



**HAMDARD INSTITUTE OF MEDICAL SCIENCES AND RESEARCH & ITS
ASSOCIATED HAHCH, GURU RAVIDAS MARG, HAMDARD NAGAR
DELHI-110062**



Date: 09-09-2026

OFFICE ORDER

Subject: Constitution of Enabling Unit for Persons with Benchmark Disabilities (PwBD)

In compliance with the directions of the National Medical Commission (NMC) contained in its Circular dated 27.07.2026 regarding constitution of Enabling Units for Persons with Benchmark Disabilities (PwBD), and the subsequent NMC communication No. NMC/U-11021/24204/PwBD/2026 dated 03.09.2026, an Enabling Unit for Persons with Benchmark Disabilities (PwBD) is hereby constituted at the Hamdard Institute of Medical Sciences & Research (HIMSAR), with immediate effect.

The Unit shall function as a single point of contact for students with benchmark disabilities and shall facilitate reasonable accommodation, academic and clinical support, barrier-free access, coordination with concerned authorities, maintenance of records and dissemination of relevant information.

Constitution of Enabling Unit

S. No.	Name & Designation	Role in Enabling Unit	Designation	Contact	Email
1.	Prof. (Dr.) Abhinav Jain	Chairperson	Professor & HOD Radiology	9999912701	hod.radiology@himsr.co.in
2.	Prof. (Dr.) Aqsa shaikh	Member	Professor Community Medicine	8527148505	aqsashaikh@himsr.co.in
3.	Prof. (Dr.) Nimmi Jose	Member & Single Point of Contact	Professor, Psychiatry	9818321416	nimjos10@yahoo.com
4.	Prof. (Dr.) Sana Alam	Member	Professor Biochemistry & Admission committee member	9654318220	sanaalam@himsr.co.in
5.	Dr. Nehal Ahmad	Member	Associate Professor, Pathology & Examination Committee Member	7388905513	nehal.ahmad@himsr.co.in

6.	Dr. Sana Rehman	Member	Associate Professor, Pharmacology & Library Committee member	9897978953	sana.rehman@himsr.co.in
7.	Dr. Bhumika Upadhyay	Coordinator	Assistant Professor, Biochemistry	9643256253	bhumikaupadhyay@himsr.co.in
8.	Dr. Owais Alam	Member	Assistant MS	9136033349	asst.ms@himsr.co.in

Single Point of Contact (SPOC) for PwBD Students:

Name: Dr. Nimmi Jose

Designation: Professor, Psychiatry

Official Email: nimjos10@yahoo.com

Telephone/Mobile: 9818321416

Functions and Responsibilities of the Enabling Unit:

1. Act as the single point of contact for students with benchmark disabilities in academic, clinical and institutional matters.
2. Receive and facilitate requests for reasonable accommodation from PwBD students and coordinate their consideration by the appropriate academic/administrative authority.
3. Facilitate appropriate academic support, including accessibility-related requirements in teaching-learning activities, assessments and examinations, wherever applicable.
4. Facilitate necessary clinical/clinical-training support and reasonable accommodation for students with benchmark disabilities, in coordination with the concerned departments.
5. Facilitate barrier-free access to classrooms, laboratories, library, examination areas, clinical teaching areas and other relevant institutional facilities.
6. Coordinate with the Dean, academic departments, examination authorities, hospital administration, and other concerned offices for implementation of approved accommodations.
7. Identify and bring to the notice of the competent authority any physical, academic, administrative or procedural barriers affecting PwBD students.
8. Maintain a confidential record of requests received and accommodations provided, ensuring confidentiality and non-discrimination.
9. Disseminate information regarding the Enabling Unit, its functions and contact details through the institutional website, notice boards and other appropriate communication channels.
10. Coordinate with relevant statutory/regulatory authorities wherever necessary in matters concerning PwBD students.
11. Review accessibility and accommodation arrangements periodically and submit recommendations to the Dean/competent authority.
12. Perform any other function relating to facilitation, accessibility, reasonable accommodation and non-discrimination of PwBD students as assigned by the competent authority.

Functioning of the Unit: The Enabling Unit shall be accessible to students during working hours. The designated SPOC/Coordinator shall maintain a mechanism for receiving requests, recording action taken and following up on unresolved matters. All requests and records shall be handled with due confidentiality and without discrimination.

The Unit shall maintain, at minimum:

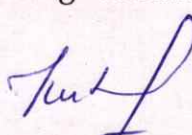
- Register/record of requests received;
- Details of accommodation requested;
- Action taken/disposal status;
- Accommodation/facilitation provided;
- Referral/coordination with concerned departments, wherever required; and
- Periodic status of pending and resolved requests.

Publicity and Dissemination: The details of the Enabling Unit, including, Name of Chairperson/Coordinator; Name and designation of SPOC; Official email ID; Telephone/mobile number; Functions of the Unit; and Procedure for approaching the Unit shall be displayed on the HIMSR website and institutional notice boards and communicated to students.

Review and Reporting

The Coordinator shall periodically review the functioning of the Enabling Unit and place a status report before the Dean, HIMSR, whenever required.

The Unit shall ensure that all necessary documentation is maintained so that the institution can furnish evidence of compliance to the NMC whenever required. The NMC has specifically asked medical colleges to submit the institutional constitution order and supporting documents evidencing compliance.


Prof. (Dr.) Musharraf Husain
Dean/Principal
HIMSR & HAHCH



Copy to:

1. Medical Superintendent, HAHCH
2. Additional MS, HAHCH
3. All Heads of Departments
4. All Concerned persons- for necessary action
5. Incharge Admission Cell, HIMSR
6. In-Charge, Examination Cell, HIMSR
7. In-Charge, HR Section, HIMSR
8. Academic Cell, HIMSR
9. NMC Cell, HIMSR
10. IT/Webmaster - for uploading the details of the Enabling Unit on the institutional website.
11. Sr. PS to CEO, HIMSR & HAHCH
12. Notice Board, HIMSR/HAHC Hospital
13. Office File.