



Ref.No.:UMCAR/2025/200

Date: 19.12.2025

OFFICE ORDER

**Subject: Constitution of Human Resource Cell for the
Academic Year: 2025-2026**

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 2025-2026. 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:

S. No.	Name & Designation	Membership	Contact No.
1.	Dr. Amit Bhatt (Director, UMCAR)	Chairperson	7579090688
2.	Dr. Vibhooti Chandrakar (Principal/ Professor, Samhita Sidhanta Department)	Co-ordinator	7248788958
3.	Mr. Santosh Rangar (HR Head, UU)	Member	9412923660
4.	Dr. Nandini Mishra (Associate Professor, Rachna Sharir Department)	Member	7817915895
5.	Mr. Chandra Mohan Singh (Hospital Admin.)	Member	8755620154

Responsibilities of the Human Resource Cell:

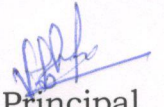
- Developing and implementing HR policies aligned with institutional objectives.
- Conducting orientation programs and skill development workshops for faculty and staff.
- Managing recruitment, onboarding, and appraisal processes.
- Overseeing grievance redressal mechanisms and employee welfare activities.
- 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.

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Instructions for the Human Resource Cell:

- a) The Chairperson shall convene a meeting of the HR Cell every quarter.
- b) Minutes of the meetings must be documented, with a copy submitted to the undersigned for review.
- c) This cell shall be effective from 19th December 2025 and will remain operational for the academic year 2025-2026.

All concerned are requested to take note of the above and comply accordingly.



Principal

UMCAR

Principal

Uttaranchal Medical College
of Ayurveda & Research
Premnagar, Dehradun-Ut.

Copy to:

1. Director, UMCAR – for kind information
2. UMCAR/UHDC Admin. In-charge – for necessary changes in the portal
3. All concerned – for information and necessary actions