



# HITEC-Institute of Medical Sciences

## SOP for Day Excursion Trip for MBBS Students

DOCUMENT #: Estb-SOP-15

ISSUE # 01

ISSUE DATE: 25-11-2025

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### 1.0 INTROCUPTION:

The day excursion trip offers MBBS students a break from their hectic schedule, providing an opportunity to learn and gain knowledge from historical and educational sites.

### 2.0 PURPOSE:

The purpose of this SOP for the Day Excursion Trip is to define the responsibilities of all concerned stakeholders (Class Teachers, Trip Coordinators, Class Representatives, Students, Admin Supervisors, and Security personnel) to ensure:-

- 2.1 A safe, organized, and educational trip to the selected sites.
- 2.2 Uninterrupted communication between the college administration, trip participants, and parents.
- 2.3 The selected sites are viable for the trip, with minimal disruptions, and adequate arrangements for student safety, logistics, and emergencies.

### 3.0 ABBREVIATIONS:

CR	Class Representative
GR	Girls Representative
THQ	Tehsil Headquarters Hospital
DHQ	District Headquarters Hospital
Admin	Administrative

### 4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 Manager Coord
- 4.2 Class Teacher
- 4.3 Trip Coordinator
- 4.4 Class Representative (CR & GR)
- 4.5 Students
- 4.6 Senior Admin Supervisor
- 4.7 Superintendent Establishment





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### 5.0 PROCEDURE

#### 5.1 EXCURSION LOCATIONS

- 5.1.1 Taxila Museum + Khanpur Dam
- 5.1.2 Wah Garden
- 5.1.3 Lok Virsa Museum & Shakarparian
- 5.1.4 Army Museum & Ayub Park
- 5.1.5 Murree (Kashmir Point / Pindi Point)
- 5.1.6 Mangla Dam
- 5.1.7 Salt Mines & Kalar Kahar
- 5.1.8 Faisal Mosque & Chhattar Park
- 5.1.9 Rohtas Fort

#### 5.2 CHARTER OF DUTIES

##### 5.2.1 MANAGER COORDINATION

- 5.2.1.1 **Overall Coordination**. Coordinate all aspects of the excursion trip, including logistics, transportation, and activities.
- 5.2.1.2 **Communication**. Liaise with Class Teachers, Trip Coordinators, Admin Supervisors, Security, and parents as needed.
- 5.2.1.3 **Itinerary Management**. Finalize the trip itinerary, including visit locations, timings, and breaks.
- 5.2.1.4 **Safety and Security**. Ensure all safety and security measures are in place; coordinate with security personnel.
- 5.2.1.5 **Emergency Handling**. Handle any emergencies or issues during the trip; coordinate with medical services if needed.
- 5.2.1.6 **Reporting**. Ensure Class Teachers submit post-trip reports as per Annex 'A'.
- 5.2.1.7 **Coordination with Admin**. Liaise with Admin Supervisors on transport, food, and other logistics



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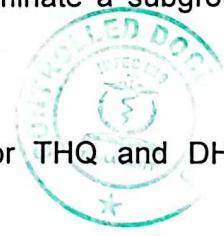
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5.2.1.8 Intimation: Inform the worthy Principal about the class's departure and arrival back at HITEC IMS.

### 5.2.2 CLASS TEACHER

- 5.2.2.1 Accompany the respective class throughout the trip.
- 5.2.2.2 Supervise and control class discipline and ensure student safety.
- 5.2.2.3 Get "All OK" reports before departure and on return, send these reports to Dir Adm & Ops and Manager Coord.
- 5.2.2.4 Guide CR & GR on site selection for the trip.
- 5.2.2.5 Obtain parental consent (as per Anx 'A') from students, submit a willing students consolidated list to Adm & Ops Branch for planning.
- 5.2.2.6 Get assistance from CR & GR.
- 5.2.2.7 Divide the class into subgroups, nominate a subgroup leader for administrative ease.
- 5.2.2.8 Adhere to timings strictly.
- 5.2.2.9 Carry medical emergency letters for THQ and DHQ Hospitals.
- 5.2.2.10 Use only hired transport, no private vehicles / cars are allowed.
- 5.2.2.11 Submit a post-trip report as per Annex 'B'.
- 5.2.2.12 Students will put on appropriate and decent dress alongwith joggers / suitable shoes.
- 5.2.2.13 Shall brief the worthy Principal three days prior to the excursion trip.



### 5.2.3 TRIP COORDINATOR

- 5.2.3.1 Assist the Class Teacher.
- 5.2.3.2 Coordinate with Security and Admin staff.



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5.2.3.3 Ensure the First Aid Box contain requisite emergency medicines.

### 5.2.4 CLASS REPRESENTATIVES (CR & GR)

- 5.2.4.1 Assist the Class Teacher and Trip Coordinator.
- 5.2.4.2 Maintain student conduct throughout the trip.
- 5.2.4.3 Take attendance and inform the Class Teacher.
- 5.2.4.4 Follow the timeline.
- 5.2.4.5 Collect student feedback.

### 5.2.5 STUDENTS

- 5.2.5.1 Maintain discipline and decorum, any misbehavior will lead to disciplinary action.
- 5.2.5.2 Arrange own food near the visiting site.
- 5.2.5.3 No private transport allowed only transport hired by HITEC IMS will be used.
- 5.2.5.4 Cooperate with CR / GR, Trip Coordinator and the Class Teacher.
- 5.2.5.5 Adhere to given timings.



### 5.2.6 SENIOR ADMIN SUPERVISOR

- 5.2.6.1 Arrange roadworthy transport for the trip.
- 5.2.6.2 Select suitable dining facilities for all participants.
- 5.2.6.3 Arrange food for faculty, security, and admin staff.
- 5.2.6.4 Ensure availability of the First Aid Box.
- 5.2.6.5 Liaise with the Class Teacher and Manager Coord and report any abnormality.
- 5.2.6.6 Distribute Admin support staff among subgroups for better control and safety.
- 5.2.6.7 Submit an OK Report as per Annex 'C'.



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### 5.2.6 ESTABLISHMENT SUPERINTENDENT

5.2.6.1 Initiate a Minute Sheet to HITEWT at least two weeks prior.

5.2.6.2 Prepare medical treatment letters for THQ & DHQ Hospitals.

5.3.6.3 Issue general instructions for security arrangements.

### 5.3 GENERAL INSTRUCTIONS

5.3.1 Students will arrange their own food.

5.3.2 Transport will be provided by HITEC-IMS at no extra charge.

5.3.2 Any medical emergency will be handled as per the medical letters carried for THQ and DHQ Hospitals.

5.3.3 Discipline and decorum must be maintained, any misbehavior will lead to disciplinary action.

5.3.4 Additional admin support staff accompanying the trip may be assigned any additional task by the superiors, if required.

### 6.0. RELATED DOCUMENTATION



Sr. #	Document Name	Document Number	Retention Period
1.	Permission slip parents / guardian for excursion trip	Anx A	1 Year
2.	Post Trip Report	Anx B	1 Year
3.	Ok report While departure and at arrival	Anx C	1 Year



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Anx 'A'

### PERMISSION SLIP - PARENTS / GUARDIAN FOR EXCURSION TRIP

It is certified that Roll No. \_\_\_\_\_ Name \_\_\_\_\_  
Class \_\_\_\_\_ Year MBBS is allowed to proceed to the excursion trip from 07 AM to 0730 PM dated \_\_\_\_\_. He / she will adhere for following:-

- a. Will not misbehave with his colleagues / faculty / staff of HITEC-IMS.
- b. Obey the orders & instruction given time to time.
- c. Be very punctual.
- d. Dignified behavior is expected.

Signatures Father / Guardian \_\_\_\_\_

Dated: \_\_\_\_\_

Mobile Number of Father / guardian \_\_\_\_\_





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Anx 'B'

### POST TRIP REPORT

Class Teacher Name: \_\_\_\_\_

Coordinator Name) : \_\_\_\_\_

Time of Departure from visit site: \_\_\_\_\_

Time of Arival at IMS: \_\_\_\_\_

Discipline during the trip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Food Arrangement at: \_\_\_\_\_

Quality of Food: \_\_\_\_\_

Security: \_\_\_\_\_

Recommendation for future visit: \_\_\_\_\_

\_\_\_\_\_

Signatures of Class Teacher : \_\_\_\_\_

Manager Coord: \_\_\_\_\_



Dir Adm & Ops: \_\_\_\_\_

Principal: \_\_\_\_\_



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Anx 'C'

### OK REPORT

#### WHILE DEPARTURE AND AT ARRIVAL

Class	
Day & Date	
Time	
Student's strength	
Faculty	
Security Staff	
Admin Staff	
Guest (if any)	
Drivers	
Coasters	
Weapons	
Ammunition	

Signatures of Class Teacher: \_\_\_\_\_

