



HIMALAYA MEDICAL COLLEGE & HOSPITAL

Permitted by:- NMC, Govt. of India
Approved by:- Health Department, Govt. of Bihar
Affiliated to:- Bihar University of Health Sciences
Chiksi, (SH-69), Paliganj, Patna, Bihar - 801110
Contact: 9031068024, 6287090210, 9304637349
Email id:- himalayauniv.hmch@gmail.com
Website:- www.hmcedu.in

Ref.: HMCH/PWBD/500/26

Date: 28/07/2026

OFFICE ORDER

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

In compliance with the applicable provisions of the Rights of Persons with Disabilities Act, 2016, the relevant rules and guidelines issued by the competent regulatory authorities, and the requirements of the National Medical Commission (NMC) regarding accessibility and reasonable accommodation for Persons with Benchmark Disabilities (PwBD), an Enabling Unit for Persons with Benchmark Disabilities (PwBD) is hereby constituted in the College with immediate effect.

The composition of the Enabling Unit shall be as follows:

Sl. No.	Name	Designation	Role in Enabling Unit	MOBILE NUMBER
1	Dr. (Prof.) K. H. Raghwendra	Principal	Chairperson	9835092798
2	Dr. (Prof.) Satendra Kumar Sinha	Medical Superintendent	Member	7004277399
3	Dr. (Prof.) Pradeep Kr. Verma	Professor, Dept. of Anatomy, Professor In-Charge of Student Welfare	Member	9798423686
4	Dr. Ahraz Ali Imam	Assistant Professor, Dep. of General Medicine	Member	8377881828
5	Dr. Shweta Kantha	Assistant Professor, Dep. of Obs. & Gynec	Member	8377881828
6	Dr. Asfia Rahman	Assistant Professor, Dep. of ENT	Member	7004469127
7	Dr. Priyesh Kumar	Assistant Professor, Dep. of Orthopaedics	Member	7004469127
8	Dr. Anunay Narain	Assistant Professor, Dep. of EYE	Member	8789310797
9	Dr. Nishant	Assistant Professor, Dep. of Physiatrist	Member	8789310797
10	Dr. Mukul Kumar	Assistant Professor, Dep. of General Surgery	Member	9546971099
11	Dr. Kunal Goswami (PT)	Physiotherapist	Member/Special Invitee	6202322256
12	Mr. Ramanand Manoj Sonu	Administrative Officer	Member	80841 15116
13	Dr. Sweta Sinha	Associate Professor, Dept. of Community Medicine	Nodal Officer/Convenor	8377881828
14	To be included after Admission	PWBD Student Representative	Member	

Functions and Responsibilities

The Enabling Unit shall:

1. Facilitate accessibility and inclusion of students and other persons with benchmark disabilities within the College and Hospital.
2. Identify and address accessibility barriers in academic buildings, laboratories, library, examination halls, hostels, hospital departments, OPD, wards and other institutional facilities.
3. Facilitate reasonable accommodation for eligible PwBD students in accordance with applicable laws, regulations and directions of competent authorities.
4. Coordinate with the concerned authorities regarding admission, academic activities, examinations, clinical training and other educational requirements of PwBD students.
5. Facilitate appropriate examination accommodations, including scribe/reader assistance, compensatory time and other permissible facilities, wherever applicable.
6. Maintain and facilitate access to assistive devices and technologies, accessible learning resources and other support facilities.
7. Conduct periodic accessibility audits of the College and Hospital and recommend corrective measures.
8. Ensure availability and maintenance of accessible toilets, ramps, lifts, handrails, signage, pathways, parking and other accessibility facilities, as applicable.
9. Develop an appropriate emergency evacuation and assistance mechanism for PwBD students and staff.
10. Organise sensitisation and awareness programmes for faculty members, students, residents, administrative staff, hospital staff and other employees regarding disability rights, accessibility and disability etiquette.
11. Receive and address grievances relating to accessibility, discrimination, denial of reasonable accommodation or other disability-related issues and coordinate with the appropriate institutional authority for their resolution.
12. Maintain proper records, registers, minutes of meetings, accessibility audit reports, action taken reports and other relevant documents relating to the functioning of the Enabling Unit.
13. Review the accessibility and support requirements of PwBD students periodically and recommend appropriate measures to the College administration.
14. Perform such other functions as may be assigned by the Dean/Principal or required under applicable statutory/regulatory provisions.



Single Point of Contact (SPOC)

The Administrative Officer shall be designated as the Primary Single Point of Contact (SPOC) for all matters relating to Persons with Benchmark Disabilities.

The SPOC shall coordinate with students, parents/guardians, faculty members, academic departments, Examination Cell, Hospital Administration, Student Welfare Office and other concerned authorities, wherever necessary.

The following details of the SPOC shall be prominently displayed on the official website of the Institution and at appropriate locations within the College and Hospital:

Particular	Details
Name of SPOC	Mr. Ramanand Manoj Sonu
Designation	Administrative Officer
Official Contact Number	8084115116
Official Email ID	Himalayauniv.hmch@gmail.com
Office Hours	9:00 am to 5:00 pm.

Meetings of the Unit

The Enabling Unit shall ordinarily meet at least once every quarter and may convene additional meetings whenever considered necessary by the Chairperson or Nodal Officer.

The Nodal Officer shall ensure that the agenda, minutes of meetings and Action Taken Reports are properly maintained.

Institutional Responsibility

All Heads of Departments, faculty members, administrative officers, hospital authorities and other concerned personnel of the Institution shall extend necessary cooperation to the Enabling Unit for effective discharge of its functions.

The Enabling Unit shall function in coordination with the existing statutory and institutional bodies, wherever its functions overlap with matters concerning student welfare, examination, grievance redressal, anti-discrimination, accessibility and institutional administration.

Effective Date

This Office Order shall come into force with immediate effect and shall remain in force until modified, reconstituted or withdrawn by a subsequent order of the competent authority.



The Institution reiterates its commitment to fostering an accessible, inclusive, equitable and barrier-free learning environment in which every student is provided an equal opportunity to pursue medical education with dignity and without discrimination.

By Order of the Competent Authority


Director
Himalaya Medical College & Hospital
Director
Himalaya Medical College and Hospital
Chiksi, Panganj, Patna

Copy to:

1. The Chairperson/All Members, Enabling Unit for information and necessary action.
2. Medical Superintendent.
3. All Heads of Departments.
4. Examination Cell.
5. Student Welfare Office.
6. Administrative Office.
7. IT/Web Administrator – for publication of SPOC details on the official website.
8. Office File.