



An outcome-based, NAAC-accredited, Green HEI & ISO Certified Institution

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Affiliated to
Aditya Narayana University

STANDARD OPERATING PROCEDURE (SOP)

Mental Health and Well-Being Framework

1. Purpose

This Standard Operating Procedure (SOP) aims to institutionalize a systematic, proactive, and inclusive mental health and well-being framework at SKVT Government Degree College, in compliance with the UGC Uniform Policy on Mental Health & Well-Being for Higher Educational Institutions and CCE instructions, through the effective functioning of MAANASA – Centre for Enriching Life Experiences & Counselling Consultant Psychologist (CELECP).

2. Scope

This SOP applies to:

- All UG students
- Teaching faculty
- Non-teaching staff
- Institutional administrators

Mental health and well-being shall be integrated into academic, administrative, and co-curricular domains of the institution.

3. Policy Framework

This SOP is framed in accordance with:

- UGC Uniform Policy on Mental Health & Well-Being
- National Education Policy (NEP) 2020
- Manodarpan Initiative
- UMMEED Guidelines
- National Suicide Prevention Strategy
- Proceedings of the Commissioner of Collegiate Education, A.P.

4. Institutional Mechanism

4.1 MAANASA – Centre for Enriching Life Experiences & Counselling Psychology (CELECP)

SKVT Government Degree College has already established MAANASA – Centre for Enriching Life Experiences & Counselling Psychology (CELECP) as its designated Mental Health & Well-Being Centre, in line with UGC guidelines.

Date of Establishment: 01 September 2025

Venue: Room No. 109, SKVT Government Degree College

The Centre was formally inaugurated by Dr. B. V. Tirupanyam, Principal, under the guidance of the Internal Quality Assurance Cell (IQAC).

4.2 Vision of MAANASA (CELECP)

- To promote mental well-being and emotional resilience
- To provide professional psychological counselling
- To support students' academic, emotional, and personal development
- To foster a positive, inclusive, and supportive campus environment

5. Services and Operational Schedule

5.1 Counselling Services

Day & Time: Every Friday, 3:00 PM – 5:00 PM

Mode: Confidential, student-centric counselling

Beneficiaries: Students and faculty members

5.2 Designated Counsellor

Name: Sri Sunkara Nagendra Kishore

Qualifications: M.B.A., M.A. (Psychology)

Specialization: Sports Psychology and Clinical Psychology

6. Functions of MAANASA (CELECP)

The Centre undertakes the following functions in alignment with UGC norms:

- Providing emotional support and psychological counselling
- Mental health intervention through education and awareness
- Conducting sessions on:
 - Academic stress
 - Stress management
 - Resilience and coping strategies
 - Promotion of a positive and supportive campus climate
 - Launch and coordination of:
 - Mentorship programmes
 - Tele-counselling services
 - Early identification of students in distress and timely referral

7. Governance and Monitoring

7.1 Monitoring Authority

The Centre functions under the Internal Quality Assurance Cell (IQAC).

A Convener coordinates activities and reports outcomes.

Convener:

Dr. Y. Swarna Sri

Members:

Mrs. A. Sarala

Mrs. N. Umasubramayeswari

Mr. J. Rambabu

Non-Teaching Staff Members:

Mr. J. Mohan Rao, Record Assistant

Mrs. Indira, Computer Operator

Ms. Jyothi, Attender

Student Members:

Deva Apoorva Keerthana, III B. Sc. Chemistry

Kosu Aswitha Priya, II BA, History

Lammasingi Mallesh Babu, III B. Com General

7.2 Mental Health & Well-Being Monitoring Committee (MHWBMC)

The College shall align MAANASA (CELECP) with a Mental Health & Well-Being Monitoring Committee for:

- Oversight and compliance
- Crisis management review
- Data reporting and accountability

A. Roles and Responsibilities of Members

1. Principal (Chairperson / Patron)

- Provides overall leadership and policy direction for the Centre
- Ensures institutional support and resource allocation
- Reviews major reports, crisis cases, and compliance with UGC/CCE guidelines
- Promotes a culture of mental well-being on campus

2. IQAC Coordinator

- Integrates MAANASA activities with institutional quality initiatives
- Monitors documentation, reports, and NAAC compliance
- Facilitates continuous improvement through feedback and review
- Ensures alignment with NEP 2020 and UGC guidelines

3. Convener, MAANASA (CELECP)

- Plans, coordinates, and supervises all activities of the Centre
- Acts as the primary point of contact between counsellor, faculty, and administration
- Ensures smooth functioning of counselling sessions and awareness programmes

- Submits periodic activity and outcome reports to IQAC and the Principal

4. Mental Health Professional / Counsellor

- Provides confidential psychological counselling to students and staff
- Conducts screening, assessment, and early intervention
- Organizes awareness sessions on stress management, resilience, and well-being
- Refers cases to external professionals or hospitals when necessary
- Maintains anonymized counselling records with strict confidentiality

5. Faculty Members (Centre Members / Mentors)

- Act as faculty mentors and first-level identifiers of students in distress
- Refer students to the MAANASA Centre when required
- Support awareness programmes and orientation sessions
- Encourage a positive, inclusive, and empathetic classroom environment

6. Administrative / Non-Teaching Staff Members

- Assist in logistics, scheduling, and maintenance of the Centre
- Help in dissemination of information regarding counselling services
- Support helpline display, record keeping, and coordination

B. Roles and Responsibilities of Student Members

- Act as peer supporters to promote mental health awareness
- Encourage fellow students to seek counselling without stigma
- Identify early warning signs such as stress, isolation, or absenteeism and report to faculty mentors
- Assist in organizing awareness campaigns, workshops, and observance days

C. Code of Conduct for Members and Student Members

- Maintain confidentiality of student information at all times
- Act with empathy, sensitivity, and non-judgmental attitude
- Follow institutional guidelines and UGC norms
- Promote a safe, inclusive, and supportive campus environment
- Avoid labelling or stigmatizing any student

D. Reporting and Accountability

- All members and student members shall report to the Convener and IQAC
- Periodic reviews shall be conducted to assess effectiveness
- Feedback from students and staff shall be used for improvement

The collective participation of faculty members, counsellors, administrators, and student members ensures that MAANASA (CELECP) functions as a student-centric, responsive, and sustainable mental health support system, reinforcing SKVT Government Degree College's commitment to holistic education and well-being.

8. Crisis Management and Referral Protocol

- Immediate psychological first aid through MAANASA
- Referral to external professionals/hospitals when required
- Parent/guardian communication in critical cases
- Post-crisis follow-up counselling and academic reintegration
- Emergency helplines such as Tele-MANAS, UGC Anti-Ragging Helpline, and Women's Helpline shall be prominently displayed across campus.

9. Awareness, Capacity Building & Outreach

- Mental health awareness programmes for students and faculty
- Orientation sessions for freshers
- Parent sensitization programmes

Observance of:

- World Mental Health Day
- World Suicide Prevention Day

10. Documentation, Confidentiality & Reporting

- All counselling records shall be confidential and anonymized
- Data shall be securely maintained with restricted access
- Periodic reports shall be submitted through IQAC
- Institutional data shall be reported to UGC MANAS-SETU portal as required
- UGC Uniform Policy on Mental Health.pdf None

11. Review and Continuous Improvement

- Regular review by IQAC and Monitoring Committee
- Feedback from students and staff
- Continuous enhancement of services based on institutional needs and UGC updates

12. Conclusion

The establishment and functioning of MAANASA – Centre for Enriching Life Experiences & Counselling Psychology (CELECP) reflects SKVT Government Degree College's strong commitment to holistic education, emotional well-being, and student success, ensuring a compassionate, balanced, and resilient campus ecosystem in full compliance with national guidelines.

UGC Uniform Policy on Mental Health

Prepared by the IQAC of SKVT GDC, Rajamahendravaram

Approved by:


Principal

Principal, SKVT Government Degree College, Rajamahendravaram

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Rajamahendravaram-533 103,
East Godavari Dist. A.P. India


Coordinator
S.K.V.T. Govt. Degree College
RAJAHMUNDRY