



## **STANDARD OPERATING PROCEDURE (SOP)**

For Minimizing and Managing Student related Unfortunate Incidents in the Institute Campus

### **A. PROACTIVE MEASURES TO PREVENT UNFORTUNATE INCIDENTS**

#### **1. Prior Police Intimation for Large Gatherings**

For any event organized by the Institute involving a large number of students, the local police station (Mesra OP) must be informed in advance by the concerned authority (e.g., Dean of Students' Affairs/Director/Prof-in-Charge Security).

#### **2. Strengthening Campus Security (By Campus Security)**

- Regular patrolling must be conducted by campus security staff, especially during evening hours and around hostel areas.
- Installation and regular maintenance of CCTV cameras in hostels, academic blocks, and common areas must be ensured.
- Entry and exit of all external visitors must be recorded and monitored at the main gate.

#### **3. Awareness and Counseling Programs**

- Organize regular orientation and awareness programs on student discipline, mental health, and legal consequences of indiscipline.
- Encourage mentoring and peer-support groups under the supervision of faculty mentors and wardens.

#### **4. Proper Communication Channels**

- Emergency contact numbers of security, medical officer, warden, and local police must be prominently displayed across the campus and hostels.
- Students should be made aware of how to report concerns confidentially through proper channels.

#### **5. Night-Time Regulations**

- In-time regulations must be strictly enforced for hostel entries, and students must adhere to the defined hostel hours.
- Inter-hostel movement after designated hours should be restricted and monitored.

#### **6. Health and Medical Preparedness**

- Maintain a list of nearby hospitals and ensure at least one campus ambulance is available at all times.
- First-aid kits should be readily accessible in all hostels and departments.
- Any organizing of physical events should be having a medical team stationed at the site of event for attending to any emergency situations.

#### **7. Jurisdictional Limitations and External Accountability**

- The jurisdiction of BIT Mesra is confined to the campus.
- If our students create law and order problems outside the campus, they are answerable to the police/district administration.

### **B. ADMINISTRATIVE ACTIONS IN THE CASE OF AN INCIDENT**

#### **1. Immediate Reporting and Response**

- Upon occurrence of any security-related incident, the Security Officer and Prof-in-Charge Security with the directives of Director / Dean of student Affairs, must immediately inform the local police station (Mesra OP).
- In case of any act of indiscipline, the matter may be taken up through the disciplinary committee of the unit of Institute.
- On any ragging related incident, the immediate reporting of the same is to be made to internal anti-ragging committee of the institute.
- The sexual harassment cases are to be taken up with the Internal Complaint Committee of the Institute.
- Any social discriminatory cases must be reported to the Equal opportunity Cell.

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**2. Constitution of the Disciplinary Committee**

- a. A Disciplinary Committee exists which consists of Hostel Wardens, Course Coordinators, Prof-in-Charge Security, and Assistant Registrar.
- b. The Committee is to investigate any matter promptly, collect all supporting evidence/documents, and submit a detailed report to the Director.

**3. Medical Assistance and Documentation**

- a. In case of serious injury/emergency or any medical situation, the Medical Officer must be informed immediately by the Warden, followed by any action as directed by the medical officer. The same may have to be informed to the Director and the students' parent/local guardian at the earliest.
- b. The medical officer should maintain the record of all the reported and consulted cases. The same may be followed up at regular intervals.
- c. Every student has a group personal accident policy along with medical insurance policy only for the hostellers. The incident should be informed to the Assistant Registrar immediately so as to avail the benefits of the policies.
- d. An ambulance movement register is maintained at the Main Gate, recording entry and exit times, along with the name of the patient and the staff accompanying.

**4. Escort and Support**

- a. In serious medical incidents, the Warden, Assistant Warden, or any Institute staff/security personnel must accompany the student in the ambulance.
- b. Institute staff should remain in communication with medical professionals and the student's family.

**5. Parental Notification and Handing Over**

- a. In case of serious disciplinary or medical incidents, the concerned student must be handed over to their parent/guardian, and a written record of this handover must be maintained in the hostel records.

**6. Follow-up and Counseling**

- a. Post-incident, the student (if continuing at the Institute) must undergo mandatory counseling and monitoring by the mentor.
- b. The Institute should take corrective actions to prevent recurrence and review if any systemic gaps contributed to the incident.

**7. Communication and Confidentiality**

- a. All incidents should be handled sensitively and professionally. Confidentiality must be maintained except when disclosure is legally or institutionally required.

**C. RECORD MAINTENANCE AND REVIEW**

1. A central log of all incidents (disciplinary, medical, safety-related) must be maintained by the Office of the coordinating warden of the University Polytechnic, with a copy shared with the Director and Dean of Student Affairs for periodic review and policy improvement.
2. An annual audit of incident responses and preventive measures must be conducted by the disciplinary committee of the University Polytechnic to ensure continuous improvement of campus safety protocols.

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