



मनोवृत्ति:

# WELLNESS CENTRE MANUAL

**Manav Rachna International Institute  
of Research and Studies**

(Deemed to be University under section 3 of the UGC Act, 1956)

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## I. INTRODUCTION

The beauty of life lies in the lessons that it brings with it. It is a common knowledge that as life gives us happiness, peace and contentment, there are also days and periods of stress, grief and confusion. Sometimes, amidst our chaos, we are not able to perceive the situation in its entirety, and it creates a lot of distress. In order to deal with this, we may need counseling.

Counseling is a structured interaction between a counselor and a client where the client can talk about their issues. Counselors are trained professionals, who not only listen the client and give a safe space, but also makes use of specific techniques to help the client manage distress and live life to their full potential.

Counseling is the bridge between where one is currently, and where one can reach and flourish. Individuals who choose counseling choose a better and more-informed life for themselves. It is about choosing growth and development, and fulfilling all that one is capable of.

### **Need among the student Population**

The transition to college is a major life change for students, requiring adjustments with new and different aspects of life. They come across various academic and personal changes along with establishing their identity at this stage of life. Some academic issues identified are managing the academic curriculum, fear of failure, exam anxiety and in recent years the uncertainty with respect to future and continuation of academics are cause of concern in the student population. Likewise, students make adjustments in staying alone in hostels for higher education, handling loneliness resulting from living away from family and managing peer pressure. These changes and new life challenges can pose increased stress and vulnerabilities among students. Guidance from the wellness centre can help in better handling of these challenges and stressors, thus resulting in better and comfortable adjustment among students. The centre can be beneficial in the following ways for the student population Better adjustment with the changing life circumstances arising from the transition to college

- Helping and easing the stay in hostel and handling peer pressure
- Help in building supportive interpersonal relationships and handling interpersonal conflict, if any.
- Helping in academic growth by providing tips and techniques to enhance concentration, learning and remembering
- Management of exam anxiety and fear of failure

### **Need Among Staff Member:**

Often staff members face challenges in managing a comfortable work-life balance, resulting in its toll on both the individual and his/ her efficiency in personal and professional life. Their balance can be hampered due to various reasons ranging from challenges and adjustment with new roles in personal life (e.g. new roles resulting from marriage or parenthood) to new requirements in professional life, failure in understanding work requirements or increasing job responsibilities. Supporting staff members during difficult times can help ease their stress and open gates for better learning and skill development if needed. The centre thus can provide emotional support and help them in enhancing skills for better work-life balance. Following could be further benefits of the centre

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- Helping employees to express themselves and their emotional vulnerabilities in a safe environment
- Enhancing work-life balance by de-stressing and helping them manage successfully challenges of personal life
- Skill training in areas of time management, effective goal setting, assertiveness, and interpersonal conflict resolution

## **Need and Benefit for the Community**

The centre will also cater to the emotional and mental health needs of the community thus resulting in early and better management of CMDs that are often left undetected for long periods of time. The same will help sensitive care by enhancing the overall awareness and understanding of mental health issues in the community. At the community level the presence of the wellness centre with time will aid in awareness building, management of CMDs and improving the quality of life subsequently resulting in the growth and development of the society.

## **A. Wellness Centre Vision and Mission Statement**

### **Vision**

- To be recognized as a pioneer in the field of mental health and nurturing mind of individuals to achieve their highest potential.

### **Mission**

- To provide safe and non-judgmental space to individuals so as to help them explore and overcome their challenges
- To instill practices of self care and community care in all members of the university
- To raise awareness and sensitization about mental health issue
- To provide holistic psychological support by integrating various aspects of mind and body

## **B. Relationship of Wellness Centre to The University**

The conception of the Wellness Centre began keeping in mind the vision of the University, i.e., creating an enabling space for students to thrive and become responsible global citizens. In the vein of empowerment, the Centre seeks to help students look after their well-being and mental health. Recognizing its importance, the services are also extended to faculty members, staff and community.

While the centre appreciates the support and encouragement from the university, there is a strict boundary of confidentiality from the Centre's side.

## **C. Wellness Centre Role and Function**

### **1. Individual and Group Counseling**

The centre is an initiative of the Department of Applied Psychology, Faculty of Behavioural and Social Sciences, MRIIRS. The intention of starting the centre was to provide ethical and best mental health services to the students faculty members and staff of ManavRachna Educational Institutions (MREI). It is working with the aim to create an atmosphere favorable for overall well being and growth of each individual.

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- All the Students enrolled in MREI are eligible to access individual and/or group
- Faculty members and Staff of MREI are eligible for counseling.

## 2. Mental Health Camp

Mental Health Camps are a vital part of the Centre. It was started with a two-fold objective: (i) to reach out to and serve the lesser privileged sections of society, (ii) to train students of the Psychology Department with essential practical skills, as well as inculcate a sense of civic duty in them.

Till date, three mental health camps have been conducted. The first mental health camp was conducted in the Muskan NGO, at Dera Village, Faridabad. Students, under the supervision of a faculty-in-charge, had conducted the mental state examination and assessment of psychological well being among the elderly residents of the NGO, who were suffering from severe mental health disorders.

The second mental health camp was conducted at Anangpur Village, HarijanChoupal. Students administered standardised scale to assess the psychological well being of the community. They also engaged in conversations with community members of all age groups.

Lastly, the third mental health camp was conducted at the Earth Saviours Foundation NGO at Bandhwari, Gurgaon. Students conversed with the elderly residents of the NGO and conducted mental state examination and standardised tests of psychological well-being among them.

## 3. Consultation Services

Consultation services are given to faculty, spouses and guardians with regard to particular students, but only within the boundary of confidentiality. The counselling centre is not responsible for the administrative issues faced by the student/client. It only provides information to faculty, spouses and guardians that has been consented to by the clients, keeping the need and necessity of the said information. In this case, the Centre plays the role of interpreting the situation and advocating for the rights of the client.

## 4. Training

Training is provided to competent students and para-professionals, as part of the supervision sessions. Here, they are trained with the micro skills of counselling, undertaking assessments of clients, using various counselling techniques, etc. Moreover, it works towards continued growth and development of the counsellors.

The centre also provides supervision sessions to new counsellors, and imparts psycho-education and training to other faculty members for their growth and development in the profession. It is ensured that the training sessions do not take precedence over the primary responsibility of the centre to provide counselling services to its clients.

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## D. Ethical Guidelines

- **Confidentiality:**

It is necessary for all healthcare professionals especially psychologists to protect the information obtained from the clients and maintaining strict confidentiality. Professionals have legal or institutional rules or obligations and responsibilities that abides them to maintain confidentiality.

- **Limits of Confidentiality:**

a. It is important to be aware of the limits of confidentiality i.e. situations in which the confidentiality can be breached or violated and it must be stated in the informed consent which is mandatory to be signed by the client or the legal representative of the client, if the person is incapable for giving the informed consent himself or herself.

b. Each psychologist or counselor who offers the services via online or electronic transmission must inform the clients or patients of the risks to privacy and limits of confidentiality.

- **Recording:**

a. Psychologists need to obtain permission from their clients or patients to whom they provide services or their legal representatives before recording their voices or taking their images or videos of the sessions.

b. A written informed consent needs to be taken for the recording of the voices and images of the clients who are seeking services from the psychologists.

c. Written informed consent for using the data or images or voices for research purposes must also be taken appropriately from the client or their legal representative.

- **Minimizing Intrusions on Privacy:**

Psychologists need to be cautious of what they include in the written or oral reports and consultations. Only that information which is the focus of the purpose of the communication is to be shared, if required, for the purposes of scientific or professional reasons and only with those people who are concerned with those matters.

- **Disclosures:**

Confidential information can only be disclosed without the client's consent, when mandated by law or with legal permissions for a valid purpose like information related to structure of sessions, information related to harm to self or others, or payment related information could be disclosed only to limited minimum levels.

- **Consultations:**

The client's detail must be kept anonymous especially during communication in a larger group or team or consultations. Identification of the client must be avoided in every way even as research participant or case study or case discussions or conferences or grand rounds.

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## 2. Data Recording and Filing:

### a. Documentation and Maintenance of Records:

- Psychologists and counselors create and regulate the extent the records are under their control, maintain, store, retain, and dispose of records pertaining to their professional and scientific work. The process of data recording and documentation facilitates the process of communication among the professionals especially when there is a transfer of client to another professional. It is mandated by institutions or organizations to be followed by the professionals to ensure compliance with law.
- Psychologists or counselors maintain confidentiality in creating, storing, transferring, and disposing of records under their control, in all the mediums. The psychologist must use coding or anonymous identities for preventing the revelation of the personal identities of the client. The client information cannot be shared with a third party without client's consent.
- Psychologists make appropriate plan and follow procedures of confidentiality and safety of the client who has taken services from them when there is a withdrawal of the psychologist from his positions or practice.
- Registration form, intake assessment form and follow session record templates are available in **Annexure I**

**b. Filing:** Counselors or psychologists do not encourage, or participate the filing of ethics complaints that are made with reckless disregard or willful ignorance of facts that would disprove the allegation.

**c. Guidelines for Non-Professional Contact:** Counselor-client non-professional relationships with clients, former clients, romantic partners, family or friends should be avoided except when the interactions are beneficial to the client.

**d. Current Clients:** Sexual or romantic counselor –client interactions or relationships with current clients, their romantic partners, or family members are strictly prohibited.

### e. Former Clients:

- Sexual or romantic counselor –client interactions or relationships with former clients, their romantic partners, or family members are strictly prohibited for a period of 5 years following the last professional contact.
- After thoroughly assessing whether or not there is plausible potential harm to the client from any engagement in sexual or romantic interactions with the client or their romantic partners, family members. If yes, then such a relationship is to be avoided.
- Exceptions to the non-professional relationship between the former client and counselor would be in situations like attending a formal ceremony like graduation or wedding, purchasing a product or service provided by the client, hospital visits to an ill family member, mutual membership in a professional association or organization.

### **f. Supervisor-Supervisee/ Counseling Educator-Student Relationship:**

- Supervisors clearly maintain professional, personal, and social boundaries between themselves and their supervisees. Current supervisees or students avoid non-professional contact with their supervisors and educators.
- The counseling supervisors must not by any means engage in any form of non-professional bond or interaction which may compromise the supervisory relationship.
- Sexual or romantic interactions or relationship with the current supervisees or students are strictly prohibited.
- Supervisors or counseling educators do not by any means subject the supervisees to sexual harassment.
- Supervisors avoid acceptance of close relatives, or friends or romantic partners as supervisors.
- Exception to the non-professional relationship between the counseling supervisor and counseling educators and supervisee or students may be beneficial only if they believe that it can be beneficial to the supervisee or students, but it requires them to take all precautions similar to those taken with the clients or patients. Some examples of such situations include attending a formal ceremony or conference or seminar hospital visits, providing support during a stressful event, or mutual membership in a professional organization or association. Counseling supervisors may discuss and document with their supervisees regarding their roles, rationale, potential drawbacks, and benefits for entering into a non-professional relationship for the supervisee.

### **3. Informed Consent:**

When the psychologists conduct and inquire about or provide assessment, treatment, counseling, or counseling services to an individual by means of electronic transmission or other forms of communication, they get the informed consent of the person or people utilizing the dialect that's reasonably understandable to that individual, but when conducting such exercises without consent is commanded by law or legislative direction or as something mandate to conduct therapy or assess an individual.

For people who are legitimately unable of giving an informed consent, clinicians consider

1. Give an appropriate clarification,
2. Look for the individual's consent as required
3. Consider such persons' areas of interests and
4. Get the required consent from a legitimately authorized person, in the event that such

substitute approval is allowed or required by law. When the consent is given by a legitimately authorized individual is not permitted or required by law, clinicians take reasonable steps to secure the individual's rights and welfare.

When the mental health administration and services are court ordered, the therapists illuminate the individual of the nature of the expected administrations, including whether the administrations are court requested or commanded and any other limits of privacy, some time recently continuing the sessions.

The therapists accordingly draft written or verbal consent and permission.

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#### 4. Referral:

**a. Self-Referral:** Psychologists working at the wellness centre will not take clients to their private practice arenas.

**b. Values within referral:** Counselors avoid referrals based on their personal values and belief system. They respect the distinctiveness of the client and seek training in areas that are not in consistence with the thought of the client. They do not impose their values on the clients especially when they are not in sync with those of the client goals or are biased in nature.

**c. Referral of clients to other service providers :** If required depending on the severity of the symptoms or need for psychiatric evaluation or medicine the client will be referred to Psychiatrist in the near by areas or Panel Expert from VIMHANS (Vidyasagar Institute of Mental Health and Neuro & Allied Sciences) will be arranged to be available on appointment and other industrial partners

**d. Cancellation Policy:** The facilitator and client both have their respective rights to cancel the session in case of an emergency at their respective ends. It falls to be a mandate responsibility from both the ends to inform about any changes on prior notice to avoid negligence at both ends.

#### E. The Place of Wellness Centre at MRIIRS :

**Location:** BG 03 (Manan), B-Block, MRIIRS, Sector-43, Faridabad, Haryana-121004

**Timings:** 12:00 pm to 4:00 pm Monday to Friday and all working Saturdays

#### F. Functions of Wellness Centre

##### 1. Services to Students

**a. Counselling:** Individual counselling sessions provide support and assistance to students in all areas of life.

**b. Group Counselling:** Group sessions on common issues to support students.

**c. Career Exploration:** Students are guided about career options and are given sessions on helping them understand the best suited career for them. They are given proper academic assistance as and when needed related to their majors, minors and degrees.

**d. Testing:** Psychometric testing is done in order to help them in self understanding and for the purpose of diagnostic clarification and counseling work.

**e. Building Hope:** We lay more and more focus on hope building and positive understanding for self through the principles of positive psychology with an aim to help build a positive approach to life.

**f. LGBT Counseling:** Providing support related to LGBTQ issues, gender identity and sexual orientation and any mental health related support which the community requires. The aim is to create a safe and non-discriminatory environment within the campus.

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**g. Hypnotherapy:** Using principles of hypnosis to help clients alleviate stress, enhance various functioning such as concentration, retention, confidence and self esteem

**h. Bio-well:** A computer based system to provide an extensive report to understand the flow of energy and enhance emotional health.

## **2. Cost of the service:**

Registration cost 100/-, Consultation Cost – 500/-,

Psychological Testing – Between 300/- to 2000/- .

20% discount to Students, Faculty and staff of Manav Rachna Educational Institute.

## **3. Training:**

Proper training sessions are conducted from time to time for better understanding of each and every individual and staff so that they can further guide and support the students.

**NOTE\*\*** Training and counselling sessions are conducted by highly skilled psychologists in the sector of education and counselling.

## **G. Counseling Services Personnel, Qualification, Roles and Responsibilities, Workload**

### **1. Qualifications of Counselors**

The Centre ensures that all counselors have a minimum qualification, as mandated, to undertake counselling sessions with clients. All counsellor of the Centre should have a minimum Master's degree in Psychology, acquired from competent institutes of the country. They can be trained in different paradigms of counselling such as Cognitive Behavioural, Existential Counselling, Client-centred Counselling, and so on.

### **2. cc**

The roles and responsibilities of the faculty members involved at Centre are as following:

- a. Provide individual and group counselling to students, faculties, staff and other clients
- b. Conduct psychological assessments and tests
- c. Conduct hypnotherapy sessions for various clients of the centre
- d. Conduct bio-well diagnosis when required or indicated as per the issues of the client
- e. Develop and conduct mental health camps and other outreach programmes
- f. Provide training to students to conduct mental health camps
- g. Provide consultation services to faculty members, spouses and family, keeping in mind the ethics of confidentiality
- h. Supervise and train new counsellors, students and other faculty members
- i. Work in close collaboration with various departments and centres for the growth of students.

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### 3. Personnel Practices

The counsellors working at the centre do not hold prejudices or discriminate against the clients on the basis of their caste, ethnicity, religion, gender, sexual orientation, colour, race, national origin, visible and invisible disabilities, age, height, weight, marital status, socio-economic background, class, etc. The counsellors work towards providing equal opportunity and access to all. Any violation of these practices can be reported to the Chairperson of the Centre.

### 4. Workload

The centre ensures that there is a balance of workload on the faculty members providing counselling services at the centre, so that their other duties, responsibilities and leisure activities are not hampered. The various roles and functions of the counsellors, like undertaking individual and group counselling, designing and conducting outreach programmes, giving consultations, training students, other counsellors and para-professionals, and conducting university programmes, should be in accordance with the norms of the competent authority. The faculty members are ensured time for their own personal development, teaching, research work, and other professional duties.

## II. DEPARTMENTAL PROCEDURE

### A. Definition of Wellness Centre Faculty

All regular, full time faculty members who are also trained as counselor and eligible to provide mental health services are employed at the centre

**Chairperson:** Dr. Priyanka Tiwari

**In-charge:** Ms. Divyani Khurana

**Members:** Dr. Anika Magan

Dr. Azmat Jahan

Dr. Divya Dhawan

On Panel Expert from VIMHANS (Vidyasagar Institute of Mental Health and Neuro& Allied Sciences)

**Weekly Roster:** Will change semester-wise so as to facilitate rotation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Divyani Khurana	Azmat Jahan	Anika Magan	Divya Dhawan	Divyani Khurana	Azmat Jahan
Anika Magan	Divya Dhawan	Divyani Khurana	Azmat Jahan	Anika Magan	Divya Dhawan

### B. Administration

The counselling cell administration consists of Chairperson, Member Secretary and members. The Chairperson will be the administrative head of the counseling cell. The Member Secretary and Members will report to the Chairperson for decisions related to administration and smooth functioning of the counseling cell.

### C. Administrative Functions of the Chairperson

The Chairperson of the Wellness centre is the head of administration. The Chairperson is responsible for conducting the faculty meetings, ensuring quality of the services rendered, liaising with the management and other competent authorities. The Chairperson facilitates the various programs and activities conducted by the centre. The Chairperson will also be responsible for ensuring that Thecentre functions according to the ethical standards and in case of violation of the ethical guidelines the chairperson has authority to take strict action.

### D. Scheduled Meetings

- a. The schedule of meetings (Frequency, Day & Time) is approved by the Chairperson.
- b. The agenda of each meeting will be decided by the Chairperson and will be shared with the faculty prior to each meeting.
- c. Special meetings and Emergency meetings could be scheduled by the chairperson as and when the need arises.

## III. FREQUENTLY ASKED QUESTIONS (FAQs)

### Q1. What is Individual Counseling?

**Ans.** Individual counseling is where you talk to a counselor at a personal, one-to-one level. The counselor provides you with warmth, genuineness and a non-judgmental space to vent out, confide and discuss your issues and concerns. Counsellors are trained to actively listen to you, and through certain techniques, like Cognitive Behavioural Therapy, Rational Emotive Behavioural Therapy, Existential Therapy, etc., they guide you to find resolution to your issues.

### Q2. How does the counseling process take place?

**Ans.** The length and type of counselling depends upon the nature of your issue. It undergoes some stages. Each session is of 45-50 minutes, and may take place once a week, or once in two weeks. It may span for about 3-6 months.

First is the intake session, where the counsellor ascertains the nature of your problem, and decides whether they are best suited for taking the session, or if another counsellor's skills will be more appropriate. After that is decided, the first few sessions may be devoted to understanding you better, and mutually setting goals for what you want to achieve through counselling. Then comes the utilisation of various counselling interventions that is best suited to you.

Counselling is a slow process. Real change may or may not take place immediately after one or two sessions. But if you stick with it, you will see noticeable differences eventually, and it would definitely help you lead your life in a better way.

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### **Q3. Who needs counselling?**

**Ans.** Anybody who feels too stressed out in life, and feels that they are not able to lead their personal, professional and social life adequately, may seek counselling. It is a wrong notion that counselling is for people with mental disorders. Academic stress, work-related problems, general stress, relationships problems, family problems, issues with friends, grief, substance abuse, etc. can be fruitfully dealt with through counselling.

### **Q4. Am I eligible for this counselling?**

**Ans.** Yes, if you feel the need, you may approach us for counselling.

### **Q5. If I reveal something in the counselling session, will it be shared with a third party?**

**Ans.** Confidentiality of your information is of our utmost importance. Counselling is a safe space where whatever you say will be kept in between the counsellor and you. In case of legal notice or police enquiry, some relevant information may have to be shared; however, the rest of the information would be kept strictly confidential. For further information, please refer to the ethical guideline section

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## IV. Annexure

### Annexure-I Faculty of Behavioral and Social Sciences Manav Rachna International Institute of Research and Studies

#### Registration Form

Registration No.:	
Name:	
Age:	Gender:
Student/ Faculty or Staff/ Outside ManavRachna Educational Institutions:	
Course/ Designation, Department/ Professional Engagement:	
Marital Status:	Languages Known:
Home Town:	
Address:	
Contact No.:	
Email Id:	
Family Member Contact No.:	
Friend Contact No.:	
Emergency Contact No.	
Reason for Visit:	

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Intake Form

Reason for Referral:

Chief Complaints:

Informants & Reliability:

History of Presenting Illness:

Past History (including treatment history):

Medical History:

Family History:

MSE (Positive Findings):

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**Diagnostic Formulation:**

**Provisional Diagnosis or Issues Identified:**

**Axis I:**

**Axis II:**

**Axis III:**

**Axis IV:**

**Psychological Formulation:**

**Therapy Plan:**

**Authentication:**

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2019-2020



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Follow Up Notes

Date:

Psychologists Name:

Issues Identified:

Therapy Session Details:

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## Annexure- II Details of Biowell

### Creation of Mind-Body-Energy Integration and Counseling Program

#### Introduction

The healthy link between mind, body, energy and spirit is the most fundamental key to human health, happiness and well-being. Scientists have long understood that emotions, which are fundamental sources of human energy which can affect our body and health. How emotions influence health and longevity. A healthy mind makes your body work better and a healthy body improves mental well-being.

The challenge is to create awareness about our body-mind connection along with the concept of energy and balance in our consciousness. The awareness will be a cornerstone for subsequent modification in our approach to healthy living.

#### Indian Model of Mind-Body-Energy Unity:

It is needless to emphasize the importance of yoga and energy flow in bringing balance and unity in our lives. The theory of Seven Chakras is well established practice-oriented model of human health and balance life. Our traditional scripture bear testimony to such knowledge tradition. The Chakras are known as energy centers. The term Chakras translate to wheel in Sanskrit and when the flow of the wheel is uninterrupted it provides free flowing energy and experience of well-being. Free and uninterrupted flow will lead to healthy body and mental integration in our daily lives. The notion of optimal healthy life can be achieved by removing the blockages in the chakras. There are several practices that can be implemented as a part of our intervention program. This will be the foundation of our approach to mind body integration.

#### How to Discover the Personal Energetic Homeostasis by Measuring Energy levels

It is hereby proposed that the proposed center need following devices to  
Bio-Well GDV Camera is a revolutionary, non-intrusive way to measure human energy field using a specialized camera and software system.

Bio-Well has been developed by the team of Dr. Konstantin Korotkov, brings the powerful technology known as Gas Discharge Visualization (GDV) or Electro-Photonic Imaging (EPI) technique to market in a more accessible way than ever before. It was developed together with US partners. The product consists of a desktop camera and accompanying software, which allows a user to quickly and easily conduct human energy scans. When a scan is conducted, a weak electrical current is applied to the fingertip for less than a millisecond. In response to this stimulus fingertip emits electrons, which are striking and exciting air molecules. Excited air molecules create gas discharge or glow. This glow is captured by the video camera and then a digital image of the glow is processed by the Bio-Well Software to show energy & stress evaluations. Each scan returns a wealth of meaningful information to provide you with a truly holistic view of the state of your wellbeing.

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The intersection of the fingertips glow created in Bio-Well Software is based on the concept of Acupuncture points and is verified by more than 20 years of clinical studies by hundreds of medical doctors and researchers with many thousands of patients. The scanning process is quick, easy and non-intrusive. Get real time feedback on factors affecting your energy state. View each scan in a variety of interesting ways with up to 9 result display options. With the Bio-Well accessories like Sputnik sensor, Water sensor or Bio-Well Glove measure energy of environment, human emotions and water energies!

Bio-Well presents analysis of the Energy Field and allows us to see its day-to-day transformation and the influence of different treatments, situations and stimulus to the Energy Field and hence, to the condition of a person. Friendly software makes data processing simple and convenient for non-experienced users. With Bio-Well you do not need to be a scientist to make full-scale scientific research! Bio-Well is being used by thousands of doctors, practitioners and researchers worldwide. Bio-Well does not measure the anatomical structure of the body, but records functional/energetic condition of organs and systems at the moment of measurement.

### **Bio-Well analysis has the following outcomes:**

- Allows to define organs and systems of the body which need attention.
- Makes assessment of the follow up response of the body to different influences (treatments, emotions, mobile phone, etc).
- Provides information on psycho-emotional state and level of stress (anxiety).
- Allows easily measure response of the body to different medications, supplements and food.

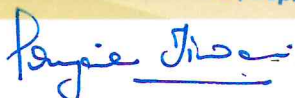
### **UTILIZATION/APPLICATIONS BY DEPARTMENT OF APPLIED PSYCHOLOGY**

- Will be added to the counseling center. Minimal charges to taken to make it self sustaining
- Students will be able to observe real time cases
- Research and experimentation

### **BENEFIT TO THE UNIVERSITY**

- Will be an added USP, as the equipment is available only in selected places in India
- NIRF, NAAC and other accreditation bodies.
- Assessment can be done for guests and delegates.

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## Details of Self-registration system

### Usage:

- Registration
- Appointments
- Payment gateway
- Education
- Engagement

The system will be developed by DskillEd, start-up of M.tech Students of ManavRachna under New Gen IEDC.

Initially 1 system will be installed consisting of a storage structure for the computer, a computer and two pairs of earphones.

The kiosk will be utilized for registration, appointment, payment gateway, engagement of the patients and attendants and education. The educational material would be provided in the form of reading material and videos prepared by the experts of the field. Few educational materials would be provided free of charge, and rest would be on subscription basis. All these aspects would be available in both Hindi and English.

### About Dskilled

Dskilled incorporated as Logicyard Technology Pvt Ltd is building an online learning platform where we will be providing educational content on skills from every sector like fashion, beauty, dance & music, finance and many more.

Startup mentor

Name :Dr Yogita Sharma

Designation : Associate Professor (bba MRU)

Contact number : 9818707813

HOD, Dept. of Applied Psychology

*Yogita Sharma*

SBSS, MRIIRS

## Annexure- III

### Standard Operating Procedure मनोव्रति: A Wellness Centre

मनोव्रति: A Wellness Centre, will be operational at BG 03 (Manan) B-Block, ManavRachna International Institute of Research and Studies (MRIIRS), Sector 43, Faridabad, Haryana-121004.

**The services at मनोव्रति: A Wellness Centre, can be availed through the following steps:**

**Step 1:** The individual seeking service needs to register through the registration Kiosk. For registration one has to complete the registration form available on the Kiosk and make a payment of Rs. 100/-.

**Step 2:** Once the registration process is complete, the client will be provided with an appointment which will mention both the date and the time that they have to visit the centre for consultation.

**Step 3:** On the day of the first consultation the client will meet the psychologist and intake assessment will be initiated. The intake assessment/consultation will be chargeable at a price of Rs. 500/- per session.

**Step 4:** Upon completion of the intake assessment the client will be informed depending upon the need of psychological testing and/or counselling sessions along with the charges involved.

**Step 5:** Once client's consent and agreement for the psychological test and/or counselling session is obtained appointment will be provided to the client for the same.

**Note:** Client here refers to Student, Staff including faculty members of Manav Rachna Educational Institutions and individuals from the larger community.

### Standard Operating Procedure for Emergency मनोव्रति: A Wellness Centre

Any emergency situation such as a student, faculty member, staff or person from the community coming with acute signs such as of psychosis, mania, intoxication or self harm (or acute suicidal thoughts) and/or harm to others or anxiety attack requiring medical intervention will be referred to the in-house medical centre at B-Block, Manav Rachna International Institute of Research and Studies. Also any acute suicidal thought in terms of potential harm to self or harm to others will be reported to the legal guardian of the student, to ensure safety.

Note: In-case of any medical emergency student, faculty member, staff or person from the community are required to contact a physician, qualified health care provider or 102 (or the applicable local emergency number) or the medical centre at the university, immediately.

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## History Sheet: Modification details with respect to Previous Version

Head	Modification
Introduction	Added need among the student population, need among staff members, need and benefit for the community
Mission Statement	Modification in point no. 1, 2 and 3  Added point no. 4 as below  To provide holistic psychological support by integrating various aspects of mind and body
Relationship of Wellness Centre to the university	Modification in first paper under relationship of wellness centre to the university
Wellness centre role and function	Modification under Individual and group counselling
Wellness centre role and function	Dropped details of Helpline service
Ethical Guidelines	Changes under the subhead confidentiality and limits of confidentiality
Documentation and Maintenance of records	Added- registration form, intake assessment form and follow up session record templates available in Annexure I
Referral	Added section as titled "Referral of clients to other service providers"
The Place of Wellness Centre at MRIIRS	Location and time of Wellness Centre added
Services to clients	Hope building changed to building hope  Hypnotherapy and Bio-well added
Cost of the service	Cost and discount details for members of ManavRachna Educational Institute added
Roles and responsibility: Wellness Centre Faculty	Point c and d added
Definition of Wellness Centre Faculty	Details of Chairperson, In-charge, members and panel expert added. Weekly roster included
Annexure-I	registration form, intake assessment form and follow up session record templates included
Annexure-II	Details of Biowell
Annexure-III	Standard Operating Procedure and SOP for emergency situations included

HOD, Dept. of Applied Psychology

*Payal Jha*

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# मनोवृत्ति: WELLNESS CENTRE MANUAL



**Manav Rachna International Institute of Research and Studies**  
(Deemed to be University under section 3 of the UGC Act, 1956)

HOD, Dept. of Applied Ps.

*Rajee Jaisi*

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