

Student Wellbeing @ NIMHANS (SWAN)

A Guidebook for students



**National Institute of Mental Health And
Neuro Sciences, (NIMHANS)
Bangalore 560029**

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PREFACE

The National Institute of Mental Health and Neuro Sciences (NIMHANS), Bangalore is an Institution of National Importance, engaged in patient care, academics and research in the field of mental health and neurosciences. This Institute has become a byword for the entire gamut of the requirements of these areas of studies, owing to its ability to provide inimitable and wide-ranging facilities in all facets of its activities to the stakeholders. The objectives of an integrated and multidisciplinary approach and discernment of societal needs have enabled this institute to provide comprehensive patient care, human resource development, research, and dissemination of knowledge. The spirit of enquiry, thoughtful actions as well as freedom of expressions among the academic community is indispensable for attainment, sustenance, and progress of these objectives. A congenial and inclusive environment is fundamental for achieving this and all those involved in the processes and systems need to come together with mutual respect.

Human resource building in diverse fields related to Mental Health and Neurosciences is one of the objectives and mission of the Institute. NIMHANS offers more than fifty academic programs which include doctoral, super-specialty, postgraduate, and post-doctoral certificate and undergraduate courses in major and specialized domains of Mental health and Neurosciences. The training programs in NIMHANS reflect a blend of behavioral sciences, neurosciences, basic biological sciences, and ancient health systems. This unique amalgamation of training approach leads to this institution attracting students and faculty not only from India but from the world over.

This guidebook is compiled to familiarize the students, especially the new entrants, about the facilities, support systems, basic rules and regulations at NIMHANS, so as to make them feel knowledgeable, comfortable and safe in the campus. It also details several initiatives aimed at creating a healthy environment for academics as well as for nurturing and manifesting students' inner potentials that would strengthen their personal and professional growth.

As a Policy, NIMHANS is committed to the cause of health, wellbeing and welfare of its student community and constantly strives to create all the necessary framework and systems in this direction.

NIMHANS GYMKHANA

Various facilities are available at NIMHANS for promotion of health and wellbeing.

Gymkhana is one such initiative. Students are welcome to avail the following facilities at

Gymkhana Sports Complex, situated in Byrasandra Campus.

1. Indoor Wooden Shuttle Badminton Court
2. Ladies Gym and Gents Gym
3. Table Tennis
4. Chess, Carom, Yoga and Music
5. Children Park
6. Volley ball Court
7. Crèche facility for working parents.
8. Library
9. Community Hall includes Dining hall and Kitchen
10. Gymkhana Open Play Ground (Cricket pitch and Football court)
11. Basketball Court
12. Open Amphitheatre
13. Outdoor Volley ball court and Shuttle court (BRC campus)
14. Karate ,Zumba, Mixed Martial arts, Dance and Art Class
15. Locker facilities
16. Showers

Fee Structure:

1. Permanent member : Membership fee : Rs.250 & Monthly fee :Rs.200
2. Associate 1 : Membership fee : Rs.250 & Monthly fee: Rs.200
3. Associate 2 : Membership fee : Rs.500 & Monthly fee:Rs.400
4. Temporary Membership fee: Rs 250 & Monthly fee: Rs. 20

Contact Person at Gymkhana

Mr.Veerendra

Landline: 080-26995660

Chairperson: Prof. Harish T, Dept. of Psychiatry

Secretary: Mr. Ravindra P.N., ravindra290@nimhans.ac.in

NIMHANS INTEGRATED CENTRE FOR YOGA FOR WELL-BEING (NICY)

Following services are offered by the NIMHANS Integrated Centre for Yoga (NICY), Department of Integrative Medicine on regular basis for well-being of the students.

1. Yoga Appreciation Course

A one-month certification, yoga appreciation course is being conducted by NICY with an objective of teaching the basics of yoga for self-practice and to promote holistic experience of yoga and wellbeing. This course is conducted in the evenings between 5 pm to 6 pm on all working days of the month, once in 3 months. Hundreds of students and faculties from NIMHANS have enrolled and successfully learnt the basics of yoga through this course. Newly joined students are welcome to join. The course is open to all.2)

2. Tele-yoga session for well-being

NICY also offers a 30-minute yoga for well-being session to all the students of NIMHANS. The sessions are conducted from Monday to Friday through videoconferencing. This brief yoga module involves loosening exercises, pranayama, relaxation and meditative techniques. It aims at promoting health at physical, physiological, and mental domains. Physical yoga postures done with mindfulness along with controlled and regulated breathing techniques aim at calming the mind. The relaxation techniques, introspection and meditation cater to improve the mental and emotional wellbeing of an individual. These yoga sessions aim at reducing stress, improving concentration, sleep quality and over-all wellbeing of an individual. The students interested to join these yoga sessions can find the details below.

YOGA FOR WELLBEING session from 7:00 AM to 7: 30 AM, Monday to Friday on ZOOM videoconferencing platform. ZOOM Meeting ID: 958 0857 0444(No password required). More details of other activities of NICY meant for students are available at the following contact address.

NIMHANS Integrated Center for YOGA, Phone: 5730

Department of Integrative Medicine (Phone: 5261)

How to Register for Yoga Training: Free registration on first come basis for a total number of 30 students in each session.

STUDENT SUPPORT NETWORK (SSN)

Student Support Network (SSN) is a system for the students that enables them to effectively make use of the support systems at NIMHANS when they are troubled in any way. SSN provides a platform for students both at Departmental and at Institute level, to voice and discuss their concerns and find support to maintain their wellbeing. A student can choose which network to approach. This interaction is direct without intermediary interferences or scrutiny to maintain fairness and functional integrity. The broad objectives of SSN are:

- ✓ To help in addressing student concerns and problems on an individual basis by providing them a safe platform to voice and discuss the same
- ✓ To provide information and help to approach other redressal mechanisms such as Internal Complaints Committee
- ✓ To strengthen interpersonal connections and a sense of belonging to the campus as well as to provide a forum to showcase student- talents

SSN consists of:

- Coordinator
- Advisory Committee
- Core committee with faculty and student representation from across the Institute

Coordinator

The Dean/Associate Dean In charge of Student Affairs will be the coordinator of student support network (SSN). Students can directly communicate with the coordinator from Monday to Thursday (4 days a week) between 4.30 PM to 6.00 PM

The coordinator will endeavor to address student concerns independently or may involve one or more members of the Advisory committee or core team as required while maintaining confidentiality. This forum is expected to provide an unbiased and congenial space for a student to be heard and supported to address the problems. The process of supporting may involve providing information and guidance, helping in suggesting options and facilitating dialogue as well as liaison with the deans, head of the departments, a faculty or a senior peer, as may be needed in a given case. This network will consciously adopt a non-hierarchical and empathetic stance for addressing student- needs.

The following are the Members of Advisory and CORE committees of SSN at the Institute level

Advisory Committee	The Director, The Deans and Associated Deans The Head of the Departments of Psychiatry, Clinical Psychology and Psychiatric Social Work	
Core Committee Members	Faculty Members	Student Members
Neuroscience	Prof. Anita Mahadevan Prof. Ravi Yadav Prof. Dhaval Shukla Prof. Hima Pendharkar Prof. Girish N Rao	Dr. Hardic Siroya Dr. Vidhor Pateriya Ms. Leena Shingavi Ms. Mythirayee S Mr. Nithin Ms. Prashasti Poovaiah Mr. Shubham Koushal Ms. Shivani Sharma Dr. Somdatta Ray Mr. Sunil Khokhar Mr. Sujas Bharadwaj Dr. Abhishek Gohel
Behavioral Sciences	Prof. Geetha Desai Dr. Arun Kandasamy Dr. Biju Viswanath Dr Rashmi Prof. Uma H Prof. Paulomi M. Sudhir Prof. Manjula M. Dr. Poornima Bhola Dr. Roopesh, B.N. Dr Aarti Jagannathan Dr. Bino Thomas Dr. Priya Thomas Dr. Prasanthi Nattala	Ms. Vasundhara S Nair Mr. Srikanth Nair Ms. Raksha Bhide Ms. Nishitha Jasti Ms. Ishita Mondal Mr. Harshal Mr. Adil Hakkim Ms. Aditi Devi Mr. Amitabh Bhattacharya
Basic Science	Prof. Srinivas Bharath Prof. G.K. Chetan Prof. Laxmi T. Rao Dr. Mariamma Philip	Dr. Gulshan Kumar Mr. Gejo Gangadharan Ms. Rashmi Savant Mr. Sumit Mr. Saketh M Mr. Amit Saha Ms. Amritharekha Nayak

In addition to providing support for students with concerns, the student core group will be in charge of NIMHANS Connect activities. The student members would also coordinate with concerned faculty to organize workshops, outdoor activities either directly or in coordination with Gymkhana, NIMHANS. Various faculty members across departments would be involved

in organizing interactive sessions, workshops and other programs /activities for students on a periodic basis for enhancing wellbeing, strengthening meaningful social connections, career development as well as overall health and fitness. These will be announced by SWAN from time to time. At least one such activity would be conducted per quarter. Students would be free to participate in such programs on a voluntary basis.

Department level SSN: Each department will have a functional student support network comprising faculty, staff and students. The departmental SSN will address student concerns and provide a space for a student to bring up a concern for which he/she needs support. The department SSN members will extend a patient hearing to the student, provide necessary help, guidance and support including facilitating access to other systems in the Institute. Whenever necessary, it will also help in arranging for external support with the consensus of core committee (e.g. obtaining professional help for a problem beyond the scope of the institute to handle the issue). The head of the department will display the details of Departmental student support network on the concerned notice boards with relevant details.

Alumni Directory: The department level SSN will maintain an Alumni Directory and make it available for students to get in touch with the Alumni for career guidance/ employment goals /mentoring etc.

NIMHANS HEALTH CENTER

At the time of joining the course, students are provided with NIMHANS student health card for a nominal price of Rs. 100 which covers outpatient consultation at NIMHANS. Commonly required drugs are provided at NHS pharmacy. Laboratory investigations are provided at NIMHANS, if required. A proposal for provision of healthcare facilities to students on payment of a nominal annual premium amount (along similar lines to those offered to the employees) is under consideration.

MENTAL HEALTH SUPPORT SYSTEM

Mental health is an integral part of overall health and taking care of our mental health needs is as important as taking care of physical health and fitness. Also, mental health care is not just about managing an ongoing mental health issue but is equally about doing things that maintain and promote mental wellbeing.

Being students at NIMHANS does not make one immune from developing a significant mental health difficulty. Rigors of pursuing higher studies in demanding healthcare related professions, the stress of adapting to a new campus environment, managing academic, clinical and research related demands as well as various personal situations can at times pose challenges

for mental health in the lives of young students. Mental health problems such as depression and anxiety are in fact quite common during young adulthood period. For very mild and transient problems, self-help and informal support from friends, mentors and others in our network may often prove sufficient to pull us through.

In addition, SWAN has created a system of first line of mental health support through a panel of volunteering faculty who are mental health professionals. The list of members of this panel (Let's talk team) is available as Appendix -1. If you feel that you have a mental health concern, please feel free to reach out over email to any faculty member in this panel, within or outside your Department. The concerned faculty will have a discussion with you to understand the nature of your difficulty and then guide you accordingly. If mutually convenient and required, you could have up to five talk- sessions focused on helping you with your mental health difficulty with a Let's talk team member.

In case, the problem you are experiencing is acute/requires longer-term management/intensive professional help; you will be helped to register under any of the psychiatry units as per your preference so that you can receive the treatment that suits your need.

Of course, you can choose to look for professional support for mental health outside NIMHANS, but the related costs would not be covered under NIMHANS Health Scheme. If you need help in finding out mental health professionals outside NIMHANS who may be open to offering a sliding scale of fee, you can check about such information from any member of the SSN team or the Let's talk team. Remember this! Mental health is fundamental, and it is a sign of courage and not weakness to reach out for help.

Also, students are free to reach out any member of the Institute's/their department's student support network for receiving general support for issues of concern for which they need help/guidance.

In addition, Student support network would strive to periodically conduct various programs (e.g., Talks/workshops/events) throughout the year that provides space for discussions and interactions on topics related to promoting mental wellbeing. Students are encouraged to approach the coordinators for help, support and for proper directions in this regard.

The coordinators of Let's Talk Team are Prof. Seema Mehrotra, Dept. of Clinical Psychology and Prof. Geetha Desai, Dept. of Psychiatry.

GENERAL CODE OF CONDUCT AND REGULATIONS

Discipline is one of the foundations on which any Institute functions. As the students of an educational institute, it is necessary for them to learn about the norms, rules and regulations of the Institute and follow them.

The Deans of Basic, Behavioral and Neurosciences divisions oversee matters related to examinations, research, and student affairs. The Director reserves the right to modify any of the Institute rules, as and when necessary. The decision of the Director shall be final in all matters.

As a community, the Institute respects the dignity, individuality, and freedom of each member. At the same time, it strives to be a place where individuals and groups interact each other amicably with mutual respect for attainment of scholarly and professional competence. NIMHANS aims to foster a sense of shared experience for common purpose along with a collective responsibility for each other's well-being and for the upkeep of the Institute's status. When an issue concerning discipline arises, different types of action may be taken that vary in their severity. The disciplinary hearing will decide the severity of the misconduct and the appropriate punitive action, which may vary from a verbal admonishment to, in most severe instances an expulsion.

All powers relating to discipline and disciplinary action are vested with the Director and shall act as an appellate authority. The Director may delegate all or such powers as he/she deems proper to any of the official of the Institute. Disciplinary investigations are confidential in nature. Some examples of acts of gross indiscipline are

- Any individual or collective act or practice of ragging in any form within premises of the Institute
- Physical assault or threat to use physical force against anyone
- Possession of firearms or any other weapons
- Violation of the status, dignity, and honor of any student
- Any practice, whether verbal or otherwise, derogatory to women
- Any attempt at bribing or indulging in corruption of any manner
- Willful destruction of the Institute property
- Creating ill will or intolerance on religious or communal grounds
- Drawing signs, pictures, or figures on walls of higher education Institutions or writing on the inventory stock

- Not responding to judgments by authorities in time or with false information, without a righteous reason
- Participating in activities such as courses, seminars, conferences after consuming alcohol.
- Gambling or accommodating gambling
- Attempting or performing cheating in exams
- Providing incomplete or inaccurate information to the authorities
- Posting notices and posters in unauthorized places
- Pulling down, tearing down, altering, scratching or tarnishing the announcements, schedules, and other similar documents posted with the authorization of the Institute.
- Causing disruption in lectures, seminars, recitation sessions, laboratory sessions, workshop sessions, scientific meetings, conferences.
- Distributing unauthorized leaflets and putting up unauthorized posters and banners within the Institute.
- Threatening staff members or other students at the Institute.
- Physically assaulting staff members or students
- Committing theft at the Institute
- Impeding members of staff at the higher education Institution with the use of force or violence from carrying out their duties
- Making disparaging comments about the institution and faculty/staff on social media platforms

Informal Procedures

- Minor cases of misconduct and poor performance are usually dealt with informally. It may be necessary to issue an informal warning, but the supervising faculty/ teacher will ensure that these areas are discussed with the objective of helping the student to make appropriate improvements with appropriate monitoring. Formal procedures will be initiated whenever the need arises.

A student who is aggrieved with the punishment awarded may prefer an appeal to the Director of the Institute stating the reasons as to why the punishment should not be awarded. The Director shall prescribe the procedure to process such appeals.

ANTI-RAGGING COMMITTEE

National Institute of Mental Health and Neurosciences (NIMHANS) being an Institute of National Importance has zero tolerance towards ragging and prohibits ragging in all forms. We are proud to state that our campus is ragging free and students are informed to abide by the rules and ensure a ragging free campus.

As per the guidelines of UGC under section 26 (1)(g) of the University Grants Commission Act, 1956, which is modified as UGC Regulations, 2009 on curbing the menace of ragging in Higher Educational Institutions, an Anti-Ragging Committee exists in NIMHANS. The Members of this Committee (upto 01-01-2021) are:

Anti-Ragging committee Members	Name & Designation
Chairman	Dr.Sailaxmi Gandhi, Professor & Head, Department of Nursing
Member	Dr.Chandrajit Prasad, Professor, Department of Neuroimaging & Interventional Radiology
Member	Dr.Binukumar B, Associate Professor, Department of Biostatistics
Member	Dr.Aruna Rose Mary Kapanee, Associate Professor, Department of Clinical Psychology
Member	Mr. M.Muthukumar, Phd Scholar, Department of Psychiatric Social Work

The Committee will ensure compliance with the provisions of the Anti-ragging regulations on the matters of anti-ragging incidents and prevention of ragging in the institution.

Where and How to Report about Ragging:

- Students can report the incidents of Ragging to HOD's or Mentors of their respective Departments, Hostel Wardens, Guides or Joint Guides, Seniors, Peers
- Incidents can be reported directly by the students or by any of the members about the victim to the Anti-Ragging Committee.
- *For further information:* Visit www.ugc.ac.in- UGC Anti-Ragging regulations

Ragging is a CRIME



24x7 Anti-Ragging Helpline Number
1800-180-5522 (Toll Free)
email: helpline@antiragging.in

INTERNAL COMPLAINTS COMMITTEE, NIMHANS

Internal Complaints Committee, NIMHANS

Sexual harassment at workplace is an unpleasant, unwanted and prevented experience that many women face. Although it is a common concern, statistics indicate that a small percentage of women come forward to report this. In order to ensure a safe working space, one that respects the woman's right to equal opportunities and status every organization is required to set up mechanisms for prevention and redressal of issues pertaining to sexual harassment and necessary action.

This note describes the mechanisms through an Internal complaints committee (ICC) at NIMHANS, in order to ensure workplace safety for women and how it can be accessed as well as the relevant processes involved.

What is the Internal Complaints Committee or ICC and what are its scope and objectives?

The Internal complaints committee or ICC is the committee that is constituted by the Institute in order to review issues concerning sexual harassment of women at the workplace. It is set up as per the guidelines of the Sexual harassment at workplace (prevention, prohibition and Redressal)Act 2013

The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 ("Prevention of Workplace Sexual Harassment Act") enforced on December 09, 2013 by the Ministry of Women and Child Development is *India's first specific legislation rendering to the issue*. The act aims to *prevent and protect women from sexual harassment at workplace* and for the *effective redressal* of complaints of sexual harassment at workplace.

It is constituted in order to ensure safe working spaces for women and to have an enabling work environment that respects a woman's right to equality of status and opportunity. Every employer (organization) is obliged to constitute an ICC at the workplace.

The ICC is involved in prevention and prohibition of sexual harassment as well as to provide a transparent mechanism of redressal (addressing complaints and taking necessary action).

What constitutes sexual harassment?

A definition of workplace sexual harassment is any behaviour that is unwelcome to the women, sexual in nature, a subjective experience (of the women). A wide range of behaviours, gestures,

actions, inappropriate language, remarks, comments, joke, invitations, dressing, are included as examples of instance of sexual harassment.

Who are members of the ICC at NIMHANS?

Each ICC must have 50% women members. The ICC is headed by a Chairperson, along with members from the organization, a legal expert and an external member. The tenure of the posts of the ICC members is 3 years.

Current members of the ICC at NIMHANS*:

Chairperson	Dr. Suvarna Alladi
Member	Dr. Anita Mahadevan
Member	Dr. Paulomi M Sudhir
Member	Dr. P. Marimuthu
Member	Dr. Harish T
Member	Dr. Kanmani T
Ext Member	Dr. Vijayalaxmi Deshmane
Ext Member	Mr. Basavaraj S Sappannavar
Member Secretary	Mrs. Beereshwari

Redressal mechanisms in ICC: How can I submit a complaint to the ICC and what steps should I take? Any woman who has experienced sexual harassment at workplace or in the course of work can file a complaint with the ICC. The complaint must be written and submitted within 3 months of the incident. It may be submitted directly to the Chairperson of the ICC. In exceptions such as mental or physical incapacity, or any other valid reason a person with a knowledge of the incident may file it.

What should the complaint contain?

The complaint must contain necessary details of the event (s), such as date, time, person(s) involved, nature of the incident, respondent (against whom the complaint is being made), and working relationship with respondent.

What happens when I submit a complaint to ICC?

Once the complaint is submitted it is the duty of the ICC to begin the process of redress, which involves several steps such as interviews with concerned, analyze information obtained,

conduct and inquiry and then submit the recommendations for action. These constitute a formal process. The redressal process may also include an informal mechanism of reconciliation based on the complainant's request.

As part of this process, one of the steps is that of **consideration (an interim measure)**:

A complainant may request for transfer, change of section, or leave for up to 3 months. She can also request the ICC to restrain the respondent from sending appraisal reports or writing her confidential report or supervising her academic activities (in case she is in educational institution). Even when such a request is not made the ICC can ensure that corrective steps can be taken to prevent potential ongoing sexual harassment.

At all times the ICC must ensure confidentiality

What are the steps the ICC can take if allegations are proven accurate?

The ICC after satisfactory enquiry is required to submit an enquiry report and recommendations, that may range from warning to terminate, to other disciplinary action including withholding promotion, termination.

How do I ensure a safe working place?

It is everyone's responsibility to ensure and promote a safe and respectful work environment. Therefore it is important to remain aware and support colleagues and sensitize others.

Appendix-1

SWAN: Let's Talk Team (for brief mental health support)		
s.no	Name of faculty	Email ID
1.	Dr. Manjula M. Clinical Psychology	drmanjula71@gmail.com
2.	Dr. Thomas Kishore, Clinical Psychology	mtkpsy@gmail.com
3.	Dr. Rajkumari, Clinical Psychology	rajkumari227@yahoo.com
	Dr. Jyotsna Agrawal, Clinical Psychology	Joytsna.agl@gmail.com
5.	Dr Paulomi Sudhir, Clinical Psychology	paulomi.sudhir@gmail.com
6.	Dr Ajay Kumar, Clinical Psychology	ajaycog2010@gmail.com
7.	Dr. Poornima Bhola, Clinical Psychology	poornimabhola@gmail.com
8	Dr. Gitanjali Narayanan, Clinical Psychology	gitanjali_n@yahoo.com
9	Dr, N Janardhana, Psychiatric Social Work	janardhannimhans@gmail.com
10.	Dr. Aravind Raj, Psychiatric Social Work	Aravind.nimhans@gmail.com
11.	Dr. Sinu, Psychiatric Social Work	esinu@nimhans.ac.in
12.	Dr. Kimneihat Vaiphei, Psychiatric Social Work	Vaiphei1@gmail.com
13.	Dr. Shreedevi, A.U. Psychiatric Social Work	shreedeviau@gmail.com
14.	Dr. Ponnuchamy Psychiatric Social Work	ponnupsw@gmail.com
15.	Dr. Biju Vishwanath, Psychiatry	bjuv1@gmail.com
16.	Dr. Preeti Sinha, Psychiatry	preetisinha@nimhans.ac.in
17.	Dr. Rashmi A, Psychiatry	ras3476@nimhans.ac.in
18.	Dr. Ajit Dahale, Psychiatry	aji1944@nimhans.ac.in

Coordinators: Dr Seema Mehrotra, Dr Geetha Desai