



Principal
Prof. Dr. Pooja Prashant Narwadkar
B.A.L.L.M., NET, Ph.D.

BV/NLCS/ /2026-27

Standard Operating Procedure (SOP) for Institutional Visit by Students

1. Purpose

To provide a structured framework for planning, organizing, and conducting institutional visits that enhance students' practical knowledge, professional exposure, and experiential learning.

2. Objectives

- Bridge the gap between classroom learning and practical application.
- Expose students to the functioning of various institutions.
- Develop professional ethics, communication skills, and observational abilities.
- Encourage interaction with experts and professionals.

3. Scope

This SOP applies to all institutional visits organized by the college for undergraduate and postgraduate students.

4. Institutions Covered

Visits may be organized to:

- Courts (District Court, High Court, Supreme Court)
- Police Stations
- Prisons/Correctional Homes
- Government Offices
- NGOs
- Legal Aid Centres
- Forensic Science Laboratories
- Consumer Forums
- Lok Adalats / Lok Nyayalaya
- Corporate Offices
- Legislative Bodies
- Other educational or research institutions

5. Responsibilities

Principal

- Approve the institutional visit.
- Grant administrative permission.

Visit Coordinator/Faculty In-charge

"Social Transformation Through Dynamic Education"

Bharati Vidyapeeth's



NEW LAW COLLEGE, SANGLI.

'B+' Grade Accredited by NAAC, Bengaluru

Bharati Vidyapeeth Bhavan, Rajwada Chowk, Sangli - 416 416.

Tel No. : 0233-2377256, Fax : 0233-2326372

Founder & Chancellor
Dr. Patangrao Kadam
 M.A., LL.B., Ph.D.

E-mail: bnlcs@yahoo.co.in | nlcsangli@bharativedyapeeth.edu | bnlcs185.cl@unishivaji.ac.in

Principal

Prof. Dr. Pooja Prashant Narwadkar

B.A., LL.M., NET, Ph.D.

- Identify the institution.
- Obtain prior permission from the institution.
- Prepare the visit schedule.
- Arrange transportation (if required).
- Brief students regarding objectives and conduct.
- Maintain attendance.
- Ensure discipline and safety.
- Submit a visit report after completion.

Students

- Submit consent form (if required).
- Maintain punctuality and discipline.
- Wear prescribed dress code/identity card.
- Follow instructions of faculty and host institution.
- Maintain confidentiality where required.
- Prepare and submit visit reports.

6. Procedure

Step 1: Planning

- Identify the institution based on academic relevance.
- Fix date and time.
- Obtain approval from the Principal.

Step 2: Permission

- Send an official request letter/email to the institution.
- Receive confirmation.

Step 3: Student Registration

- Invite interested students or nominate participants.
- Collect consent forms (where applicable).

Step 4: Pre-Visit Briefing

Faculty shall explain:

- Purpose of visit
- Expected learning outcomes
- Code of conduct
- Safety instructions
- Reporting requirements

Step 5: Conduct of Visit

- Mark attendance before departure.
- Reach the institution on time.
- Attend orientation/session by host officials.
- Observe institutional functioning.

"Social Transformation Through Dynamic Education"

Bharati Vidyapeeth's



NEW LAW COLLEGE, SANGLI.

'B+' Grade Accredited by NAAC, Bengaluru

Bharati Vidyapeeth Bhavan, Rajwada Chowk, Sangli - 416 416.

Tel No. : 0233-2377256, Fax : 0233-2326372

Founder & Chancellor
Dr. Patangrao Kadam
M.A., LL.B., Ph.D.

E-mail: bnlcs@yahoo.co.in | nlcsangli@bharativedyapeeth.edu | bnlcs185.cl@unishivaji.ac.in

Principal

Prof. Dr. Pooja Prashant Narwadkar

B.A., LL.M., NET, Ph.D.

- Participate in interaction sessions.
- Take notes for academic reporting.
- Avoid photography unless permitted.

Step 6: Post-Visit Activities

- Students shall submit an individual or group report.
- Faculty shall collect feedback.
- Coordinator shall prepare a consolidated report with photographs (if permitted) and submit it to the Principal/IQAC.

7. Code of Conduct

Students shall:

1. Report at the designated venue on time and **follow the schedule.**
2. Wear the **prescribed college uniform** and carry a **valid identity card.**
3. Students to **carry Notepad and Pen** during visit (avoid bags, purse etc)
4. Maintain **polite and respectful behavior** with officials, staff, faculty, and fellow students.
5. Students to **ask only Academic Questions** (avoid personal and non-academic Question)
6. **Follow all instructions** given by the faculty coordinator and the host institution.
7. **Maintain silence and avoid disturbing** the regular functioning of the institution.
8. **Do not enter restricted areas** without prior permission.
9. **Refrain from using mobile phones** except when permitted.
10. **Do not click photographs, record videos, or share** information without authorization.
11. **Keep the premises clean and avoid littering.**
12. **Ask relevant questions courteously during interactive sessions.**
13. **Respect the confidentiality** of any information shared during the visit.
14. **Avoid any misconduct, arguments, or behavior** that may harm the reputation of the college.
15. **Stay with the assigned group** and do not leave the venue without informing the faculty coordinator.
16. **Follow all safety, security, and emergency protocols** of the host institution.
17. **Express gratitude** to the host institution before concluding the visit.

Adherence to these guidelines reflects the professionalism and values of the institution. Any **act of indiscipline may result in disciplinary action** as per the college rules.

"Social Transformation Through Dynamic Education"

Bharati Vidyapeeth's



NEW LAW COLLEGE, SANGLI.

'B+' Grade Accredited by NAAC, Bengaluru

Bharati Vidyapeeth Bhavan, Rajwada Chowk, Sangli - 416 416.

Tel No. : 0233-2377256, Fax : 0233-2326372

Founder & Chancellor
Dr. Patangrao Kadam
M.A., LL.B., Ph.D.

E-mail: bnlcs@yahoo.co.in | nlcsangli@bharativedyapeeth.edu | bnlcs185.cl@unishivaji.ac.in

Principal
Prof. Dr. Pooja Prashant Narwadkar
B.A., LL.M., NET, Ph.D.

8. Safety Measures

- Faculty shall accompany students throughout the visit.
- Emergency contact numbers shall be available.
- First-aid arrangements shall be ensured.
- Students shall not leave the group without permission.

9. Documentation

The following records shall be maintained:

- Approval of Principal
- Invitation/Permission Letter
- Student Attendance
- Consent Forms (if applicable)
- Visit Schedule
- Photographs (where permitted)
- Student Reports
- Faculty Report
- Feedback Forms

10. Learning Outcomes

Students should be able to:

- Understand institutional functioning.
- Relate theoretical concepts with practice.
- Develop professional ethics and interpersonal skills.
- Improve analytical and observational abilities.

11. Review

The SOP shall be reviewed annually or as and when required by the institution to ensure effectiveness and compliance with academic requirements.



Pooja Narwadkar

Principal
BV's New Law College, Sangli