

OFFICE OF THE IQAC

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SOP for Gender-Sensitive Study Tours and Field Visits

Internal Complaint Committee (ICC) Sanskaram University

1. Purpose

This Standard Operating Procedure (SOP) aims to ensure that all **study tours, industrial visits, field visits, excursions, and educational trips** organized by Sanskaram University are conducted in a **safe, inclusive, respectful, and gender-sensitive manner**, ensuring the comfort and security of all participating students and staff.

2. Scope

This SOP applies to:

- All academic departments
- Faculty coordinators and accompanying staff
- Students participating in tours
- Transport staff and external agencies involved in the tour

3. Guiding Principles

1. **Zero Tolerance** for sexual harassment or discriminatory behavior.
2. **Equality, dignity, and respect** for all genders.
3. **Safety-first approach**, especially for women students during travel and stay.
4. **Confidentiality** for reporting concerns during or after the visit.
5. **Responsibility & accountability** of faculty coordinators and transport providers.

4. Pre-Tour Planning

4.1 Approval Process

- All study tours/field visits must be approved by:
 - **Head of Department**
 - **Dean**
 - **ICC Member Secretary** (to ensure gender-sensitivity compliance)

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- Detailed itinerary, stay arrangements, emergency contacts, and safety measures must be submitted in advance.

4.2 Gender-Sensitive Briefing

- A **mandatory pre-tour briefing** shall be conducted covering:
 - Code of conduct
 - Safety instructions
 - Reporting mechanisms
 - Communication protocols
 - Contact details of accompanying staff (male & female)

4.3 Accompanying Staff

- **Minimum one female faculty/staff** must accompany the group if female students are participating.
- Student-to-staff ratio should be gender-appropriate and sufficient for supervision.

4.4 Accommodation Arrangements

- Separate and secured accommodation for male and female students.
- Rooms must have:
 - Functional locks
 - Adequate lighting
 - Emergency numbers displayed
- Accommodation provider must ensure:
 - 24x7 security
 - CCTV in common areas

4.5 Transport Arrangements

- Transport must be:
 - Safe and verified
 - Preferably GPS-enabled
 - With a responsible driver having verified credentials
- Female students should not be left unaccompanied at any point during travel or transit.

5. Code of Conduct for Students and Staff

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1. All participants must follow the **University Code of Conduct** during the entire trip.
2. Any behavior involving:
 - Harassment
 - Bullying
 - Gender stereotyping
 - Misuse of social mediais strictly prohibited.
3. Students must adhere to time schedules and movement restrictions set for safety.
4. Alcohol, drugs, and unsafe practices are strictly prohibited.

6. Safety Measures During the Tour

6.1 Attendance & Headcount

- Faculty must take attendance at:
 - Starting point
 - After every halt
 - Before returning

6.2 Communication Protocol

- A WhatsApp/Telegram group must be created for:
 - Real-time communication
 - Sharing instructions
 - Emergency alerts

6.3 Night Hours

- No movement outside designated areas after **9:00 PM** unless supervised by accompanying staff.
- Late-night travel must be avoided unless essential and approved.

6.4 Health & Emergency

- At least one staff must be designated as **Safety Officer**.
- First-aid kit must be available in transport and accommodation.

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- Students should immediately report any discomfort or distress.

7. Reporting Mechanism During the Tour

1. Any student experiencing or witnessing harassment must report immediately to:
 - Accompanying faculty
 - Safety Officer
 - ICC Member (via phone/WhatsApp)
2. A **confidential reporting form/link** shall also be shared with students before departure.
3. The faculty coordinator must inform ICC within **24 hours** of receiving any complaint.
4. The safety of the complainant is the **first priority**; immediate action must be taken.

8. Post-Tour Procedures

8.1 Debriefing

- A formal debriefing meeting shall be conducted within **5 working days** of return.

8.2 Feedback Collection

- Students shall submit an **anonymous feedback form**, including:
 - Safety concerns
 - Conduct of staff
 - Accommodation quality
 - Transport safety
 - Any gender-related discomfort

8.3 Submission to ICC

- Any gender-related concerns noted in the feedback must be shared confidentially with ICC.
- ICC may conduct follow-up action if required.

9. Responsibility Matrix

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Activity	Responsible Person
Tour Planning & Itinerary	Faculty Coordinator
Gender-Sensitivity Compliance	ICC Member Secretary
Safety & Security Arrangements	Faculty Coordinator + Administrative Office
Accommodation & Transport Verification	Dept. Tour Committee
On-Site Safety & Supervision	Accompanying Staff
Complaint Reporting	ICC

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Verified by: Registrar and Dean Academics



Approved by: Honorable Vice Chancellor

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