



Dr. S.S. Tania Dental College, Hospital & Research Centre

Ph.: 0154-2944131



Date : 06.03.2026

STANDARD OPERATING PROCEDURE (SOP) MENTAL WELLNESS

1. Purpose

The Mental Wellness Committee is constituted to promote psychological well-being among students, provide timely support for mental-health concerns, and facilitate referral to qualified mental-health professionals whenever required.

2. Objectives

The Committee shall:

- Promote awareness regarding mental health and emotional well-being.
- Provide a safe and supportive platform for students to discuss their concerns.
- Identify students requiring psychological or psychiatric support at an early stage.
- Facilitate counselling and referral to appropriate professionals.
- Conduct mental-health awareness and stress-management programmes.
- Maintain confidentiality and protect the privacy of students.
- Provide appropriate support during mental-health emergencies.

3. Constitution of the Committee

Name	Designation/Department	Role
Dr. Rahul Sharma	Principal	Chairperson
Dr. Navneet Singh Kathuria	Professor, Oral Pathology	Co-Chairperson
Dr. Atiksha Sharma	Assistant Professor, Conservative & Endodontics	Member
Dr. Nikita Garg	Assistant Professor, Orthodontics	Member
Dr. Ankush Sharma	Associate Professor, Psychiatry	Psychiatry
Dr. Aninda Sidana	Assistant Professor, Psychiatry	Psychiatry
Mr. Rishabh Jain	Assistant Professor, Psychology	Psychologist

4. Procedure

Step 1 – Access to Support:

A student may approach any Committee member directly or may be referred by a faculty member, mentor, or other authorized institutional personnel.

Step 2 – Initial Interaction:

The concerned member shall provide a private and supportive environment to understand the student's concern and immediate needs.

Step 3 – Assessment:

The student may be assessed, within the professional competence of the concerned member, for psychological distress, academic stress, anxiety, emotional difficulties, or other mental-health concerns.

Step 4 – Counselling/Referral:

Where appropriate, psychological support may be provided. Students requiring specialized care shall be referred to the psychologist, psychiatrist, or other qualified healthcare professional.

Step 5 – Follow-up:

Follow-up may be undertaken, with appropriate consent, to ensure that the student has access to required support and that further assistance is provided when necessary.

5. Emergency Situations

If a student presents with an immediate risk of self-harm, harm to others, or severe psychological distress:

- The student should not be left alone.
- A psychiatrist/qualified mental-health professional should be contacted immediately.
- Necessary emergency medical assistance shall be arranged.
- The Principal or designated institutional authority shall be informed as appropriate.
- The student's parent(s) or guardian shall be informed promptly in the event of an emergency, as appropriate.
- Referral to an appropriate hospital/emergency facility shall be made when required.

The safety of the student shall remain the primary consideration.

6. Confidentiality

All discussions and records shall be treated as confidential. Personal information shall be shared only with authorized persons and only when necessary for providing care or ensuring safety. Confidentiality may be limited in situations involving serious and immediate risk or when required by applicable law.

7. Awareness Activities

The Committee shall organize activities such as:

- Mental-health awareness programmes
- Stress and examination-management sessions
- Counselling and sensitization programmes
- Sessions on emotional well-being and coping skills
- Faculty/student awareness programmes
- Promotion of healthy lifestyle and help-seeking behaviour

8. Documentation

The Committee shall maintain appropriate records of meetings, awareness programmes, referrals, and follow-up activities. Sensitive personal information shall be securely maintained and should not be unnecessarily included in general reports.

9. Review

The Committee shall meet periodically to review its activities and student-support mechanisms. This SOP shall be reviewed annually or whenever institutional requirements necessitate revision.

10. Expected Outcome

The SOP aims to establish an accessible, confidential, and supportive system for promoting student mental wellness, encouraging early help-seeking, and ensuring timely professional intervention when required.


Dr. Rahul Sharma

Principal
Dr.S.S. Tantia Dental College,
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Sri Ganganagar



Dr. S.S. Tania Dental College, Hospital & Research Centre

(Tantia University, Sriganganagar, Rajasthan)

PH. : 0154-2944131



Ref. No. TU/DCH(52)/2026/085

Date: 06.03.2026

Mental Wellness Committee

The Mental Wellness Committee of Dr. S.S. Tania Dental College, Hospital & Research Centre, Sri Ganganagar, Rajasthan is hereby constituted to promote psychological well-being, provide support systems for students as below :-

Sr. no.	Name	Department	Position
1.	Dr. Rahul Sharma	Principal	Chairperson
2.	Dr. Navneet Singh Kathuria	Professor, Oral Pathology	Co- Chairperson
3.	Dr. Atiksha Sharma	Assistant Professor, Conservative & Endodontics	Member
4.	Dr. Nikita Garg	Assistant Professor, Orthodontics	Member
5.	Dr. Ankush Sharma	Associate Professor, Psychiatry	Psychiatry
6.	Dr. Aninda Sidana	Assistant Professor, Psychiatry	Psychiatry
7.	Mr. Rishabh Jain	Assistant Professor, Psychology	Psychologist

Dean

Principal

Dr.S.S. Tania Dental College,
Hospital & Research Centre
Sri Ganganagar

Copy to:-

1. P.S. to Hon'ble Chairman/Vice Chairperson
2. P.S. to Hon'ble President
3. P.S. to Hon'ble Executive Director
4. The Registrar, Tantia University
5. The CEO, Tantia University
6. All HODs
7. All Concerned Members
8. Guard File
9. Notice Board (Dental College & Hospital)