

**OFFICE ORDER****CONSTITUTION OF ENABLING UNIT FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):**

To facilitate an inclusive, accessible, equitable and supportive academic, clinical and institutional environment for Persons with Benchmark Disabilities (PwBD), an Enabling Unit for Persons with Benchmark Disabilities is hereby constituted at Tripura Santiniketan Medical College & Hospital with the following members:

Sl. No.	Name and Designation	Position	Contact Number
1	Prof (Dr.) Ranjit Kumar Das, Principal,	Chairperson	9436130061
2	Prof (Dr.) Asim De, MSVP,	Member	9436120388
3	Prof (Dr.) Sajal Kumar Gupta, Prof. & HOD, Department of Psychiatry,	Member	8787393979
4	Prof (Dr.) Swapan Sarkar, Prof. & HOD, Department of General Medicine,	Member	9436120269
5	Dr. Dipak Kumar Dhar, Asso. Prof. & HOD, Department of Physiology,	Member	8794314360
6	Dr. Prabal Das, Asst. Prof., Department of Forensic Medicine & Toxicology,	Member	8119836872
7	Dr. Shambhabi Chakraborty Asst. Prof., Department of Microbiology,	Member	8118967875
8	Dr. Debjani Das, Asst. Prof., Student cell Incharge, Department of Microbiology,	PwBD Representative & Member Secretary	9233353113

MAJOR FUNCTIONS OF THE ENABLING UNIT

1. The Enabling Unit shall undertake the following functions:
2. Promote equal opportunity, inclusion and accessibility for Persons with Benchmark Disabilities among students, faculty, doctors, staff, patients and attendants.
3. Identify and address barriers relating to physical, academic, clinical, communication and digital accessibility within the institution.
4. Facilitate and promote accessible infrastructure, including ramps, accessible toilets, lifts, appropriate signage, accessible pathways and other reasonable accessibility measures.
5. Facilitate appropriate academic support and reasonable accommodation for PwBD students to ensure equal participation in academic and institutional activities.
6. Coordinate disability - related assistance and support with the relevant academic, clinical, administrative and support departments of the institution.

7. Receive, examine and facilitate appropriate resolution of accessibility-related grievances, requests and concerns raised by PwBD students, faculty, staff, patients or attendants.
8. Maintain appropriate records and documentation relating to PwBD facilities, accessibility measures, support services, accommodations and activities undertaken by the institution.
9. Conduct regular awareness, sensitization and orientation programmes for students, faculty members, doctors, administrative personnel and other staff regarding disability inclusion and accessibility.
10. Review and facilitate the accessibility of hospital services for PwBD patients and their attendants, including access to registration, consultation, diagnostic, treatment and other relevant services. Submit periodic reports, observations and recommendations to the Principal / Competent Authority for necessary consideration and appropriate action.

MEETINGS OF THE UNIT

The Enabling Unit shall meet at least once every quarter and may also convene meetings as and when required, depending upon the needs, grievances, accessibility requirements or other matters concerning Persons with Benchmark Disabilities. The Member Secretary shall coordinate the meetings, maintain the proceedings and records of the Unit, and facilitate follow-up action on decisions taken by the Unit.



Prof. (Dr.) Ranjit Kumar Das
Principal

Tripura Santiniketan Medical College and Hospital

PRINCIPAL

TRIPURA SANTINIKETAN MEDICAL COLLEGE & HOSPITAL