

AMITY UNIVERSITY, HARYANA

STANDARD OPERATING PROCEDURE FOR FIELD VISIT UNDERTAKEN BY STUDENTS AND FACULTY

Preface:

As a part of the curriculum , students of various disciplines of the University need to take up field studies from time to time. This is generally incorporated during the Course / syllabi preparation to enable the students to be aware of such visits.

Following Procedures need to be followed for such field visits:

STUDENTS:

The Department must identify the destination of such visit on the basis of the academic requirement and preferably not located at very far distance.

The willing students should be identified by the concerned HOI and inform them and their parents well in advance.

The students will bear the cost of travel, stay and other expenses

The students will give an undertaking signed by them, parent and countersigned by the HOI of the School /institute and submit the same to Registrar's office at least two days before going out. The undertaking is required to be kept in their personal Files. The students will be liable for any disciplinary action in case of any breach of the clauses of the Undertaking.

During the tour and field work , they will be under the supervision of their Faculty and they will abide by the schedule chalked out by the Faculty. The Faculty may take the students into confidence as they are the stakeholders in the Field work.

After Returning from the trip, the students must submit a report to the concerned HOI through the Faculty who accompanied them in the tour.

The students must conduct themselves properly during the field work and leave no room from any critical comments from the concerned at their place of field work, place of stay and in public places.

FACULTY:

The Faculty (s) to accompany the students must be decided by the HOI and her/his subject must be related to this area.

The cost of travel/ stay and other expenses will be borne by the University subject to submission of the proposal at least five/six weeks before the departure and approval of the competent authority.

The Faculty will be responsible for submission of Undertaking by the students, their conduct during the entire duration of field work and ensure that the time spent in outdoor location is useful for their academic activity.

In case of any unwanted development or sickness of any student during the field work, the Faculty will take appropriate action to inform the parents of the concerned students and also inform the Registrar accordingly.

On return from the tour, the Faculty (s) concerned will submit a detailed report indicating the performance of the students, their achievements, if any etc and submit to the HOI. HOI may send the same to the Dean Academics for records.
