



AISSMS

COLLEGE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY



Approved by AICTE, New Delhi. Recognized by the Government of Maharashtra
An Autonomous College Under Savitribai Phule Pune University, Pune.
NAAC Accredited "A" Grade | NBA accredited for BHMCT-2022

SHRI MALOJIRAJE CHHATRAPATI
Honorary Secretary

Dr. SONALI JADHAV
Principal

COLLEGE MENTAL HEALTH AND WELLBEING POLICY [2025 - 2026]

1. Policy Title

Institutional Policy on Mental Health, Emotional Wellbeing and Psychosocial Support

2. Purpose

To establish a structured, preventive, and responsive mental health framework that promotes emotional wellbeing, early identification of concerns, timely support, and crisis response for students, faculty, staff, and stakeholders.

3. Objectives

- Promote a mentally healthy campus environment
- Reduce stigma related to mental health
- Provide accessible counselling and referral systems
- Build resilience, coping, and life skills
- Enable early identification of distress signals
- Train faculty and staff in student support skills
- Establish reporting and safety mechanisms
- Maintain anonymised mental health records for institutional improvement

4. Scope

Applicable to:

- All students
- Teaching faculty
- Administrative staff
- Parents/guardians
- Institutional leadership

5. Guiding Principles

- Confidentiality
- Non-discrimination
- Accessibility
- Preventive approach
- Early intervention
- Evidence-based practices
- Student-centric support



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6. Governance Structure

Mental Health and Wellbeing Committee (MHWC)

Composition:

- Nodal Officer (Senior Faculty)
- Student Welfare Officer
- Academic Representative
- Grievance Committee Representative
- Examination Department representative
- Administrative Representative

Responsibilities:

- Policy implementation
- Case review (confidential)
- Program planning
- Data monitoring
- Safety audit
- Crisis intervention oversight

7. Preventive Mental Health Initiatives

7.1 Student Programs

Conduct 2-3 structured workshops during Semester I:

- Digital literacy and online safety
- Time management and study skills
- Life skills development
- Emotional regulation and stress management

Final Year Students:

- Resilience building
- Career anxiety management
- Coping with uncertainty
- Handling grief and transition

Group Activities:

- Poster competitions
- Skits
- Peer awareness campaigns



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Observance Days:

- World Mental Health Day
- World Suicide Prevention Day
- Stress Awareness Week

7.2 Faculty Capacity Building

Training sessions annually on:

- Stress and anger management
- Handling difficulty for hostile students
- Classroom emotional climate
- Mindfulness techniques
- Recognizing warning signs of distress

7.3 Parent Sensitization

Conducted during Fresher Orientation and Industrial Training Orientation:

- Signs of emotional distress
- Supporting young adults
- Responsible communication
- When to seek professional help

8. Early Identification Mechanisms

- Annual mental health survey
- Anonymous online self-screening forms
- Faculty observation reporting
- Peer referral mechanism
- Suggestion box (physical + digital)

9. Counselling and Support System

- On-campus counsellor availability schedule
- Tele-counselling helpline
- Emergency protocol for crisis situations

Support Types:

- Individual counselling
- Group therapy
- Crisis intervention
- Academic stress counselling



SHRI MALOJIRAJE CHHATRAPATI
Honorary Secretary

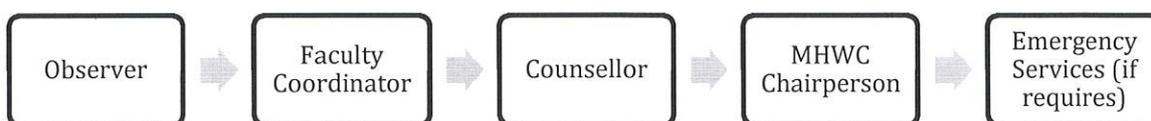
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10. Reporting Serious Concerns Protocol

Serious concerns include:

- Self-harm ideation
- Violence threats
- Severe withdrawal
- Panic breakdown

Reporting Chain:



Response Timeline:

Immediate risk	same day action
Moderate risk	within 24 hours
Low risk	within 72 hours

11. Confidentiality and Record Keeping

- Maintain anonymised records for institutional analysis
- Personal records stored securely
- Access restricted to counsellor + Head of the Institution
- Data used only for program improvement

12. Safety Audit of Campus

Conducted annually:

- Environmental stress factors
- Hostel wellbeing indicators
- Academic workload and Examination work balance
- Student grievance trends
- Social inclusion indicators

Report submitted to Institutional Head.

15. Monitoring Indicators

- Workshop participation rates
- Counselling utilization statistics
- Survey wellbeing scores
- Crisis case frequency
- Student satisfaction feedback



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16. Annual Implementation Calendar – To be prepared and put up on the website at the beginning of each Academic Year

17. Student Annual Feedback to be taken

18. Annual Institutional Mental Health Report Format

Sections:

1. Summary of activities conducted
2. Participation statistics
3. Survey findings
4. Counselling data (anonymous)
5. Major concerns identified
6. Interventions taken
7. Safety audit findings
8. Recommendations

20. Review Cycle

This policy shall be reviewed annually by the Mental Health and Wellbeing Committee and revised based on feedback, data trends, and emerging student needs.

Honey

Dr. Honey Tyagi
Nodal Officer

Sonali

Dr. Sonali Jadhav
Principal



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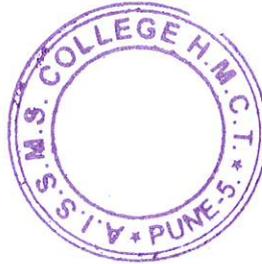
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Mental Health & Well Being Committee Members

[2025 - 2026]

Name	Role
Dr. Sonali Jadhav	Chairperson
Dr. Honey Tyagi	Nodal Officer, Grievance Committee Representative
Dr. Sarika Joshi	Student Welfare Officer, Anti-Ragging Committee Representative
Dr. Arun Sherkar	Academic Representative
Dr. Perna Bhautik	Examination Representative
Ms. Priya Patwardhan	Counsellor (External Member)
Mr. Ajay Dangat	Administrative Representative



Sonali