



College Code:- AYU0766

Himalaya Ayurvedic Medical College & Hospital

Permitted By:- (NCISM), Ministry of AYUSH, Govt. of India

Approved by : Health Department Govt. of Bihar

Affiliated to - Aryabhatta Knowledge University | Bihar University of Health Sciences

Chiksi, Paliganj (SH-69), Patna, Bihar-801110

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☎ 9031052021 (Hospital), 9031052028 (College), 6287090206(Office), 6287090205(Office)

Ref. HAMCH/159-1/24

Date 25/05/2024

OFFICE NOTIFICATION

Constitution of Interim Human Resource Development Cell (HRDC)

In conformance with the guidelines provided, the Interim **Human Resource Development Cell (HRDC)** is hereby established at **Himalaya Ayurvedic Medical College and Hospital, Paliganj, Patna**. The cell will serve as a dedicated unit to foster professional development, enhance educational technology, and ensure the upskilling and orientation of all categories of employees associated with the institution.

Objectives of HRDC:

1. Conduct medical education technology training and quality improvement programs for teachers.
2. Organize orientation and training programs for medical, paramedical, technical, administrative, and supportive staff.
3. Facilitate the creation of e-teaching content through photography and audio-video recording.

Infrastructure:

The HRDC will include:

1. An office for the **Coordinator** and **Office Assistant**.
2. A training hall with a minimum capacity of 30 participants, furnished with:
 - Audio-visual system, multimedia projector, or smart interactive board.
 - Computers, laptops, Wi-Fi connectivity, and sufficient charging points.
 - Printer and copier facilities.
3. Facilities for photography and audio-video recording.

Composition of Human Resource Development Committee (HRDC):

| Sr. | Designation | Individual |
|-----|-------------|---|
| 1 | Chairman | Dr. (Prof.) Pratima Shukla (Principal) |
| 2 | Coordinator | Dr. (Prof.) Rajesh Kumar (Professor, Anatomy Dept.) |
| 3 | Member | Dr. Syed Wesal Ahmad (Medical Superintendent) |
| 4 | Member | Dr. (Prof.) Shailesh Kumar Pathak (Professor, Physiology Dept.) |
| 5 | Member | Dr. (Prof.) Ajay Kumar Sharan (Professor Dravyaguna Vigyan Dept.) |
| 4 | Member | Dr. (Prof.) Sadanand Gupta (Professor, Agad Tantra Dept.) |
| 4 | Member | Dr. (Prof.) Ramkika Singh (Swasthyavritta evam Yoga) |
| 4 | Member | Mr. Anil Kumar (Chief Administrative Officer) |

Note:

- The term of the interim committee will be till starting of third professional BAMS course or as per institutional policies.
- The committee may co-opt experts or additional members as required.

Functions of the Committee:

1. Identify skills, techniques, or knowledge areas for training and orientation for each category of employees.
2. Prepare a schedule and calendar of training programs for the overall development of institutional functionality.

Categories for Training:

Employees will be grouped under the following categories for targeted training programs:

- **Teaching Staff:** Including library staff, physical education instructors, and yoga demonstrators.
- **Administrative Staff.**
- **Nursing Staff and Lab Technicians.**
- **Panchakarma Therapists:** Including kriyakalpa and anusastrakarma specialists.
- **Technical Staff:** IT, electrical, plumbing, etc.
- **Cooks:** Pathya cooks and Panchakarma preparation room cooks.
- **Supportive Staff:** Garden workers, drivers, security, etc.
- **Menial Staff:** Housekeeping or multi-tasking staff.

Implementation:

The HRDC shall operate in alignment with the **Minimum Requirements and Standards** outlined under **Schedules III and V** of the governing rules.

This notification comes into immediate effect and requires all concerned stakeholders to extend full cooperation for the successful implementation of the Human Resource Development Cell.

Authorized Signatory


25/05/2024
Director
Himalaya Ayurvedic Medical
College & Hospital
Chiksi, Paliganj, Patna, Bihar







S K Pathak.

A. S. S. S. S.





Anil Kumar



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Ref. HAMCH/216-1/24

Date 05/10/2024

Minutes of the 1st Meeting of the Human Resource Development Committee

Himalaya Ayurvedic Medical College and Hospital, Paliganj, Patna

Date: [05/10/2024]

Time: [03:PM]

Venue: Council Hall, Himalaya Ayurvedic Medical College and Hospital

Agenda:

1. Introduction of the Human Resource Development Committee (HRDC).
2. Discussion on the objectives and functions of the HRDC.
3. Approval of the infrastructure and resource requirements.
4. Formation of a training schedule for the current year.
5. Assignment of responsibilities to committee members.

Members Present:

| Sr. | Designation | Individual |
|-----|-------------|---|
| 1 | Chairman | Dr. (Prof.) Pratima Shukla (Principal) |
| 2 | Coordinator | Dr. (Prof.) Rajesh Kumar (Professor, Anatomy Dept.) |
| 3 | Member | Dr. Syed Wesal Ahmad (Medical Superintendent) |
| 4 | Member | Dr. (Prof.) Shailesh Kumar Pathak (Professor, Physiology Dept.) |
| 5 | Member | Dr. (Prof.) Ajay Kumar Sharan (Professor Dravyaguna Vigyan Dept.) |
| 4 | Member | Dr. (Prof.) Sadanand Gupta (Professor, Agad Tantra Dept.) |
| 4 | Member | Dr. (Prof.) Ramkika Singh (Swasthyavritta evam Yoga) |
| 4 | Member | Mr. Anil Kumar (Chief Administrative Officer) |

Minutes of the Meeting:

1. Welcome Address:

The Chairperson welcomed all the committee members and emphasized the importance of the Human Resource Development Cell (HRDC) in enhancing institutional performance.

2. Introduction of HRDC Objectives and Functions:

The Coordinator presented an overview of the HRDC, its objectives, and the functions as outlined in the governing rules. It was unanimously agreed that the HRDC would serve as a cornerstone for professional development and institutional growth.

3. Approval of Infrastructure Requirements:

The committee discussed the minimum infrastructure and resource requirements as specified in the regulations. It was decided that the following would be set up in the HRDC Hall:

- Audio-visual systems and multimedia projectors.
- Smart interactive board, Wi-Fi connectivity, laptops, and printer/copier facilities.
- Adequate furniture for accommodating 30 participants.
- Photography and video recording equipment for e-teaching content creation.

4. Training Schedule for the Current Year:

The committee resolved to group employees into the following categories for targeted training programs:

- Teaching Staff (including library and yoga demonstrators).
- Administrative Staff.
- Nursing Staff and Lab Technicians.
- Panchakarma Therapists.
- Technical Staff (IT, plumbing, electrical, etc.).
- Cooks (Pathya and Panchakarma preparation).
- Supportive and Housekeeping Staff.

A tentative schedule for the training programs will be prepared by the Coordinator and circulated for feedback.

5. Assignment of Responsibilities:

- **Coordinator:** To draft the training calendar and oversee the execution of HRDC activities.
- **Medical Superintendent:** To assist in identifying skills and knowledge areas for training.
- **Faculty Members:** To contribute to the development of training modules specific to their expertise.
- **Administrative Member:** To ensure logistical support and resource availability.

6. **Any Other Matters:**

The members discussed the need to identify external experts for conducting specialized training sessions. It was resolved that experts may be co-opted as per requirements.

7. **Vote of Thanks:**

The meeting concluded with a vote of thanks by the Coordinator, expressing gratitude to all members for their participation and valuable inputs.

Action Items:

| ACTION | ASSIGNED TO | DEADLINE |
|------------------------------------|--------------|--------------|
| PREPARE DETAILED TRAINING CALENDAR | Coordinator | [30/01/2025] |
| FINALIZE INFRASTRUCTURE SETUP | Admin Member | [30/10/2026] |
| IDENTIFY EXTERNAL EXPERTS | All Members | [10/02/2025] |


Recorded By:

Dr. (Prof.) Rajesh Kumar
Coordinator HRDC


Rajesh


Approved By:

Dr. (Prof.) Pratima Shukla
Chairman HRDC


05/10/2024
Director
Himalaya Ayurvedic Medical
College & Hospital
Chiksi, Paliganj, Patna, Bihar

S. K. Patrak

A. S. D. S. M.

Sahendra Kumar

Rajendra

Mil Kumar