

Standard Operating Procedure (SOP) for Student's Industrial/Educational visits to the New Mangalore Port.

1. Purpose:

This SOP outlines the procedure for facilitating educational and industrial visits of students to the Port, ensuring a structured and hassle-free experience while maintaining Safety/Security and operational efficiency.

2. Eligibility:

The visit is open to students from recognized School/Colleges/Universities for educational and Industrial purposes only. A maximum of **50 students** per visit is allowed.

3. Registration Process:

- School, Colleges/Universities must submit the request for port visit at least 10 days in advance through email <dyconservator@nmpt.gov.in>.
- The application must include:

Name of institution:

Number of students and faculty members attending:

Purpose of visit (e.g., import/export, logistics, port operations):

Preferred date of visit:

Application should be signed by Head Master/Principal/Dean: Contact details of the faculty in charge:

- The request will be reviewed, and confirmation will be provided subject to the approval of the Deputy Conservator (Marine Department).

4. Scheduling and Confirmation:

- Approved visits will be scheduled based on operational feasibility.
- The port will inform the institution of the final date and the time of the visit is 10:30am to 11:30am.
- List of approved Indian students with valid ID proof (College ID/Aadhaar) must be submitted to the port at least 48 hours before the visit.

- Foreigners requesting a port entry permit must possess either an Overseas Citizenship of India (OCI) card, Business Visa or an Employment Visa. The permit may also be issued to those holding an "X" Visa, Entry Visa or Research Visa provided they have a specific endorsement to attend the port visit, subject to clearance of Immigration, Customs and CISF before entering port. However, foreigners with any other type of visa are not eligible for port entry permit.
- Visiting on Saturdays, Sundays and Government Holidays shall be avoided.

5. Entry and Security Clearance:

- Visitors must report to the designated entry gate at the scheduled time.
- Visitors will be provided with suitable PPE for port visit. Aid box.
- ID verification will be done by the CISF personnel at the main gate.
- Faculty members must accompany students and ensure discipline during the visit.
- Any unauthorized or last-minute additions to the list will not be permitted entry.

6. Guided Tour and Educational Briefing:

- A designated port officials from the Traffic and Marine department will be assigned to explain port functions and guide students through designated areas.
- The visit will cover port operations, import/export procedures, logistics, cargo handlings, marine operations, and traffic management.
- Port will provide a Bus service for students to tour the port areas.
- School children's will not be permitted to get down from the bus.
- Students must always remain with their designated group and avoid restricted high-risk operational zones and hazardous areas.

7. Code of Conduct:

- Visitors must strictly adhere to the Safety Protocols, Regulations and follow the instructions of Port Officials.
- No hindrance to the Port activities, as heavy vehicles and cargo are in transit.
- The ultimate responsibility with regard to the safety of the visitor lies with the School/College/Institution and no way whatsoever port will be held responsible for any untoward incidents/accidents during such visit ex. any injury permanent disability and loss of life etc.
- Photography is strictly prohibited unless prior permission has been obtained.
- Any misconduct may result in immediate termination of the visit.
- In case of emergency, follow the instructions given by the port officials.

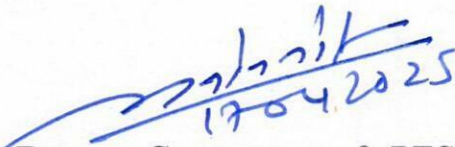
8. Exit:

After the visit, students and faculty members must exit the port premises promptly through Main Gate subject to clearance by the CISF.

- Emergency exits are clearly marked at various points in the port area. Visitors must familiarize themselves with their locations upon arrival.
- if an evacuation is required, proceed calmly to the nearest emergency exit as directed.
- In case of fire, medical emergency or any other hazard, immediately inform the official assigned to you or CISF control room or the emergency helpline provided at the entry point.

9. Additional Considerations:

The port reserves the right to cancel or reschedule visits as per Port Operational requirements.


17 04 2025
Deputy Conservator & PFSO
New Mangalore Port Authority

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