

**Standard Operating Procedures (SOP)**  
**Mental Health Committee (MHC)**  
**Institute of Home Economics, University of Delhi**

**1. Purpose**

The Mental Health Committee (MHC) of the Institute of Home Economics (IHE) is constituted to promote mental well-being, provide preventive and responsive mental health support, and foster a safe, inclusive, and empathetic institutional environment for students, faculty, and non-teaching staff.

**2. Scope**

This SOP applies to all students, teaching faculty, non-teaching staff, and contractual employees of the Institute of Home Economics.

**3. Objectives**

- Promote positive mental health and emotional well-being.
- Create awareness and reduce stigma related to mental health issues.
- Provide accessible support and referral services.
- Ensure early identification and timely intervention.
- Respond effectively to mental health crises.
- Align with UGC and University of Delhi guidelines.

**4. Composition of the Committee**

- Coordinators: Prof. Veenu Wadhwa & Dr. Shashi Shukla
- College Counsellor: Ms. Saiba Nangia

**5. Functions**

- Awareness programmes and workshops.
- Facilitate counselling and support services.
- Develop mental health resources.
- Referral and follow-up mechanisms.
- Policy advisory role.

**6. Reporting and Support Procedure**

- Reporting through email, written or in-person.
- Initial assessment by counsellor/committee.
- Referral to professionals if required.
- Follow-up support with consent.

## **7. Crisis Management**

- Immediate action in high-risk cases.
- Inform college Director.
- Contact emergency medical services.
- Confidential incident reporting.

## **8. Confidentiality and Ethics**

- Strict confidentiality maintained.
- Need-based disclosure only.
- Secure record maintenance.

## **9. Awareness and Capacity Building**

- Workshops and seminars.
- Faculty and staff sensitization.
- Student peer initiatives.

## **10. Review and Amendments**

- Periodic review.
- Amendments with Director's approval.