




NATIONAL COLLEGE OF AYURVEDA & HOSPITAL

A COMMITMENT TO COMMUNITY

Affiliated by: Shri Krishna Ayush University, Kurukshetra

Approved by: NCISM, Ministry of Ayush (Govt. of India)

Address: 
Dhani Garan Road
Barwala (Hisar)
Haryana - 125121

+91 8222896728

+91 8430000028

Kundu.balraj@yahoo.in

Institute ID - AYU0389

Nationalcollegeofayurveda.in



STANDARD OPERATIVE PROCEDURE

Constitutional Order for the Establishment of the Human Resource Development Cell

Subject: Establishment of the Human Resource Development Cell

In alignment with our commitment to enhancing staff competencies and improving educational quality, we hereby issue the following order for the establishment of a Human Resource Development Cell (HRDC), as constituted following discussions in the college council.

1. Establishment of the Cell

We shall establish a Human Resource Development Cell (HRDC) to serve as a Medical Education Technology Training Unit and Quality Improvement Program Conduction Unit. The HRDC will provide orientation and training for medical, paramedical, technical, administrative, and supportive staff.

2. Infrastructure Requirements

The HRDC shall include:

- An office for the coordinator and office assistant.
- A hall equipped with adequate furniture suitable for conducting workshops, accommodating a minimum of thirty participants.
- Facilities including information communication technology, audiovisual systems, multimedia projectors or smart interactive boards, computers, laptops, WiFi connectivity, sufficient charging points for laptops, printers, and copiers.
- Photography and audio/video recording facilities for developing eteaching content.


3. SCOPE :

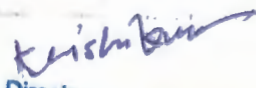
The HRDC will focus on:

- Conducting training sessions and workshops for various categories of employess
- Identifying skills , techniques and knowledge gaps that need to be addresses through targeted training programs.
- Ensuring comprehensive development through a structured approach to staff training and orientation

4 . Composition of the Human Resource Development Committee

The HRDC will be overseen by a Human Resource Development Committee composed as follows:


Principal
National College of Ayurveda & Hospital
Dhani Garan Road, Barwala (Hisar)


Director
National College of Ayurveda & Hospital
Dhani Garan Road, Barwala (Hisar)
The 5 Elements

Earth Air Water Fire Space



NATIONAL COLLEGE OF AYURVEDA & HOSPITAL

A COMMITMENT TO COMMUNITY

Affiliated by: Shri Krishna Ayush University, Kurukshetra
Approved by: NCISM, Ministry of Ayush (Govt. of India)

Address:
Dhani Garan Road
Barwala (Hisar)
Haryana - 125121

+91 8222896728

+91 8430000028

Kundu.balraj@yahoo.in

Institute ID - AYU0389

Nationalcollegeofayurveda.in



Serial Number	Designation	Individuals
1	Chairman	Director or Dean or Principal
2	Coordinator	Professor or Associate Professor
3	Member	Medical Superintendent
4	Member	One Faculty Member from First Professional Subjects
5	Member	One Faculty Member from Second Professional Subjects
6	Member	One Faculty Member from Third Professional Subjects (Medical Subjects)
7	Member	One Faculty Member from Third Professional Subjects (Surgical Subjects)
8	Member	One Member from Administration or Human Resources

5. Duration : The term of the committee shall be two years or as per institutional policies.

(Note: The committee may co-opt experts as required.)

4. Functions of the Committee

The committee shall:

- Plan, execute, and monitor activities of the HRDC.
- Identify skills and knowledge gaps among employees to be addressed through training.
- Prepare a calendar of training schedules and implement them accordingly.

5. Grouping of Employees for Training

Employees may be grouped under the following categories for training purposes:

- Teaching staff (including library staff, physical education instructors, yoga demonstrators).
- Administrative staff.
- Nursing staff and lab technicians.
- Panchakarma therapists (including kriyakalpa and anusastrakarma therapists).
- Technical staff (information technology, electrical, plumbing).
- Cooks (pathya cooks and cooks in Panchakarma preparation rooms).
- Supportive staff (garden workers, drivers, security personnel).
- Menial staff (housekeeping or multitasking staff).

This order is effective immediately and aims to foster a culture of continuous professional development within our institution.

Krishna Kumar

Director

National College of Ayurveda & Hospital
Dhani Garan Road, Barwala (Hisar)

Prabhakar

Principal Signature

National College of Ayurveda & Hospital
Dhani Garan Road, Barwala (Hisar)

The 5 Elements

Earth Air Water Fire Space



NATIONAL COLLEGE OF AYURVEDA & HOSPITAL

A COMMITMENT TO COMMUNITY

Affiliated by: Shri Krishna Ayush University, Kurukshetra

Approved by: NCISM, Ministry of Ayush (Govt. of India)

Address:
Dhani Garan Road
Barwala (Hisar)
Haryana - 125121

+91 8222896728

+91 8430000028

Kundu.balraj@yahoo.in

Institute ID - AYU0389

Nationalcollegeofayurveda.in



Documents

Training need assessment form

- **Purpose:** To identify the training needs of staff members.

Training program schedule

- **Purpose:** To outline upcoming training sessions and workshops

Attendance Record

- **Purpose:** To track participation in training sessions.

Similarly feedback and minutes.

ACHIEVEMENTS

Here are some examples of achievements of the Human Resource Development Cell (HRDC):

1. **Implementation of Structured Training Framework:** Successfully established a comprehensive training framework that addresses the needs of various staff categories, including teaching, administrative, nursing, and technical personnel.
2. **Conducting Workshops and Training Sessions:** Organized numerous training sessions and workshops utilizing advanced facilities, enhancing the learning experience for over 300 participants.
3. **Positive Staff Feedback:** Received high satisfaction ratings from staff regarding the effectiveness of training programs, indicating improved job satisfaction and performance.
4. **Collaboration with Experts:** Co-opted external experts for specialized training sessions, enriching the training content and providing diverse perspectives to participants.
5. **Identification of Training Needs:** Proactively identified skills and knowledge gaps among employees, leading to targeted training programs that address specific developmental needs.
6. **Development of E-Teaching Content:** Established facilities for photography and audio/video recording, enabling the creation of high-quality e-teaching materials that support remote learning initiatives.
7. **Enhanced Institutional Functionality:** Contributed to the overall functionality and quality improvement of the institution by fostering a culture of continuous professional development among staff.
8. **Comprehensive Calendar of Training Programs:** Developed and implemented a detailed calendar of training schedules that ensures systematic planning and execution of training activities across all departments.

These achievements reflect the HRDC's commitment to enhancing staff competencies and improving educational quality within the institution.

Raninder Kumar

Director

National College of Ayurveda & Hospital
Dhani Garan Road, Barwala (Hisar)

Priyanka

Principal

National College of Ayurveda & Hospital
Dhani Garan Road, Barwala (Hisar)

The 5 Elements

Earth Air Water Fire Space