Policy on Health Outreach Programmes and Community Health Services (Version 1.0)

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1. Preamble

Universities have a social responsibility to extend their knowledge, expertise and facilities for the health of the communities around them. Health camps, screenings, vaccination drives, awareness campaigns and community health services also give students and faculty valuable experiential learning. This policy supports the University's commitment to Sustainable Development Goal Three (Good Health and Well-being) and establishes a structured and accountable framework for planning, delivering and documenting health outreach programmes and community health services, while safeguarding patient safety, ethical standards and institutional interests.

2. Objective

This policy ensures that health outreach programmes are planned systematically, delivered safely by qualified persons, directed towards communities in need, and documented so that their reach and outcomes can be measured and reported.

3. Scope

This policy applies to all Schools, Departments, Centres, Cells and student bodies of Geeta University that organise or participate in health camps, screenings, vaccination and awareness drives, health education, community health services, village or neighbourhood adoption programmes and similar activities, whether on campus or in the community, alone or with partner institutions.

4. Responsibilities

4.1. Initiating School / Department

- Proposes the programme with objectives and a plan, nominates a Faculty Coordinator, arranges qualified personnel and submits reports and evidence.

4.2. Faculty Coordinator

- Acts as the single point of contact, supervises activities and volunteers, ensures safety and consent, and maintains records of activities and beneficiaries.

4.3. Student Volunteers

- Take part under supervision, follow instructions and protocols, and maintain dignity and confidentiality of community members.

4.4. Deputy Registrar

- Receives and verifies proposals, coordinates with Finance, Security, Transport and partner institutions, and maintains the register of outreach programmes.

4.5. Finance Department

- Reviews budgets, processes approved expenses and maintains related records.

4.6. Registrar

- Oversees policy compliance, reviews reports and exceptional cases, and places proposals before the competent authority.

4.7. Hon'ble Vice Chancellor

- Approves major programmes and partnerships, and decides exceptional cases.

5. Policy Provisions

5.1. Types of Programmes:

- Programmes may include health camps and screenings, vaccination and immunisation drives, blood donation camps, mother and child health activities, nutrition, hygiene and sanitation awareness, mental health awareness, non-communicable disease and lifestyle campaigns, school health programmes and community health services.

5.2. Qualified Personnel:

- Clinical services, screening and the issue of medical advice or medicines are provided only by registered medical practitioners or other qualified and licensed professionals. Students participate only in tasks suited to their training and under supervision.

5.3. Partner Institutions:

- Programmes involving hospitals, public health authorities, NGOs or other agencies are conducted under a written agreement or MoU in accordance with the Policy for Collaborations with Health Institutions. Required permissions from health authorities and the local administration are obtained.

5.4. Community Needs and Priority:

- Programmes give priority to underserved communities, including villages, urban slums, schools, women, children, older persons and persons with disabilities. Services provided by the University are free for the beneficiaries unless otherwise approved.

5.5. Informed Consent and Referral:

- Participation is voluntary and based on informed consent, with guardian consent for minors. Persons found to need further care are given advice and are referred to an appropriate hospital or health centre, with follow-up where feasible.

5.6. Safety and Infection Control:

- Programmes follow hygiene and infection-control protocols, proper handling and disposal of biomedical waste in accordance with law, availability of first aid and emergency arrangements, and appropriate safety for volunteers and participants.

5.7. Student and Faculty Involvement:

- Participation is encouraged as a part of experiential learning, NSS, NCC and community engagement activities. Volunteers receive orientation, supervision and, where applicable, recognition for their service.

5.8. Medicines, Supplies and Materials:

- Medicines and supplies are obtained from authorised sources and distributed only by qualified persons. Awareness material is accurate, evidence-based and in the local language.

5.9. Documentation and SDG Reporting:

- Each programme is recorded in the University register, tagged to the relevant SDG(s), and supported with evidence such as permissions, event reports, photographs, attendance lists, beneficiary numbers and outcome summaries for use in annual reports, accreditation and ranking submissions.

5.10. Restriction on Misuse:

- The University's name, logo and facilities are not used for commercial promotion, sale of products or services, or political or religious propaganda in any outreach activity. Programmes are not used to collect data or samples without ethical clearance.

5.11. Special Approval Mechanism:

- Exceptional cases, if any, may be considered with the approval of the Hon'ble Vice Chancellor.

6. Process and Documentation

Schools or Departments seeking to conduct a programme under this policy follow the process outlined below:

- The School or Department submits a completed proposal, with objectives, location, target beneficiaries, schedule, budget and the names of qualified personnel, at the Office of the Deputy Registrar.
- It attaches the partner's details, necessary permissions and a draft MoU, if applicable.
- It nominates a Faculty Coordinator and lists the student volunteers.

- The Deputy Registrar verifies the proposal and coordinates with Finance, Security, Transport and partner institutions.
- Upon approval from the Registrar, the programme may be conducted, and the Finance Department processes approved expenses.
- It submits a report with supporting evidence and beneficiary numbers to the Deputy Registrar within seven working days of completion.
- It records any incident, adverse event or complaint immediately and reports it to the Deputy Registrar within twenty-four hours.

7. Confidentiality and Transparency

- Personal and health information of beneficiaries is kept strictly confidential and is handled in accordance with applicable law.
- Photographs or videos of beneficiaries are taken and used only with their consent, and do not identify a person's health condition.
- Information is shared only on a need-to-know basis among concerned departments and partner institutions.
- This policy is made available to all Schools and Departments through the University ERP and the Registrar's Office, and is reviewed every two years.

Deputy Registrar

Registrar