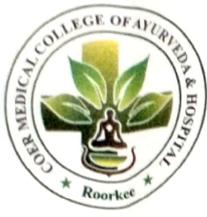


Ref. No.: CMCAH/2025-26/110(A)

Dated: 09, December, 2025

# CONSTITUTION OF HR COMMITTEE





# COER MEDICAL COLLEGE OF AYURVEDA & HOSPITAL

(Governed by Seth Roshan Lal Jain Trust)

Post Box # 27, 7<sup>th</sup> KM on Roorkee - Haridwar Road, Vardhmanpuram  
Roorkee 247667 (Uttarakhand)

Ref.No.: CMCAH/2025-26/110 (FD)

Dated: 09, December 2025

## NOTIFICATION

### Re-Constitution of HR Development Committee- COER Medical College of Ayurveda & Hospital, Roorkee

The HR Development Committee shall consist of the following members namely:

Dr. Parul Chauhan	8077395091/ parulhdr1@gmail.com	HR Coordinator	Coordinates recruitment, Maintains records, implements HR policies.	<i>Parul</i> <i>09-12-25</i>
Dr. Brajendra Rajput	8650049934/ brajendra631@gmail.com	Hospital representative	Department advises on clinical Staff recruitment and training needs.	<i>by</i> <i>12/25</i>
Dr. Vikas Jadon	9027719314/ drvikas2002@gmail.com	Faculty representative	Advises on faculty recruitment, promotions, and academic performance appraisal.	<i>2</i>
Dr. Vimal Kishor Sharma	8941817600/ vkparashar1985@gmail.com	Faculty representative	Advises on wellness program	<i>John</i>
Dr. Sarvesh Kumar	9450589054/ sarvesh0456@gmail.com	Faculty representative	Compliance & legal support, emergency, preparedness	<i>SP</i>
Dr. Kanika Budhlakoti	7888394368/ Kanikabudhlakoti334@gmail.com	Faculty representative	Medical fitness & health checkup, medical leave, health records, workplace health & safety	<i>car</i>
Mr. Sangram Guleria	7973733499/ hr@coeruniversity.ac.in	Finance officer	Manages, salary disbursement And employee benefits.	

*Pratyush Kumar*  
*09-12-25*  
Dr. Pratyush Kumar  
(Principal, CMCAH)  
Principal

COER Medical College of Ayurveda  
& Hospital, Roorkee

- CC to:
- Hon'ble Chancellor -for kind information please
  - Group Director -for information please
  - All members -for kind information & necessary action please
  - Guard File -for records

Approved by NCISM & Ministry of Ayush, New Delhi, Affiliated to: Uttarakhand Ayurved University, Harawala, Dehradun, Uttarakhand



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coerayurveda.org

# MINUTES OF MEETING (MoM)

## HR Development Committee

Meeting Title: HR Development Committee Meeting

Date: 9/12/2025

Time - 10 am

### Members Present

Meeting held by - Dr. Pratyush Kumar (Chairperson)

1. Dr. Parul Chauhan – HR Coordinator
2. Dr. Brajendra Rajput - Hospital representative
3. Dr. Vikas Jadon – Faculty representative
4. Dr. Vimal Kishor Sharma - Faculty representative
5. Dr. Sarvesh Kumar - Faculty representative
6. Dr. Dr. Kanika Budhlakoti - Faculty representative
7. Mr. Sangram Guleria – finance officer

Parul  
9/12/25

Brajendra  
9/12/25

Vikas

Vimal  
9/12/25

Kanika  
12/2/25

### Agenda

1. Discussion on HR development initiatives
2. Training & skill development programs
3. Policy updates and implementation status
4. Any other matters

### Discussion & Decisions

#### 1. HR Development Initiatives

The committee discussed ongoing HR development activities, including employee engagement, leadership development, and performance improvement initiatives.

#### Decision:

- Continue with the current HR development roadmap.
- Identify gaps in employee competencies for future planning.

#### 2. Training & Skill Development Programs

The committee reviewed existing training programs and discussed the need for additional technical and soft skills training.

#### Decision:

- Conduct a training needs assessment across departments.
- Introduce mandatory annual training hours for employees.

### 3. Policy Updates

HR presented updates on revised HR policies related to performance appraisal and career progression and also communicate the updates to all employees.

### 4. Any Other Matters

The committee suggested conducting quarterly HR review meetings to track progress.

Approved by: \_\_\_\_\_

*Ranjana Kumar*  
*09-12-25*  
**Principal**

**COER Medical College of Ayurveda  
& Hospital, Roorkee**