



**RASHMI INSTITUTE OF AYURVEDA MEDICAL SCIENCES  
& RESEARCH CENTER**

Sandur Road, Govindagiri, Kudligi – 583135, Vijayanagara Dist., Karnataka,

Mobile: +91 9742633638, Email: riakudligi@gmail.com,

Minutes of the Human Resource Development (HRD) Cell Meeting

Date: 01-01-2026

Time: 12:00 noon

1. Welcome Address & Introduction

The **Chairperson** welcomed all members and highlighted the **importance of the Human Resource Development (HRD) Cell** in fostering faculty and staff growth, skill enhancement, and institutional efficiency.

The **HRD Cell was Reformed on January 1, 2026**, with the objective of improving **faculty development, administrative efficiency, and student skill-building initiatives**. The meeting aimed to strategize human resource planning and capacity-building initiatives.

2. Agenda of the Meeting

1. Defining roles of HRD Cell members.
2. Faculty development programs (FDPs) and training initiatives.
3. Skill development workshops for teaching and non-teaching staff.
4. Strategies for recruitment, faculty retention, and career progression.
5. Performance appraisal and feedback mechanisms.
6. Administrative staff training and capacity-building initiatives.
7. Policies for work-life balance and well-being of faculty and staff.
8. Any other matter with permission of the chair.

3. Discussion & Decisions Taken

A. Formation of HRD Cell & Roles of Members

- Defined responsibilities included faculty training, recruitment policies, staff welfare, and career enhancement initiatives.

B. Faculty Development Programs (FDPs)

- It was decided to organize periodic FDPs on innovative teaching methodologies, research skills, and leadership training.
- Training on blended learning, technology integration, and Ayurveda research documentation was emphasized.

C. Skill Development Workshops for Teaching & Non-Teaching Staff

- Workshops on administrative efficiency, communication skills, and professional ethics will be conducted for non-teaching staff.
- Digital competency training for faculty and administrative staff was approved.

D. Recruitment, Retention & Career Progression

- Policies for transparent faculty recruitment and adherence to NCISM norms were discussed.

**E. Performance Appraisal & Feedback Mechanism**

- A structured faculty evaluation system based on teaching effectiveness, research contributions, and student feedback was proposed.
- Staff appraisal criteria were finalized for annual performance reviews.

**F. Training for Administrative & Support Staff**

- Capacity-building programs on institutional policies, student management, and digital record-keeping were discussed.

**G. Work-Life Balance & Faculty Well-being**

- Initiatives like stress management workshops, wellness programs, and faculty recreation activities were discussed.

**H.. Student Soft-Skill Development & Employability Enhancement**

- Programs on communication skills, leadership, teamwork, and problem-solving were proposed to improve student employability.

**4. Conclusion & Action Points**

The Chairperson summarized the key discussions, emphasizing the importance of faculty and staff development for institutional growth. The following action points were agreed upon:

- Implementation of a structured faculty development calendar.
- Initiation of faculty mentoring and student soft-skill programs.
- Periodic review meetings to assess HRD activities and their impact.

The next HRD Cell meeting was scheduled for 23-02-2026 to assess progress and address further developments.

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

Prepared by: Dr. Ulli Shivashankara

SL NO.	NAME	DESIGNATION	Portfolio	Signature
1	DR. H M HARISHA	Principal	CHAIRMAN	
2	DR. PRASHANT C	Associate Professor, Dept. of Kriya Shareera	CO ORDINATOR	
3	DR. ULLI SHIVASHANKARA	Assistant Professor, Dept. of Rachana Shareera	MEMBER	
4	MR. GANGADHAR SWAMI	Clerical staff	MEMBER	
5	DR. UDAY SANKAR	Associate Professor, Dept. of Dravyaguna	MEMBER	
6	DR. MAMATA H M	Deputy Superintendent	MEMBER	

Principal  
 RASHMI INSTITUTE OF  
 AYURVEDA MEDICAL SCIENCE  
 RESEARCH CENTRE  
 KUDLIGI-588135.