



**R.D. MEMORIAL
GROUP OF INSTITUTES**
AYURVED - NURSING - HOMIOPATHY

Rani Dullaiya Smriti Ayurved P.G. College & Hospital



ESTD - 2002

Recognized by N.C.I.S.M. & Ministry of AYUSH, New Delhi
Affiliated to Madhya Pradesh Medical Science University, Jabalpur (M.P.), Appr. by M.P. Govt.

Ref. No. RDSAC 84/2412/25

Date 1/12/2025

HUMAN RESOURCE CELL

S.NO.	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1.	Dr. Ravi Prakash Singh	Chairman	
2.	Dr. Bharat Chouragade	Co-ordinator	
3.	Dr. Atul Pawar	Member	
4.	Dr. Dinesh Choudhari	Member	
5.	Dr. Prashant D. Math	Member	
6.	Dr. Ajay Kapadnis	Member	
7.	Dr. Seema Singh Hada	Member	
8.	Mr. Vipin Jain	Member	
9.	Mrs. Anamika Rajak	Member	

Principal

Rani Dullaiya Smriti Ayurved
P.G. College & Hospital
Barkhedhi Kalan, Bhadbhada Road
Bhopal (M.P.)

Rani Dullaiya Smriti Ayurved P.G College and Hospital

Barkhedi Kalan, Bhopal 462044 (M.P)

Internal Circular

Ref. No: _____

Date: 28/02/26

Name of the Committee: Human resource development committee.

This is for the information of all members that **Monthly/ Quarterly / Half yearly /Yearly** meeting of the committee is schedule to be held on 09/03/26 at 2:00 am/pm. The meeting will be chaired by Prof Ravi Prakash Singh sir. Following Faculties will be present in the meeting as special invitees.

- 1) _____
- 2) _____
- 3) _____

You are hence requested to make it convenient to attend the same with all relevant information and testimonials thereof.

The agenda for the said meeting is as follows:

SN	Agenda	Remarks
1.	Establishment & strengthening of human resource development cell.	
2.	Promotion of medical education Technology (MET)	
3.	Faculty development & academic capacity building.	
4.	Training & orientation for administrative staff.	
5.	Skill development for nursing staff & laboratory tech.	
6.	Capacity building for panchakarma therapist & tech. personnel.	
7.	Training programmes for kitchen, pathology & PK staff	
8.	Development of supportive & housekeeping staff	
9.	Training need assessment & annual planning	
10.	Development of e-teaching & digital learning resources.	
11.	Quality improvement & institutional excellence	
12.	Leadership development & professional ethics.	
13.	Employee wellness & motivation	
14.	Monitoring, evaluation & documentation.	
15.	Collaboration & networking.	

Thanking you,
Bhopal

Date: 28/02/26

Member Secretary

Principal

Rani Dullaiya Smriti Ayurved
P.G. College & Hospital
Barkhedi Kalan, Bhadbhada Road
Bhopal (M.P)

Meeting No. 3

REF No. - 0.

Date - 09/03/2026

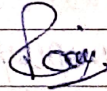
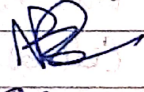

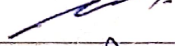
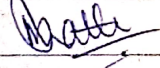
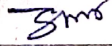

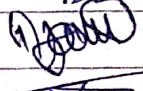

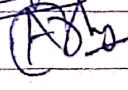
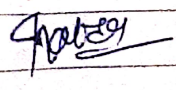
The Meeting of HRDC of Ravi Dullaiya Smriti Ashramda P.G. College and Hospital, Bhopal was held on 09/03/2026

Venue - HRDC Training Hall

Time - 2:00 PM

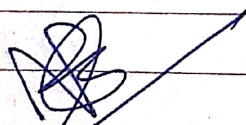
The following members of the Committee were Present.
This meeting was chaired by Dr. Ravi Prakash Singh

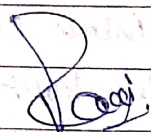
COMMITTEE MEMBERS

S.No.	NAME	POSITION IN COMMITTEE	SIGNATURE
1.	Dr. Ravi Prakash Singh	Chairman	
2.	Dr. Bharat Chougale	Co-ordinator	
3.	Dr. Arun Pawar	Member	
4.	Dr. Dinesh Choudhary	Member	
5.	Dr. Prashant D. Math	Member	
6.	Dr. Ajay Kapadnis	Member	
7.	Dr. Seema Singh Hada	Member	
8.	Dr. Vipin Jain	Member	
9.	Dr. Omkar Menada	Member	
10.	Dr. Ashutosh Kumar Jain	Member	
11.	Dr. Ajit Kumar Shrivastava	Member	

The agenda for the said meeting is as follows -

1. Establishment and strengthening of human Resource Development.
2. Promotion of medical education technology (MET)
3. Faculty development and academic capacity Building
4. Training and orientation for administrative staff.
5. Skill Development for nursing staff and laboratory tech.
6. Capacity Building for Panchkarma Therapist and technology personnel.
7. Training Programmes for Kitchen, Pathya and PK staff.
8. Development of Supportive and house-keeping staff
9. Training need assessment and annual planning
10. Development of E-teaching and digital learning resources.
11. Quality improvement & institutional excellence
12. Leadership development and Professional ethics
13. Employee welfare and motivation.
14. Monitoring, evaluation and documentation
15. Collaboration and networking.


Co-ordinator


[Chairperson]
Principal

Principal
Laxmi Dullaiya Smriti Ayurved
P.G. College & Hospital
Barkhedhi Katan, Bhadbhada Road
Bhopal (M.P.)

Rani Dullaiya Smriti Ayurved P.G College and Hospital

Barkhedli Kalan, Bhopal 462044 (M.P)

Date: 09 March 2026

Venue: HRDC Training Hall

Time: 2:00 PM

Agenda of the Human Resource Development Committee

1. Establishment and Strengthening of Human Resource Development Cell
2. Promotion of Medical Education Technology (MET)
3. Faculty Development and Academic Capacity Building
4. Training and Orientation for Administrative Staff
5. Skill Development for Nursing Staff and Laboratory Technicians
6. Capacity Building for Panchakarma Therapists and Technical Personnel
7. Training Programmes for Kitchen, Pathya, and Panchakarma Preparation Staff
8. Development of Supportive and Housekeeping Staff
9. Training Need Assessment and Annual Planning
10. Development of E-Teaching and Digital Learning Resources
11. Quality Improvement and Institutional Excellence
12. Leadership Development and Professional Ethics
13. Employee Wellness and Motivation
14. Monitoring, Evaluation, and Documentation
15. Collaboration and Networking

The meeting began with the welcome of all members and Chairperson by the Member secretary. After seeking the permission of the chair, the meeting began with point-to-point agenda. All members discussed on the issues in point wise manner and following is the cumulative conclusion drawn out of it.

Minutes of the Human Resource Development Committee Meeting

Date: 09 March 2026

Venue: HRDC Conference Hall

Time: 11:30 AM

Minutes of the Human Resource Development Committee Meeting Held On 09 March 2026

The Human Resource Development Committee convened on 09 March 2026 under the chairmanship of the Principal to review achievements of the previous year and formulate the Human Resource Development Action Plan for 2026–27.

The Chairperson appreciated the successful functioning of the Human Resource Development Cell and acknowledged the contributions of all departments in

implementing training and capacity-building activities. The coordinator presented the annual report summarizing programmes conducted for faculty, administrative staff, nursing personnel, laboratory technicians, Panchakarma therapists, technical staff, and support employees.

The committee reviewed infrastructure facilities available in the HRDC. It was resolved to upgrade digital recording systems, increase computing resources, and strengthen online learning infrastructure for hybrid and virtual training programmes. Additional facilities for video production and webinar hosting were also approved.

The Medical Education Technology Unit presented its annual activities. Faculty participation in MET programmes had increased significantly, and several departments had adopted competency-based teaching methods, structured feedback systems, and blended learning approaches. The committee resolved to organize advanced training on curriculum innovation, simulation-based education, and educational technology integration.

The committee reviewed outcomes of Faculty Development Programmes. Faculty members had participated in research methodology workshops, publication ethics training, scientific writing courses, and academic leadership programmes. Increased research publications and conference participation were noted. The committee encouraged departments to promote collaborative research and interdisciplinary projects.

Training activities for administrative personnel, nursing staff, laboratory technicians, Panchakarma therapists, and technical staff were evaluated through feedback and competency assessments. The committee expressed satisfaction with improvements in professional skills, documentation practices, safety compliance, and service quality. Refresher programmes were approved for the upcoming year.

The digital learning resource initiative was reviewed. Departments had developed recorded lectures, demonstration videos, online modules, and educational repositories. The committee encouraged wider utilization of Learning Management

Systems and virtual collaboration platforms to enhance accessibility of educational resources.

Quality improvement initiatives received special attention. Internal audits, SOP implementation, documentation practices, accreditation preparedness, and patient-centered service improvements were reviewed. The committee resolved to strengthen benchmarking activities and adopt best practices from reputed educational and healthcare institutions.

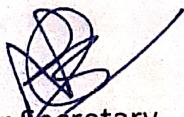
Leadership development and professional ethics programmes conducted during the year were appreciated. Members recommended expanding leadership training opportunities for young faculty members and administrative officers.

Employee wellness activities including yoga, stress management sessions, occupational health awareness programmes, and motivational events had received positive feedback. The committee approved continuation of wellness initiatives and institutional recognition programmes.

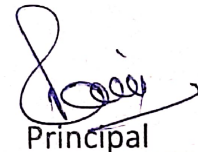
The annual training need assessment report was reviewed and approved. Based on identified requirements, the committee adopted the HRDC Training Calendar for 2026–27 and authorized the coordinator to implement the approved programmes.

The Chairperson thanked all members for their active participation and emphasized continuous improvement, innovation, and excellence in institutional development.

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



Member Secretary



Principal

Principal
Dullaiya Smriti Ayurved
P.G.College & Hospital
Barkhedi Kalan, Bhadbhada Road
Bhopal (M.P.)