



**Desh Bhagat**  
**University**  
Research,  
Innovation,  
Entrepreneurship.

**NAAC**  
**GRADE A+**  
ACCREDITED UNIVERSITY



**COUNSELLING &  
CAMPUS CARE CELL**

The University shall constitute a **Counseling and Campus Care Cell (CCCC)**.

**The Cell shall consist of:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Prof. Precious Sheoran	Chairperson	9467166551
2.	Prof. H.K Sidhu	Co- Chairperson	6239564488
3.	Dr. Mohammad Akram	Counselor	8755269968
4.	Dr. Arjun Singh Baloria	Counseling Psychologist	7889921663
5.	Ms. Shruti	Clinical Psychologist	9821819927
6.	Ms. Arzoo	Clinical Psychologist	9501568080
7.	Ms. Hasrat Kaur	Clinical Psychologist	6280089698
8	Mr. Gurtej Singh	Special Educator	9780530227
9.	Lt. Tabish Ali Khan	Student Welfare Officer	8107480072
10.	Ms Narinder Kaur Gandhi	Hostel Warden( Girls)	8847364835
11.	Mr. Baljindr Singh	Hostel Warden( Boys)	9501389770



Desh Bhagat  
University  
Research.  
Innovation.  
Entrepreneurship.

NAAC  
GRADE A+  
ACCREDITED UNIVERSITY

# STANDARD OPERATING PROCEDURE (SOP)



COUNSELLING &  
CAMPUS CARE CELL

## COUNSELING AND CAMPUS CARE CELL (CCCC)

DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH, PUNJAB

### 1. Introduction

Desh Bhagat University recognises the importance of mental health, emotional well-being, and a safe campus environment as integral to holistic student development and academic success.

Accordingly, the University hereby establishes the **Counseling and Campus Care Cell (CCCC)** to provide structured, accessible, and confidential mental health support to students and to promote a supportive, inclusive, and stress-free learning environment.

The establishment of the **Counseling and Campus Care Cell (CCCC)** is aligned with the national initiatives of **MANODARPAN** and **UMEED** launched by the Government of India, and is in strict compliance with the guidelines and directions issued by the Hon'ble Supreme Court of India regarding student mental health, well-being, and campus safety.

### 2. Objectives

The objectives of the Counseling and Campus Care Cell are to:

- a. Promote mental well-being and emotional resilience among students
- b. Provide timely Counseling and psychological support
- c. Prevent self-harm, suicide, and mental health crises
- d. Identify and support students facing academic, emotional, or social distress

- e. Ensure a safe, inclusive, and non-discriminatory campus environment
- f. Facilitate referrals to external mental health services when required

### **3. Scope and Applicability**

This SOP shall apply to:

- All students of the University
- Teaching, non-teaching, and administrative staff
- Hostel residents, wardens, caretakers, and residential staff
- Parents and guardians, wherever applicable

## **4. Establishment of the Counseling and Campus Care Cell**

### **4.1 Constitution**

The University shall constitute a **Counseling and Campus Care Cell (CCCC)**.

### **4.2 Composition**

**The Cell shall consist of:**

- Chairperson: Dean / Senior University Official nominated by the Vice Chancellor
- Qualified Counselor / Psychologist / Psychiatric Social Worker
- Student Welfare Officer
- Special Educator
- Two faculty members (preferably gender-diverse)
- Hostel Warden / Residential Representative (where applicable)
- Designated Faculty Member for vulnerable and marginalized students

## **5. Appointment of Mental Health Professionals**

5.1 The University shall appoint or engage **qualified mental health professionals** with demonstrable training in child and adolescent mental health.

5.2 The University shall ensure **adequate student-to-counselor ratios** to allow meaningful access to counseling services.

5.3 Formal referral arrangements shall be maintained with external psychiatrists, hospitals, and mental health institutions.

## **6. Functions of the Counseling and Campus Care Cell**

The CCCC shall perform the following functions:

- a. Provide confidential counseling services to students
- b. Identify students experiencing psychological distress or vulnerability
- c. Conduct mental health awareness and sensitization programmes
- d. coordinate crisis intervention and referrals
- e. Advise the University on mental health-friendly academic and campus practices
- f. Support students from vulnerable and marginalized backgrounds

## **7. Counseling Services**

### **7.1 Access to Counseling**

- Counseling services shall be confidential, voluntary, and non-stigmatising
- Students may access services through appointments or walk-in sessions
- Seeking Counseling shall not result in academic or disciplinary disadvantage

### **7.2 Counseling Process**

The Counseling process shall include:

- a. Initial intake and assessment
- b. Identification of stressors and risk factors
- c. Individualised care or support plan
- d. Follow-up sessions and monitoring
- e. Referral to external professionals where necessary

## **8. Crisis Intervention and Suicide Prevention**

**8.1** The University shall maintain a **written crisis response and referral protocol**.

**8.2 In cases where a student is identified as being at risk of self-harm or suicide:**

- a. The student's immediate safety shall be prioritised
- b. The student shall not be left unattended
- c. Immediate Counseling or medical referral shall be initiated
- d. Parents or guardians shall be informed in a sensitive and appropriate manner

**8.3** Suicide prevention helpline numbers, including national helplines, shall be prominently displayed across the campus, hostels, and University website.

## **9. Referral Mechanism**

**9.1** The University shall maintain an updated list of:

- Mental health professionals
- Hospitals and emergency services
- Suicide prevention helplines

9.2 Clear referral pathways shall be communicated to all staff and students.

## **10. Training and Capacity Building**

10.1 All teaching, non-teaching, administrative, and residential staff shall undergo **mandatory mental health training at least twice a year**.

10.2 Training shall include:

- Identification of warning signs of distress
- Psychological first aid
- Appropriate response to self-harm
- Referral mechanisms
- Sensitive engagement with students

## **11. Support for Vulnerable and Marginalised Students**

The University shall ensure sensitive, inclusive, and non-discriminatory support for students belonging to:

- Scheduled Castes (SC), Scheduled Tribes (ST), OBC, and EWS categories
- LGBTQ+ communities
- Persons with disabilities
- Students affected by trauma, abuse, bereavement, or prior suicide attempts

## **12. Prevention of Harassment, Ragging, and Bullying**

12.1 The University shall maintain confidential mechanisms for reporting incidents of:

- Sexual harassment
- Ragging
- Bullying or discrimination on any prohibited ground

12.2 Immediate action shall be taken to ensure student safety and psycho-social support.

12.3 Retaliation against complainants or witnesses shall be strictly prohibited.

## **13. Residential Campus Care and Safety**

13.1 Hostels and residential facilities shall ensure:

- A safe, harassment-free environment
- Regular monitoring by trained wardens and caretakers

13.2 Safety measures, including tamper-proof fixtures and restricted access to high-risk areas, shall be implemented.

## **14. Career Counseling**

14.1 The University shall provide regular and structured career Counseling services to students.

14.2 Career Counseling shall promote realistic, interest-based, and informed academic and professional choices.

## **15. Parent and Guardian Engagement**

The University shall organise periodic sensitisation programmes for parents and guardians to:

- Reduce undue academic pressure
- Recognise signs of psychological distress
- Encourage supportive and empathetic communication

## **16. Documentation and Reporting**

16.1 The CCCC shall maintain anonymised records of:

- Counseling sessions
- Referrals
- Training programmes
- Mental health activities

16.2 An annual report shall be prepared and submitted to the University authorities.

## **17. Review and Monitoring**

17.1 This SOP shall be reviewed annually.

17.2 The SOP shall be made accessible on the University website and notice boards.

17.3 Compliance with this SOP shall be mandatory for all concerned stakeholders.

## **18. Effective Date**

This SOP shall come into force with immediate effect upon approval by the competent authority of Desh Bhagat University.