

SCHEDULE V

Minimum essential non-teaching Staff required for the college

| Serial number | Category of staff | Minimum of staff required (intake capacity wise) | | | | Available Staff | Deficiency |
|--|---|--|-----|-----|-----|-----------------|------------|
| | | 60 | 100 | 150 | 200 | | |
| Information technology cell including digital library | | | | | | | |
| 1. | Information Technology Officer (Bachelor of Technology or Bachelor of Engineering in Computer Science or Master of Computer Application/Graduation in computer sciences/BCA/BSc/ Diploma in Computer Applications/Science/IT with 2 years experience) | 1 | 1 | 1 | 1 | | 1 |
| 2 | Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science) | 1 | 1 | 1 | 1 | | 1 |
| 3 | Multi-tasking staff | 1 | 1 | 2 | 2 | | 1 |
| Administrative section | | | | | | | |
| 4. | Personal Assistant or Personal Secretary to Principal (Graduation knowledge of Computer sciences with short hand skill preferably) | 1 | 1 | 1 | 1 | 1 | |
| 5. | Office Superintendent (graduation with five years of administrative experience) | 1 | 1 | 1 | 1 | 1 | |
| 6. | Clerical Staff (graduation with computer knowledge) | 4 | 4 | 4 | 4 | 4 | |
| 7. | Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge) | 1 | 1 | 2 | 2 | 1 | |
| 8. | Clerk for account section | 2 | 2 | 2 | 2 | 2 | |
| 9. | Multi-tasking staff | 4 | 4 | 5 | 5 | | 4 |
| Central library | | | | | | | |
| 10. | Librarian (Master of Library Science (M. Lib) degree or a Bachelor of Library Science (B.Lib) degree accompanied by 3 years of relevant work experience) | 1 | 1 | 1 | 1 | 1 | |
| 11. | Assistant Librarian (Bachelor of Library and Information Science) | 1 | 2 | 3 | 4 | | 1 |
| 12. | Library Attendant/Multitasking staff (minimum 10 th standard pass) | 2 | 2 | 2 | 2 | 1 | 1 |
| Yogya – Clinical Skill or Simulation laboratory | | | | | | | |

Signature of Member

Signature of Member

Signature of Chairman

| | | | | | | | |
|--|--|---|---|---|---|-----|---|
| 13. | In-charge – Additional charge can be assigned to any teaching faculty | | | | | 1 | |
| 14. | Multi-tasking staff | 1 | 1 | 2 | 2 | | 1 |
| Human resource development cell | | | | | | | |
| 15. | In-charge (Assign this post as an additional charge to the Administrative Officer or additional charge to any teaching faculty / non- teaching staff (Graduate)) | | | | | 1 | |
| 16. | Clerk (graduation with computer knowledge) | 1 | 1 | 1 | 1 | 1 | |
| 17. | Multi-tasking staff | 1 | 1 | 2 | 2 | | 1 |
| Note :- Total three clerks shall be required for all 14 Teaching Departments (for all slabs and one for each Professional) | | | | | | | 3 |
| Ayurveda Samhita Siddhant | | | | | | | |
| 18. | Multi-tasking staff | 1 | 1 | 2 | 2 | | 1 |
| Rachana Sharira | | | | | | | |
| 19. | Cadaver lifter | 1 | 1 | 1 | 1 | 1 | |
| 20. | Attendant cum museum keeper | 1 | 1 | 2 | 3 | 1 | |
| Kriya Sharira | | | | | | | |
| 21. | Lab Technician (diploma in Medical Laboratory Technology) | 1 | 1 | 2 | 2 | 1 | |
| 22. | Lab Attendant (minimum 10 th Standard pass) | 1 | 1 | 2 | 3 | 1 | |
| Dravyaguna including Herbal Garden | | | | | | | |
| 23. | Pharmacognosist (B. Pharma/B. Pharma Ayurveda / BSc. Biology) | 1 | 1 | 1 | 2 | | 1 |
| 24. | Lab Attendant (minimum 10 th standard) | 1 | 1 | 2 | 3 | 1 | |
| 25. | Gardener | 1 | 1 | 2 | 2 | 1 | |
| Rasashastra and Bhaishajyakalpana including teaching pharmacy | | | | | | | |
| 26. | Instructor / Analytical Chemist (B. Pharma /B.Pharm (Ay) or D. Pharma /D.Pharm (Ay) with a minimum of three years of work experience) | 1 | 1 | 1 | 2 | | 1 |
| 27. | Lab Attendant cum Museum Keeper (Minimum 10 th standard pass) | 1 | 1 | 2 | 2 | 1 | |
| Quality Control Laboratory (if available) | | | | | | | |
| 28. | Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda) | 1 | 1 | 1 | 2 | MOU | |
| 29. | Clerk (graduate with computer knowledge) | 1 | 1 | 2 | 2 | | |
| 30. | Lab Attendant (Minimum 10 th standard pass) | 1 | 1 | 2 | 2 | | |
| Roga Nidana and Vikriti Vijnana | | | | | | | |
| 31. | Lab Technician Diploma in Medical Laboratory Technology (DMLT) | 1 | 1 | 1 | 2 | 1 | |
| 32. | Lab Attendant cum Museum Keeper (Minimum 10 th standard) | 1 | 1 | 2 | 2 | 1 | |
| Agada Tantra | | | | | | | |
| 33. | Lab Technician (12 th standard passed with Chemistry) | 1 | 1 | 1 | 2 | | 1 |
| 34. | Lab Attendant cum Museum keeper | 1 | 1 | 2 | 2 | | 1 |

| Swasthavritta and Yoga | | | | | | | |
|--|---|-------------------------|-------------------------|-------------------------|-------------------------|----------|--------|
| 35. | Lab Technician (12 th standard passed with science) | 1 | 1 | 1 | 2 | | 1 |
| 36. | Lab Attendant cum Museum Keeper (minimum 10 th standard passed) | 1 | 1 | 2 | 2 | 1 | |
| 37. | Yoga Instructor (Bachelor of Naturopathy and Yogic Sciences / Master of Science in Yoga/ / Bachelor of Science in Yoga or Diploma in Yoga with a minimum of three years of work experience (applicable only for Diploma holders) | 2 (1 Male and 1 Female) | 2 (1 Male and 1 Female) | 2 (1 Male and 1 Female) | 2 (1 Male and 1 Female) | 1 female | 1 male |
| Kayachikitsa | | | | | | | |
| 38. | Multi-tasking staff | 1 | 1 | 1 | 1 | 1 | |
| Panchakarma | | | | | | | |
| 39. | Multi-tasking staff | 1 | 1 | 1 | 1 | 1 | |
| Shalya Tantra | | | | | | | |
| 40. | Multi-tasking staff | 1 | 1 | 1 | 1 | 1 | |
| Shalakyia Tantra | | | | | | | |
| 41. | Multi-tasking staff | 1 | 1 | 1 | 1 | 1 | |
| Prasuti and Streeroga | | | | | | | |
| 42. | Multi-tasking staff | 1 | 1 | 1 | 1 | 1 | |
| Kaumarabhritya | | | | | | | |
| 43. | Multi-tasking staff | 1 | 1 | 1 | 1 | 1 | |
| Internal Quality Assurance Cell | | | | | | | |
| 44. | Coordinator: Graduation with MBA in Quality Management or trained for quality management or Assign additional charge to any teaching faculty in the absence of candidates possessing the qualifications specified by the regulation or schedule | 1 | 1 | 1 | 1 | | |
| 45. | Clerk (graduate with computer knowledge) (1 clerk shared for HRD for all Committees) | 1 | 1 | 1 | 1 | | |
| 46. | Multi-tasking staff | 1 | 1 | 1 | 1 | | 1 |
| Co and extra-Curricular activities | | | | | | | |
| 47. | Physical Education Instructor – Part time (Bachelor’s degree in Physical Education / Master’s degree in sciences in Marma and sports Medicine) | 1 | 1 | 2 | 2 | | 1 |
| 48. | Multi-tasking staff | 1 | 1 | 2 | 2 | | 1 |
| Student support career guidance and placement cell | | | | | | | |
| 49. | Councilor for counselling (part time) | 1 | 1 | 1 | 1 | | 1 |
| Maintenance cell (Common Facility) | | | | | | | |
| 50. | Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in | 1 | 1 | 1 | 1 | | 1 |

| | | | | | | | | |
|--|--|---|---|---|---|---|---|--|
| | civil) | | | | | | | |
| 51. | Electrician | 1 | 1 | 1 | 1 | 1 | | |
| 52. | Plumber | 1 | 1 | 1 | 1 | 1 | | |
| 53. | Carpenter | 1 | 1 | 1 | 1 | 1 | | |
| 54. | Multi-tasking staff | 1 | 1 | 2 | 2 | 1 | | |
| Store (College) | | | | | | | | |
| 55. | Clerk (graduate with computer knowledge) | 1 | 1 | 2 | 2 | 1 | | |
| 56. | Multi-tasking staff | 1 | 1 | 2 | 2 | | 1 | |
| Note: Services of electrician, plumber, gardener, attendant or peon, maintenance staff, Multi-tasking staff and the like may be obtained by out sourcing. | | | | | | | | |