



Protocol for Immediate Referral to Mental Health Services

1. Purpose

To ensure timely identification, intervention, and referral of students or staff experiencing mental health crises, thereby safeguarding their well-being and preventing harm.

- To provide mental health literacy
- Emotional regulation
- Life skill education
- Awareness of institutional support services

2. Scope

This protocol applies to:

- All students
- Teaching faculty
- Non-teaching staff
- Campus visitors (in case of emergency)

3. Definition of Mental Health Emergency

A situation requiring immediate attention, including:

- Suicidal thoughts or attempts
- Self-harm behaviour
- Severe anxiety or panic attacks
- Acute depression
- Violent or aggressive behaviour
- Substance abuse crisis
- Sudden emotional breakdown or trauma

4. Identification of At-Risk Individuals

Any faculty/staff/student noticing the following signs must act:

- Expressions of hopelessness or suicidal ideation
- Withdrawal from academic/social activities
- Sudden behavioural or mood changes
- Talking about death or self-harm
- Substance misuse

5. Immediate Response Protocol

Step 1: Ensure Safety

- Do not leave the individual alone
- Remove any harmful objects

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- Stay calm and supportive

Step 2: Inform Authorities

Immediately inform:

- Principal Dr. Ravinder Singh Gill : 9418080405
- College Mental Health Nodal Officer / Counsellor
- Dr. Priti Bala: 8219797610
- Prof. Aman Walia :9805225240

Student Welfare Committee

- Dr. Priti Bala – 82197-97610
- Prof. Aman Walia – 9805225240
- Prof. Medha Sharma – 94178-94880
- Ms. Seema Devi – 9816117944
- Ms. Anita Devi – 94163-20616

6. Emergency Referral Procedure

A. On-Campus Support

- Provide initial psychological first aid
- Shift the individual to a safe, quiet space

B. External Referral (Immediate)

If the situation is severe:

- Contact nearest Government Hospital / Mental Health Facility
- Dr. Rajender Prashad Medical College Tanda
- Call emergency services (e.g., 108 Ambulance Service)
- Inform parents/guardians (for students)

7. Approved Referral Network

The college should maintain an updated list of:

- **Psychiatry department**
- **Hospital Name:** Dr. Rajendra Prasad Government Medical College and Hospital, Tanda, **Emergency Contact Number:** 01892-267115
- **Zonal Hospital Dharamshala** · CMO Zonal Hospital Dharamshala, District Kangra (H.P.) · Phone: 01892-224874
- **Gunjan NGO** Sidhbari Dharamshala
<https://gunjanindia.org/>
 Mobile-no: 9459082624
 Tel-no: 01892-235315
24 Hours Help Line: 7018712909

8. Documentation


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- Maintain a **confidential incident report** in concerned record register with following detail.
 - Date & time
 - Nature of crisis
 - Actions taken
 - Student Referral details
 - Number of wellness interventions
 - Training intervention
 - Detail of mental health related activities.
- We ensure the data privacy and confidentiality

9. Follow-Up Mechanism

- Regular follow-up with the referred individual
- Academic flexibility/support (if required)
- Counselling sessions upon return

10. Roles and Responsibilities

Principal

- Overall supervision and policy enforcement

Mental Health Nodal Officer / Counsellor

- Assessment and coordination of referrals

Faculty Members

- Early identification and reporting

Student Welfare Committee

- Support and monitoring

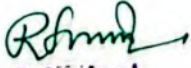
11. Awareness and Training

Aim to

- To unrealistic academic pressure
- Promote awareness of diverse academic
- Professional pathways.
- Assist students in making informed and interest-based career decisions.
- Conduct workshops on mental health awareness
- Train staff in **Psychological First Aid**
- Organize student sensitization programs

12. Confidentiality and Ethics

- Maintain strict confidentiality
- Share information only on a need-to-know basis
- Respect dignity and rights of individuals


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13. Emergency Contacts

- Ambulance: 108
- Tele Manas National Helpline: 14416
- Tele MANAS Helpline: 1-8008914416/ 14416 104 (24X7)
- Local Hospital:

Hospital Name **Dr. Rajendra Prasad Government Medical College and Hospital – Tanda**

Emergency Contact
number 01892267115

Mental Health Helpline (India): Kiran – 1800-599-0019

14. Review and Revision

- This protocol shall be reviewed annually
- Updated as per guidelines from UGC / Government of Himachal Pradesh



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Written Protocol for Immediate Referral to Mental Health Services

Atal Bihari Vajpayee Government Degree College, Takipur (H.P.)

1. Purpose

To ensure timely identification, intervention, and referral of students or staff experiencing mental health crises.

2. Scope

- All students
- Teaching faculty
- Non-teaching staff
- Campus visitors (in case of emergency)

3. Definition of Mental Health Emergency

- Suicidal thoughts or attempts
- Self-harm behavior
- Severe anxiety or panic attacks
- Violent or aggressive behavior
- Substance abuse crisis
- Sudden emotional breakdown

4. Identification of At-Risk Individuals

- Hopelessness or suicidal ideation
- Withdrawal from activities
- Sudden mood/behavior changes
- Sudden mood/behavior changes
- Talking about death or self-harm
- Substance misuse

5. Immediate Response Protocol

- Ensure Safety
- Inform Authorities (Counselor / Principal)

7. Approved Referral Network

- Govt. Hospitals, Psychiatrists
- DMHP Contacts, Local NGOs

9. Follow-Up Mechanism

- Regular follow-up
- Counseling & Academic Support

11. Awareness & Training

- Workshops & Psychological First Aid Training

6. Emergency Referral Procedure

- On-Campus Support (Psychological First Aid)
- External Referral (108 Ambulance / Govt. Hospital)

8. Documentation

- Confidential Incident Report
- Record: Date, Crisis, Actions Taken

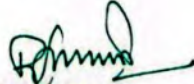
10. Roles and Responsibilities

- Principal
- Mental Health Nodal Officer
- Faculty, Student Welfare Committee

Emergency Contacts:

- Ambulance: 108
- Local Hospital: 01892, 267115
- Mental Health Helpline: Kiran - 1800-599-0019

— Reviewed Annually (UGC / Govt. of HP) —


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