



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

Date: 16.04.2026

OFFICE ORDER

Subject: Constitution of Women's Development Cell.

Sanction is hereby accorded to the constitution of committee, which is designated as 'Women's Development Cell' for Hamdard Institute of Medical Sciences & Research and HAHC Hospital.

Committee Composition:

SN	Name	Role
1	Dr. Sujata Jetley, Professor, Pathology	Chairperson
2	Dr. Sumedha Sharma, Professor, OBG	Member Nodal Officer-Gender Champions Program
3	Dr. Shafia Nisar Kakroo, Associate Professor, Dermatology	Member (Faculty)
4	Dr. Shreshth Khanna, Assistant Professor, Pharmacology	Member (Male)
5	Dr. Sana Salim Khan, Assistant Professor, Paediatrics	Member (Faculty)
6	Dr. Syed Mohammad Arif Sheerazi Assistant Professor, Surgery	Member (Male)
7	Ms. Joby Verghese, Nursing Officer (CNE)	Member (Nursing)
8	Ms. Saltanat Mirza, Deputy Manager, Purchase Section	Member (Non-Teaching Staff)
9	Dr. Kusuma Harisha, Associate Professor, Anatomy	Member Secretary

Role:

The Women Development Cell will undertake the following activities to promote gender equity, safety, and empowerment within the institution and the wider community:

- Conduct sensitization workshops during student induction and organize annual refresher training programs for all faculty, staff, and students on gender sensitization, prevention of sexual harassment at the workplace, and awareness about the Internal Complaints Committee (ICC).
- Organize guest lectures, film screenings, panel discussions, and awareness campaigns to promote understanding of women's safety, gender equality, and women's legal rights.
- Engage with the local community, community leaders, patients, and other stakeholders to promote awareness and initiatives related to women's rights and development.
- Promote diversity, equity, inclusion, and belonging for people of all genders, while recognizing and addressing intersectional identities related to gender, sexuality, religion, caste, class, race, ability, and ethnicity.

- Collaborate with the Internal Complaints Committee (ICC) to identify institutional training needs and ensure compliance with legal and regulatory provisions related to prevention of sexual harassment and protection of women's rights.
- Advocate for gender parity by conducting audits of institutional facilities, policies, and existing practices, and by recommending appropriate improvements to the administration.
- Run social media and digital awareness campaigns to promote gender equality, women's rights, and institutional initiatives related to women's empowerment.
- Observe and celebrate important national and international days such as National Girl Child Day and International Women's Day, to promote awareness, dialogue, and collective action on gender-related issues.
- Collaborate with external agencies, including law enforcement authorities, to organize training programs on self-defense, cyber safety, and mechanisms for reporting gender-based violence.
- Encourage and promote research in the areas of women's development, gender equality, and gender-sensitive policies.
- Identify and recommend role models from among girls, women, and members of the transgender community for institutional recognition and awards, thereby promoting inclusive leadership and visibility.
- Facilitate and strengthen the implementation of the Gender Champions Programme within the institution.
- Prepare and publish an annual report documenting the activities, initiatives, and impact of the Women Development Cell.

Quorum: 5 members including Chairperson and Secretary

Relevant Rules

- Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015.
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Guidelines on basic facilities and amenities for safe secure environment for women and women cell (for sensitization, policy implementation, monitoring and grievance redressal) in higher educational institutions.
- Guidelines for Gender Champions in Universities and Colleges.
- Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses.

Reporting to: Dean, HIMSR

Meeting Frequency: Monthly

Tenure: Three Years with one-third Members replaced every year

Role of Chairperson:

1. Provide overall leadership and strategic direction
2. Ensure meetings are conducted effectively, transparently, and in accordance with institutional and statutory requirements.

3. Ensure compliance with applicable laws, regulations, and best practices
4. Ensure that the committee members receive adequate induction and refresher trainings needed to conduct the business of the committee.

Role of Nodal Officer – Gender Champions Program

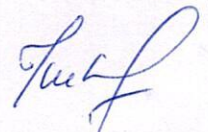
1. To ensure initiation and regular functioning of Gender Champions Program in HIMSR as per UGC Guidelines
2. To Submit Annual Report of the same to Dean, HIMSR

Role of Member Secretary:

1. Convene meetings with prior approval of the Chairperson.
2. Circulate meeting notices and agendas to members in advance.
3. Record and circulate signed Minutes of Meetings within 72 working hours of meetings.
4. Monitor implementation of decisions taken by the Committee.
5. Prepare and present Action Taken Reports.
6. Maintain all official records of the EOC, including:
 - o Minutes of Meetings
 - o Attendance Records
 - o Action Taken Reports

Copy to:

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



Prof. (Dr.) Musharraf Husain
Dean/Principal

