

# लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा विश्वविद्यालय, ग्वालियर

(भारत सरकार, मानव संसाधन विकास मंत्रालय की अधिसूचना क्रमांक- एफ.9-14/92-यू.3

दिनांक 21.9.1995 द्वारा यू.जी.सी. एक्ट 1956 की धारा 3 के अन्तर्गत घोषित)

**Lakshmibai National University of Physical Education, Gwalior**

(Declared under Section 3 of the UGC Act, 1956 vide GOI, Ministry of HRD Notification No. F. 9-14/92-U.3 dated 21.9.1995)

No. Admm/142/2011 160

Dated: 19/8/2011

## NOTICE

Sickness / injuries are a part and parcel of life. Sports persons usually give all out in order to excel in their respective fields and during this process, injuries are a natural phenomenon.

It has been observed that the students of this University occasionally get injured / sick and need hospitalization for which the University has insured the students. The University does not have a standard SOP with regard to students who need to be hospitalized. It is proposed to recommend the following SOP for consideration and guidance, so that every person is aware of the procedure in order to make sure that during any eventuality, everyone may be aware of what is his/her responsibilities during hospitalization.

### RESPONSIBILITY OF WARDEN IN CASE OF SICKNESS OF STUDENTS

- Warden shall ensure that the sick / injured students report to the medical officer for treatment.
- Warden shall keep a track of the health status of the student.
- Warden shall contact the medical officer with regard to the sickness / progress being made by the sick students.
- In case of hospitalization, warden shall visit the hospital.
- Warden shall inform the Registrar, concerned HOD and AR (Academics).
- Warden shall assign students of the hostel to carry food to the hospitalized student.
- Warden shall put the students on duty as and when he / she assign students to take care of the hospitalized student patient. Such duty slips shall be handed over to the concerned advisor / tutor for the needful.
- Warden shall keep the Registrar, concerned HOD informed about condition of the patient.
- Warden shall contact driver of the vehicle for to and fro transportation to the hospital.
- Sick leave by the warden may only be given if recommended by Medical Doctor of this University.
- Warden should ensure that the student patient reports to the University Medical Doctor on discharge from hospital or on return from sick leave.

### DUTIES OF MEDICAL OFFICER / DOCTOR

- Sick / injured students shall report to Medical Officer / Doctor.
- Medical Officer / Doctor shall examine and based on his / her advice, a student may be referred to a hospital for consultation / hospitalization.
- It shall be the responsibility of Medical Officer / Doctor to get the sick / injured student admitted in the hospital, preferably in Government Hospital or Government recognized hospital.
- Medical Doctor shall inform the Vice Chancellor, Registrar, Dean Student Welfare, Concerned HOD and parents of the student.
- Medical Officer / Doctor shall be responsible for getting the patient discharged from the hospital after due consultation with the attending medico.
- Medical Officer / Doctor at his / her discretion may place the patient under bed rest / observation in line with the policy of the University.

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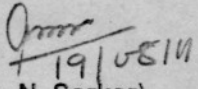
## DUTY OF ADMINISTRATION

- One vehicle will be available at all times for emergency carriage of patients to the hospital. The Dy. Registrar (Estate) shall be responsible officer to ensure it, who shall be contacted on 4000996 (O), 4000907 (R) or 9425307666 (Cell) in this regard for any emergency. He will pass on the instructions to Driver on duty.

## RESPONSIBILITIES OF STUDENTS

- All the students when unwell or injured shall report to the medical officer for treatment.
- The sick / injured students normally shall inform their roommate / neighbor about sickness, so that house bearers and warden are intimated.
- The students shall take the medicine as per the advice of the medical officer / doctor.
- The student may remain in the room of the hostel only if bed rest is recommended by the medical officer / doctor.
- The student must observe an activity class if observation is recommended by the medical officer / doctor.
- The sick / injured student may consult an outside medical practitioner only on the advice of University Medical Officer / Doctor.

(Authority : Vice Chancellor's approval dated 18.8.2011)

  
19/08/11  
( Dr. L. N. Sarkar )  
Registrar

### Copy:

- V.C's Secretariat -
- Registrar's Secretariat
- All HODs
- All Hostel Wardens
- Medical Officer
- Dean Students Welfare
- A.R. (Academic)
- Students Notice Board
- Girls Hostel Notice Board
- Boys Mess Notice Board
- Concerning file
- Circulation to all the Faculty Members
- Office order file