

Darjeeling Hill Institute of Technology and Management (DHITM)

Standard Operating Procedure (SOP) Mechanism for Social and Emotional Learning (SEL)

1. Title

Standard Operating Procedure for the Implementation and Monitoring of Social and Emotional Learning (SEL)

2. Purpose

The purpose of this SOP is to establish a structured and sustainable mechanism for integrating **Social and Emotional Learning (SEL)** into the academic and co-curricular framework of Darjeeling Hill Institute of Technology and Management, fostering holistic student development, emotional well-being, ethical values, and employability skills.

3. Scope

This SOP applies to:

- All undergraduate students
- Teaching faculty and academic mentors
- Non-teaching staff involved in student engagement
- Administrative bodies including IQAC, Student Welfare Committee, and Counselling Cell

4. Definition of Social and Emotional Learning (SEL)

Social and Emotional Learning refers to the process through which students acquire and apply the knowledge, attitudes, and skills necessary to:

- Understand and manage emotions
- Set and achieve positive goals
- Demonstrate empathy
- Build healthy relationships
- Make responsible decisions

5. Objectives of SEL at DHITM

- To promote emotional intelligence and mental well-being
- To enhance interpersonal skills and teamwork
- To develop leadership, resilience, and ethical responsibility
- To create an inclusive, respectful, and supportive campus environment
- To improve academic engagement and career readiness

6. Governing and Implementation Bodies

Institutional SEL Committee

Constituted by the Principal and includes:

- Principal / Director – Chairperson
- IQAC Coordinator – Member
- Heads of Departments – Members
- Faculty Mentors – Members
- Student Counsellor – Member
- Student Representatives – Members

7. Mechanism for Implementation of SEL

7.1 Curriculum Integration

- Inclusion of value education, ethics, environmental studies, and professional ethics
- Classroom discussions, case studies, and reflective assignments
- Project-based learning and teamwork exercises

7.2 Faculty Mentorship Program

- Each student is assigned a faculty mentor
- Regular mentor–mentee meetings
- Monitoring of academic progress, emotional well-being, and personal challenges

7.3 Counselling and Emotional Support

- Availability of trained counsellor(s)
- Confidential counselling sessions
- Stress management and mental health awareness programs

7.4 Co-Curricular and Extra-Curricular Activities

- Cultural events, sports, NSS, and community service
- Leadership camps, personality development programs
- Student clubs and societies promoting teamwork and creativity

7.5 Life Skills and Soft Skills Training

- Workshops on communication, leadership, time management, and conflict resolution
- Career guidance and employability skill development programs

7.6 Inclusive and Supportive Campus Practices

- Gender sensitization programs
- Anti-ragging and grievance redressal mechanisms
- Support for students from diverse socio-economic backgrounds

8. Monitoring and Evaluation

- Periodic feedback from students and faculty
- Analysis of participation in SEL-related activities
- Review of student performance, behavior, and retention
- Annual report by the SEL Committee submitted to IQAC

9. Continuous Improvement

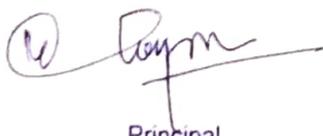
- Annual review of SEL practices
- Incorporation of student and stakeholder feedback
- Upgradation of strategies based on best practices and emerging needs

Prepared by:

IQAC, Darjeeling Hill Institute of Technology and Management

Approved by:

Principal, (Dr.) Mithun Chakraborty
DHITM



Principal
DHITM, Darjeeling, W.B