



KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(A++ Grade, NAAC Accredited)

Standard Operating Procedure (SOP) for Mental Health & Wellbeing

Purpose

This SOP establishes a framework to promote mental wellbeing, prevent mental health issues, and provide timely intervention and support for all Kurukshetra University students, faculty and staff.

1. Definitions

Mental Wellbeing: A state in which individuals realize their abilities, cope with normal stresses, work productively, and contribute to their community.

Mental Health Crisis: A situation where an individual is at immediate risk of harming themselves or others or is unable to function safely.

Counsellor: A trained mental health professional providing psychological support.

2. Scope

This SOP applies to Undergraduate and Postgraduate students, Research Scholars, Faculty members, Administrative staff and Contractual employees of Kurukshetra University, Kurukshetra.

3. Objectives

- Helping students with mental health issues or those concerned about a friend's mental health find competent treatments.
- To advise Faculty and staff on what to do in a student's mental health emergency or if they suspect a student is struggling but not a threat.
- To affirm the University's commitment to providing individualized counseling and mental health services to needy students.
- To enhance student's academic performance by addressing mental health concerns.
- Reduce stigma surrounding mental health.
- Foster a positive and inclusive campus culture.

4. Roles and Responsibilities

- **University Administration:** Develop policies, allocate resources and oversee implementation with legal and ethical standards.
- **Counselling and Wellness Centre:** Provide counselling, conduct awareness programmes, maintain confidentiality and coordinate referrals.

- **Faculty and Staff:** Recognize signs of distress, offer appropriate support and refer individuals to professional services.
- **Students:** Seek support when required and contribute to a respectful and supportive campus community.
- **Security Personnel:** Respond during emergencies & timely assist crisis response teams.

5. Mental Health Promotion Activities

The University shall regularly organize orientation programmes, awareness campaigns and workshops on stress management, mindfulness, resilience, life skills, peer-support initiatives and activities promoting physical and emotional wellbeing.

6. Counselling Procedure

Any Student/Faculty/Staff exhibiting signs of sudden decline in performance, frequent absenteeism, Social withdrawal, Aggressive behaviour, Emotional instability, Persistent sadness, Anxiety, Hopelessness & stress but no immediate threat shall immediately contact University Mental Health Awareness Helpline No. 7082113150 and follow this process.

- I. **Appointment request:** A Students/Faculty/Staff can submit their grievances related to Mental Health & Well-being for counselling purpose on email id proctor@kuk.ac.in or University Mental Health Awareness Helpline No. 7082113150 (24X7) or may contact the following:

Members of Mental Health Awareness Cell

- a) Dr. Raj Ratan, Assistant Professor, Dept. of Psychology, KUK Mobile No. 9810597507
 - b) Dr. Suman Bala, Assistant Professor, Dept. of Home Sc., KUK, Mobile No. 9416468400
 - c) Dr. Savita, Associate Professor, UIET, KUK, Contact No. 9896829917
 - d) Dr. Sunil Nain, Assistant Professor, UIET, KUK, Contact No. 9896854040
 - e) Dr. Gian Chand, Associate Professor, IIHS, KUK Contact No. 8059049766
 - f) Dr. Ritu Saini, Assistant Professor, IIHS, KUK, Contact No. 9468014887
 - g) Mr. Divij, Assistant Professor, ITTR, KUK, Contact No. 8708985110
- II. After appointment, Mental Health awareness Cell will examine the case and call for counselling session as per details mentioned below:

Counselling Sessions: Each Wednesday during 02:00 PM to 05:00 PM

Office : O/o Proctor, Room No. 1, Deans' Building, K.U. Kurukshetra

In case of emergency requirement, the counselling session will be provided immediately to the stakeholders.

List of Counseling Advisors and counselors for initial assessment:

(a) Counseling Advisors:

- Dr. Manjula Chaudhary, Professor & Director, Centre for Distance & Online Education (CDOE) KUK Mob. No.9896001727
- Dr. Shuchismita, Professor, Department of Music & Dance, KUK & Incharge, Gulzari Lal Nanda Centre of Ethics, Philosophy, Museum & Library Mob. No.9813437399
- Dr. Jitender Sharma, Sr. Professor, Department of Bio-Technology, KUK, Mob. No. 9416266556
- Dr. Brajesh Sahni, Sr. Professor, Department of English, KUK Mob. No. 9896130411

(b) Campus Counsellors for counseling services:

- Prof. Rohtash Singh, Dept. of Psychology, KUK Mob. No. 9541321993
- Prof. Hardeep Lal Joshi, Dept. of Psychology, KUK Mob. No. 9518839202
- Prof. Vanita Dhingra, Dept. of Social Work, KUK Mob. No. 9416741994
- Dr. Ashu Dhawan, Assistant Professor, Dept. of Psychology, KUK Mob. No. 7404754043
- Dr. Raj Ratan, Assistant Professor, Dept. of Psychology, KUK Mob. No. 9810597507
- Dr. Satish Kumar, Assistant Professor, Dept. of Social Work, KUK Mob. No. 8980203745
- Dr. Seema, Dept. of Psychology, KUK Mob. No. 7206017133

III. **Follow-up Sessions:** On same place i.e. O/o Proctor, Room No. 1, Deans' Building.

IV. **Referral to psychiatrist or hospital, in severe cases as recommended by the Campus Counsellors.**

Panel of consultant psychiatrists/Professionals in the city

- Dr. Raksh Pal Sharma, Consultant Psychiatrist, Kurukshetra Mob. No. 9812434648
- Dr. Abhilove Kamboj, Consultant Psychiatrist, Kurukshetra Mob. No. 9999577089
- Dr. Neha Dua Sobti, Consultant Psychiatrist, Kurukshetra Mob. No. 8724030197

V. Case closure with documentation:

Confidentiality

- Counselling records shall remain confidential.
- Information shall only be shared:
 - (a) With the consent of the parents/students,
 - (b) When required by law,

- (c) When there is an imminent risk of serious harm to the individual or others.
- All records shall be maintained securely.

7. Emergency Crisis Management Procedure

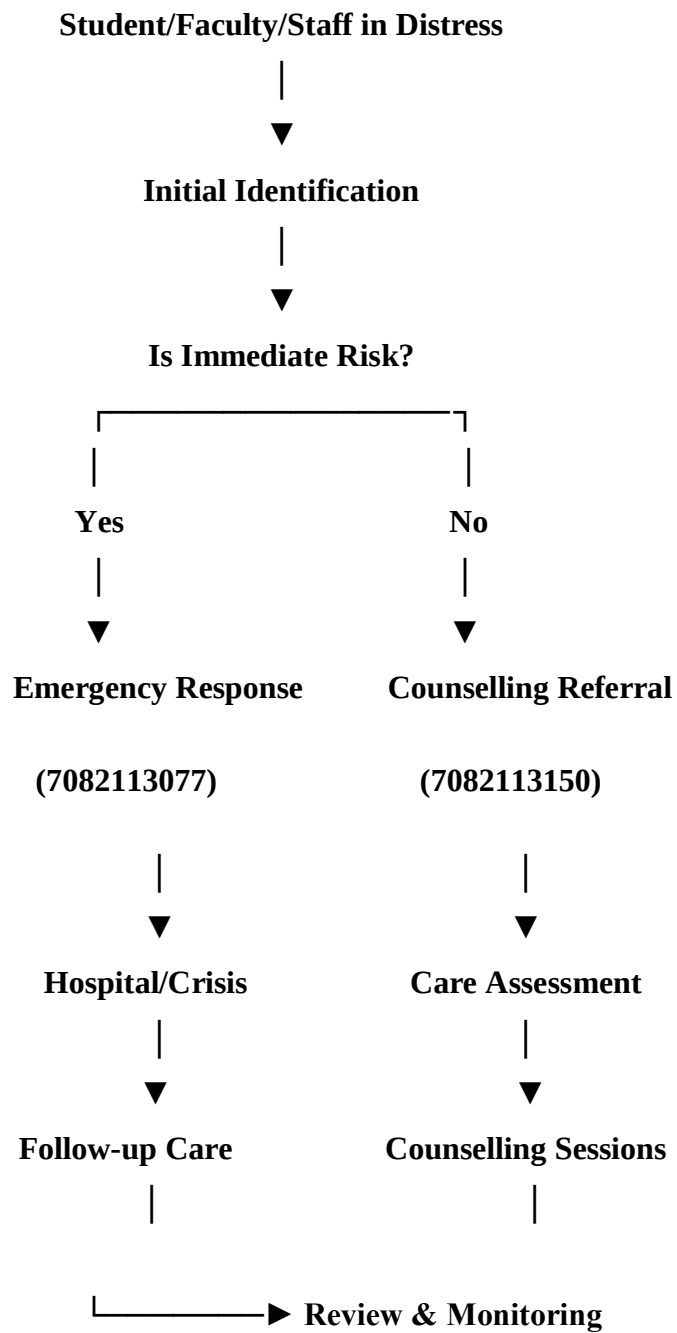
If any stakeholder viz. student/faculty/staff is under life-threatening emergency e.g. Suicide attempt, Self-harm, Violent Behavior, Severe panic attack, Psychotic symptoms etc., **you can do the following:**

- Stay with the individual if safe.
- Inform Campus Security on **7082113077**
- Contact any University Emergency No. (Given below)
- Contact University emergency medical services/ambulance, if required.
- Document the incident.

EMERGENCY CONTACT NOS.:

- a) 24 X 7 University Mental Health Awareness Helpline No. **7082113150**
 - b) Security Helpline No. **7082113077**
 - c) University Health Centre No./Ambulance **7082113134**.
 - d) Warden concerned/Chief Warden, in case of hostel resident and during off-classes time.
 - e) Chief Warden (M) **7082113081**
 - f) Chief Warden (G) **7082113023**
 - g) Chairperson/Director/Principal concerned during classes time.
 - h) Proctor **7082113124**
 - i) Dean Students' Welfare **7082113109**
 - j) Chief Security Officer **7082113044**
- The person should be shifted to University Health Centre/Govt. Hospital at the earliest for immediate treatment for control of aggressive/violent behaviour.
 - Student's family may be contacted immediately by the Security staff or person concerned.
 - Student's consent is not required to pass the identity information to the University Authorities.

Mental Health Counselling/ Referral Flow



MENTAL HEALTH & WELL BEING MONITORING COMMITTEE

Vice-Chancellor : vc@kuk.ac.in
Registrar : registrar@kuk.ac.in
Proctor : proctor@kuk.ac.in

Sr. No.	Mental Health & Well-Being Monitoring Committee	Mobile No./ Phone No.	Email ID
1	Proctor	7082113124	proctor@kuk.ac.in
2	Dean Students' Welfare	7082113109	dsw@kuk.ac.in
3	Dean of Colleges	7082113003	dean.colleges@kuk.ac.in
4	Deans of all the faculties	--	--
5	Chief Warden (M)	7082113081	cwm@kuk.ac.in
6	Chief Warden (F)	7082113023	cwf@kuk.ac.in
7	Director, Sports	01744-238410 Extn. 2618	director.sports@kuk.ac.in
8	Director, Youth & Cultural Affairs	01744-238410 Extn. 2547	dyca@kuk.ac.in
9	Chief Security Officer	7082113044	cso@kuk.ac.in
10	Administrator/ Sr. Medical Officer, UHC	9813458645	uhc@kuk.ac.in
11	Chairperson, Dept. of Psychology	01744-238410 Extn. 2521	chairperson.psychology@kuk.ac.in
12	Chairperson, Dept. of Social Work	01744-238410 Extn. 2554	chairperson.sw@kuk.ac.in
13	Faculty representatives Assistant/Associate Professor shall be nominated by the Establishment Branch (T) on rotation basis.		
14	Non-teaching staff representatives at the level of Superintendent and above shall be nominated by the Establishment Branch (NT) on rotation basis.		
15	Family & Alumni representatives shall be nominated by the President,		

	Kurukshetra University Kurukshetra Alumni Association (KUKAA) on rotation basis.		
16	04 Students' representatives (two seniors & two research scholars) preferably male & female shall be nominated by the Dean Students' Welfare every year.		
17	Any other members to be associated by the Head of the Committee on his discretion		

References:

This Standard Operating Procedure (SOP) aligns with widely accepted principles from:

- UGC Guidelines on Uniform policy on Mental Health & Well-Being for Higher Educational Institutions circulated vide F.No. 8-8/2025(ARC-MISC-Saha/AP) dated 13.01.2026.

PROCTOR