

OFFICE ORDER

Order No.: JIMSH/PRIN/CIR/2026-'27/ 195A

Date: 03.08.2026

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

Reference:

1. National Medical Commission (NMC) Circular No. NMC/U-11021/24204/PwBD/2026 dated 27.07.2026 regarding Constitution of Enabling Units for Persons with Benchmark Disabilities (PwBD).

ORDER

In compliance with the directions of the **National Medical Commission (NMC)** regarding constitution and functioning of an **Enabling Unit for Persons with Benchmark Disabilities (PwBD)**, and with the objective of ensuring an inclusive, accessible, equitable and non-discriminatory academic and clinical environment for students with benchmark disabilities, an **Enabling Unit for Persons with Benchmark Disabilities (PwBD)** is hereby constituted at **Jagannath Gupta Institute of Medical Sciences & Hospital (JIMSH)** with immediate effect.

The Enabling Unit shall function as the institutional mechanism and **single point of coordination for matters concerning students with benchmark disabilities**, and shall facilitate reasonable accommodation, academic and clinical support, barrier-free access and coordination with concerned institutional and external authorities, wherever required.

1. Constitution of the Enabling Unit

The Enabling Unit shall comprise the following members:

Sl. No.	Name	Designation	Role in the Unit
1.	Prof. Dr. Pitbaran Chakraborty	Principal	Chairperson
2.	Prof. Dr. Aditi Aikat	Dean, Students' affairs	Coordinator
3.	Prof. Dr. Rajasri Chunder	Dean, Academics	Member
4.	Prof. Dr. Diana Laishram	Nodal & administrative Officer	Member
5.	Prof. Dr. Sayantani Majumder	Professor, Anatomy & In-Charge, Exam Cell	Member

6.	Prof. Dr. Sugandha Garg	Professor, Pharmacology , & chief Warden , Hostel	Member
7.	Prof. Dr. Debayan Mallik	Professor, Community Medicine , & Warden , Boy's Hostel	Member
8.	Prof. Dr. Debarati Chandra	Professor &HOD, Physiology	Member
9.	Prof. Dr. Ambarish Ghosh	Assistant Medical Superintendant, and HOD, Psychiatry	Single Point of Contact (SPOC)

The composition may be modified or additional members may be co-opted by the competent authority whenever considered necessary for effective discharge of the functions of the Unit.

2. Single Point of Contact (SPOC)

The following official is designated as the **Single Point of Contact for students with Benchmark Disabilities (PwBD)**:

Name: Prof. Dr. Ambarish Ghosh

Designation: Assistant Medical Superintendant, and HOD, Psychiatry

Department: Psychiatry

Official Email: hod.psychiatry@jimsh.org

Contact No.: 8017585058

Office/Location: JIMSH, Central Campus, Budgebudge, Kolkata -700137

The SPOC shall serve as the primary contact for PwBD students for receiving requests, providing guidance and facilitating appropriate support and reasonable accommodation.

3. Functions and Responsibilities of the Enabling Unit

The Enabling Unit shall:

1. **Facilitate reasonable accommodation** for students with benchmark disabilities, based on their individual requirements and applicable institutional/NMC provisions.
2. Facilitate appropriate **academic support**, including coordination with concerned teaching departments and academic authorities wherever accommodation or additional support is required.
3. Facilitate appropriate **clinical and practical training support**, wherever required, in coordination with the concerned clinical departments, hospital authorities and academic administration.
4. Promote and facilitate **barrier-free access** to academic, clinical, administrative and other relevant areas of the institution.
5. Identify and coordinate measures required to address **accessibility-related barriers** faced by PwBD students.
6. Coordinate with the **Dean/Principal, academic administration, hospital administration, concerned departments and other institutional authorities** for timely resolution of issues relating to PwBD students.
7. Coordinate with **competent external authorities/agencies**, wherever required, for matters relating to disability certification, accessibility, assistive support or other relevant requirements.

8. Provide PwBD students with information regarding **available facilities, support mechanisms, procedures and avenues for seeking reasonable accommodation**.
 9. Ensure appropriate **dissemination of information** regarding the Enabling Unit, its functions and the designated SPOC among students and relevant stakeholders.
 10. Maintain appropriate **records of requests received, accommodation/support provided and actions undertaken**, while ensuring confidentiality, dignity, privacy and non-discrimination.
 11. Undertake appropriate **follow-up** to ensure that approved accommodations and support measures are effectively implemented.
 12. Review accessibility and support requirements periodically and recommend appropriate measures to the competent authority.
 13. Ensure that matters concerning PwBD students are dealt with in a **confidential, sensitive, dignified and non-discriminatory manner**.
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4. Procedure for Seeking Support

Any student with benchmark disability requiring reasonable accommodation, academic/clinical support, accessibility assistance or any other institutional assistance may approach the designated **SPOC** of the Enabling Unit through the prescribed institutional mechanism.

The SPOC shall:

Receive the request → assess/clarify the requirement → coordinate with the appropriate authority/department → facilitate the required support/accommodation → document the action taken → undertake follow-up, wherever required.

All requests shall be handled with due regard to confidentiality and privacy.

5. Record Maintenance

The Enabling Unit shall maintain appropriate records relating to:

- Requests received from PwBD students;
- Nature of support/accommodation requested;
- Action taken;
- Coordination with concerned departments/authorities;
- Support/accommodation provided; and
- Follow-up, wherever applicable.

Records containing personal or disability-related information shall be maintained securely and accessed only by authorized personnel, with due regard to privacy and confidentiality.

6. Dissemination and Accessibility of Information

Information regarding the constitution, functions and contact details of the PwBD Enabling Unit and its designated SPOC shall be appropriately disseminated among students.

The relevant information shall be made accessible through appropriate institutional channels, including:

- Institutional website;
 - Designated notice boards;
 - Student orientation/induction programmes; and
 - Other appropriate institutional communication mechanisms.
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7. Functioning and Reporting

The Enabling Unit shall remain **functional and accessible to students** during the academic year.

The Coordinator/SPOC shall facilitate the day-to-day functioning of the Unit and shall report matters requiring institutional intervention to the **Dean/Principal/Competent Authority**.

The Unit shall meet/review its activities as and when required to ensure effective implementation of reasonable accommodation, academic and clinical support, barrier-free access and other measures for PwBD students.

8. Effective Date

This Office Order shall come into force **with immediate effect** and shall remain operative until further orders.

All concerned departments, administrative sections and institutional authorities are requested to extend necessary cooperation to the Enabling Unit for effective discharge of its responsibilities.

This issues with the approval of the **Competent Authority**.



Principal

Jagannath Gupta Institute of Medical Sciences & Hospital

Central campus, K.P. Mondal Road, Buita, Budge Budge, Kolkata, West Bengal

Principal

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Copy to:

Chairman, JIMSH/ Vice-Chairman, JIMSH/ Executive Director, JIMSH/ The Chairperson, PwBD Enabling Unit/
The Coordinator, PwBD Enabling Unit/ The Single Point of Contact (SPOC)/ MSVP, JIMSH/ CMS/ DMS/ Dean
Academics/ Dean Students' Affairs/ All Members, PwBD Enabling Unit/ Academic Section/ Students' Affairs/ All
Heads of Departments/Office Copy