

Date: February 20, 2024

NOTICE**(Medical Facility, First Aid and Usage of Ambulance Service)**

All the HODs / Section Heads are requested to ensure compliance of following :

1. First Aid kits should be available in each department. Its location with contact information of concerned person is to be notified. In case of hostels, respective Hostel Warden will maintain the First-Aid Kit.
2. All the medicines etc. - as suggested / prescribed by the visiting Doctor (available in MIET Campus SOS only) - should remain available.
3. The Doctor remains available in campus (near to Sarojani Boys' Hostel) during 04:30 pm – 05:30 pm on all days (Mon-Sat; Male and Female Doctor on alternate days). In case of need, one can visit.
4. Expired medicines are to be returned to the dispensary.
5. Its usages / consumption / issuance record is to be maintained by the department in a hard-bound register.
6. While giving any medicine to any students / staff / faculty, show its name and expiry date to the concerned one.
7. Specific medicines (related to any disease / anti-biotic etc.) will not be issued / be the part of first aid kit.
8. Any user, while taking any medicine etc. from first aid kit, must inform about the allergic medicines etc. He / she must not take any such medicines (allergic / prohibited to them) from the First-Aid Kit.
9. All concerned (students / staff / faculty) must inform about his / her disability / medical problem / medical care / medicines requirement – in writing (through respective HOD) – to the Registrar Office. This will be kept in the concerned personal file (list of such person with requirement will be shared to the HODs by Registrar).
10. In case of severe emergency, AMBULANCE service can be used to drop / admit the patient only to the nearby hospital (i.e. Subharti Hospital only). For this, respective HOD / Section Head must contact reception and its permission will be granted by Registrar / Dean-Students' Welfare / Director (during non-working hours : through the Warden / Chief Warden / DSW).


(Dr. Brijesh Singh)

Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-CS/IT, Dean-Academics, Dean-Students' Welfare, Chief Proctor
3. All the HODs
4. Chief Warden and Wardens, Registrar, ERP, Accounts, Transport, Library