

Government Degree College Dehra, District Kangra, Himachal Pradesh

Standard Operating Procedure (SOP) Mental Health Committee

1. Purpose

To promote mental health, emotional well-being, stress management, and provide timely support to students while ensuring a safe, inclusive, and supportive campus environment.

2. Objectives

- Promote awareness about mental health.
- Identify students requiring emotional or psychological support.
- Provide confidential counselling and referral services.
- Prevent stress, anxiety, depression, substance abuse, and suicide.

3. Committee Composition

- **Principal** – Prof. Monika Sharma
- **Convener**- Dr. Manjoo Kumari
- **Faculty Members** – 1. Prof. Shivani Gupta
2. Prof. Nivedita Chauhan
- **College Counsellor/Psychologist** – Dr. Babita
- **NSS Programme Officer** - Prof. Shivani Gupta
- **Red Ribbon Club Programme Officer**- Prof. Nisha Kumari
- **Women Cell Representative**- Prof. Monika Sharma
- **Anti-Ragging Committee Representative**-Dr. Manjoo Kumari
- **Student Representatives (Boy & Girl):** Boy: Aman Kumar (BA 3rd year), Sejal (B. Com 3rd year).

4. Roles and Responsibilities:

- Conduct mental health awareness programmes.
- Organize counselling sessions and workshops.
- Identify students facing emotional distress.
- Maintain confidentiality of all cases.
- Refer severe cases to qualified mental health professionals.
- Display emergency helpline numbers and counselling contacts.
- Maintain records of activities and meetings.

5. Activities

- Orientation programme for freshers.
- Stress management workshops.
- Yoga and meditation sessions.
- Suicide prevention awareness.
- Faculty sensitization programmes.
- Celebration of World Mental Health Day (10 October).

6. Confidentiality

- Student information shall remain confidential.

- Records shall be accessible only to authorized committee members.
- Information may be shared only when there is an immediate risk to the student's safety or as required by law.

8. Meetings

At least one meeting every three months.
Emergency meetings whenever required.
Minutes shall be recorded and preserved.

9. Documentation:

Maintain:

- Committee constitution order
- Meeting minutes
- Awareness programme reports
- Attendance records
- Referral register (confidential)

10. Emergency Response:

- In case of mental health emergency:
- Ensure immediate safety of the student.
- Inform the Principal.
- Contact the parent/guardian where appropriate.
- Maintain confidentiality and proper documentation.

Principal Mamika
Govt. Degree College Jatra
Dist. Kangra (H.P.)