

Standard Operating Procedure (SOP) for Mental Health and Well-being

**Professor Simmi Agnihotri Government Degree College, Haroli,
District Una, Himachal Pradesh**

Effective Date:

Mental Health Promotion, Prevention, Identification, and Support

1. Purpose

Professor Simmi Agnihotri Government Degree College, Haroli is committed to providing a safe, supportive, and inclusive environment where students and staff can learn and work with confidence. This Standard Operating Procedure (SOP) outlines the steps the college will take to promote mental well-being, identify individuals who may need support, provide timely assistance, and maintain confidentiality while treating everyone with dignity and respect.

2. Objectives

The SOP aims to:

- Promote positive mental health and overall well-being among students and staff.
- Create awareness and reduce the stigma related to mental health issues.
- Identify students and staff who may be experiencing emotional or psychological difficulties at an early stage.
- Provide timely guidance, counselling, and referral to professional services whenever needed.
- Help prevent self-harm, suicide, substance abuse, and other mental health emergencies through early support and intervention.
- Encourage the development of healthy coping skills, emotional resilience, and positive life skills.
- Ensure that the college responds promptly and effectively to mental health concerns and emergencies.

3. Scope

This SOP applies to:

- All undergraduate and Postgraduate students.
- Teaching faculty
- Non-teaching staff
- NSS volunteers
- NCC cadets
- Clubs and societies
- Guest faculty and interns (where applicable)

4. Mental Health Committee

The Principal shall constitute a Mental Health and Well-being Committee comprising:

Chairman: Principal, Dr. Rajender Kumar

Nodal Officer: Capt. Sonika Saini

Members:

Prof. Gurbax Rai

Dr. Richa Sharma

Ms. Jyoti Sharma

Clinical Psychologist and Special Educator: Mrs. Amba Pal Kutler

Student President:

Responsibilities

The committee shall:

- Conduct awareness programmes.
- Monitor students requiring support.
- Organize counselling sessions.
- Coordinate referrals.
- Maintain confidential records.
- Review implementation every semester.

5. Preventive Mental Health Initiatives

The college shall organize:

- Mental Health Awareness Week.
- Stress management workshops/activities.
- Meditation and Yoga sessions.
- Mindfulness activities.
- Peer support programmes.
- Career counselling sessions.
- Financial literacy and stress management workshops.
- Anti-ragging awareness.
- Drug abuse prevention campaigns.
- Examination stress management sessions.

6. Early Identification

Faculty members should observe students for:

- Persistent absenteeism
- Sudden decline in academic performance
- Social withdrawal
- Mood changes
- Anxiety
- Frequent crying
- Aggressive behaviour
- Sleep-related complaints
- Substance abuse
- Expressions of hopelessness
- Self-harm indicators
- Suicidal statements

Students showing these signs should be sensitively approached and referred to the Mental Health Coordinator.

7. Referral Procedure

Step 1

Concern identified by:

- Faculty
- Friends
- Parents
- Self-report
- NSS volunteers
- Class representatives

↓

Step 2

Confidential discussion with the Mental Health Coordinator/Nodal Officer.

↓

Step 3

Assessment of urgency.

↓

Step 4

Provide:

- Emotional support
- Basic counselling
- Referral to professional psychologist/psychiatrist if required.

↓

Step 5

Follow-up within one week.

8. Mental Health Crisis Management

A crisis includes:

- Suicide attempt
- Suicidal ideation
- Panic attack
- Severe anxiety
- Psychotic episode

- Violent behaviour
- Drug overdose
- Self-harm

Immediate Response

1. Stay calm.
2. Never leave the individual alone.
3. Inform the Principal immediately.
4. Contact family/guardian.
5. Arrange immediate medical assistance.
6. Shift to the nearest hospital if required.
7. Maintain confidentiality.
8. Prepare an incident report.

9. Suicide Prevention Protocol

If a student expresses suicidal thoughts:

- Listen without judgment.
- Do not dismiss or minimize their feelings.
- Inform the Mental Health Coordinator immediately.
- Notify the Principal.
- Contact parents/guardians.
- Arrange professional psychiatric intervention.
- Remove access to harmful objects if possible.
- Maintain continuous supervision until help arrives.

10. Confidentiality Policy

All counselling records shall remain confidential.

Information may only be shared when:

- There is risk of suicide.
- There is risk to others.
- Required by law.
- Written consent is obtained.

Records shall be stored securely.

11. Faculty Responsibilities

Faculty members shall:

- Create a supportive classroom environment.
- Encourage open communication.
- Refer distressed students.
- Maintain confidentiality.
- Avoid discrimination.
- Participate in mental health training.

12. Student Responsibilities

Students are encouraged to:

- Seek help when required.
- Respect peers.
- Avoid bullying.
- Report concerning behaviour.
- Participate in wellness programmes.
- Support classmates respectfully.

13. Parent Engagement

Parents may be informed when:

- Serious psychological distress exists.
- Student safety is at risk.
- Long-term intervention is required.

Regular parent awareness programmes may be organized.

14. Awareness Activities

The college may organize:

- Mental Health Day (10 October)
- Interactive talks
- Expert lectures

- Poster competitions
- Street plays
- Peer support training
- Yoga Day activities
- Meditation camps
- Happiness sessions
- Digital wellness workshops

15. Training

Annual training shall be organized for:

- Faculty
- Student leaders
- NSS volunteers
- Administrative staff

Topics include:

- Psychological First Aid
- Suicide prevention
- Stress management
- Crisis response
- Active listening
- Emotional resilience

16. External Support Services

The college shall maintain an updated directory of:

- District Mental Health Programme (DMHP)
- Government hospitals
- Clinical psychologists
- Psychiatrists
- Emergency ambulance services
- Police emergency services
- Women Helpline
- Child Helpline (where applicable)

Approved By

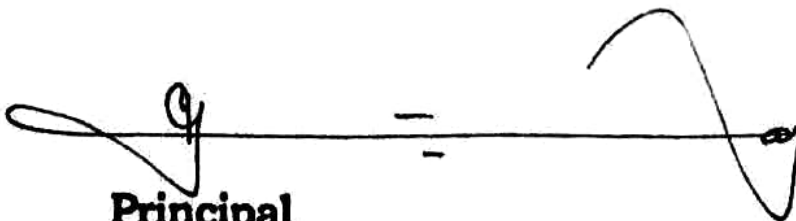
Principal

Professor Simmi Agnihotri Government Degree College, Haroli

District Una, Himachal Pradesh

Date: _____

Signature: _____


Principal
Prof. Simmi Agnihotri
Govt. Degree College
Haroli, Distt. Una (H.P.)

Professor Simmi Agnihotri Government Degree College, Haroli

District Una, Himachal Pradesh

Date: _____

Signature: _____