



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

Date: 23/03/2026

OFFICE ORDER

Subject: Reconstitution of Postgraduate Committee.

Sanction is hereby accorded to the reconstitution of committee, which is designated as '**Postgraduate Committee**' for Hamdard Institute of Medical Sciences & Research and HAHCH Hospital.

Constitution of Committee:

- | | |
|---|--------------------|
| 1. Prof. (Dr.) Musharraf Husain, Dean/Principal, HIMSAR | - Chairperson |
| 2. Dr. Prathibha Panjiar, Professor, Anaesthesia | - PG Coordinator |
| 3. Professor Incharge, Admission Cell, HIMSAR | - Member |
| 4. Professor Incharge, Examination Cell, HIMSAR | - Member |
| 5. Professor Incharge MEU Cell, HIMSAR | - Member |
| 6. Mr. Ismail, Deputy Manager, Dean's Office, HIMSAR | - Member |
| 7. Dr. Khan Afreen Mushtaq Ahmed, Associate Professor, Medicine | - Member Secretary |

Roles and Responsibilities:

- **Academic Oversight**
 - Monitor and review the conduct of postgraduate teaching programs.
 - Ensure adherence to prescribed curriculum and academic calendar.
- **Thesis and Research Monitoring**
 - Review and approve thesis topics and research protocols.
 - Monitor progress of thesis work and ensure timely submission.
 - To approve residents travel/ conference/thesis/Assessment/ research grants
- **Assessment and Evaluation**
 - Oversee internal assessments, logbooks, and periodic evaluations.
 - Ensure fair and standardized assessment practices.
- **Regulatory Compliance**
 - Ensure compliance with National Medical Commission (NMC) guidelines.
 - Maintain proper documentation for inspections and audits.
- **Clinical Training Integration**
 - Facilitate coordination between academic departments and hospital units.
 - Ensure adequate clinical exposure and training for postgraduate students.
- **Grievance Redressal**
 - Address academic and training-related grievances of PG students.
 - Recommend corrective measures where required.
 - To have a quarterly meeting to discuss residents grievance.
- **Quality Improvement**
 - Recommend measures for continuous improvement in PG education.
 - Promote research culture and academic excellence.

Prof. (Dr.) Musharraf Husain
Dean/Principal

Copy to:

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

