



ASSAM
down town
UNIVERSITY

Mental Health Policy (For students and staff)

Version: 1.1

w.e.f. 06-01-2025

Assam down town University
Sankar Madhab Path, Gandhi Nagar,
Panikhaiti, Guwahati-26, Assam



Internal Quality Assurance Cell (IQAC)

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted Via The ASSAM ACT, NO. VIII OF 2010, Gazette [No. LOLB/2010/11] An
ISO 9001:2015 certified & NAAC accredited University)

S.No.	POLICY PARTICULARS:	
1.	Name of the Policy	Mental Health Policy (For students and staff)
2.	Policy Issue/Notification Number/Memo Number	AdtU/IQAC/Pol-2025/04
3.	Date of Release	06-01-2025
4.	Effective From	07-01-2024
5.	Approval Date	07-01-2024
6.	Version	1.1
7.	Policy Title (Required)	Mental Health Policy (For students and staff)
8.	Superseded by	N.A
Approved by		 Prof. (Dr.) Parvinder Singh Pro Vice-Chancellor Assam down town University 

Mental Health and Wellbeing Support Policy (2025)

1. Policy Statement

Assam down town University (AdtU) recognizes that mental health and wellbeing are vital for personal, academic, and professional success. The University is committed to cultivating a culture of psychological safety, empathy, and resilience for both students and staff, ensuring access to timely, confidential, and professional support services.

2. Objectives

- Promote positive mental health and wellbeing across the University community.
- Provide accessible, confidential mental health support for students and employees.
- Establish institutional systems for early intervention and crisis management.
- Integrate wellbeing into academic and workplace structures.
- Reduce stigma and foster mental health literacy through awareness programs.
- Align with the United Nations SDG 3: Good Health and Wellbeing.

3. Scope

- All students enrolled in undergraduate, postgraduate, diploma, and doctoral programs.
- All faculty, administrative, technical, and support staff, including contractual and part-time employees.

4. Institutional Framework

A centralized Mental Health and Wellness Cell (MHWC) under the Directorate of Students' Welfare (DSW) will oversee implementation for both groups, with two divisions:

- Student Wellbeing Unit (SWU)
- Employee Assistance and Wellbeing Unit (EAWU)

Each unit will have qualified counsellors, faculty representatives, student/staff advisors, and external psychologists as consultants.

Part A: Student Mental Health Support Policy

5. Student-Centric Principles

- Confidentiality: All sessions remain private unless disclosure is necessary for safety.
- Accessibility: Counselling available on campus and through online portals.
- Inclusivity: Services are gender-sensitive, culture-sensitive, and equitable.
- Empowerment: Encourage self-awareness, peer support, and emotional literacy.
- Prevention: Early detection of stress and timely intervention.

6. Student Support Services

6.1 Counselling and Psychological Care

- Free, confidential counselling services for all students.
- Scheduled weekly sessions by university counsellors.

- Online counselling helpline and 24x7 emergency support for crises.
- Referrals to external psychologists or psychiatrists if needed.

6.2 Awareness and Wellbeing Initiatives

- Annual Mental Health Awareness Week and Mindfulness Retreats.
- Workshops on emotional regulation, time management, and academic stress.
- Peer mentorship programs and student support clubs.
- Training of student leaders as Mental Health Ambassadors.

6.3 Academic Flexibility

- Provisions for extended deadlines or deferrals for students under treatment.
- Flexible attendance requirements during counselling or recovery periods.
- Faculty sensitization to support students with mental health conditions.

7. Crisis Management for Students

- 24x7 helpline for self-harm, abuse, or severe anxiety cases.
- Rapid response by the MHWC and referral to local emergency partners.
- Post-crisis reintegration counselling and academic support.

8. Student Wellbeing Monitoring

- Semester-wise wellbeing surveys and feedback mechanisms.
- Regular review meetings between MHWC and Student Council.
- Maintenance of anonymized counselling statistics and reports.

Part B: Staff Mental Health Support Policy

9. Staff-Centric Principles

- Respect and Dignity: Mental wellbeing as a fundamental workplace right.
- Confidentiality: Absolute privacy in all consultations.
- Work-Life Balance: Supportive arrangements and flexible schedules.
- Preventive Care: Awareness and resilience programs to prevent burnout.
- Rehabilitation: Supportive reintegration after illness or leave.

10. Employee Assistance and Support Services

10.1 Employee Assistance Program (EAP)

- Professional counselling for stress, workload, anxiety, family, or financial concerns.
- Option for in-person or virtual counselling.
- Periodic psychological wellbeing check-ins.
- Managerial guidance on handling workplace mental health sensitively.

10.2 Capacity Building

- Mandatory annual mental health training for faculty and supervisors.
- Workshops on emotional intelligence, stress management, and compassionate leadership.

- Partnership with external experts (e.g., NIMHANS, Mind India).

10.3 Work Environment and Flexibility

- Mental health leave (up to 3 days per semester with HR approval).
- Flexible working hours during mental health recovery.
- Provision of quiet zones and wellness rooms on campus.

11. Crisis Management for Staff

- Emergency helpline for employees in distress.
- Collaboration with local hospitals for mental health emergencies.
- Confidential reporting channels for workplace harassment or psychological distress.
- Post-crisis debrief and reintegration support.

12. Monitoring and Evaluation

- Annual staff wellbeing survey and feedback mechanism.
- EAWU report submitted to HR and Vice-Chancellor.
- Policy review based on feedback and national best practices.

13. Policy Dissemination

The policy shall be disseminated through:

- Publication on the official website and internal HR/student portals.
- Distribution during orientation and induction programs.
- Awareness posters and digital campaigns across campus.

14. References

- UGC Guidelines for Promotion of Physical Fitness, Sports, and Mental Wellbeing (2022).
- National Mental Health Policy (2014).
- WHO Comprehensive Mental Health Action Plan (2013–2030).
- Times Higher Education Impact Rankings – SDG 3.

15. Review Clause

This policy will be reviewed biennially or earlier if required, based on stakeholder feedback, national directives, or emerging mental health trends.



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Well being Coach



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Timing

02 PM to 4:15 PM (Thursday, Friday, Saturday)



Venue

Jironee 1



Contact: **+91 6001410252**