

GOVERNMENT DEGREE COLLEGE GHANDALWIN

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EDN-GCG (Gen) (10)-4/2023-220

Dated: 10/07/2026

STANDARD OPERATING PROCEDURE (SOP)

Prevention of Suicide and Promotion of Mental Health and Well-being

Document No.: GDCG/SOP/MHW/2026/01

Version: 1.0

Effective Date: 10/07/2026

Review Due: 10/07/2027

Prepared By: Mental Health and Wellness Committee

Approved By: - Principal, Government Degree College Ghandalwin, Bilaspur (H.P.)

1. Purpose

To establish a comprehensive institutional framework for promoting mental health, preventing suicide through awareness and early support, ensuring timely referral to professional services, and fostering a safe, inclusive, and supportive campus environment.

2. Scope: - This SOP applies to:

- All students
- Teaching faculty
- Non-teaching staff
- Mentors/Tutors
- NSS/NCC Units
- IQAC
- Student Support Committees
- College Administration

3. Objectives:-The College shall:

- Promote positive mental health.
- Reduce stigma associated with seeking psychological support.
- Facilitate early identification of students experiencing emotional distress.
- Ensure timely referral to appropriate mental health services.
- Strengthen a supportive campus ecosystem.

4. Reference Documents: - This SOP is prepared with reference to:

- UGC Guidelines on Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Well-being.
- UGC Regulations on Curbing the Menace of Ragging.
- National Education Policy (NEP) 2020.
- Government of India Mental Health Initiatives including Tele-MANAS.
- Applicable Government of Himachal Pradesh guidelines.

5. Definitions:- Mental Health: A state of emotional, psychological and social well-being.

-Student in Distress: A student exhibiting significant emotional, behavioural, or psychological concerns requiring support.

-Mental Health Nodal Officer: Faculty member designated by the Principal to coordinate mental health initiatives.

6. Constitution of Mental Health and Wellness Committee:-The Principal has constituted a committee comprising:

- Principal – Ms. Reeta Sharma
- Mental Health Nodal Officer – Dr. Ravinder Kumar
- IQAC Coordinator:- Mr. Pawan Kumar
- NSS Programme Officer:- Mr. Sudesh Kumar
- Faculty Mentors:-
 - Ms. Seema Sharma
 - Mr. Virender Sharma
 - Ms. Kanchana Kumari
- Student Representatives:- CSCA president and vice president

7. Roles and Responsibilities

Principal:-

- Provide leadership and institutional support.
- Ensure implementation of this SOP.
- Facilitate linkage with health agencies.

Mental Health Nodal Officer:-

- Coordinate awareness programmes.
- Maintain confidential records.
- Coordinate referrals and follow-up.

Faculty Mentors:-

- Interact regularly with assigned students.
- Encourage help-seeking behaviour.
- Report concerns confidentially.

IQAC:-

- Monitor implementation.
- Include mental health initiatives in quality assurance activities.

Students:-

- Participate in wellness programmes.
- Support peers respectfully.
- Report concerns to faculty mentors or designated officials.

8. Preventive Strategies:-The College shall:

- Conduct orientation programmes for new students.
- Organize workshops on stress management, emotional resilience, examination anxiety, and life skills.
- Celebrate Mental Health Awareness programmes.
- Promote sports, yoga, cultural, NSS and community engagement activities.
- Display information regarding available counseling services and emergency mental health support.
- Encourage mentoring and peer-support initiatives.

9. Identification of Students Requiring Support: - Faculty members shall remain attentive to:

- Sudden decline in academic performance.
- Significant behavioural or emotional changes.
- Social withdrawal.
- Persistent absenteeism.
- Expressions of hopelessness or severe distress.

Students identified as requiring support shall be referred promptly to the Mental Health Nodal Officer.

10. Referral and Support Procedure:- Upon identification of a student requiring assistance:

- Provide a private and supportive environment for discussion.
- Inform the Mental Health Nodal Officer.
- Refer the student to a qualified mental health professional whenever required.
- Inform the parent/guardian where appropriate and in accordance with institutional policy.
- Coordinate with government health services whenever necessary.
- Maintain confidential documentation.

11. Emergency Response: - Where there is an immediate concern for a student's safety:

- Ensure the student remains with a responsible adult until appropriate support is available.
- Inform the Principal immediately.
- Contact emergency medical services if required.
- Inform the parent/guardian without unnecessary delay.
- Facilitate urgent assessment by qualified mental health professionals.

12. Confidentiality

- All records relating to student mental health shall be treated as confidential.
- Information shall only be shared with authorised personnel strictly for ensuring student safety and welfare and in accordance with applicable legal and institutional requirements.

13. Capacity Building:- The College shall organize:

- Minimum one Mental Health Awareness Programme every semester.
- Faculty Development Programme on student mental health annually.
- Peer Mentor Orientation.
- Life Skills Education Programmes.

14. Documentation:- The following records shall be maintained confidentially:

- Awareness Programme Reports
- Attendance Records
- Referral Register
- Follow-up Register
- Committee Meeting Minutes
- Annual Review Report

15. Monitoring and Review

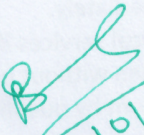
- The Mental Health and Wellness Committee shall review implementation every semester.
- IQAC shall evaluate the effectiveness of this SOP annually and recommend improvements.

16. Emergency Contact Information

- College Mental Health Nodal Officer:- Dr. Ravinder Kumar (7018485150)
- Principal:- Ms. Reeta Sharma (9418530308)
- Nearest Government Hospital:- Community Health Centre Bharari (1978273056)
- Tele-MANAS National Mental Health Helpline: - **14416 / 1-800-89-14416**

Approval

This Standard Operating Procedure comes into force with effect from the date of approval by the Principal and shall remain applicable until revised or superseded.


10/07/26

Principal
G.D.C. Chandok
Distt. Bilaspur
Chandok