. It will be ensured by TOC that all students arriving at NUTECH have safe arrangements for reaching back to their homes (specially the female students).
- i. Trips planned should not be for any fund raising, and should be on no profit basis.

Conclusion

12. Students' recreational trips play a vital role in students' overall growth / development and also provide them with a break from academic pressures. Such activities also polish students' soft skills and hence are always encouraged. Besides all this, taking students out for the recreational trips also has a huge responsibility, where all administrative and safety / security aspects are required to be coordinated to the minutest details. This SOP has been formulated keeping all such parameters in view so that in case of "Student's Self Organized Recreational Trips" no important aspect is overlooked that causes any unpleasant situation for the students. Adherence to this SOP is essential for all students involved in planning and for all those who opt to go on such student-organized trips.

Annex A

Information - Student's Self Organized Recreational Trips

1. Trip location. _____. Date _____
2. Mode of travel. _____.
3. Travel time from NUTECH to the trip destination _____.
4. ETD _____.
5. ETA _____.
6. Any logistic support required from NUTECH: -
 - a. Lunch / refreshments (menu will be given by the TOC and in turn they will be communicated the per head cost.
 - b. Number of hired transport required.
 - c. Cumulative amount of para 6 a & b ante will be deposited to admin office by trip student organizer 2 clear days before the date of the trip.
7. Lists attached: -
 - a. Complete list of TOC as per following format

TOC members' signatures

Ser	Student name & NUTECH ID	Dept	Cell Number	Appointment in TOC (If any)	Student Signature

Counter Signature

Chief Coordinator _____

Signature _____

- b. List of complete students going on the trip as per following format: -

Ser	Student name & NUTECH ID	Dept	Cell Number	Parents / guardians permission obtained (For female students)	Student Signature
Signature (Chief Coordinator) _____ Date _____					

Dept Coord. _____

HoD: _____

Principal NUSET/NUSIT: _____

DoU: _____

(To be deposited to
OSA)

Parents / Guardian - Consent Form (Female Day Scholars)

1. I _____ Father / Mother / Guardian of NUTECH Student _____, here by accord permission to my daughter _____ to go on "Students Self Organized Trip" to _____.
2. I know that it is not a NUTECH organized trip and entire administrative & and safety / security responsibility rests with students.

Signature _____

Parents / Guardian - Consent Form (Female Hostel Students)

1. I _____ certify that, our Hostel Warden _____ has informed _____, my Parents / Guardians at Cell Number _____ on _____ at _____ hrs in my presence that: -
2. I _____ am going on "Students Self Organized Trip "to _____ on _____, that is not sponsored by NUTECH in any way.
3. Mode of transport _____.
4. ETD _____.
5. ETA _____.
6. NUTECH has no role in trip planning / execution, it is totally the students' own initiative / responsibility.

Signature _____
(Chief Coordinator)

Signature _____
(Student)

Counter Signed

(Hostel Warden)