



Health Cell, Pragjyotishpur University

The Health Cell at Pragjyotishpur University is dedicated to promoting the physical and mental well-being of students, faculty, and staff. Offering basic healthcare services, wellness programs, and health awareness campaigns, the Health Cell ensures a healthy and supportive campus environment. With regular health check-ups, emergency medical care, and workshops on mental health and fitness, the Health Cell is committed to fostering a healthier university community.

1. Purpose: The Health Cell at Pragjyotishpur University aims to promote physical and mental well-being for students, staff, and faculty members by providing healthcare services, health education, and wellness programs.

2. Scope: This SOP applies to all members of the university community, including students, staff, and faculty, who seek health-related assistance or wish to participate in wellness programs organized by the Health Cell.

3. Objectives:

- To provide basic healthcare services, first aid, and emergency care on campus.
- To promote health awareness through regular health camps, seminars, and workshops.
- To organize wellness programs focused on mental health, nutrition, and physical fitness.
- To collaborate with external healthcare professionals and institutions for specialized services.

4. Composition

- **Health Cell Coordinator**

Role: The coordinator is responsible for the overall management and operation of the Health Cell. They ensure that health services are delivered efficiently and that wellness programs are conducted regularly.

Responsibilities:

- a. Oversee day-to-day activities and ensure the smooth functioning of health services.
- b. Coordinate with healthcare professionals, university administration, and external partners.
- c. Plan and implement health awareness campaigns, wellness programs, and health camps.
- d. Prepare and submit bi-annual reports on the Health Cell's activities to the university administration.

Qualifications: Typically, the Health Cell Coordinator is a senior faculty member with experience in healthcare management or related fields.

- **Medical Officer/Visiting Physicians**

Role: The Medical Officer or visiting physicians provide essential medical care and consultations for students, staff, and faculty.

Responsibilities:

- Conduct routine check-ups, diagnose common ailments, and provide necessary treatments.
- Handle emergency medical situations and administer first aid.
- Refer patients to specialized hospitals or healthcare providers when necessary.

Qualifications: The Medical Officer is a certified physician with a valid medical license. Visiting physicians may come from nearby hospitals or health institutions.

- **Nurse/Paramedical Staff**

Role: The nurse or paramedical staff provide primary healthcare services and assist the Medical Officer in day-to-day activities.

Responsibilities:

- Provide first aid, administer medications, and assist in health screenings.
- Maintain health records and documentation for all patients visiting the Health Cell.
- Coordinate health check-up camps, vaccination drives, and wellness programs.
- Support in organizing health education sessions on topics like hygiene, nutrition, and preventive care.

Qualifications: A certified nurse or paramedical professional with relevant experience in providing primary healthcare.

- **Mental Health Counselor**

Role: The mental health counselor provides psychological support and counseling services to students, staff, and faculty.

Responsibilities:

- Offer individual and group counseling sessions focused on mental health, stress management, and emotional well-being.
- Conduct workshops and seminars on mental health awareness, stress reduction techniques, and coping strategies.
- Refer cases requiring specialized care to external mental health professionals.

Qualifications: A qualified mental health professional or psychologist with experience in counseling and therapy.

Support Staff

Role: The support staff assist in maintaining the infrastructure of the Health Cell and ensuring a hygienic and well-organized environment.

Responsibilities:

- a. Keep the Health Cell clean, organized, and stocked with necessary medical supplies.
- b. Assist in administrative tasks such as scheduling appointments, managing patient flow, and maintaining equipment.
- c. Qualifications: General support staff with basic training in healthcare operations.
- d. Student Volunteers/Interns

Role: Trained student volunteers or interns from the medical, pharmacy, or allied health sciences departments assist the Health Cell in various activities.

Responsibilities:

- a. Help in organizing health camps, wellness programs, and awareness drives.
- b. Assist in record-keeping, patient registration, and health education sessions.
- c. Act as a liaison between students and the Health Cell staff to promote health services on campus.
- d. Qualifications: Senior students pursuing healthcare-related courses who undergo basic training in health assistance and first aid.
- e. External Partners/Collaborators

The Health Cell also collaborates with local hospitals, medical institutions, and healthcare NGOs to bring specialized services such as vaccinations, health camps, and expert consultations to the university. These external partners enhance the range of services available and provide specialized care when required.

5. Procedures:

5.1. Healthcare Services:

- The Health Cell will be staffed with a qualified nurse and visiting physicians.
- Emergency first aid and primary healthcare will be available during working hours.
- For serious conditions, patients will be referred to partnered hospitals.

5.2. Wellness Programs:

- Regular health check-ups will be conducted for students and staff.
- Workshops on mental health, stress management, and healthy living will be organized bi-annually.
- Fitness programs like yoga and physical training sessions will be held in collaboration with the university's sports department.

5.3. Health Awareness Campaigns:

- Annual health awareness weeks will focus on key issues like diabetes, hypertension, and communicable diseases.

- Seminars by health experts will be organized to educate on preventive healthcare.

5.4. Emergency Protocol:

- In case of medical emergencies, the Health Cell will coordinate with campus security to arrange immediate transport to the nearest hospital.
- A contact list of emergency services and on-call doctors will be maintained.

6. Roles and Responsibilities:

- a. Health Cell Coordinator: Oversees the operations of the cell, plans programs, and liaises with external health partners.
- b. Nurse/Healthcare Staff: Provides day-to-day healthcare services and keeps medical records.
- c. University Web Team: Ensures all health-related information and services are updated on the university website.

7. Reporting and Feedback:

- The Health Cell will submit a bi-annual report to the university administration detailing services provided, wellness programs conducted, and participation levels.
- Feedback will be collected from students and staff to improve health services and initiatives.

8. Review: This SOP will be reviewed and updated annually to reflect any changes in healthcare services or university policies.

9. Contact Information:

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