

Date: 05 March 2024

To  
The principal & Dean  
Faculty of Architecture & Planning,  
Dr. APJ Abdul Kalam Technical University  
Lucknow

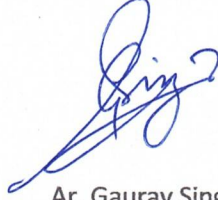
Subject: SOP for Educational tour for approval

Ma'am

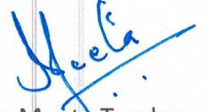
With reference to your letter number लावाम/ प्र०स्था०/ (दो)-10-का०आ०/2023-24/01-224 dated 01 march 2024, please find attached SOP for Educational Tours at FOAP, AKTU for your kind approval.



Ar. Vaibhav Kulshrestha  
(Assistant Professor)



Ar. Gaurav Singh  
(Assistant Professor)



Dr. Meeta Tandon  
(Associate Professor)

Forw. IQAC  
21.08.24



संख्या: लवाम/प्र0स्था0/(दो)-10-का0आ0/2023-24/01-

दिनांक: फरवरी, 2024  
01 मार्च 2024

### कार्यालयादेश

संस्था के सभी स्नातक एवं स्नातकोत्तर पाठ्यक्रमों के शैक्षिक भ्रमण (Academic Tours) युक्तिसंगत/तार्किक आधार पर पर भेजे जाने के सम्बन्ध में मानकों (SOP) को तैयार किये जाने हेतु संस्था के निम्नलिखित सदस्यों की एक समिति का गठन किया जाता है, अतः समिति से उपरोक्त सम्बन्धी मानक (SOP) 07 दिनों में तैयार कर प्रस्तुत किये जाने की अपेक्षा की जाती है:

- ✓ 1. डा0मीता टण्डन, एसोसियेट प्रोफेसर
2. श्री गौरव सिंह, असिस्टेंट प्रोफेसर
3. श्री वैभव कुलश्रेष्ठ, असिस्टेंट प्रोफेसर

शैक्षिक भ्रमण (Academic Tours) सम्बन्धी सभी प्रस्ताव उपरोक्त समिति की संस्तुति के उपरान्त ही प्रस्तुत किये जायेंगे।

(प्रो0वन्दना सहगल)  
प्रधानाचार्य एवं अधिष्ठाता।

प्रतिलिपि संख्या: लवाम/प्र0स्था0/(दो)-10-का0आ0/2023-24/01-224(F) तददिनांक।  
प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- ✓ 1. विभागाध्यक्ष, वास्तुकला एवं योजना संकाय।
- ✓ 2. उपरोक्त समिति के समस्त सदस्यों को।
3. समस्त स्टॉफ मेम्बर्स को सरकुलेशन के माध्यम से।
4. गार्ड फाइल।

(प्रो0वन्दना सहगल)  
प्रधानाचार्य एवं अधिष्ठाता।





## Faculty of Architecture & Planning AKTU SOP for Educational Tours

### 1. Introduction

Faculty of Architecture and Planning, Dr. A.P.J. Abdul Kalam Technical University, Lucknow aims to promote and encourage learning through multiple avenues. To make education holistic, the college organizes educational tours as an extension of theoretical learning and to expose students to new and unique real-world experiences. Tour is a way of improving learning along with developing skills of critical thinking, teamwork, and interactive and conceptual learning. The educational tours are also mandated by the Council of Architecture (COA) as part of the academics.

### 2. Purpose of SOP

Establish a policy for student educational tours exclusively for academic purposes

### 3. Scope

This policy applies to all individuals involved in college-sanctioned educational tours. It includes the staff (both academic and non-academic) and students. This Policy and the accompanying annexures may be subject to periodic reviews for rectification.

It has following parts:

- A : General Guidelines for tour
- B : Rules and code of conduct for students
- C : Specific guidelines for individual courses

## A. GENERAL GUIDELINES FOR TOUR

- 1) The class representatives or any two members (One boy & One girl) nominated by the students with the approval of concerned Faculty act as tour coordinators of their class.
- 2) The tour coordinators along with faculty members are responsible regarding (1) Preparation of detailed tour plan (2) Getting clearance from Tour Committee and then permission from HoD and Principal. (3) Do the necessary documentation required for smooth conduction of tour (i.e. permission letters, needful communication from stakeholders etc)
- 3) The accompanying faculty members will be responsible for the conduct of educational tour as per the approved travel plan by the Principal.
- 4) Detailed tour proposal has to be forwarded by Tour committee to the HOD who can recommend it to the Principal for final approval/modification.
- 5) The accompanying faculty member must cut short the study tour in consultation with HoD, at any point of time of the tour in case of occurrence of any inappropriate incidence (violation of travel plan, tour manual, misbehavior, disobedience, accident, etc) during the tour.
- 6) In case of any delay or changes in travel plan (due to unexpected holidays or uninformed circumstances) it should be informed to HOD and Principal.
- 7) Parents' consent letter (Annexure I) is compulsory for all the students who are attending the tour programs.



- 8) Educational tour is not optional for students therefore it should only be approved in case all the students are going. Exemption should only be considered in case of medical reason, emergency cases pre-approved by the HOD.
- 9) All educational tours should preferably be assisted/escorted by faculty members teaching Arch. Design for the respective semester. The faculty team accompanying the students should preferably travel along with the students only (Bus/Train/Taxi) in the category as per their entitlements.
- 10) Expert lectures should be promoted during the visit.
- 11) Visit to architectural institutes (in case visiting the city having any institute of high repute) should be integrated with prior communication and permission from that institute.
- 12) No student should be allowed to leave the tour in between or take a different route in any case.
- 13) Medical history and fitness confirmation should be ensured for individual students before leaving for tour.
- 14) At least one female faculty should accompany the educational tour (outstation). In special circumstances when a female faculty/staff is not available, spouse of faculty members may be considered for the same. However, they will not be entitled for any kind of reimbursement. This may be relaxed in case of within the city (day tour) or similar visit.
- 15) Faculty – student ratio for such tours should be 1 per 20 students with a maximum of 3 faculty members per batch (40-45 students).
- 16) The college management will not be responsible for any consequences resulting from disobedience or misbehavior of the student during the entire duration of visit including the journey.
- 17) Disobedience of students towards accompanying faculty must be reported and will be viewed seriously and dealt with accordingly as per college rules.

## B. RULES AND CODE OF CONDUCT FOR STUDENTS

- 1) Smoking, liquor consumption, and the likewise activities are strictly prohibited during the entire tour program.
- 2) Students suffering from serious health problems will not be permitted to attend the tour/visit.
- 3) A medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the student coordinator of the tour.
- 4) It is compulsory for students to submit a detailed report after the tour. Soft copy of the same will be uploaded on the website and for Library records.
- 5) The date of submission of report should not exceed two weeks from the date of return.
- 6) Students undergoing any kind of educational tour should compulsorily carry college ID card.
- 7) Students are expected to be courteous, polite and disciplined while on tour as they represent the institution and serve as brand ambassadors of the institute outside the campus.
- 8) Students are not allowed to hire/rent individual vehicles on the tour.
- 9) Students can meet their local guardians only after the due permission from the faculty.

## C. SPECIFIC GUIDELINES FOR INDIVIDUAL COURSES

Educational tour should be aligned with the major intent of the Architectural Design course with minor objectives aligned with other courses of the semester. Following is the tentative thrust areas laid out as per the ongoing B.Arch./M.Arch./MURP Syllabus.

- 1) Students must visit multiple places of relevance during the tour in either one city or multiple cities covered during the tour.
- 2) **B.Arch First year** should preferably visit any place within the state (Uttar Pradesh) and then adjoining states (i.e. Rajasthan/Madhya Pradesh/Bihar/Delhi/Uttarakhand). Duration of educational tour for first year should be 5-8 days including travel.


(Prof. VANDANA SE  
Principal & De  
Faculty of Architecture &  
AKTU, Lucknow

- 3) **B.Arch Second year** should preferably study space, climate and vernacular settlement of the state and nearby region. Other states to be considered can be Madhya Pradesh/ Delhi/ Rajasthan/ Bihar/ Uttarakhand/ Himachal Pradesh/ Gujarat/ Punjab/ Haryana) with a tentative distance of 800-1000 km. Duration of educational tour for second year should be 6-10 days including travel.
- 4) **B.Arch Third year** should preferably target studying good examples of structural system or Housing in metropolitan cities/major cities of India. Cities directly connected to Lucknow should be given priority. Duration of educational tour for third year should be 6-10 days including travel.
- 5) **B.Arch Fourth year** should preferably identify study area with strong urban context and scope of documentation and design intervention in any metropolitan cities/major cities of India. Cities directly connected to Lucknow should be given priority. Duration of educational tour for fourth year should be 8-10 days including travel.
- 6) **B.Arch Fifth year** should preferably visit cities having examples of good campus design (Academic Institutes, healthcare institutes, research institutes etc) with similar intent as given design exercise. Cities directly connected to Lucknow should be given priority. Duration of educational tour for final year should be 7-10 days including travel.
- 7) **M.Arch/MURP** should visit study areas in the identified city/region as per the major design/planning studio exercise. It is recommended to consider working for development of any state/region as part of academic exercise. Duration of educational tour should be 8-15 days including travel.
- 8) Reimbursement of the expenditure (per student) by the institute should not exceed following amount (INR):
 

i.	B.Arch. First year	: 1000/-
ii.	B.Arch. Second year	: 3000/-
iii.	B.Arch. Third year	: 3000/-
iv.	B.Arch. Fourth year	: 3000/-
v.	B.Arch. Fifth year	: 3000/-
vi.	M.Arch./MURP First year	: 3000/-
vii.	M.Arch./MURP Second year	: 5000/-

However, the amount (per student) may also change as per the annual fund allocation.

- 9) Research scholars'/Teaching assistants (AICTE/Homi Bhabha fellowship) to be considered at par with faculty members for sharing the responsibility of escorting students on educational tours and should be remunerated accordingly.
- 10) Principal holds all the authority to suggest, modify or disapprove the tour before or during the tour. In case of any dispute, principal holds the final authority.

  
 (Prof. VANDANA SEN)  
 Principal & Dean  
 Faculty of Architecture and  
 AKTU, Lucknow



Annexure I

**PARENT /GUARDIAN CONSENT LETTER FOR EDUCATIONAL TOUR**

I..... Parent/Guardian of..... do hereby give  
my consent to my son/daughter for educational tour to  
..... from..... to.....

(..... days) along with faculty members. During journey, I assure you that he/she will abide the rules and regulations stipulated by the faculty members and college tour SOP. I understand that the college authorities will not be held responsible for any untoward incidents may occur during the journey.

Kindly declare below any medical history such as any health problems/ medical conditions or any other medical recommendations for the student.

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Any local guardian at the place of visit:

Name, Address & Contact: \_\_\_\_\_

Name of Student:

Contact No.:

Signature of student:

Name of Parent / Guardian:

Contact No.:

Signature of Parent/ Guardian:

Date:

Place:

## Annexure II

### **Educational Tour Approval Format**

1. Details of journey (Use separate sheet if necessary)

a. Details of Train (if applicable)

Train No. :

Name of Train :

Date of journey :

Destination station :

b. Details of Bus:

Address and contact no. of Tour/Travel agency:

Reg. no. of Bus :

Seating capacity :

c. Details of accommodation

Address of hotel booked:

(Including telephone number)

2. Total no of students going:

3. Duration: From Date \_\_\_\_\_ to Date \_\_\_\_\_ Total Days \_\_\_\_\_

4. Total distance to destination: (Can refer Google map)

5. Total fare/head (Including food/accommodation/bus or train charge

Signature of Class Representatives/Student Tour coordinators

1. Name..... Signature.....

2. Name..... Signature.....

3. Name..... Signature.....

4. Name..... Signature.....

Signature of faculty coordinators:

Approval of Tour Coordinator:

Approval of HOD:

Approval of Principal/Dean: