

# **Swami Rama Himalayan University**

## **Standard Operating Procedures (SOPs)**

### **Mental Health and Wellbeing of Students and Staff**

#### **1. Purpose**

To provide a simple and timely mechanism for promoting mental wellbeing, identifying psychological distress, providing support, and managing mental health emergencies among students and staff.

#### **2. Scope**

Applicable to all students, faculty, administrative staff, healthcare workers, contractual staff, hostel residents and concerned personnel across SRHU campuses, hospitals and hostels.

#### **3. Identification of Concerns**

**3.1** Faculty, mentors, wardens, supervisors and peers should remain alert to signs such as:

- 3.1.1.** Persistent sadness, anxiety, withdrawal or hopelessness.
- 3.1.2.** Sudden decline in academic/work performance.
- 3.1.3.** Major changes in sleep, appetite or behaviour.
- 3.1.4.** Expressions of worthlessness or self-harm.
- 3.1.5.** Risk-taking or unusual behaviour.

**3.2** Any indication of self-harm or suicide must be taken seriously.

#### **4. Immediate Support**

When a person appears distressed:

- 4.1.** Approach calmly and respectfully.
- 4.2.** Listen without judgement.
- 4.3.** Provide reassurance and emotional support.
- 4.4.** Inform the designated Campus Wellness Team (CWT)/Counsellor.
- 4.5.** Facilitate professional counselling or referral.

#### **5. Suicide/Self-Harm Emergency**

If there is an immediate safety concern:

- 5.1.** Do not leave the person alone.
- 5.2.** Ensure immediate safety and seek medical/emergency assistance.
- 5.3.** Inform the CWT and designated mental health professional.
- 5.4.** Facilitate urgent medical/psychiatric assessment.
- 5.5.** Inform parents/guardians or emergency/family contacts as appropriate.
- 5.6.** Arrange follow-up psychological support.

#### **6. Counselling and Referral**

SRHU shall provide access to:

- 6.1.** Counsellors/Clinical Psychologists.

- 6.2. Department of Psychiatry/medical services.
- 6.3. Appropriate external mental health services.
- 6.4. National support resources, including Manodarpan Helpline: 8448440632.

## **7. Confidentiality**

Mental health information shall be kept confidential and shared only with authorised persons on a need-to-know basis. Confidentiality may be limited where there is an imminent risk to life or serious harm or where disclosure is otherwise required by applicable law.

## **8. Academic and Workplace Support**

Reasonable support may be provided during periods of significant psychological distress, including academic mentoring, appropriate flexibility, research/placement support and workplace adjustments, subject to University rules.

## **9. Prevention and Awareness**

SRHU shall regularly conduct:

- 9.1. Mental health awareness programmes.
- 9.2. Stress-management and life-skills sessions.
- 9.3. Yoga, meditation, sports and wellness activities.
- 9.4. Faculty/staff sensitisation programmes.
- 9.5. Student orientation and peer-support activities.
- 9.6. Mental health awareness campaigns.

## **10. Roles and Responsibilities**

- 10.1. Campus Wellness Teams: Early identification, first response, referral and follow-up.
- 10.2. Faculty/Mentors/Wardens: Identify concerns, provide initial support and facilitate referral.
- 10.3. Counsellor/Clinical Psychologist: Professional assessment, counselling and referral.
- 10.4. Medical Services: Emergency and medical/psychiatric care where required.

## **11. Documentation and Follow-up**

Serious incidents and referrals shall be documented securely. Follow-up shall be coordinated by the designated mental health professional/CWT while maintaining confidentiality.

## **12. Review**

The University Mental Health & Wellness Committee shall monitor implementation and review these SOPs periodically in accordance with the University Policy and applicable national guidelines.

**Emergency Principle:** Recognise → Listen → Stay Safe → Refer → Follow Up