



Dr. Sanjay K. Radadiya, Ph.D., M.Com., UGC-NET., D.T.L.P., C.A.(INTER), B.Com.
I/c. Principal

Institutional Guidelines for Mental Health Among Students

(2025-26: With effective from 18th September, 2025)

Purpose:

These guidelines aim to promote mental health, well-being, and safety among college students by establishing a supportive framework within the institution.

Source:

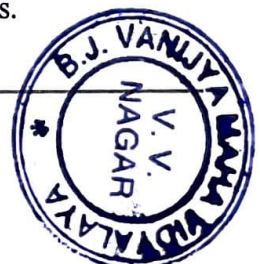
Creating institutional guidelines for mental health involves adopting key initiatives like a Uniform Mental Health Policy, UMMEED, Manodarpan, and the National Suicide Prevention Strategy.

Here's a breakdown of what these guidelines could entail:

1. General Guidelines (Institutional Level)

A positive and supportive psychosocial environment is the foundation of student growth and learning. B.J. Vanijya Mahavidyalaya shall ensure that each student feels **safe, motivated, respected, and cared for** throughout their academic journey. To achieve this:

- The college will establish a **Counselling Cell, Women Development Cell, SC/ST Cell, Internal Complaint Committee and Anti Ragging Cell** staffed with sensitized faculty mentors. These Cells will provide confidential counselling services for students to share their emotional struggles, mental health concerns, or academic stress without hesitation.
- Regular programs, such as **workshops, seminars, and awareness campaigns**, will be conducted to help students learn life skills, stress management techniques, and coping strategies.
- The institution will promote a **healthy campus culture** where students are encouraged to discuss mental health openly without stigma.
- Digital platforms (Website, Student WhatsApp Groups, Notice Boards) will be used to share **authentic information** and updates on mental health resources, academic changes, and wellness initiatives.
- Faculty and staff will be trained to **identify early warning signs of distress** in students and to connect them with appropriate support services.





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2. Guidelines for Students

a) Acknowledge and Accept Feelings

Students are encouraged to recognize and accept their feelings of anxiety, stress, sadness, or loneliness as natural human emotions. Accepting emotions instead of suppressing them helps build emotional balance. When such emotions become overwhelming, students must seek timely support from mentors, friends, or professional counsellors.

b) Effective Communication

Positive communication plays a major role in reducing stress. Students should learn to express themselves respectfully with peers, faculty, and family members. Practicing **positive self-talk** (avoiding "I can't do this" and replacing it with "I will try my best") can prevent negative thought patterns and improve confidence.

c) Stay Connected with Family and Friends

Loneliness can impact mental health deeply. Students are advised to regularly share their thoughts, concerns, and challenges with family or close friends. Listening to others' perspectives can often provide reassurance and alternative solutions to problems.

d) Healthy Lifestyle Practices

A healthy body supports a healthy mind. Students must follow a **balanced diet**, avoid junk food, and keep themselves hydrated. Regular physical activity, yoga, or even simple exercises will improve emotional stability and concentration. Avoiding excessive caffeine, smoking, or alcohol is also strongly recommended.

e) Maintain a Daily Routine

A proper schedule helps students manage both academic and personal life effectively. Creating fixed timings for study, sleep, meals, and leisure activities brings discipline and reduces confusion or stress. A consistent sleep routine improves memory and learning ability.

f) Limit Media Exposure

Overexposure to negative news, rumours, or misinformation can increase fear and anxiety. Students must be cautious about the information they consume and rely only





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on authentic sources. Excessive use of social media should also be controlled to prevent distraction.

g) Engage in Hobbies and Recreational Activities

Involvement in hobbies such as reading, music, writing, drawing, gardening, or learning a new skill provides relaxation and a sense of achievement. Recreational activities serve as a healthy break from academic pressure and keep the mind refreshed.

h) Recognize Your Strengths

Students should remind themselves of their past successes and challenges they have already overcome. Reflecting on strengths builds resilience and prepares them to handle future obstacles with confidence.

i) Seek Help without Hesitation

Asking for help is a sign of strength, not weakness. Students must be encouraged to approach counselors, teachers, or peer-support groups whenever they feel overwhelmed. Every individual requires support at some point, and professional guidance ensures timely recovery.

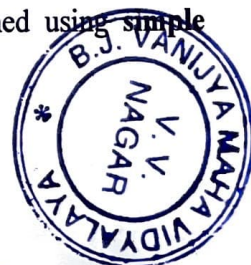
j) Check University Website Regularly

Students are expected to check the **college website, WhatsApp Groups, or official notice boards** regularly for updates on exams, assignments, and academic schedules. This habit will reduce unnecessary stress caused by misinformation or missed deadlines.

3. Guidelines for Persons with Disabilities

Students with disabilities may face **greater challenges** during sudden lifestyle or academic changes. B.J. Vanijya Mahavidyalaya commits to providing **inclusive support**:

- Such students will be **reassured frequently** that they are not alone and that help is available.
- Any change in schedule, routine, or rules will be explained using **simple language, visuals, or symbols** to avoid confusion.





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- Structured **daily timetables and routines** will be designed with flexibility to suit their needs.
- Faculties will monitor their behavior closely to identify any signs of stress or emotional imbalance.
- **Advance information** will be given before any major change (such as exam dates, timetable shifts, or event cancellations).
- Plans will be in place to provide quick access to **medical, therapeutic, or counseling support** if required.

4. Guidelines for Families

a) Respect Privacy and Independence

Students are young adults who require independence in decision-making. Families should respect their privacy while continuing to provide emotional and moral support.

b) Identify Warning Signs

Families must remain observant of signals such as changes in eating or sleeping patterns, sudden mood swings, withdrawal from social interactions, or lack of motivation. Such signs may indicate stress or depression and should not be ignored.

c) Open Communication

Families should talk openly about emotional health. Encouraging students to share their feelings without fear of judgment builds trust and reduces stigma around mental health.

d) Supportive Environment

A peaceful and understanding home environment is essential. Families should reassure students that challenges and failures are temporary phases of life that can be overcome.

e) Promote Healthy Practices

Families should encourage participation in physical exercise, yoga, meditation, and mindfulness activities. A healthy lifestyle contributes to both mental and physical wellness.

f) Stay Informed with Authentic Sources





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Families must avoid spreading or believing rumours and misinformation.

g) Social Connection (for Hostelites)

Even when physical interactions are limited, families should encourage students to stay socially connected with relatives and friends through safe online platforms. This helps reduce isolation.

5. Guidelines for Faculties

a) Plan and Organize Work

Faculty must adopt structured schedules to balance teaching responsibilities and personal commitments. Proper planning reduces stress and ensures efficient delivery of online and offline classes.

b) Share Authentic Information

All academic updates regarding exams, assignments, or schedules must be shared only through **official institutional platforms** to prevent confusion.

c) Check on Students' Well-being

Faculty should regularly interact with students, either in class or individually, to assess their emotional state. They should also guide students to counselling resources whenever required.

d) Encourage Students

Teachers must empower students to seek support without hesitation. Faculty should reassure them that asking for help is normal and part of personal growth.

e) Maintain Personal Well-being

Faculty members should prioritize their own mental and physical health by engaging in exercise, meditation, hobbies, or relaxation techniques. A healthy faculty ensures effective teaching.

f) Build Social Support Networks





A Charutar Vidya Mandal's Institution

B. J. VANIJYA MAHAVIDYALAYA

(AUTONOMOUS) (GRANT-IN-AID)
(Affiliated to Sardar Patel University)

Accredited with CGPA of 2.78 on four point scale at B++ Grade by NAAC
Vallabh Vidyanagar-388 120, Dist. Anand, Gujarat, India.



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Faculty should remain connected with academic peers, professional groups, and families to share experiences and build supportive environments. This reduces isolation and enhances knowledge sharing.

6. Institutional Implementation Plan for B.J. Vanijya Mahavidyalaya

1. **Counselling & Guidance Cell** will be established with professional counsellors (Psychologist, Psychologist and two Vidhyarthi Mitra) and faculty mentors.
2. **Workshops/Seminars** will be conducted on topics like mental health, time management, stress relief, resilience, and mindfulness.
3. **Awareness Campaigns** through posters, newsletters, and digital platforms will promote positive mental health practices.
4. **Feedback Mechanism** will be introduced where students can anonymously share their concerns and suggestions.
5. **Regular Monitoring & Review** will be done by the Principal and IQAC (Internal Quality Assurance Cell) to check the effectiveness of these guidelines and make improvements.



S. K. Radadiya
PRINCIPAL

B. J. Vanijya Maha Vidyalay
Vallabh Vidyanagar-388120