

Swati Hospital & Ayurvedic Medical College

Mob.: 7900571971, 9368665043

Budana Road, TAWLI (Muzaffarnagar) U.P.

Emergency 24 Hours

Date-10/04/2026

CONSTITUTION OF HUMAN RESOURCE DEVELOPMENT (HRD) CELL

1. Objectives

The HRD Cell is established to enhance the professional and personal development of both faculty and staff, ensuring high standards of academic and administrative excellence.

Designation	Name	Role
Chairman	Dr. Rakesh Pawar	Principal / Professor
Coordinator	Dr. Arun Kumar	Planning & HR Strategy
Committee Member	Dr. Pooja Dhone	Academic Oversight
Committee Member	Dr. Sunita Singh	Staff Welfare
Committee Member	Dr. Anirudh Gumatkar	Training Coordination
Committee Member	Dr. Vikas Kumar	Compliance & Ethics
Committee Member	Dr. Luquman Ali	Monitoring

2. Operational Protocol

- **Chairman's Role:** Dr. Rakesh Pawar holds the final authority for all institutional decisions and university-level communications.
- **Coordinator's Role:** Dr. Arun Kumar will lead the committee members in executing HR policies and staff development programs.
- **Emergency Issues:** The committee must act immediately to resolve technical hurdles, such as bank account freezes, to ensure student examination fees are processed by the university deadlines.

● O.P.D. Timing : Morning : 10 A.M. to 4 P.M.

उ.प्र. सरकार द्वारा मान्यता प्राप्त हॉस्पिटल

Ayurvedic and Allopathic Treatment

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3. Rules and Regulations

A. Professional Conduct & Resignation

- Any staff member wishing to resign must submit a formal written notice addressed to the Principal.
- A formal notice period must be served, or the equivalent salary deposited, as per the appointment terms.
- Upon resignation, the cell ensures the issuance of an Experience Letter, Relieving Certificate, and No Objection Certificate (NOC) only after all due amounts are settled.

B. Training and Faculty Development

- The cell shall organize regular workshops and seminars to update staff on university-specific guidelines (Mahayogi Guru Gorakhnath AYUSH University standards).
- Faculty members are encouraged to maintain their "Teacher Code" and update their credentials with relevant ministries/councils (NCISM/Ministry of AYUSH).

C. Administrative Support

- The cell will monitor the timely submission of examination fees and coordinate with the University Registrar during technical issues, such as bank account freezes or portal delays.
- The committee must meet at least once every quarter to review staff performance and welfare.

D. Records Maintenance

- The HRD Cell shall maintain updated records of staff contact details (Mobile/Email) and Departmental joining (DOJ).

4. Roles & Responsibilities

- Principal:** Final approving authority for all HR-related decisions and university correspondence.
- Coordinator:** Responsible for organizing training sessions and maintaining teacher codes.
- Members:** Act as a bridge between the staff of their respective departments and the HRD Cell.


Principal
Swati Hospital & Ayurvedic
Medical College
Tawli, Muzaffarnagar

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