

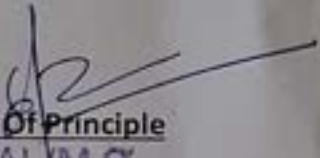
(Recognized by Ayush/NCISM New Delhi, Pt. DDUMHS & Ayush University of C.G.)

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Email id - raigarhcollegeofayurveda@gmail.com, 2024ayu0859@gmail.com.

HR CELL

S No.	Committee Members Name	Designation	Contact No.
1	Dr. HD Banjare	President	9425216447
2	Dr. Shivshankar Soni	Coordinator	9770130255
3	Dr. Ashwani Pradhan	Secretary	9826884455
4	Dr. Sachin Dwivedi	Member	9407727704
5	Dr. Yogita Patil	Member	9404519023
6	Mr. Sandeep Pradhan	Member	9993735690
7	Dr. Naresh Patel	Member	7224980898
8	Dr. Asmita Dewangan	Member	9131161958
9	Subrata Rani Purohit	Member	8770589603


Signature Of Principle
PRINCIPAL/M.S.
RAIGARH MEDICAL COLLEGE
AND HOSPITAL OF
AYURVEDA RAIGARH (C.G.)

C.C To

- President, Vivaan Shiksha Samiti
- Secretary, Vivaan Shiksha Samiti
- Administrator
- All Department
- Notice board
- Hostel (Boys & Girls)
- Mess
- Library

Minutes of Meeting

Formation of Human Resource Cell

Date: 04/11/2025

Venue: Principal Office / Conference Hall

Members Present

- Principal – Chairperson
- Medical Superintendent
- Heads of Departments
- Senior Faculty Members
- Administrative Officer

Agenda

To constitute the committee as per NCISM norms for smooth academic and administrative functioning.

Resolution

It was unanimously resolved to constitute the Human Resource Cell with the following objectives and responsibilities.

Functions

- Faculty recruitment and appointment monitoring
- Maintenance of service records of teaching and non-teaching staff
- Planning faculty development programs and training
- Ensuring adequate staffing as per NCISM norms

Conclusion

The meeting concluded with a vote of thanks to the chair.

Principal/Chairperson

Member Secretary

PRINCIPAL/M.S.
RAIGARH MEDICAL COLLEGE
AND HOSPITAL OF
AYURVEDA RAIGARH (C.G.)

Minutes of the Meeting:

Formation of the Human Resource (HR) Cell

Date: 4.11.2025
Time: 12 pm
Venue: Principal's Office / Conference Hall
Chairperson:

1. Attendance

The meeting was attended by the Principal, Medical Superintendent, HODs, Senior Faculty Members, and the Administrative Officer.

2. Agenda

To formally constitute the **Human Resource (HR) Cell** as per **NCISM norms** to streamline recruitment, maintain rigorous service records, and foster professional growth for all teaching and non-teaching staff.

3. Resolution

The Chairperson emphasized that the quality of an institution is defined by its people. It was unanimously resolved to establish the HR Cell to ensure the college is always adequately staffed and that faculty members are continuously upskilled.

Core Objectives:

- **Compliance:** Ensuring the faculty-to-student ratio and staff qualifications strictly meet NCISM mandates.
- **Documentation:** Digitalizing and physical auditing of Service Books, Form 16, and Experience Certificates.
- **Development:** Implementing a robust Faculty Development Program (FDP) calendar.

4. Proposed Annual HR Calendar (Month-wise)

Focus Area	Proposed Activity
1 Constitution	Official notification of HR Cell members and definition of Roles & Responsibilities.
2 Staffing Audit	Reviewing the current staff list against NCISM MSR to identify any vacancies for the next session.

- | | | |
|----|------------------------------|--|
| 3 | Service Record Update | Verification and updating of Service Books, Bio-metric IDs, and Joining Reports for all staff. |
| 4 | Recruitment Drive | Issuing advertisements and conducting interviews for vacant Teaching/Non-teaching positions. |
| 5 | Orientation | Induction program for newly joined staff regarding institutional policies and leave rules. |
| 6 | Mid-Year FDP | Organizing a 3-day Faculty Development Program on "Modern Teaching Tools & Pedagogy." |
| 7 | Performance Review | Initiating the Annual Performance Appraisal (Self-Appraisal) process for all employees. |
| 8 | Non-Teaching Training | Workshop for Administrative and Lab staff on "Standard Operating Procedures (SOPs) & Records." |
| 9 | Welfare Review | Meeting to discuss staff benefits, insurance, and health check-ups for hospital staff. |
| 10 | NCISM Readiness | Mock audit of all teacher files (Form A/B, Degree Certs, Registration) for upcoming inspections. |
| 11 | Leave & Promotion | Reviewing promotion eligibility (CAS) and finalizing summer/winter vacation schedules. |
| 12 | Annual HR Report | Finalizing the "Manpower Status Report" and planning the recruitment budget for the next year. |

5. Conclusion

The Principal directed the Administrative Officer to ensure that all teacher profiles are updated on the NCISM/College Portal immediately. The meeting concluded with a vote of thanks to the Chair.

Principal

Secretary (HR Cell)

PRINCIPAL/M.S.
RAIGARH MEDICAL COLLEGE
AND HOSPITAL OF
AYURVEDA RAIGARH (C.G.)

Ref. No:

Date: 19.12.2025

CIRCULAR

Subject: Invitation to 3-Day Faculty Development Program on "Modern Teaching Tools & Pedagogy/ Andragogy/ Miller's Pyramid."

As part of our commitment to academic excellence and in alignment with **NCISM faculty enrichment norms**, the **Human Resource (HR) Cell** is pleased to announce a specialized **3-Day Faculty Development Program (FDP)**.

The objective of this program is to empower our educators with contemporary Pedagogy/ Andragogy/ Miller's Pyramid techniques and digital tools to enhance the teaching-learning experience in the classroom and clinical settings.

Program Details:

- **Dates:** 22-12-25 to 24-12-25
- **Time:** Time 10:00 AM to 4:00 PM
- **Venue:** College Conference Hall
- **Target Participants:** All Teaching Faculty (All Departments)

3-Day Session Overview:

- **Day 1: Modern Pedagogical Shifts**
 - Transitioning from Teacher-Centric to **Student-Centric Learning**.
 - Implementing **Outcome-Based Education (OBE)** in Ayurveda.
- **Day 2: Digital & ICT Integration**
 - Hands-on training with Learning Management Systems (LMS) and AI-assisted tools.
 - Creating interactive multimedia content for medical lectures.
- **Day 3: Assessment & Evaluation Excellence**
 - Designing effective formative and summative assessment tools.
 - Case-based and Problem-Based Learning (PBL) methodologies.

Registration:

Participation is mandatory for all faculty members to meet annual professional development requirements. Please confirm your attendance with the **Member Secretary (HR Cell)**. Certificates of participation will be issued upon successful completion of all sessions.

Let us collectively work towards redefining our educational standards.

[Signature]

Principal / Chairperson
Human Resource (HR) Cell
PRINCIPAL/M.S.
RAIGARH MEDICAL COLLEGE
AND HOSPITAL OF
AYURVEDA RAIGARH (C.G.)

Copy to:

1. Medical Superintendent
2. All HODs (to ensure departmental rescheduling)
3. Administrative Officer
4. Member Secretary, HR Cell

Raigarh Medical College & Hospital of Ayurveda



(Recognized by Ayush/NCISM New Delhi, Pt. DDUMHS & Ayush University of C.G.)

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Email id - raigarhcollegeofayurveda@gmail.com, 2024ayu0859@gmail.com.

Ref. No:

Date: 6.1.2026.

CIRCULAR

Subject: Training Workshop on "Standard Operating Procedures (SOPs) & Record Maintenance."

In alignment with NCISM quality assurance norms and institutional excellence, the **Human Resource (HR) Cell** is organizing a one-day training workshop specifically for all **Administrative and Laboratory Staff**.

Efficient documentation is the backbone of institutional accreditation and smooth day-to-day operations. This workshop aims to standardize our recording processes and ensure every department follows unified operational protocols.

Workshop Details:

- **Date:**
- **Time:** 11:00 AM to 3:00 PM
- **Venue:** College Seminar Hall
- **Target Group:** All Office Clerks, Lab Technicians, and Assistant Staff.

Key Learning Objectives:

- **SOP Familiarization:** Understanding the step-by-step procedures for equipment handling, chemical storage, and office workflows.
- **Documentation Standards:** Training on maintaining Stock Registers, Attendance Logs, and Daily Activity Books.
- **Data Accuracy:** Ensuring error-free entry of student/hospital data for future audits and NCISM visitations.
- **File Retrieval:** Best practices for systematic filing and quick retrieval of administrative records.

Instructions:

1. Attendance is **mandatory** for all non-teaching staff members.
2. Departments must ensure that essential services are not disrupted; staff may attend in batches if coordinated with their respective HODs.
3. Please bring your current departmental **Stock Register** or **SOP Manual** for a hands-on review session.

(SIGNATURE)

Principal / Chairperson
Human Resource (HR) Cell
RAIGARH MEDICAL COLLEGE
AND HOSPITAL OF
AYURVEDA RAIGARH (C.G.)

Copy to:

1. Medical Superintendent
2. All HODs (Teaching & Hospital)
3. Administrative Officer (for implementation)
4. Member Secretary, HR Cell