



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

Date: 07.04.2026

OFFICE ORDER

Subject: Reconstitution of Equal Opportunity Cell (EOC).

Sanction is hereby accorded to the reconstitution of committee, which is designated as 'Equal Opportunity Cell (EOC)' for Hamdard Institute of Medical Sciences & Research and HAHC Hospital.

Committee Composition:

- | | |
|---|--------------------------------------|
| 1. Dr. Abhinav Jain, Professor & HOD, Radio-diagnosis | - Chairperson |
| 2. Dr. Owais Ahmed Qureshi, HOD, PMR | - Member |
| 3. Dr. Aqsa Shaikh, Professor, Com. Medicine | - Anti-Discrimination Officer |
| 4. Dr. Nimmi Jose, Professor, Psychiatry | - Liaison Officer (under RPwD Rules) |
| 5. Dr. Niharika Chaudhary, Associate Professor, Ophthalmology | - Member |
| 6. Dr. Mohd Ayub Ansari, Associate Professor, Paediatrics | - Member |
| 7. Dr. Deepti Agarwal Assistant Professor, ENT | - Member |
| 8. Dr. Mohammad Rashid, Assistant Professor, Com. Medicine | - Member |
| 9. Dr. Manpreet Singh, Senior Resident, Com. Medicine | - Member |
| 10. Dr. P. N. Fathima Beevi, Assistant Medical Superintendent | - Member Secretary |

Scope:

The Equal Opportunity Cell (EOC) is constituted in accordance with:

- Rights of Persons with Disabilities Act, 2016 and Rules, 2017
- NMC Public Notice dated 15.01.2026.

The EOC aims to promote inclusivity, equity, and non-discrimination within HIMSAR and HAHC Hospital. The Cell seeks to create an enabling environment that ensures equal opportunities for all students, employees, and patients, irrespective of ability, disability, caste, or other marginalized identities.

Quorum: The Quorum of the cell will be 5 members including Chairperson and Secretary.

Frequency of Meeting: The Cell shall meet at least once in 2 months or more as required.

Functions of the Equal Opportunity Cell

The EOC shall:

1. Formulate and implement the Equal Opportunity Policy in accordance with RPwD Act, Government of India guidelines.
2. Receive, examine, and dispose of complaints related to discrimination.
3. Promote awareness regarding equality, social inclusion, and prevention of caste-based and disability-based discrimination within the institution.
4. Periodically assess infrastructure and institutional facilities to identify accessibility barriers and recommend corrective measures.

5. Facilitate reasonable accommodations for persons with disabilities in academic, clinical, and workplace environments.

Role of Chairperson:

The Chairperson shall:

1. Provide overall leadership and strategic direction in implementing equity and inclusion policies.
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 related to equality and inclusion – including compliance to accessibility audits.
4. Ensure that the cell members receive adequate induction and refresher trainings needed to conduct the business of the cell.
5. Ensure that periodic Training and sensitization of all staff and students is conducted on equity promotion, inclusion and accessibility.
6. Ensure that the institution has a valid and updated Equal Opportunity Policy (under RPwD Act) that is available on its website

Role of Anti-Discrimination Officer

1. Receive written complaints and initiate appropriate follow-up action, including preliminary fact-finding inquiries wherever required. The anti-discrimination officer shall ensure that complaints are addressed within 60 days from the date of receipt.
2. Keep a record of all such complaints received, disposed off and action taken.

Role of Liaison Officer


1. The liaison officer will ensure compliance with existing rules and regulations regarding recruitment, promotion, admission of persons with disability. The liaison officer will ensure provision of facilities and amenities for such persons.
2. The liaison officer will maintain records of all the students and employees with disability as prescribed in RPwD Act Section 4.9

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 Cell
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

