



Ref: UMCAR/2024-25/15

Dated: 11.12.2024

OFFICE ORDER

Subject: Human Resource Cell for Academic Year: 2024-2025

In compliance with institutional guidelines and for ensuring effective management and development of human resources, the Competent Authority of the College is pleased to constitute the "Human Resource Cell" for the academic year 2024-2025. This Cell shall be responsible for implementing best practices in HR management, professional development, and staff welfare.

The details of the members are as follows:

Sr. No	Name & Designation	Membership	Mobile No.
1.	Dr. Amit Bhatt (Director, UMCAR)	Chairperson	7579090688
2.	Dr. Ravi Joshi (Principal, UMCAR)	Coordinator	8979667108
3.	Mr. Santosh Rangar (HR Head, UU)	Member	9412923660
4.	Mr. Karan Kohli (HR Department, UU)	Member	8218833623
5.	Mr. Chandramohan Singh (Hospital Admin)	Member	8755620154

Responsibilities of the Human Resource Cell:

- Developing and implementing HR policies aligned with institutional objectives.
- Conducting orientation programs and skill development workshops for faculty and staff.
- Managing recruitment, onboarding, and appraisal processes.
- Overseeing grievance redressal mechanisms and employee welfare activities.
- Ensuring compliance with labor laws and institutional code of conduct.
- Organizing periodic training programs to enhance teaching, research, and clinical skills.
- Facilitating communication between administration and staff for efficient operations.
- Monitoring staff performance and providing constructive feedback.
- Preparing annual reports on HR activities and achievements.

Instructions for the Human Resource Cell:

- The Chairperson shall convene a meeting of the HR Cell every quarter.
- Minutes of the meetings must be documented, with a copy submitted to the undersigned for review.

c) This Cell shall be effective from 11th December 2024 and will remain operational for the academic year 2024-2025.

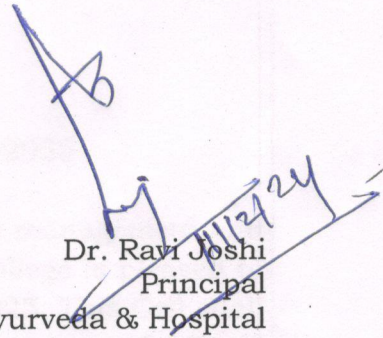
All concerned are requested to take note and comply accordingly.

OFFICE ORDER

Human Resource Cell for Academic Year 2024-2025

In accordance with institutional policies and for ensuring effective development of human resources, the competent authority will constitute the Human Resource Cell. The Cell will be responsible for identifying, recruitment, and staff welfare.

The members of the cell are as follows:



Dr. Ravi Joshi
Principal
Uttaranchal Medical College of Ayurveda & Hospital
Premnagar, Dehradun
Principal

Uttaranchal Medical College
of Ayurveda & Research
Premnagar, Dehradun-UK

CC to:

- ❖ All Concerned
- ❖ Guard file

S.No.	Name of the Member	Designation	Contact No.
1.	Dr. Ravi Joshi (Principal, UMCAR)	Chairperson	7579060688
2.	Dr. Ravi Joshi (Principal, UMCAR)	Coordinator	8979657198
3.	Dr. Santosh Sangar (HR Head, UU)	Member	9412523680
4.	Mr. Faran Kohli (HR Department, UU)	Member	8218433023
5.	Mrs. Chandrabhenu Singh (Hospital Admin)	Member	8733620154

Responsibilities of the Human Resource Cell:

- Developing and implementing HR policies aligned with institutional objectives.
- Conducting orientation programs and skill development workshops for faculty and staff.
- Managing recruitment, onboarding, and appraisal processes.
- Overseeing grievance redressal mechanisms and employee welfare activities.
- Ensuring compliance with labor laws and institutional code of conduct.
- Organizing periodic training programs to enhance teaching, research, and clinical skills.
- Fostering communication between administration and staff for efficient operations.
- Monitoring staff performance and providing constructive feedback.
- Preparing annual reports on HR activities and achievements.

Instructions for the Human Resource Cell:

- The Chairperson shall convene a meeting of the HR Cell every quarter.
- Minutes of all meetings must be documented with a copy submitted to the principal for review.