

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ASSOCIATED HAH CENTENARY HOSPITAL
GURU RAVIDAS MARG, HAMDARD NAGAR
NEW DELHI – 110062**



Date: 19.09.2025

OFFICE ORDER

Subject: Constitution of Crèche/Daycare Monitoring Committee.

Sanction is hereby accorded to the constitution of committee, which is designated as “Crèche/Daycare Monitory Committee” for Hamdard Institute of Medical Sciences & Research and HAHCH Hospital.

Constitution of Committee:

- | | |
|--|--------------------|
| 1. Prof. (Dr.) Musharraf Husain, Dean/Principal, HIMSR & HAHCH | - Chairperson |
| 2. Prof. (Dr.) Farzana Islam, HOD, Community Medicine | - Incharge |
| 3. Ms. Shabnam, ANS, HAHCH | - Member |
| 4. Ms. Arti, Dietician, HAHCH | - Member |
| 5. Crèche Worker | - Member |
| 6. Parent Representatives (2–3 to be nominated) | - Members |
| 7. Dr. P N Fathima Beevi, Asst. MS, Crèche Supervisor | - Member Secretary |

Frequency of Meetings:

The Committee shall meet once every quarter.

Emergency meetings may be convened by the Chairperson when necessary.

Roles & Responsibilities:

- Chairperson: Provide leadership, approve decisions, and ensure policy compliance.
- Creche In charge: Provide advisory inputs on health and developmental aspects, guidance to staff when required, facilitate resources, staffing, and supplies, Address grievances and escalate issues to the Committee if needed.
- Member Secretary (Crèche Supervisor/Admin): Oversee day-to-day functioning of the crèche, ensure compliance and resource facilitation. Maintain records, circulate agenda/minutes, convene meetings, and coordinate follow-up actions.
- Parent Representatives: Share feedback and represent user concerns.
- Crèche Worker: Report daily operations and needs, manage routine childcare, feeding, and hygiene, maintain attendance and activity records.

Prof. (Dr.) Musharraf Husain
Dean/Principal

Copy to:

1. Medical Superintendent, HAHCH
2. AMS, HAHCH
3. All HODs
4. All concerned members
5. Sr. PS to CEO, HIMSR & HAHCH – for information please.

