

DHABALESWAR INSTITUTE OF PHARMACY

(Under the Management of D.I.T.C. Managing Trustees)

[Affiliated to OUHS, BBSR & OSBP, BBSR. Approved by Govt. of Odisha & PCI, New Delhi]

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Letter. No. DIPH/01/MHWC/2026-27 Office Order

Date: 15/05/26

MENTAL HEALTH AND WELLNESS COMMITTEE

Reference No: DIPH/ /MHWC/2026-27

Date: 15/05/2026

SUBJECT: -CONSTITUTION OF MENTAL HEALTH AND WELLNESS COMMITTEE / BOARD AND DETAILS OF FUNCTIONS

Objective:- In order to promote the **mental health, emotional well-being, psychological safety and overall wellness of students**, and to establish a supportive and student-friendly campus environment, the **Mental Health and Wellness Committee / Board** is hereby constituted with immediate effect for the academic session **2026-27**.

Function :- The Committee shall function under the overall supervision of the Principal and shall coordinate preventive, promotive, supportive and referral activities relating to student mental health and wellness. The Committee shall work in coordination with the institutional counselling/wellness arrangements and other appropriate committees wherever required.

CONSTITUTION OF THE COMMITTEE

Sl. No.	Name of Member	Designation / Position	Role in Committee
1	Dr.Sai Prasanna Behera	Principal	Chairperson
2	Mr.Nitai Gopal	Senior Faculty Member	Member Secretary / Convener
3	Mrs.Geetajanli swain	Faculty Member	Member
4	Mr.Chandra sekhar Mohapatra	Faculty Member	Member
5	Mrs.LaxmiPriya Sahoo	Female Faculty Member	Member
6	Mr.Satyajeet Sahoo	Faculty Mentor / Class Coordinator	Member
7	Dr.Jyoti Parija	Counsellor / Mental Health Professional*	Professional Member
8	Mr.Pradeep Rout	Hostel Warden / Representative	Member
9	Mr.Binayak asamal	Student Representative –1 (B.Pharm 3 rd Seme)	Student Member
10	Miss.Silparani Santra(B.pharm 3 rd seme)	Student Representative – 2	Student Member

OBJECTIVES OF THE COMMITTEE

The Mental Health and Wellness Committee shall aim to:

1. Promote positive mental health and emotional well-being among students.
2. Develop a supportive, respectful and psychologically safe campus environment.
3. Promote awareness regarding stress management, emotional well-being and healthy coping mechanisms.
4. Facilitate access to appropriate counselling and professional support.
5. Identify general indicators of student distress through appropriate institutional support mechanisms.
6. Encourage students to seek timely professional assistance without stigma.
7. Promote awareness regarding prevention of substance misuse, self-harm and other wellness risks.
8. Organise mental-health and wellness awareness programmes.
9. Establish appropriate referral and emergency-response mechanisms.
10. Maintain appropriate records while protecting student confidentiality and privacy.

FUNCTIONS AND RESPONSIBILITIES

A. Mental Health Awareness

The Committee shall:

- Organise awareness programmes on mental health and emotional well-being.
- Promote understanding of common psychological and emotional difficulties.
- Conduct orientation programmes for students regarding available counselling and support services.
- Promote a culture in which seeking help is considered acceptable and responsible.
- Display appropriate information regarding available institutional support and emergency contacts.

B. Counselling and Support

The Committee shall:

- Facilitate access to counselling services for students requiring support.
- Coordinate appointments/referrals with the designated counsellor or qualified mental-health professional.
- Encourage students experiencing emotional or academic difficulties to seek appropriate assistance.
- Facilitate follow-up support where appropriate.
- Ensure that counselling-related information is handled confidentially, subject to applicable law, safety requirements and professional obligations.

C. Stress and Academic Wellness

The Committee shall promote:

- Stress-management programmes.
- Time-management and study-skills sessions.
- Examination-stress awareness.
- Healthy sleep and lifestyle practices.
- Relaxation, mindfulness and other evidence-informed wellness activities.
- Peer-support and mentoring initiatives where appropriate.

D. Early Identification and Referral

The Committee may facilitate identification of students who appear to require additional support through:

- Faculty mentoring.
- Student feedback.
- Counselling referrals.
- Hostel/welfare observations.
- Self-referral by students.

The Committee shall **not diagnose mental-health conditions** unless such assessment is conducted by an appropriately qualified professional.

Students requiring specialist care shall be referred to an appropriate qualified mental-health professional or healthcare facility.

E. Crisis Intervention and Emergency Support

Where a student is identified as being at immediate risk of serious harm or requiring urgent assistance, the Committee shall:

1. Ensure that the student is not left without appropriate supervision.
2. Inform the designated responsible authority as necessary.
3. Arrange urgent medical/professional assistance.
4. Contact emergency services/parents or guardians where appropriate and legally permissible.
5. Facilitate referral to an appropriate healthcare facility.
6. Document the incident and action taken on a need-to-know basis.
7. Maintain confidentiality while giving priority to immediate safety.

A detailed **Mental Health Crisis Intervention and Emergency Response Protocol** shall be maintained separately by the Institution.

F. Prevention of Stigma and Discrimination

The Committee shall:

- Promote respectful treatment of students experiencing mental-health difficulties.
- Discourage stigma, bullying, ridicule and discrimination.
- Encourage inclusive participation in academic and extracurricular activities.
- Conduct sensitisation programmes for students and staff.

G. Hostel and Residential Wellness

Where applicable, the Committee shall coordinate with the Hostel Warden/Hostel In-charge regarding:

- Student wellness concerns.
- Adjustment difficulties.
- Isolation or serious behavioural concerns requiring appropriate professional attention.
- Access to counselling/support services.
- Emergency referral procedures.

Hostel staff shall not attempt to provide clinical diagnosis or treatment.

H. Faculty and Staff Sensitisation

The Committee shall arrange appropriate awareness/orientation sessions for faculty and relevant staff regarding:

- Recognising general warning signs of distress.
- Appropriate communication with distressed students.
- Referral to professional support.
- Confidentiality and privacy.
- Emergency response procedures.
- Appropriate boundaries and limitations of non-professional intervention.

I. Wellness Activities

The Committee shall encourage:

- Yoga and physical fitness.
- Sports and recreational activities.
- Cultural and creative activities.
- Meditation/relaxation sessions.
- Healthy lifestyle awareness.
- Social interaction and peer-support activities.
- Student clubs and constructive extracurricular engagement.

J. Coordination with Other Committees

The Committee shall coordinate, where necessary, with:

- Students' Welfare Committee.
- Anti-Ragging Committee.
- Students' Grievance Redressal Committee.
- Internal Complaints Committee.
- Hostel Committee.
- Disciplinary/Proctorial Committee.
- Equal Opportunity/Accessibility mechanisms.
- Medical/First-Aid arrangements.

Matters falling under the jurisdiction of another statutory or institutional committee shall be referred to the appropriate authority.

CONFIDENTIALITY AND PRIVACY

1. Information relating to individual students shall be treated confidentially.
2. Personal counselling information shall not be unnecessarily disclosed.
3. Records shall be accessible only to authorised persons.
4. Information may be shared on a need-to-know basis where necessary for the student's safety, safeguarding, emergency response or as otherwise required by law.
5. Students shall be informed about the limits of confidentiality where appropriate.

STUDENT ACCESS TO SUPPORT

Students may seek support through:

Counsellor / Designated Mental Health Professional:

Name: _____
Qualification: _____
Contact No.: _____
Email: _____

Faculty/Wellness Coordinator:

Name: _____
Contact No.: _____

Principal / Nodal Officer:

Name: _____
Contact No.: _____

The Institution shall display the applicable support/contact information at suitable locations and through appropriate student communication channels.

MEETINGS

1. The Committee shall ordinarily meet **at least once every quarter** and whenever necessary.
2. Emergency meetings may be convened by the Chairperson or Convener whenever a serious welfare concern arises.
3. Minutes of meetings shall be prepared and maintained.
4. Recommendations requiring administrative approval shall be submitted to the Principal.
5. An annual report of mental-health and wellness activities shall be prepared.

7. RECORDS AND DOCUMENTS TO BE MAINTAINED

The following records shall be maintained as applicable:

1. Office Order constituting the Committee.
2. Committee member list.
3. Counsellor/Mental Health Professional engagement details.
4. Qualification and professional details of the counsellor.
5. Student-to-counsellor ratio/availability record, where applicable.
6. Mental Health and Wellness Policy/SOP.
7. Counselling schedule.
8. Mental Health Awareness Programme records.
9. Attendance sheets for awareness programmes.
10. Meeting notices and minutes.
11. Crisis Intervention Protocol.
12. Emergency Response Plan.
13. Referral records, maintained confidentially.
14. Anonymous/aggregated wellness activity data where appropriate.
15. Annual activity report.
16. Action Taken Reports.
17. Photographs/evidence of awareness and wellness programmes, where appropriate.

Confidential counselling records shall be maintained separately and shall not be included in general committee files unless necessary and appropriately protected.

MONITORING AND REVIEW

The Committee shall periodically review:

- Availability and utilisation of counselling support.
- Mental-health awareness activities.
- Student feedback regarding wellness facilities.
- Referral and support mechanisms.

- Effectiveness of awareness programmes.
- Emergency response arrangements.

Recommendations for improvement shall be submitted to the Principal.

TENURE

The Committee shall remain constituted for the academic session **2026–27**, unless modified, reconstituted or extended by a subsequent Office Order.

The Institution reserves the right to nominate/re-nominate members whenever required.

EFFECTIVE DATE

This Office Order shall come into force with immediate effect.

All faculty members, staff and students are requested to extend necessary cooperation to the Mental Health and Wellness Committee for effective implementation of student mental-health and wellness initiatives

By Order of the Principal

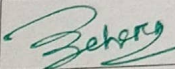
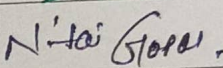
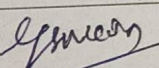
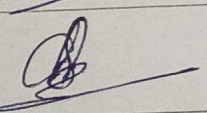
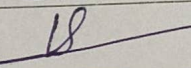
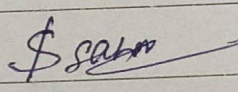
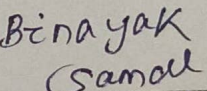
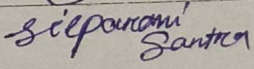
PRINCIPAL
Dhabaleswar Institute of Pharmacy, Cuttack

Institution Seal

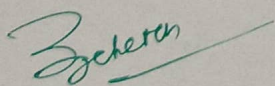
Principal
Dhabaleswar Institute of
Pharmacy

ACKNOWLEDGEMENT / ACCEPTANCE BY COMMITTEE MEMBERS

We, the undersigned members, acknowledge the constitution of the Mental Health and Wellness Committee / Board and undertake to discharge our assigned responsibilities with due care, sensitivity, confidentiality and in the best interest of the students.

Sl. No.	Name of Member	Designation / Position	Role in Committee	Signature
1	Dr.Sai Prasanna Behera	Principal	Chairperson	
2	Mr.Nitai Gopal	Senior Faculty Member	Member Secretary / Convener	
3	Mrs.Geetajanli swain	Faculty Member	Member	
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6	Mr.Satyajeet Sahoo	Faculty Mentor / Class Coordinator	Member	
7	Dr. Jyoti Parija	Counsellor / Mental Health Professional*	Professional Member(frm Utkal Hospital,Bhubaneswar)	
8	Mr. Rasmi Ranjan Nayak	Hostel Warden / Representative	Member	
9	Mr.Binayak asamal	Student Representative –1 (B.Pharm 3 rd Seme)	Student Member	
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Approved by



Principal

Dhableswar Institute of Pharmacy, Cuttack

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