



SOP for Student Management Process

Student/ Parent

Self

1. Personal
2. Call
3. email/whatsapp
4. Letter

Reference

1. Teacher
2. HOI
3. Institution disciplinary Committee
4. Legal Authorities
5. Caretakers/Wardens

DSA-Director / Dy. Director Student Affairs, MAHE Counselors

Contact No - 0820 2922035, +91 9845784282, +91 9964139848, +91 7899769328,
+91 9148591544, +91 9148591545, +91 9148591543, 91485915456,
9148591547, +91 9481963639, +91 9964643260

MAHE Counsellors

Red flag signs

Feeling of self harm
Severe depression
Violent attacks
Withdrawal symptoms
Any other emergencies

Accompanied by
MAHE counsellors to
referral for treatment

Terminate

Feedback by referral Dept.

Regular Follow up by
counsellors

Psychological

Clinical Psychology /
Student Support
Center

Terminate

Feedback
Clinical Psychology
/Student Support
Center

Feedback analysis

Medical

Concerned
department

Terminate

Feedback by
concerned
department