SCHEDULE V-C (As per 1st May 2024)

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	0
1.	Information Technology Officer (Bachelor of Technology or Bachelor of Engineering in Computer Science or Master of Computer Application)	1	1	1	1		
	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)						
2.	Wi-Fi campus	1	2	2	2	1	0
	Non-Wi-Fi campus	1	2	3	3	1	0
	Multi-tasking staff	1	1	2	2	1	0
Administrative section						˙1	0
3.	Personal Assistant or Personal Secretary to Principal (graduation with secretarial training)	1	1	1	1		
4.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	1	0
5.	Clerical Staff (graduation with computer knowledge)	2	3	4	5	2	0
6.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	1	0
7.	Multi-tasking staff	2	2	3	3	2	0
Central library							0
8.	Librarian (Master of Library and Information Science or Bachelor of Library and Information Science with five years of Library experience)	1	1	1	1	1	
9.	Assistant Librarian (Bachelor of Library and Information Science)	1	2	3	4	1	0
10.	Library Attendant (minimum 10th standard pass)	1	1	2	2	1	0
11.	Multi-tasking staff	1	1	2	2	1	0
Yogya – Clinical Skill or Simulation laboratory							0
12.	In-charge (Bachelor of Ayurvedic Medicine and Surgery graduate with training or orientation on handling of mannequins and simulators)	1	1	1	1	1	
13.	Clerk (graduation with computer knowledge)	1	1	1	1	1	0
14.	Multi-tasking staff	1	1	2	2	1	0
Human resource development cell							0
15.	In-charge (Bachelor of Ayurvedic Medicine and Surgery with Master of Business Administration in Human Resource Management)	1	1	1	1	1	
16.	Clerk (graduation with computer knowledge)	1	1	1	1	1	0
17.	Multi-tasking staff	1	1	2	2	1	0
Ayurveda Samhita Siddhant							0
18.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
19.	Multi-tasking staff	1	1	2	2	1	0
Rachana Sharira							

Signature of Member   Signature of Member   Signature of Chairman

No.	Position						
20.	Clerk (Graduate with computer knowledge)	1	1	2	2	1	0
21.	Cadaver lifter	1	1	1	1	1	0
22.	Attendant cum museum keeper	1	1	2	3	1	0
23.	Multi-tasking staff	1	1	2	2	1	0
	Kriya Sharira						
24.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	1	0
25.	Clerk (graduate with computer knowledge)	1	1	2	2	1	0
26.	Lab Attendant (minimum 10th Standard pass)	1	1	2	3	1	0
27.	Multi-tasking staff	1	1	2	2	1	0
	Dravyaguna including Herbal Garden						
28.	Lab Technician (12th Standard pass with biology)	1	1	1	2	1	0
29.	Clerk (Graduate with computer knowledge)	1	1	2	2	1	0
30.	Lab Attendant (minimum 10th standard)	1	1	2	3	1	0
31.	Museum and Herbarium Keeper	1	1	1	1	1	0
32.	Gardener	1	1	2	2	1	0
33.	Multi-tasking staff	1	1	2	2	1	0
	Rasashastra and Bhaishajyakalpana including teaching pharmacy						
34.	Instructor (Bachelor of Ayurvedic Medicine and Surgery)	1	1	2	2	1	0
35.	Clerk (graduate with computer knowledge)	1	1	2	2	1	0
36.	Lab Attendant cum Museum Keeper (Minimum 10th standard pass)	1	1	2	2	1	0
37.	Multi-tasking staff	1	1	2	2	1	0
	Quality Control Laboratory						
38.	Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda)	1	1	1	2	1	0
39.	Clerk (graduate with computer knowledge)	1	1	2	2	1	0
40.	Pharmacognosist	1	1	1	2	1	0
41.	Lab Attendant (Minimum 10th standard pass)	1	1	2	2	1	0
42.	Multi-tasking staff	1	1	2	2	1	0
	Roga Nidana and Vikriti Vijnana						
43.	Lab Technician Diploma in Medical Laboratory Technology (DMLT)	1	1	1	2	1	0
44.	Clerk (Graduate with computer knowledge)	1	1	2	2	1	0
45.	Lab Attendant cum Museum Keeper (Minimum 10th standard)	1	1	2	2	1	0
46.	Multi-tasking staff	1	1	2	2	1	0
	Agada Tantra						
47.	Lab Technician (12th standard passed with Chemistry)	1	1	1	2	1	0
48.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
49.	Lab Attendant cum Museum keeper	1	1	2	2	1	0
50.	Multi-tasking staff	1	1	2	2	1	0
	Swasthavritta and Yoga						
51.	Lab Technician (12th standard passed with science)	1	1	1	2	1	0
52.	Clerk (Graduate with computer knowledge)	1	1	2	2	1	0
53.	Lab Attendant cum Museum Keeper (minimum 10th standard passed)	1	1	2	2	1	0

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Sr. No.	Particulars						
54.	Yoga Instructor with Master of Science Yoga or Bachelor of Ayurvedic Medicine and Surgery with Diploma in Yoga or Bachelor of Naturopathy and Yogic Sciences (in case of two instructors, one male and one female shall be appointed)	1	1	1	2		
55.	Multi-tasking staff	1	1	2	2	1	0
Kayachikitsa							
56.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
57.	Multi-tasking staff	1	1	1	1	1	0
Panchakarma							
58.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
59.	Multi-tasking staff	1	1	1	1	1	0
Shalya Tantra							
60.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
61.	Multi-tasking staff	1	1	1	1	1	0
Shalakya Tantra							
62.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
63.	Multi-tasking staff	1	1	1	1	1	0
Prasuti and Streeroga							
64.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
65.	Multi-tasking staff	1	1	1	1	1	0
Kaumarabhritya							
66.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
67.	Multi-tasking staff	1	1	1	1	1	0
Internal Quality Assurance Cell							
68.	Coordinator: Graduation with MBA in Quality Management or trained for quality management	1	1	1	1	1	0
69.	Clerk (graduate with computer knowledge)	1	1	1	1	1	0
70.	Multi-tasking staff	1	1	1	1	1	0
Co and extra-Curricular activities							
71.	Physical Education Instructor (minimum Bachelor in Physical Education)	1	1	2	2	1	0
72.	Multi-tasking staff	1	1	2	2	1	0
Student support career guidance and placement cell							
73.	Councilor for counselling (part time)	1	1	1	1	1	0
Central Workshop or Maintenance cell							
74.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	1	1	1	1	1	0
75.	Electrician	1	1	1	1	1	0
76.	Plumber	1	1	1	1	1	0
77.	Carpenter	1	1	1	1	1	0
78.	Multi-tasking staff	1	1	2	2	1	0
Store (College)							
79.	Clerk (graduate with computer knowledge)	1	1	2	2	1	0
80.	Multi-tasking staff	1	1	2	2	1	0

Note: Services of electrician, plumber, gardener, attendant or peon, maintenance staff, Multi-tasking staff and the like may be obtained by out sourcing.

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Incharge Principal
Ayurved Mahavidyalaya
Near Sion Railway Station
Sion Mumbai - 400 022.