



OFFICE OF THE PRINCIPAL
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INTEGRATED INSTITUTIONAL POLICY & STANDARD OPERATING PROCEDURE
(SOP) FOR STUDENT WELFARE, MENTAL HEALTH, and EQUITY & DROPOUT
PREVENTION.

(SESSION 2026-27 ONWARDS)

1. PREAMBLE & OBJECTIVES

- In alignment with the National Education Policy (NEP) 2020, guidelines issued by the University Grants Commission (UGC), and the directives of the Hon'ble Supreme Court of India in Crl. Appeal No. 1425 of 2025 (Amit Kumar & Ors. vs. Union of India) regarding student mental health and suicide prevention, Government Degree College Chopal hereby introduces the "Integrated Student Well-being, Institutional Redressal & Equity Scheme."
- This handbook connects our institutional values with practical, everyday workflows across all college committees. Our goal is twofold: to build a deeply supportive, safe, and inclusive campus environment for our students, and to provide faculty with clear, streamlined procedures that ensure full regulatory and legal compliance without unnecessary administrative burden.

2. CORE STANDARDS & SCOPE

- **Name of the Scheme:** GDC Chopal Integrated Student Well-being, Institutional Redressal & Equity Policy.
- **Effective Date:** July 09, 2026 (SOP workflows active as of July 10, 2026).
- **Institutional Scope:** 100% coverage across all academic departments, degree programs (B.A., B.Com.), and extra-curricular organizations.
- **Primary Focus:** All enrolled undergraduate students, with dedicated support systems for SC, ST, OBC, EWS, minority communities, and Persons with Disabilities (PwD).

3. ADMINISTRATIVE WORKFLOWS & CELL SOPs

3.1 Internal Quality Assurance Cell (IQAC)

The IQAC oversees the strategic health of this well-being framework by conducting annual reviews, monitoring student retention, and ensuring institutional accountability.

- **Step 1:** During the first week of every academic session, the IQAC will organize an orientation program to welcome students and familiarize them with the college environment and various support committees and cells functioning in the college.
- **Step 2:** At the end of each semester or academic year, the IQAC will conduct an internal review of meeting registers, grievance logs, and remedial class records to ensure the system is working effectively.

3.2 Student Grievance Redressal Cell (SGRC)

The SGRC is dedicated to addressing academic, physical, and administrative concerns swiftly, helping to relieve student stress and build trust in the institution.

- **Step 1 (Receipt):** Maintain a physical 'Grievance Register' at the administrative office alongside a secure campus grievance box if.
- **Step 2 (Classification):** Upon receiving a complaint, the Nodal Officer will categorize it (Academic, Infrastructure, or Personal/Stress-related) within 24 hours.
- **Step 3 (Resolution):** Convene an emergency meeting immediately if a grievance involves acute mental distress. Resolve general grievances within a maximum of 72 hours.
- **Step 4 (Filing):** Maintain a clear 'Grievance Redressal Log' tracking the issue from the initial complaint to the action taken and final student feedback.

3.3 Anti-Ragging Committee

The Anti-Ragging Committee maintains a policy of zero tolerance to ensure a welcoming campus where new students feel safe, secure, and respected.

- **Step 1 (Proactive Patrols):** Form an Anti-Ragging Squad of faculty members to conduct routine, friendly checks in corridors, classrooms and campus common areas during the first 45 days of the semester.
- **Step 2 (Sensitization):** Conduct a 'Campus Orientation and Legal Awareness Lecture' on the harms of ragging.
- **Step 3 (Reporting):** Maintain a logbook. If any incident is reported, it must be brought to the Principal's attention immediately to initiate formal coordination with local authorities within 24 hours.

3.4 Career Counseling & Placement Cell (Mental Health Integration)

Recognizing that future uncertainty and academic competition can cause significant stress, this cell actively supports students in navigating their post-graduation pathways with confidence.

- **Step 1 (Anxiety Mitigation):** Organize at least one 'Career Horizons & Stress Management Workshop' per semester/year to help final-year students manage career-related anxiety.

- **Step 2 (Profiling):** Keep an updated registry of final-year students to better understand and support their goals (Higher Education, Civil Services, or Job Placements).
- **Step 3 (Counseling):** Provide supportive, one-on-one guidance for students experiencing academic confusion or performance anxiety.

3.5 Dedicated Student Mentorship & Mental Health & Wellness Cell (MHWC)

The college operates a supportive Mentor-Mentee network where faculty members build personal connections with small groups of students, looking out for early signs of distress or chronic absenteeism. **A Mental Health & Wellness Cell (MHWC) will be/was constituted in the college**

- **Step 1 (Allocation):** The academic branch will assign a specific group of students (maximum 20–30) to each faculty mentor at the start of the academic year.
- **Step 2 (Meetings):** Mentors will hold a formal 'Mentor-Mentee Meeting' at least once a month (recommended for the last working Saturday).
- **Step 3 (Screening):** Mentors will gently monitor for sudden drops in performance, social withdrawal, or behavioral changes.
- **Step 4 (Emergency Support):** Ensure that the National Tele-MANAS Helpline (14416 / 1800-891-4416) are permanently and visibly displayed on all major notice boards.

3.6 Scholarship Committee

The Scholarship Committee works to ensure that financial difficulties never disrupt a student's education.

- **Step 1 (Awareness):** Issue a clear, comprehensive notice detailing available state and central scholarships within 7 to 10 days of the application portals opening.
- **Step 2 (Verification):** Review and clear application files weekly to prevent delays in funding.
- **Step 3 (Tracking):** Maintain a digital spreadsheet tracking applications from verification to disbursement. Offer proactive, step-by-step assistance to SC, ST, OBC, EWS, and PwD applicants.

3.7 Equal Opportunity Cell (EOC)

The EOC ensures fairness, accessibility, and equal treatment for everyone, in line with government and university reservation policies.

- **Step 1 (Roster Verifications):** Verify that admission lists strictly respect the reservation percentages set by the HP Government and Himachal Pradesh University (HPU) (if applicable).
- **Step 2 (Accessibility Audit):** Conduct a semester-wise campus walk-through to ensure classrooms, common areas, and libraries remain fully accessible to Persons with Disabilities (PwD).
- **Step 3 (Inclusion Briefs):** organize an annual 'Social Inclusion and Gender Sensitization Seminar' for both students and staff.

3.8 Remedial Classes

The Remedial classes focuses on boosting student confidence, bridging learning gaps, and removing exam fear.

- **Step 1 (Identification):** Once classes begin, subject teachers will share a list of students who need extra academic support (such as those scoring under 40% in class, house, or mid-term tests).
- **Step 2 (Scheduling):** A dedicated slot will be integrated into the timetable, providing 1 hour of extra, low-stress doubt-clearing sessions per week for core subjects after regular classes.
- **Step 3 (Logging):** Maintain an accurate attendance and progress record for all remedial sessions.

3.9 Internal Complaints Committee (ICC)

The ICC stands as a trusted authority committed to maintaining a safe campus free from discrimination, harassment, or gender-based bias.

- **Step 1 (Visibility):** Permanently display the names, roles, and contact numbers of all ICC members near the main college entrance.
- **Step 2 (Safe Spaces):** Provide a welcoming, highly confidential environment where female students and staff can safely voice concerns.
- **Step 3 (Process):** Adhere to strict timelines: complete initial reviews within 7 days, finish full inquiries within 90 days, and implement protective or corrective measures immediately upon the Principal's approval.

4. DROPOUT PREVENTION & INTERVENTION FRAMEWORK

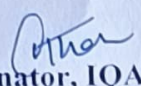
To prevent students from slipping through the cracks due to personal, financial, or academic stress, the college follows a compassionate, three-step early intervention process:

1. **Trigger Point:** A student is continuously absent for more than 7 consecutive working days without submitting an official leave request.
2. **Step 1 (Reach Out):** The student's faculty mentor will call or write to the student and their parents/guardians within 48 hours to check on their well-being.
3. **Step 2 (Understanding the Cause):** The mentor will talk with the student to understand the root cause of the absence (whether it is financial, medical, or academic anxiety).
4. **Step 3 (Connecting to Support):** Route the student immediately to the right committee/concerned faculty for personalized help:-
 - Financial issues - Scholarship Committee
 - Academic stress - CC&PC and concerned mentors.
 - Personal or emotional crisis - Student Mentorship by concerned mentors and associated counselor of the college.

5. DOCUMENTATION & RECORD-KEEPING

To keep our programs reliable, transparent, and compliant, every committee is responsible for maintaining:

1. Signed minutes of meetings (with a minimum of 1 official meeting per academic semester).
2. Brief reports of awareness sessions and programs conducted, supported by geo-tagged photographs.


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