



Office of the Dean (SA)
IIT, Kharagpur

Date: July 28, 2017

A standard operating procedure, to be followed in case of accidental death and suicide, has been formulated by the dean (SA) with inputs from Prof. M. K. Mandal and Mr. S. S. Jha, security officer. The procedure is enclosed for the kind perusal and necessary action.

M. Bhattacharjee

Manish Bhattacharjee

Deputy Director

Useful document. If agreed to, we may circulate to the concerned offices.

S.S. Bhattacharjee
03/08/17

Director

OK

03/08/17

Copies to be given to all relevant officers.

TO,

- Sush Kumar
4/8/17
1. Wardens, all halls of Residence
 2. Chairman, HMC
 3. Counselling Centre, I.I.T.KGP
 4. The security Officer, I.I.T.KGP.
 5. Dean (SA)'s office

File & upload a copy to HMC website.

09/08/17

Standard Operating Procedure After Accidental Death or Suicide

In the case of accidental death or suicide in the campus/near the campus, the following steps to be taken:

1. At the first instance, this should be reported to the security officer and the Dean (SA), warden and assistant warden.
2. The warden/assistant warden, in turn, should inform the hall supervisor and the manager.
3. Subsequently dean (SA) will inform the concerned head of the department, and the Director for their information. The head of the department should inform the faculty advisor.
4. On receiving the report, the security officer should contact the local police [this activity may be undertaken independent of the activities following step 1]
5. The hospital should be alerted by the warden/security officer/dean (sa).
6. The Dean (SA) should contact the family and carefully break the news to the family. First, the father or brother should be contacted. Breaking the news to the mother should be avoided. This should be the last option.
7. The accommodation for the family members should be booked by the assistant registrar (HMC/TSG). If necessary, Dean (SA)/secretary to the Dean (SA) can also book the guest house.
8. On knowing the date and time of arrival, assistant registrar (HMC/TSG)/ secretary to Dean (SA)/dean (SA) should arrange for the transport for pickup from airport/railway station. The warden should arrange for a person to accompany the family members.
9. The hall supervisor/manager should arrange for a coffin for carrying the body.
10. On arrival of the family members, the Dean (SA) or the warden or assistant warden should receive them. In case the family members require any medical help the hospital should be contacted immediately. There should be sufficient water bottles stored in the car.
11. After the police finish the initial investigation, the body will be transferred to the sub-divisional hospital/Midnapur. The hall supervisor/manager should arrange for manpower to assist the police in the transfer of the body. The mortuary

- van/ambulance should be arranged by warden/assistant warden/ Dean (SA) for the transfer of the body. A security team should accompany the body.
12. The security officer should coordinate with the police and find out the details of the postmortem.
 13. On knowing the date and time of the postmortem, the security officer should inform the Dean (SA)/warden/assistant warden. Accordingly, the family members should be informed and they should visit the hospital. The family members should be accompanied by the warden/assistant warden/ any other faculty member and transport should be arranged. Sufficient amount of water bottles should be arranged. The warden/assistant warden should arrange for the food for the family.
 14. In case the family wants to transfer the body to their hometown by air, the body should be moved to Peace Heaven in Kolkata (62B Rafi Ahmed Kidwai Road, Park Street, Kolkata 700016. Telephone number: 033-22657267) in an ambulance, which is available at Midnapur (Telephone numbers: Mr. Patra: 9932218986, 8001222268) or a mortuary van. From there, the body should be transferred to the airport. Supervisor/ manager of the hall should accompany the body up to airport along with few outsourced workers.
 15. In case the body has to be transferred by road, the air-conditioned ambulance should be arranged from Midnapur for the transfer.
 16. All the expenditure incurred starting from Kolkata airport/railway station to back to Kolkata should be borne from Hall HOH or from the Dean (SA)'s office.
 17. The family members should be assisted in getting the tickets booked for return journey by the assistant registrar (HMC/TSG). However, the expenditure should be borne by the family.
 18. In case the family wants to perform the last rites in Kharagpur, arrangement should be made by the team comprising of the security officer, warden, assistant warden, hall supervisor and hall manager.

In the case of accidental death or suicide outside the campus, the following additional steps to be taken:

1. A team comprising of security personals, warden/one assistant warden and hall supervisor/manager should visit the site.
2. The family should be directed to reach the place and if necessary arrangement should be made for the pickup of the family from Kolkata. One of the assistant wardens should pick up the family and accompany up to the place of incident.
3. After the police formality, the body should be transferred to Kolkata directly following the procedure described above. The transport should be arranged to form the place of the incident.
4. Arrangement for the accommodation/food in the place of the incident for the IIT team and the family members should be made by the visiting team.

Course of action after the transfer of the body

1. The Warden, head of the department, faculty advisor and Dean (SA) will identify his/her close friends who may require help. The list should be sent to the Dean (SA)'s office. The respective wardens should be alerted about the students.
2. The identified students should be sent to the counseling center for counseling.
3. The respective warden/assistant warden should be vigilant and should report to the counseling center immediately if any student is found to be in distress.
4. The HP and the SSM should be asked to keep watch on the friends of the victim. They should report to the counseling center immediately if any student is found to be in distress.
5. Dean (SA) should inform the academic section officially to block the name of the deceased from ERP.

Obtaining death certificate

1. The security officer should get the certified copy of the postmortem report.
2. The dean (SA) should ask the family to send a copy of the cremation certificate and forward the certificate to the security officer.

3. The security officer should submit the documents to the municipality for issuance of the death certificate, which should be sent to the family by the dean (SA)'s office.