

Presidency University, Kolkata
Guidelines for the Hostel -Students' Medical Benefits

1. Definitions

- 1.1 “Student” means a bonafide student of Presidency University residing at Eden Hindu Hostel and the 175th Anniversary Girls’ Hostel of the University provided that the student submits the duly filled up and signed Medical Benefit Form along with the required documents to the Office of the Dean of Students at the stipulated time.
- 1.2 “Medical benefit” means the benefit by way of either direct payment of a hospital bill by the University on behalf of a student or reimbursement of a part amount of a hospital bill paid by a student in accordance with the rules stated hereinafter.
- 1.3 “Student of BPL category” means a student having BPL card issued by the appropriate authority of the State Government. Such a student should register himself / herself as a “Student of BPL Category” by submitting the attested photocopy of the BPL card in favour of his / her family at the time of admission to the hostel. The Dean of Students shall maintain an updated list of the students of such category and provide copies thereof to the Registrar and the Finance Officer.
- 1.4 “Hospital” means the University–approved hospital and it includes Calcutta Medical College at College Street, Bidhannagar Hospital or any Government hospital in Kolkata or any Private Hospital (if approved by the University authority).

2. Eligibility for the Medical Benefits

Only the students as defined in Para 1.1 will be eligible to get the medical benefits provided under the present guidelines. A non-hostelier student is not entitled to get these benefits. However, if a non-hostelier student gets severely and fatally injured / ill due to an accident taking place in the University campus during the class hours, the question of extending the medical benefits to him / her shall be left to the discretion of the Vice-Chancellor.

3. Extent of Benefits

3.1 The benefits to be provided by the University shall be as follows:

a. For BPL Category Students

The University shall pay directly to the service providing hospital the actual amount of the bill for indoor / surgical treatment of a student in respect of certain specified diseases only.

b. For General Category Students

The University shall reimburse 33 per cent of the actual amount of the bill paid by a student subject to a maximum ceiling of Rs.50,000/-

3.2 The above-mentioned benefits shall be provided for indoor / surgical treatment in any of the hospitals defined in Para 1.4 in respect of the following diseases only:

- i. Dengue, malaria, typhoid or similar infectious fever / disease (only after providing blood test report or preliminary check up report);

- ii. Fatal injury to any part of the body caused by an accident;
- iii. Severe cardiac disease;
- iv. Any gynecological disease (if hospitalization and surgery is recommended by an authorized physician of the University and the same is approved by the Vice-Chancellor).
- v. Any other major disease (if hospitalization and surgery is recommended by an authorized physician of the University and the same is approved by the Vice-Chancellor).

3.3 No benefit will be provided in respect of the following:

- i. Outdoor treatment of any nature whatsoever.
- ii. Indoor dental treatment
- iii. Medical expenses, doctor fees, medical investigation charges, etc. incurred after being discharged from the hospital.
- iv. Treatment of any chronic disease carried by a student prior to his / her admission to the hospital. (In this respect the student is required to produce a medical certificate of the current date to be issued by a doctor of any government hospital to the effect that he / she does not carry any chronic disease or if he / she carries it, the same should be specified in that certificate).

3.4 The students will be entitled to General Ward / Bed in the hospital unless otherwise advised / required by the concerned physician and approved by the University authority.

3.5 No benefit will be provided for a period exceeding 7 days except under special circumstances depending on the merit of each individual case and subject to special approval of the Vice-Chancellor.

4. Procedures for Direct Payment to the Hospital

- When a student is admitted to a University-approved hospital on the basis of the recommendation of a doctor, the hospital should call for (i) Student's Identity Card and (ii) a written advice from the Dean of Students (through e-mail / other wise) as to whether the bill for the student will be paid by the University or not.
- If the bill is payable by the University, the hospital shall submit the bill to the Dean of Students, after the student being discharged by the hospital, for payment.
- The items / particulars to be charged / claimed in the bill and the rates thereof shall be in accordance with the agreement entered into between the University and the hospital.
- While submitting the bill, the hospital shall ensure submission of the following documents also along with the bill:
 - i. Discharge Summary
 - ii. Photocopy of the student's I-card.
 - iii. Doctor's advice regarding admission of the student to the hospital.
 - iv. The confirmation letter from the Dean of Students regarding direct payment

- v. Investigation Reports, if any.
 - vi. Receipts/ cash memos/ bills for medicines, prescriptions, and other relevant documents as required by the University from time to time in respect of claims for reimbursement by the hospital of charges for tests conducted or treatment given in the hospital, e.g., X-ray, blood tests, etc.
- The bill along with all the above documents should be forwarded to the Finance Officer by the Dean of Students through the Registrar with recommendation for payment and on getting necessary approval from the Vice-Chancellor, the Finance Officer will arrange for payment of the bill.

5. Procedures for Claiming Reimbursement by a student

- The student shall pay the bill directly to the hospital and collect a money receipt from the hospital.
- Thereafter, he / she shall submit the bill along with the following documents in original to the Dean of Students with a letter requesting for reimbursement of the expenditure paid by him / her in accordance with the medical benefit rules:
 - i. Money Receipt
 - ii. Discharge Summary
 - iii. Photocopy of the student's I-card.
 - iv. Doctor's advice regarding admission of the student to the hospital.
 - v. The confirmation letter from the Dean of Students regarding direct payment
 - vi. Investigation Reports, if any.
 - vii. Receipts/ cash memos/ bills for medicines, prescriptions, and other relevant documents as required by the University from time to time in respect of claims for reimbursement by the hospital of charges for tests conducted or treatment given in the hospital, e.g., X-ray, blood tests, etc.
- The bill along with all the above documents should be forwarded to the Finance Officer by the Dean of Students through the Registrar with recommendation for payment and on getting necessary approval from the Vice-Chancellor, the Finance Officer will arrange for payment of the bill.

6. Interpretation of Rules

If any question arises regarding interpretation of these rules, it shall be referred to the Vice-Chancellor whose decision shall be final.