



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
 सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत
 शिक्षा मंत्रालय, भारत सरकार द्वारा NITSER अधिनियम के तहत स्थापित राष्ट्रीय महत्व का संस्थान
 (An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India)

SVNIT

No.E/ 1744

Date: October 14, 2026

OFFICE ORDER:

15 OCT 2026

Subject: Constitution of Student Mental Health and Wellness Council - reg

With a view to strengthen institutional mechanisms for promoting student mental health, psychological well-being, emotional resilience, social connectedness and overall wellness, a **Student Mental Health and Wellness Council (SMHWC)** is hereby constituted at Sardar Vallabhbhai National Institute of Technology, Surat.

The Council shall function under the overall guidance of the Dean (Student Welfare). The Associate Dean (Student Welfare) shall be the Ex-officio Co-Chairperson and Overall Coordinator of the Council and shall coordinate with academic departments, Student Welfare, hostel administration, Health Centre, counselling services, academic mentors and other relevant Institute authorities. The Council shall comprise the following:

- | | | |
|-----|--|------------------|
| 1) | Dean (Student Welfare) | Chairperson |
| 2) | Associate Dean (Student Welfare) nominated by the Dean (SW) | Co-Chairperson |
| 3) | Assistant Registrar (Student Welfare) | Member-Secretary |
| 4) | Sr. SAS Officer / SAS Officer | Member |
| 5) | Faculty Representatives
(One from each department nominated by concerned HoD) | Member |
| 6) | Chief Medical Officer, SVNIT Health Centre | Member |
| 7) | Institute's Psychological Counsellor | Member |
| 8) | Co-Chairman, Council of Wardens | Member |
| 9) | Representative(s) of the Council of Wardens / Hostel Administration | Member(s) |
| 10) | Representative nominated by the Institute's Women Cell | Member |
| 11) | Liaison Officers (SC/ST, OBC and PwD) | |
| 12) | Student representatives
(Two representatives nominated by the Dean (Student Welfare)) | Special Invitees |
| 13) | External Members (mental-health professional / psychologist / psychiatrist), whenever required | Special Invitee |

The Head of each Department shall nominate one faculty member as the Departmental Mental Health and Wellness Representative, who shall serve as the departmental liaison with the Council and facilitate the following:

- awareness and wellness activities within the department;
- communication of Institute counselling and support resources to students;
- appropriate referral of students requiring professional assistance;
- coordination with academic mentors and other student-support mechanisms; and
- identification of general, non-confidential student-wellness concerns requiring institutional attention.

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 14.10.2026

A departmental representative shall not diagnose, treat or provide professional psychological counselling unless appropriately qualified and formally authorized to do so.

The tenure of nominated faculty members shall ordinarily be two years, unless otherwise decided by the Competent Authority. Vacancies arising during the tenure shall be filled by the concerned Head/Authority.

The Co-Chairperson may convene a special meeting whenever required. The Member-Secretary shall maintain the minutes of meetings and place recommendations before the appropriate Institute authority for necessary action. All matters concerning individual students shall be handled with due regard to privacy, confidentiality, dignity and applicable professional and legal requirements. Individual case details shall be shared only with persons having a legitimate need to know.

The Council shall primarily function as an awareness, prevention, coordination, early-support and referral mechanism. It shall not substitute for qualified psychological, psychiatric or medical services. This Office Order shall come into force with immediate effect and shall remain operative until further orders.

This Order is issued with the approval of competent Authority

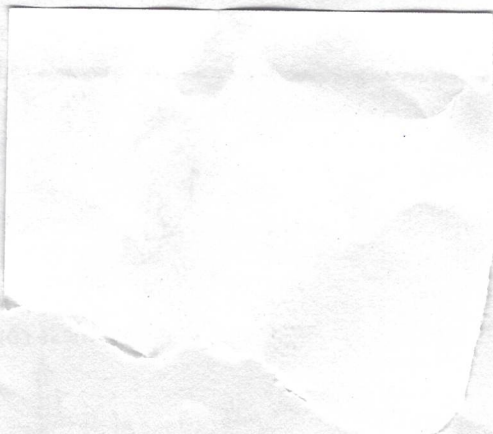
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14.10.2024
REGISTRAR 112

Encls: Terms of Reference (ToR)

To: All concerned Members of the Council

Copy to:

1. The Director, SVNIT, Surat.
2. The Registrar, Dy. Registrars, Asst. Registrars, Sr. EE, Sr. SAS Officer
3. All Deans / Heads of Departments/ Associate Deans
4. Chief Medical Officer / Chief Warden / Council of Wardens/ Institute Counsellor / Psychological Counselling Services.
5. Institute website / Notice Board / Office file.



TERMS OF REFERENCE (ToR)
Student Mental Health and Wellness Council (SMHWC)

1. Purpose

The Student Mental Health and Wellness Council shall provide an Institute-wide framework for promotion, prevention, early support, referral and coordination in matters concerning student mental health and overall well-being.

2. Objectives

The Council shall:

1. Promote a healthy, supportive, inclusive and non-stigmatizing campus environment.
2. Increase awareness regarding mental health, emotional well-being and available support services.
3. Facilitate early identification of students who may require support and appropriate professional referral.
4. Strengthen coordination among academic departments, Student Welfare, Health Centre, counselling services, hostels and other student-support systems.
5. Address institutional and environmental factors that may adversely affect student well-being.
6. Develop preventive and wellness-oriented programmes for students.

3. Scope of Work

The Council shall:

- a) Conduct regular mental-health and wellness awareness programmes, orientation sessions and workshops.
- b) Promote stress management, physical activity, emotional resilience, time management and healthy academic practices.
- c) Establish and publicize clear pathways for accessing counselling, psychological, psychiatric and medical services.
- d) Develop appropriate protocols for responding to students requiring urgent or emergency assistance.
- e) Facilitate training of faculty members, Staffs, mentors, wardens and student volunteers in recognizing distress, communicating appropriately and making professional referrals.
- f) Encourage structured peer-support and student wellness activities under appropriate professional supervision.
- g) Review broad student-wellness concerns associated with academic workload, examinations, transition to college life, hostel life, social adjustment and other institutional factors.
- h) Coordinate with the Health Centre, counselling professionals, Council of Wardens, Women Cell and other relevant institutional bodies.
- i) Conduct periodic, appropriately designed and privacy-protected student wellness assessments.
- j) Use only aggregated/anonymized information for institutional planning and recommendations.
- k) Submit recommendations to the Director/competent authority for improvement of student-support systems.
- l) Prepare an annual report of activities, outcomes and recommendations.

4. Departmental Role

Each of the departments shall nominate one faculty representative who will serve as the departmental liaison for student mental health and wellness matters. The representative shall promote awareness, facilitate access to Institute resources and make appropriate referrals. The representative shall not undertake diagnosis or professional treatment unless professionally qualified and authorized.

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5. Crisis and Referral

The Council shall maintain an updated referral and escalation mechanism involving:

Department/Faculty Mentor → Departmental Representative → Counselling Professional / Health Centre → Psychiatric/Medical Services / Emergency Services, as appropriate.

Cases presenting immediate risk shall be handled through the Institute's designated emergency procedures and appropriate professional/medical services.

6. Confidentiality

The Council shall protect student privacy and confidentiality to the maximum extent permitted by applicable law and professional obligations. Information about individual students shall not be disclosed unnecessarily.

7. Professional Responsibility

The Council is a coordination and institutional-support body, and not a substitute for professional mental-health care. Diagnosis, psychological assessment, psychotherapy, psychiatric treatment and medical treatment shall be undertaken only by appropriately qualified professionals.

8. Monitoring and Review

The Council shall meet at least quarterly and review:

- a) utilization and accessibility of support services;
- b) awareness and outreach activities;
- c) student feedback;
- d) broad emerging wellness concerns;
- e) effectiveness of referral mechanisms; and
- f) recommendations for institutional improvement.

9. Reporting and Accountability

The Council shall function under the overall guidance and supervision of the Dean (Student Welfare). The Associate Dean (Student Welfare), as Ex-officio Co-Chairperson and Overall Coordinator, shall coordinate the day-to-day functioning of the Council. The Member-Secretary shall maintain records and minutes of meetings and place the recommendations of the Council before the Dean (Student Welfare). Recommendations requiring policy, financial, administrative or other approval shall be submitted to the Director / Competent Authority, as appropriate.

The ToR shall be reviewed periodically by the Dean (Student Welfare) and placed before the Director for approval of substantive changes. These ToR shall be read together with the **Office Order constituting the Student Mental Health and Wellness Council** and shall come into effect from the date of the Office Order.

-sd/-
Registrar

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14.10.2020