

# **ARMY INSTITUTE OF TECHNOLOGY**

**DIGHI HILLS, PUNE-411 015**

## **STANDARD OPERATING PROCEDURE: MENTAL/ PSYCHOLOGICAL HEALTH OF AIT STUDENTS**

### **Background/ Preamble**

1. Post Covid, it has been observed that many AIT students are facing mental health problems like depression, anxiety, lack of concentration, lack of self-awareness and loneliness. As a result, their academic performance is declining along with participation in technical, co-curricular and extra-curricular activities.

### **Objective**

2. To establish an effective system for offering free services such as counselling, mentoring, and organizing seminars and guest lectures to improve the mental health of mentally ill students.

### **Structure of the Committee**

3. The structure of the Committee will be as under:-

- (a) Presiding Officer – Prof Manoj Khaladkar
- (b) Member – Prof RS Verma
- (c) Member – Prof Asha Sathe

(Advisors to the committee- Director, Jt Director, Principal, All HODs)

### **Guidelines**

4. One faculty counsellor supervise 20 students and counsel each student once a month. They will observe/ monitor the students' behavior on a regular basis and identify those who require professional counselling. They will then create a thorough report outlining the need for professional counselling.

5. Faculty counsellors will send full reports on those students who require professional counselling, to HoDs.

6. HoDs will submit such reports to the Mental Health Committee (MHC), and the Committee will also parallelly accept other reports from Director, Jt Director, administrative office and hostel authorities. Needy students can approach to MHC directly also if they feel the requirements of any assistance by MHC.

7. Students who have been referred to MHC will undergo counselling from MHC, and if MHC determines that the students also need professional/ psychological counselling, they will be referred to professional counsellors through the proper procedures, after obtaining the students' consent and permission from parents. The report for same will be forwarded to advisory committee.

8. Students' feedback will be recorded for future action after they undergo professional counselling.

9. If a professional counsellor determines that additional treatment from Psychiatrist is required, they will recommend a course of action to the parents.

10. Faculty counsellors will monitor the students after their successful counselling/ treatment and if they find good improvement, the case will be closed. Otherwise, further follow-up will be maintained.

11. The honorarium will be paid to professional counsellors on an hourly basis. The collection from student fines and penalties will be utilised to pay professional counsellors. If required, additional budget will be sanctioned for this task. The rate of Professional Counsellor will be fixed by a Board of Officers at the beginning of each academic year.

12. Initially, MHC will arrange training for faculty counsellors to educate how to conduct counselling of the students. If required, counselling sessions for parents will be also organized.

13. MHC will organize frequent workshops and guest lectures for all students on topics such as stress management, self-motivation, relationship building, and so on.

14. Proper formation of panel of psychological counsellors will be done by searching the counsellors from nearby area by 15 Oct 2023.

15. MHC will recommend some books/ literature as a guide to faculty counsellors. The same will be procured by Library In-charge on priority.

16. Contact details:-

Email – [mhc@aitpune.edu.in](mailto:mhc@aitpune.edu.in)

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