



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

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Date 10/03/2025.....

Minutes of the Meeting of the Human Resource Development Committee (HRDC)

Date: 10/03/2025

Venue: Council Hall

Agenda:

1. Review of action items from the previous meeting held on 05/10/2024.
2. Presentation of draft training calendar for the year 2025.
3. Finalization of expert resource persons for specialized training sessions.
4. Discussion on implementation of timeline and arrangements logistics.
5. Any other matter with the permission of the Chair.

Members Present:

Sr.	Designation	Name
1.	Chairman	Dr. (Prof.) Pratima Shukla
2.	Coordinator	Dr. (Prof.) Rajesh Kumar
3.	Member	Dr. Syed Wesal Ahmad
4.	Member	Dr. (Prof.) Shailesh Kumar Pathak
5.	Member	Dr. (Prof.) Ajay Kumar Sharan
6.	Member	Dr. (Prof.) Sadanand Gupta
7.	Member	Dr. (Prof.) Ramkika Singh
8.	Member	Mr. Anil Kumar

Minutes:

1. Review of Previous Action Items:

- The Coordinator presented a summary of action items from the meeting dated 05/10/2024.

- Preparation of a draft training calendar and preliminary identification of external experts were completed as per schedule.
 - The infrastructure setup is in progress and expected to be completed before the next academic session.
- 2. Presentation and Discussion of the Draft Training Calendar:**
- The Coordinator shared a detailed draft training calendar categorizing staff into Teaching, Administrative, Technical, Nursing, Panchakarma, and Support Staff.
 - Members provided feedback regarding scheduling and suggested including short refresher modules for senior faculty.
- 3. Finalization of Expert Resource Persons:**
- Suggestions for external experts from reputed Ayurvedic institutions and local skill development agencies were discussed.
 - It was decided that a formal invitation would be extended to shortlisted experts by the end of March 2025.
- 4. Implementation Timeline and Logistics:**
- Mr. Anil Kumar assured that logistical arrangements including training materials, venue readiness, and refreshments will be managed by the administrative wing.
 - The first training session was tentatively scheduled for the second week of May 2025.
- 5. Any Other Matter:**
- Dr. Sadanand Gupta suggested incorporating sessions on soft skills and stress management for non-teaching staff.
 - The proposal was welcomed and incorporated into the upcoming training plan.

Action Items:

Action	Assigned To	Deadline
Finalize training calendar and circulate	Coordinator	20/04/2025
Confirm participation of expert resource persons	All Members	31/04/2025
Ensure readiness of training hall and materials	Admin Member	05/05/2025
Launch first training session	HRDC	10/05/2025

Vote of Thanks:

The meeting concluded with a vote of thanks by the Chairman, appreciating the proactive involvement of all members in strengthening the institutional HRD framework.

Recorded By:

Dr. (Prof.) Rajesh Kumar
Coordinator, HRDC

A.S. Verma

S.K. Pathak

Approved By:

Dr. (Prof.) Pratima Singh
Chairman, HRDC

Sadanand Gupta

Pratima Singh

Anil Kumar

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