



No. : CGU/REG/600/2026

Dt. 11/09/2026

OFFICE ORDER

Sub: Constitution of Student Service Centre & Institutional Mental Health

To strengthen the University's student support system and to provide an accessible, confidential and coordinated mechanism for addressing the academic, personal, emotional, psychological and psychosocial needs of students, the **Student Services Centre and Institutional Mental Health/Counselling Support Mechanism** is hereby constituted with the following composition:

Sl. No.	Name	Designation	Appointment	Mobile No.	Email ID
(a)	Dr. Rudra Narayan Mohapatra	Chairperson Dean, Student Welfare	Chairperson	6371342540	rudra@cgu-odisha.ac.in
(b)	Prof. Amulya Kumar Mohapatra	Senior Faculty Member	Member	9108029780	amulya.hohapatra@cgu-odisha.ac.in
(c)	Ms. Akankshya Swain	Counsellor	Member	8114682881	swainakankshya2@gmail.com
(d)	Dr. Pratima Pattnaik	Medical Officer	Member	9438730551	baby.pattnaik2017@gmail.com
(e)	Dr. Gudda Sridevi	Dean, Academic Affairs	Member	9441213792	provicechancellor@cgu-odisha.ac.in
(f)	Dr. Pranab Kishor Mohapatra	Representative, Training & Placement Cell	Member	9439315537	pkmohapatra@cgu-odisha.ac.in
(g)	Dr. Amaresh Chandra Panda	Chief Warden Hostel	Member	8249942143	amaresh.panda@cgu-odisha.ac.in
(h)	Dr. Hiranmayee Mohapatra	Associate Professor	Member	9437275893	hiranmayee.mohapatra@cgu-odisha.ac.in
(i)	Mr. Abhishek Sanu	Student Representative	Member		
(j)	Mr. Purna Chandra Swain	Administrative Officer	Member	9074623393	admin.officer@cgu-odisha.ac.in

The **Student Services Centre** shall function as a coordinated institutional mechanism for promoting student welfare, emotional well-being, mental health awareness, counselling, guidance and timely support.

The Centre shall endeavour to ensure that students have easy access to appropriate support services and that students requiring specialised intervention are referred to qualified professionals or appropriate external services, wherever necessary.

Key Functions of the Centre

The Student Services Centre shall be responsible for the following:

- (a) To provide a **single-window support system** for student welfare, guidance, assistance and referral services.



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- (b) To provide confidential counselling and mental health support to students through qualified counsellors, psychologists and other appropriate professionals.
- (c) To identify students who may require early intervention, psychological support or professional referral, while maintaining appropriate confidentiality.
- (d) To organise awareness and sensitisation programmes on mental health, stress management, emotional well-being, substance-abuse prevention, interpersonal relationships, life skills and healthy coping mechanisms.
- (e) To provide or facilitate academic, personal, career and psychosocial guidance to students.
- (f) To establish an appropriate referral mechanism for students requiring specialised medical, psychological or psychiatric services.
- (g) To maintain appropriate, secure and confidential records relating to counselling and support services, subject to applicable laws, University policies and privacy requirements.
- (h) To provide special support and timely assistance to students in distress, vulnerable situations, or facing adjustment, academic, personal or social difficulties.
- (i) To conduct periodic student satisfaction surveys, feedback exercises and needs assessments to evaluate the effectiveness and accessibility of student support services.
- (j) To ensure that students are adequately informed about the availability of and procedures for accessing counselling, grievance redressal, emergency assistance and other student support services.
- (k) To submit periodic reports to the competent authority regarding the activities of the Centre, utilisation of services, emerging student support needs and recommendations for improvement.
- (l) To coordinate, wherever necessary, with the Hostel Administration, Academic Departments, Medical Centre, Anti-Ragging Committee, Student Grievance Redressal Committee, Training & Placement/Career Development Cell and other student support bodies.

The Centre shall function in accordance with the rules, regulations, policies and guidelines of the University and applicable statutory/regulatory requirements. All matters relating to counselling and mental health support shall be handled with due regard to confidentiality, dignity, privacy and the best interests of the students.

Binita Jale
11/9/26.
REGISTRAR

Copy to :

1. President's office – for kind information, please.
2. All concerned
3. Ms Soumya - To upload in University website.