

OFFICE OF THE PRINCIPAL
STATE OF ART ITI HAMIRPUR AT NADAUN
DISTRICT - HAMIRPUR (H.P.)

Office Order

No. 14

Dated 11.03.26

All the Group Instructors , Instructor, Trainers & office Staff is hereby informed that Mental Health and Student Well-Being Policy for State Of Art ITI Hamirpur has framed (Aligned with National initiatives: MANODARPAN, UMMEE Guidelines and National Suicide Prevention Strategy, Along with DT/NCVT/MSDE & State Directorate Frameworks). All the Group Instructors, Instructor & Trainers are hereby directed to go through the contents of Mental Health and Student well Being Policy (copy enclosed) and get the counselling of students Well- Being Policy imitative time to time.



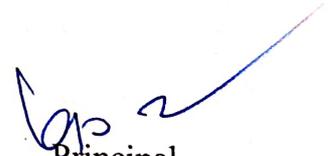
Principal
SOA ITI Hamirpur
District Hamirpur (HP)

Endst.No. SOA ITI/HMR/Trg/NTSF/Misc. 67-69

Dated 11.03.26

Copy to :-

1. All Group Instructors, Instructor & Trainers for information and necessary compliance in the matter on time to time.
2. Copy for uploading in whatsapp Group of the Institution & Institution website.
3. Copy to all notice boards of the institution as well as hostels.



Principal
SOA ITI Hamirpur
District Hamirpur (HP)

OFFICE OF THE PRINCIPAL
STATE OF ART ITI HAMIRPUR AT NADAUN
DISTRICT - HAMIRPUR (H.P.)

No. 13

office order

Dated 11.03.26

In compliance of DTE Office letter no. EDNTEH-F007/8/2025-NCVET- 4168 dated 21.01.2026 committee of the following officers/Officials of this institute is hereby constituted under the chairmanship of undersigned on student mental health, suicide prevention and participation in National Task Force (NTF) survey-Reg.

Sr.No	Name of the Officer/Officials	Designation	Appointed as	Remarks
01	Sh. Jeevan Lal	Group Instructor	Member	
02	Sh. Amit Sharma	Instructor	Member	
03	Sh. Arvind Kumar	Instructor	Member	
04	Smt. Sunita Sharma	Instructor	Member	
05	Representative , Regional Hospital Hamirpur	Medical Officer (Psychiatrist)	Counsellor	



Principal
SOA ITI Hamirpur
District Hamirpur (HP)

Endst.No. SOA ITI/ HMR/ Estt/ B/Pf/G.I/2025- 61-66

dated 11.03.26

1. The Director, Technical Education, Vocational & Industrial Training H.P Sundernagar, Distt- Mandi w.r.t office order referred above for information please.
2. Copy to all above officials by name for information

3. Copy to C.M.O Hamirpur for information



Principal
SOA ITI Hamirpur
District Hamirpur (HP)

d/c

Mental Health and Student Well-Being Policy for ITI

(Aligned with National Initiatives: MANODARPAN, UMMEED Guidelines, and National Suicide Prevention Strategy, along with DGT/NCVT/MSDE & State Directorate Frameworks)

1. Preamble

Mental health and well-being are integral to the holistic development, safety, discipline, and employability of trainees in Industrial Training Institutes (ITIs). The Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, emphasizes learner-centric training environments that support both technical competencies and psycho-social well-being.

This policy is framed in alignment with national mental health initiatives such as **MANODARPAN (Ministry of Education)**, **UMMEED Guidelines** for psychosocial support, and the **National Suicide Prevention Strategy (NSPS)**, along with NCVT norms and directions issued by the respective State Directorate of Technical Education.

2. Objectives

The objectives of this policy are to:

- Promote positive mental health, emotional resilience, and well-being among ITI trainees
- Prevent mental health issues through awareness, life-skills education, and early intervention
- Provide structured counselling, guidance, and referral mechanisms
- Address stress, anxiety, substance abuse, and suicidal risk among trainees
- Align institutional practices with national and state mental health frameworks

3. Scope and Applicability

This policy applies to:

- All trainees enrolled in NCVT/SCVT trades in the ITI
- Teaching, non-teaching, and contractual staff
- Visiting instructors, counselors, and support staff
- All ITI premises, hostels, and ITI-related activities including OJT, apprenticeship orientation, industrial visits, and campus events

4. Alignment with National Initiatives

4.1 MANODARPAN Initiative

In line with the MANODARPAN initiative, the ITI shall:

- Create awareness about mental health and emotional well-being
- Provide access to counselling and psycho-social support
- Display national and state mental health helpline numbers prominently
- Encourage trainees to seek help without stigma

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4.2 UMMEED Guidelines

As per UMMEED guidelines, the ITI shall:

- Adopt a preventive and promotive approach to mental health
- Strengthen life skills such as coping, communication, and problem-solving
- Build supportive relationships between trainees, instructors, and administration
- Ensure referral to professional services when required

4.3 National Suicide Prevention Strategy (NSPS)

In alignment with NSPS, the ITI shall:

- Implement measures for early identification of suicidal risk
- Establish clear crisis response and referral protocols
- Promote responsible communication and reduce stigma around mental health
- Coordinate with district health systems and emergency services

5. Guiding Principles

- **Inclusivity & Equity:** Equal care and support to all trainees
- **Confidentiality:** Respect for privacy and sensitive handling of information
- **Accessibility:** Easy and non-judgmental access to support services
- **Prevention & Early Intervention:** Focus on awareness and timely action
- **Safety & Dignity:** Zero tolerance to bullying, ragging, discrimination, or abuse

6. Common Mental Health Challenges among ITI Trainees

- Academic and trade-training stress
- Examination and assessment pressure
- Financial hardship and family responsibilities
- Adjustment issues, especially among first-year trainees
- Substance abuse (tobacco, alcohol, drugs)
- Career uncertainty and placement anxiety

7. Institutional Framework

7.1 Mental Health and Student Well-Being Committee

The ITI shall constitute a **Mental Health and Student Well-Being Committee** comprising:

- Principal / Head of Institute – Chairperson
- Senior Training Officer / Group Instructor – Member
- One female staff member – Member
- Two Male Staff Member –Member
- Counsellor / Psychologist (visiting/empanelled) – Member

7.2 Functions of the Committee

- Prepare and implement annual well-being action plans
- Organize awareness programs as per MANODARPAN and UMMEED themes
- Monitor vulnerable or at-risk trainees
- Coordinate counselling, referral, and crisis intervention
- Maintain records and submit reports as per State Directorate requirements

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8. Preventive and Promotive Measures

- Induction programs covering stress management and emotional well-being
- Life-skills education (coping skills, communication, resilience, decision-making)
- Yoga, meditation, sports, and cultural activities
- Anti-ragging, anti-bullying, gender sensitization, and substance-abuse prevention programs
- Career guidance, apprenticeship awareness, and placement counselling

9. Counseling and Support Services

- Availability of in-house or visiting counselor/psychologist
- Confidential one-to-one counselling sessions
- Referral linkage with Government Hospitals, District Mental Health Programme (DMHP), and helplines
- Involvement of parents/guardians in serious cases, wherever appropriate

10. Identification, Referral, and Support

- Faculty and staff shall be sensitized to identify early warning signs such as:
 - Irregular attendance
 - Withdrawal or isolation
 - Sudden decline in performance
 - Aggressive, risky, or self-harm related behaviour
- Self-referral and peer-referral mechanisms shall be encouraged
- High-risk cases shall be immediately referred to qualified professionals

11. Crisis Management and Suicide Prevention

- Immediate response protocol for trainees in acute distress or suicidal ideation
- Display of emergency helpline numbers (national and state) at prominent locations
- Coordination with district hospitals, mental health professionals, and local authorities
- Post-crisis follow-up, care, and reintegration support

12. Roles and Responsibilities

12.1 Institute Administration

- Ensure effective implementation of this policy
- Allocate resources for mental health initiatives
- Ensure compliance with national and state guidelines

12.2 Faculty and Staff

- Foster a supportive and inclusive training environment
- Encourage open communication and trust
- Refer trainees for counseling when required

12.3 Trainees

- Actively participate in well-being programs
- Seek help without fear or stigma
- Support peers and maintain institutional discipline

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13. Confidentiality and Ethical Practices

- Counseling records shall be maintained securely
- Information shall be shared strictly on a need-to-know basis
- Informed consent and dignity of trainees shall be ensured

14. Monitoring and Review

- The policy shall be reviewed annually by the Committee
- Feedback from trainees and staff shall be incorporated
- Updates shall be made in line with revised national or state guidelines

15. Conclusion

Aligned with MANODARPAN, UMMEED Guidelines, and the National Suicide Prevention Strategy, this policy reaffirms the ITI's commitment to creating a safe, supportive, and mentally healthy learning environment. The institute shall strive to develop skilled, resilient, and responsible trainees capable of contributing positively to society and the workforce.



Principal
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State of Art ITI Hamirpur
Distt Hamirpur HP
Distt Hamirpur HP (HP)

Annual Mental Health & Student Well-Being Action Plan for ITI

(Aligned with MANODARPAN, UMMEED Guidelines, National Suicide Prevention Strategy, DGT/NCVT & State Directorate Frameworks)

1. Purpose of the Action Plan

This Annual Well-Being Action Plan provides a structured, time-bound framework for implementing the Mental Health and Student Well-Being Policy in the ITI. The plan focuses on prevention, promotion, early identification, counselling, and crisis management to ensure holistic development of trainees.

2. Duration

Academic Year: 2025-26

3. Coordinating Body

Mental Health and Student Well-Being Committee (MHSWBC)

4. Key Objectives

- Promote awareness and reduce stigma related to mental health
- Strengthen coping, resilience, and life skills among trainees
- Ensure availability of counselling and referral support
- Implement suicide prevention and crisis response measures
- Align institutional practices with national mental health initiatives

5. Annual Activity Plan

Sl. No.	Activity / Initiative	Alignment (National Initiative)	Target Group	Timeline	Responsibility	Expected Outcome
1	Orientation session on mental health & adjustment	MANODARPAN	New trainees	July	Principal / Counselor	Smooth transition, reduced anxiety
2	Life skills & stress management workshop	UMMEED	All trainees	Aug	Counselor / Instructor	Improved coping skills
3	Anti-ragging & anti-bullying awareness	NSPS / DGT	All trainees	Aug	Committee	Safe campus environment
4	Yoga, meditation & physical fitness sessions	UMMEED	All trainees	Monthly	Instructor	Emotional balance & fitness
5	Substance abuse	NSPS	All trainees	Sept	Health	Reduced substance

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Activity / Initiative	Alignment (National Initiative)	Target Group	Timeline	Responsibility	Expected Outcome
&tobacco-free campaign				Dept./NGO	use
6 Mid-year mental well-being screening & mentoring	MANODARPAN	At-risk trainees	Oct	Counselor	Early identification
7 Career guidance & apprenticeship counselling	DGT / MSDE	Final-year trainees	Nov	Placement Cell	Reduced career anxiety
8 Suicide prevention & crisis response sensitization	NSPS	Staff & trainees	Jan	Counselor / Health Dept.	Crisis preparedness
9 Mental Health Day observance (10 October)	MANODARPAN	All trainees	Oct	Committee	Awareness & destigmatization
10 Individual counselling & referral services	All	Identified trainees	Throughout year	Counselor	Emotional support
11 Parent-teacher interaction for critical cases	UMMEED	Parents & trainees	As required	Principal / Counselor	Strong support system
12 Annual review & feedback collection	DGT / State	Committee	March	Committee	Policy improvement

6. Crisis Management & Suicide Prevention Measures

- Display of national and state mental health helpline numbers (Tele-MANAS, Kiran, DMHP)
- Identification of nodal officers for emergency response
- Immediate referral to district hospital / mental health professionals
- Post-crisis follow-up and reintegration support

7. Capacity Building of Staff

- Annual sensitization program for instructors and staff
- Training on early warning signs and referral protocols
- Collaboration with Health Department / NGOs

8. Documentation & Reporting

- Maintain records of activities, attendance, and counselling sessions
- Confidential case files for referred trainees
- Annual report submission to Institute Management / State Directorate (if required)

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Monitoring & Review

- Quarterly review meetings of the Committee
- Feedback from trainees and staff
- Modifications based on emerging needs and updated guidelines

10. Budget & Resources (Indicative)

- Counseling services (honorarium/visiting expert)
- Training and awareness materials
- Sports, yoga, and wellness activities
- Emergency support and referrals



Principal
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Distt Hamirpur H.P