GDC RAKKAR DISTRICT KANGRA HP

Date: 11-07-2026

Standard Operating Procedure (SOP) for Mental Health Services in a College

1. Purpose
   To promote the mental well-being of students and staff by providing accessible, confidential, and professional mental health support, ensuring early identification of psychological concerns, timely intervention, and referral to appropriate services.

2. Objectives

- Promote positive mental health and emotional well-being.
- Identify students experiencing psychological distress at an early stage.
- Provide confidential counseling and guidance.
- Facilitate referrals to specialized mental health professionals when required.
- Organize awareness and preventive mental health programs.
- Create a safe, inclusive, and supportive campus environment.

3. Scope
This SOP applies to all students, teaching staff, non-teaching staff, and other members of the college community.

4. Mental Health Committee
The committee shall consist of:
- Principal Dr. Ramesh Chand (Chairperson)
- Prof. Shailza Coordinator
- Dr. Rajesh Sharma (MO CHC Rakkar) Medical Officer
- CSCA President (Student Representatives)

5. Roles and Responsibilities
Principal
- Provide administrative support and resources.
- Review the functioning of mental health services.

Coordinator
- Organize counseling sessions and awareness activities.
- Maintain records while ensuring confidentiality.
- Coordinate referrals and follow-up.

Counselor
- Conduct individual and group counseling.
- Assess students' mental health needs.
- Maintain confidential case records.

Faculty Members
- Identify students showing signs of emotional distress.
- Refer students to the counselor.
- Support students in maintaining academic continuity.

Students
- Seek help when needed.
- Respect confidentiality and participate in wellness activities.

6. Procedure
1. Students may approach the counselor directly or through faculty/parents.
2. The counselor schedules an appointment.
3. Mental health assessment is conducted.
4. Counseling sessions are provided as required.
5. Cases needing specialized treatment are referred to qualified mental health professionals.
6. Follow-up sessions are conducted to monitor progress.
7. In emergency situations involving self-harm or suicide risk, the Principal and parents/guardians shall be informed immediately, and the student shall be referred to emergency medical services.

7. Confidentiality
- All counseling records shall remain confidential.
- Information shall only be disclosed with the student's consent or when required to prevent serious harm or as required by law.

8. Awareness Activities
The college will organize:
- Mental health awareness programmes.
- Stress management workshops.
- Yoga and meditation sessions.
- Life skills and resilience training.
- Peer support initiatives.
- Observance of World Mental Health Day.

9. Documentation
Maintain:
- Counseling register.
- Referral register.
- Awareness programme records.
- Feedback forms.
- Annual report of activities.

10. Review
The SOP shall be reviewed annually or whenever required to incorporate new guidelines and improve service delivery.

Faculty Coordinator

Principal 11/07/2026

Principal
Govt. Degree College Rakkar
Kangra (H.P.)-177043