



CHAS COLLEGE, CHAS

(A Constituent Unit of Binod Bihari Mahto Koyalanchal University, Dhanbad)

NAAC ACCREDITED GRADE "B"

P. O.- Kura, Chas, Dist.- Bokaro, (Jharkhand), 827013

Ref: ~~C.C./G./1066A/2026~~

Date: ~~01/04/2026~~

Protocol for Referral to Mental Health Services, Local Hospitals and Suicide Prevention Helplines

This protocol provides step-by-step guidelines for identifying, supporting, and referring students/staff requiring mental health assistance, including emergency situations involving suicide risk.

1. Purpose

- To ensure timely identification of mental health concerns and provide appropriate referrals to professionals and hospitals.
- To maintain student safety, confidentiality, and establish clear communication and documentation procedures.

2. Scope

This protocol applies to: Students, Teachers, Non-teaching staff, Parents/guardians (when involved).

3. Identification of Students Needing Referral

Referral is required when a student shows emotional distress (persistent sadness, anxiety, mood changes), social withdrawal, academic decline, absenteeism, self-harm or suicidal ideation/behavior (including prior attempts, hopelessness, or warning signs like goodbye messages).

4. Levels of Referral

Level 1: Mild – Low Risk (College-based Support)

- Signs: Stress, mild anxiety, academic pressure
- Action: On-campus counselling, peer support, monitoring

Level 2: Moderate – Medium Risk (Professional referral)

- Signs: Persistent sadness, withdrawal, behavioral changes
- Action: Referral to professional counsellor/psychologist, regular follow-up

Level 3: Severe – High Risk / Emergency Referral (Suicide Risk)

- Signs: Self-harm, suicidal thoughts, extreme distress
- Action: Immediate referral to psychiatrist/hospital, emergency intervention, continuous supervision

Immediate actions to be taken -

- Do NOT leave student alone
- Stay calm and supportive
- Inform Principal immediately
- Contact parents/guardians urgently
- Call emergency helpline
- Refer to nearest hospital



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5. Referral to Local Hospital (Emergency Protocol)

This protocol is followed when a student is at **high risk** (e.g., self-harm, suicide attempt, severe emotional or psychological crisis).

Steps:

- **Immediate Risk Assessment:** Identify signs of severe distress or danger to self/others.
- **Ensure Safety:** Do not leave the student alone; remove any harmful objects if possible.
- **Inform Authorities:** Notify designated faculty/counsellor and institutional authorities.
- **Contact Family/Guardian:** Inform them promptly (as per policy).
- **Emergency Transfer:** Arrange immediate transportation to the nearest hospital or emergency facility.
- **Documentation:** Record the incident while maintaining confidentiality.
- **Follow-up:** Ensure continued care and coordination after hospitalization.

6. Documentation Format: Record the following:

- Student details (name, ID, contact information)
- Date, time, and location of incident
- Observed signs and symptoms
- Description of the incident/crisis
- Actions taken (support provided, referrals made)
- Names of persons involved (staff, peers, authorities)
- Communication with parents/guardians (if any)
- Referral details (counsellor/hospital/helpline)
- Follow-up plan and recommendations
- Signature of reporting authority

7. Follow-Up Procedure

Maintain communication with Counsellor & parents, provide academic support if needed, continue monitoring

8. Confidentiality Guidelines

Maintain privacy of student, share information only with concerned authorities, avoid stigma and labeling.

9. Emergency Contact Sheet (To Display in College)

Local hospital number: Sadar Hospital, Bokaro: 06542 221134, 9431036328,
9696237703, 9835114904

Ambulance/Emergency health Service Number: 108 / 104 / 112

College Counsellor Number: 9199393815

Principal Number: 9431740877



Website : www.chascollege.org

Phone: +91 983 535 4246

Email : chascollege.bbmku@gmail.com

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24x7 Suicide Prevention Helplines (To be used in Crisis)

Tele-MANAS:	14416 / 1800-891-4416
KIRAN Mental Health Helpline:	1800-599-0019
MANODARPAN (Students):	844-844-0632
AASRA:	9820466726
Vandrevala Foundation:	9999 666 555
Jeevan Aastha:	1800-233-3330
One Life:	78930 78930

Dr. M. Singh
01/04/26

Prof-in-Charge
(Academics & Student Welfare)



Dr. Singh
01.04.26

Principal

Principal
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Institutional Mental Health Committee

Chas College has constituted a "Mental Health and Well-being Committee" comprising:

Chairperson: Principal

Coordinator: Dr. Dhruva Narayan Singh, H.O.D, Mathematics

Member (Councillor): Mrs. Arunima S. Minz, H.O.D Economics - *Arunima S. Minz* 01/04/26

Member: Dr. Preeti Priya, Dept. of Geography - *Preeti Priya* 02/04/26

Member: Dr. Pummy Kumari Das, Dept. of Commerce - *Pummy Kumari Das* 01/04/26

Member: Sri Ram Pravesh Kumar, H.O.D. Political Science (Hostel warden) - *Sri Ram Pravesh Kumar* 01/04/26

Medical officer (local): Dr. N. P. Singh, Mob No.: 7909091003

Student Representative:

Sl. No	Name of Student	Dept.	Semester	Contact No.
1.	Nishi Kumari	Economics	I	9006698742
2.	Deep Ghosh	Chemistry	V	6203971464
3.	Abhay Kumar Paul	Commerce	VII	7079053101

Principal
01.04.26

Principal
Principal
CHAS COLLEGE CHAS
BOKARO