

DAYANAND COLLEGE, HISAR

WRITTEN PROTOCOL FOR IMMEDIATE REFERRAL TO MENTAL HEALTH SERVICES

(As per Director Higher Education Haryana Guidelines dated 06.01.2026)

1. PURPOSE

This protocol establishes a structured mechanism for **identification, immediate response, referral, and follow-up** in cases of students experiencing mental health distress, including risk of self-harm or suicide.

2. SCOPE

This protocol applies to:

- All students of the college
- Teaching and non-teaching staff
- Mentors, wardens, and administrative staff

3. DEFINITIONS

3.1 At-Risk Student

A student showing warning signs such as:

- Suicidal thoughts or verbal cues
- Severe anxiety, depression, or distress
- Sudden behavioral changes
- Social withdrawal or aggression

3.2 Crisis Situation

A situation where:

- There is immediate risk of self-harm/suicide
- The student has attempted self-harm
- The student expresses intent or plan to harm themselves

4. RESPONSIBILITY MATRIX

Role	Responsibility
Faculty/Mentor	Identify and report at-risk students
Counsellor	Provide psychological support and assessment
Principal	Overall supervision and decision-making
Psychological Cell	Coordinate response and follow-up
Admin Staff	Maintain records and emergency contacts

5. STEP-WISE IMMEDIATE RESPONSE PROTOCOL

Step 1: Identification

- Any faculty/staff noticing warning signs must:
 - Stay calm and non-judgmental
 - Talk to the student privately
 - Avoid dismissing concerns

Step 2: Immediate Reporting

- Inform immediately:
 - College Counsellor
 - Principal / Wellness Committee Coordinator
- No case should be ignored or delayed.

Step 3: Ensuring Safety

- Do NOT leave the student alone.
- Remove access to harmful objects (if applicable).
- Shift the student to a safe and supervised space.

Step 4: Initial Assessment

- Counsellor shall:
 - Assess severity (low/moderate/high risk)
 - Determine need for urgent referral
 - Provide immediate emotional support

Step 5: Emergency Referral (High-Risk Cases)

If student is at **high risk**:

1. Inform parents/guardians immediately
2. Refer to nearest hospital/mental health facility:
 - Civil Hospital, Hisar
 - District Mental Health Programme (DMHP)
3. Arrange transportation (college support if required)
4. In extreme emergency, contact:
 - Emergency Services: 112

Step 6: Helpline Support

Provide access to national helplines:

- **Tele-MANAS:** 14416 / 1-800-891-4416
- **KIRAN Mental Health Helpline:** 1800-599-0019

Students should be encouraged to use helplines when needed.

Step 7: Documentation

- Maintain confidential record including:
 - Student details
 - Observed behavior
 - Actions taken
 - Referral details
- Records must be kept securely and accessed only by authorized personnel.

Step 8: Follow-Up Care

- Counsellor shall:
 - Conduct regular follow-ups
 - Monitor recovery
 - Coordinate with parents
- Faculty mentor shall:
 - Provide academic flexibility if needed
 - Ensure student reintegration into academic life

6. CONFIDENTIALITY

- All cases shall be handled with strict confidentiality.
- Information shall not be disclosed except:
 - To parents/guardians (in risk cases)
 - To medical professionals
 - When required by law

7. DISPLAY AND AWARENESS

- This protocol shall be:
 - Displayed on college website
 - Available in staff rooms and administrative office
 - Communicated during student orientation

8. REVIEW

- This protocol shall be reviewed annually by the College Wellness Committee.

9. APPROVAL

Approved by:

Principal

Dayanand College, Hisar


Principal
Dayanand College
HISAR

Date: 12.03.2026