



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत
शिक्षा मंत्रालय, भारत सरकार द्वारा NITSER अधिनियम के तहत स्थापित राष्ट्रीय महत्व का संस्थान
(An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India)

SVNIT

No. E/SOP/2026/3059

Date: March 10, 2026

NOTICE

Subject: Implementation of Standard Operating Procedures (SOPs) for Red-Flag / Suicide-Prone Cases and Accident-Related Incidents Involving Students of SVNIT, Surat

In pursuance of the directives and advisories issued from time to time by the Ministry of Education (MoE), Government of India, University Grants Commission (UGC), and other statutory bodies regarding student safety, mental health, suicide prevention, crisis intervention, and institutional preparedness, the Institute has prepared **Standard Operating Procedures (SOPs)** for:

1. **Red-Flag / Suicide-Prone Cases involving students;**
2. **Accident/Serious illness/Untoward incident involving students, and**
3. **Theft of students' property on campus**

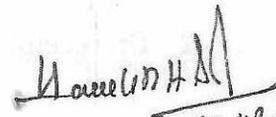
The detailed SOP document is attached herewith as **Annexure 'A'**.

All stakeholders, including but not limited to the Director, Deans, Heads of Departments, Chief Warden, Wardens, Faculty Advisors, Mentors, Security Staff, Medical Officers, Counsellors, Administrative Officers, and Students, are hereby required to carefully familiarize themselves with the provisions of the SOPs and ensure timely, sensitive, coordinated, and responsible action in the event of any such incident.

The SOPs shall come into force with immediate effect and shall be binding on all concerned.

This issues with the approval of the Competent Authority.

Encl: as above


10.03-2026
Registrar
SVNIT, Surat

Copy to:

1. Director/Dean (SW) – for kind information
2. All Deans/All Heads of Departments/Chief Warden / All Wardens
3. PIC- Health Centre/ CMO
4. FIC- Security
5. CCC – for uploading the same on Institute website
6. Dispatch Section

**Standard Operating Procedures (SOP) for Handling Various Incidents
Involving Students of SVNIT, Surat**

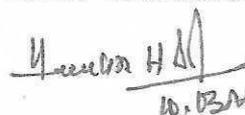
Purpose and Scope

This Standard Operating Procedure (SOP) outlines a comprehensive, coordinated, and time-bound mechanism for handling critical incidents involving students, including mental health crises, suicide-prone (red flag) cases, suicide attempts, fatalities, accidents, serious illnesses, untoward incidents, and theft of student property. The SOP clearly defines the roles and responsibilities of all stakeholders, namely the Director, Dean Students' Welfare (DSW), Associate Deans (ADSW), Chief Warden (CW), Wardens, Heads of the Departments (HODs), Faculty Advisors (FA), Mentors, Security In-charge (FIC), Chief Medical Officer (CMO), Medical Officers (MO), Counsellors, parents/guardians, and other administrative authorities.

A. SOP to deal with 'Prone to suicides (Red Flag) cases'

Following instructions to be followed on receiving the information regarding student prone to suicide (**Red Flag**) on campus:

1. The Counsellor/online Mental Health Counselling Service Provider/Mentors/Faculty Advisor shall communicate details of suspected Red Flag cases to the DSW/CMO/ADSW using phone, email or any other suitable mode of communication.
2. On receipt of information pertaining to a suspected case, the DSW/CMO/ADSW shall communicate the details to the Chief Warden, the concerned Head of the Department, and the Counsellor to enable immediate and appropriate action.
3. The Counsellor/Online Service Provider shall establish contact with the student through telephone, email, or with the assistance of the concerned Chief Hostel Warden as appropriate, to interact with the student, assess the seriousness of the issue, and provide necessary emotional support and assistance.
4. The team of wardens and hostel supervisor shall immediately locate and identify the student. The team shall ensure continuous and effective monitoring of the concerned student's activities and shall keep the matter confidential and informed


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to DSW/ADSW/CMO/MO/Mentors at regular intervals. If necessary, the Hostel team shall accompany the student and shall facilitate to transfer of the student to the Institute Health Centre (HC)/Medical Officer (MO)/CMO/Psychiatrist on duty. The CW & Hostel team shall coordinate with the medical staff CMO/MO and maintain regular communication with the Counsellor/Online Service Provider, DSW and the Chief Warden (CW) of the concerned hostel.

5. The CMO/MO on duty shall carry out the following initial assessments and actions:
 - a. Objective assessments shall be recorded once the student's condition is stabilized.
 - b. The student shall be admitted under medical supervision until the Parent(s)/Family Member(s)/Local Guardian(s) arrive and may be referred to a higher medical centre for further treatment, if required.
 - c. The Counsellor/Online Service Provider, in consultation with the CMO and Psychiatrist, shall develop a long-term care plan for the concerned student and communicate the same to the DSW/ADSW/CW/Mentors.
6. The CW/ADSW/DSW/Mentors/HOD shall visit the Health Centre (HC) to provide further assistance and take necessary action, as required.
7. The DSW if required, will inform the Registrar/ Dy. Director /Director about the status of the student.
8. The CW/Mentors/HOD shall inform the Parent(s)/Family Member(s)/Local Guardian(s) as per the available records and obtain their consent for further treatment/procedures. If necessary, the parents of the student may also be requested to visit the campus to remain present with the concerned student.
9. The CW shall inform the Guest House Incharge about the accommodation requirements of the student's parent(s), who shall make the necessary arrangements accordingly.
10. The CMO/MO/Counsellor/Online Service Provider shall monitor the student in accordance with the action plan and review it periodically.

[A red flag refers to a warning sign or indicator that suggests a student may be experiencing serious academic, emotional, behavioral, or mental health difficulties and may require immediate attention, support, or intervention from counsellors or support staff.]

Handwritten signature and date:
10.03.2024

B. Student Suicide (On-Campus Incidents):

Following instructions to be followed in the event of any attempt or commit to **suicide on campus:**

In Case of Survivable Injury (Life Can Be Saved)

1. Upon receipt of information, the CW/Warden/ADSW/HOD/FIC Security/Mentors shall immediately proceed to the site, ensure the area is secured and physically isolated, control and disperse the crowd, and render first aid, as required.
2. The CMO/MO will reach the site immediately, assess the condition and take further call on the situation.
3. The Team of wardens/HOD/FIC Security/ Mentors shall ensure the student's safety, assist in the transfer, and accompany the student to the Institute Health Centre (HC) or an outside hospital as directed by the CMO/MO. Medical staff shall accompany the student in the ambulance. The CMO/MO shall regularly update the student health at regular time intervals.
4. The CW/ADSW/CMO/MO/HOD/Mentors shall inform to DSW/Registrar/Dy. Director/Director time to time. If required, the FIC Security shall also inform the police, and the FIR shall be lodged by the respective FIC Security/Chief Warden in consultation with the Registrar/Dy. Director/Director.
5. The institute counsellor/Online Service Provider counsellor will reach the student immediately after the primary medical treatment. The counsellor will provide emotional support.
6. The counsellor/ Online Service Provider counsellor/ Mentors will also remain in touch with ADSW/DSW for the needful.
7. The CW shall inform the Parent(s)/Family Member(s)/Local Guardian(s)/HOD/Mentors based on the available records and obtain their consent for further treatment or procedures. The student's parents/Local Guardian(s) should be informed to visit the campus to be present with the student.
8. The Chief Warden/ Mentors shall arrange separate accommodation at a suitable location for the student along with parent(s)/family member(s), if required.

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9. The CMO/MO/Counsellor shall monitor the student according to the action plan and review it periodically.
10. The Dy. Director/Chairperson Media Cell/Registrar/DSW shall handle press and media matters, if required.
11. The FIC Security will keep the liaison with police department and all the local authorities to complete the procedure and will update time to time to DSW/Registrar/Dy. Director/ Director.

In Case of a Fatality (No Chance of Survival)

1. Upon receipt of information, the CW/Wardens/HOD/FIC Security/ CMO / MO/Mentors shall immediately proceed to the site, secure and physically isolate the area, control the crowd, and provide first aid as required.
2. The CMO/MO shall promptly assess the student's condition, confirm the fatality, and assist with necessary formalities.
3. The CW/ADSW/FIC Security/Mentors shall inform the matter to DSW/ HOD/ Registrar/Dy. Director/Director. The FIC Security shall also inform the police and do the necessary procedure.
4. The incident site shall remain isolated, and any evidence shall be preserved until the arrival of the police. The FIC Security will provide the necessary assistance to the police and in consultation with the CMO, shall provide necessary help for mortuary arrangements, if required.
5. The CW/Mentors/HOD shall inform the family members of the deceased student and communicate their accommodation requirements to the Guest House Incharge. The Prima facia incident report to be submitted to the institute authorities on priority basis.
6. The Registrar/Dy. Director/chairperson of Media Cell/DSW shall manage all press and media matters, if required.
7. The FIC Security/Wardens shall arrange transportation of the deceased body to their native place according to the parents' wishes and shall obtain the required financial advance from the office of the Dean Student Welfare.
8. After receiving intimation of the cremation, the office of the Dean Student Welfare shall arrange a condolence meeting.

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10.03.2014*

9. The Chief Warden shall arrange for vacating the allotted room of the concerned student in consultation with the FIC Security.
10. The FIC Security will keep the liaison with police department and all the local authorities to complete the procedure and will update time to time to DSW/ Registrar/Dy. Director/ Director.

C. Accidents / Serious illnesses / Untoward incident

Following procedure to be followed in case of any accidents/serious illnesses/ untoward incident:

1. In the event of an accident, the Warden/CW/HOD/Faculty Advisor/ Mentors, shall inform the CMO/MO and arrange an ambulance to transport the injured student to the Health Centre SVNIT or nearby Hospital. The MO on duty/CMO shall begin treatment and, if necessary, refer the student to an outside hospital.
2. In case of any untoward incident, the FIC Security shall inform the DSW/CW/ADSW/CMO/MO and based on situation, the CW/ Warden/ ADSW / CMO/MO will take appropriate action.
3. In case of illness or accident, the CW/ADSW/Wardens/Mentors shall inform the student's family members/Local Guardian(s)/CMO/MO about the condition and, if required, request their presence to accompany or attend the student during recovery.
4. If the family members are unable to reach the institute, the CW/HOD/Mentors shall ensure alternate arrangements for attending to the student.

D. Theft of student's property

Following procedure to be followed in case of theft of students' property on campus:

1. The student shall report the incident in writing to the concerned CW/ HOD/Mentors who will inform the matter to FIC Security.
2. CCTV footage may be utilized by the CW/ HOD/FIC Security/Mentors wherever available and relevant.

Director HOD
10.02.2020