

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	Deficient
		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	Available	
2	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)	1	1	1	1	Available	
3	Multi-tasking staff	1	1	2	2	Available	
Administrative section							
4.	Personal Assistant or Personal Secretary to Principal (Graduation knowledge of Computer sciences with short hand skill preferably)	1	1	1	1	Available	
5.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	Available	
6.	Clerical Staff (graduation with computer knowledge)	4	4	4	4	Available	
7.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	Available	
8.	Clerk for account section	2	2	2	2	Available	
9.	Multi-tasking staff	4	4	5	5	Available	
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	Available	
11.	Assistant Librarian (Bachelor of Library and Information Science)	1	2	3	4	Available	
12.	Library Attendant/Multitasking staff (minimum 10 th standard pass)	2	2	2	2	Available	
Yogya - Clinical Skill or Simulation laboratory							
13.	In-charge – Additional charge can be assigned to any teaching faculty					Available	
14.	Multi-tasking staff	1	1	2	2	Available	
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)					Available	
16.	Clerk (graduation with computer knowledge)	1	1	1	1	Available	
17.	Multi-tasking staff	1	1	2	2	Available	
Note :- Total three clerks shall be required for all 14 Teaching Departments (for all slabs and one for each Professional)							
Ayurveda Samhita Siddhant							

18.	Multi-tasking staff	1	1	2	2	Available	
Rachana Sharira							
19.	Cadaver lifter	1	1	1	1	Available	
20.	Attendant cum museum keeper	1	1	2	3	Available	
Kriya Sharira							
21.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	Available	
22.	Lab Attendant (minimum 10 th Standard pass)	1	1	2	3	Available	
Dravyaguna including Herbal Garden							
23.	Pharmacognosist (B. Pharma/B. Pharma Ayurveda / BSc. Biology)	1	1	1	2	Available	
24.	Lab Attendant (minimum 10 th standard)	1	1	2	3	Available	
25.	Gardener	1	1	2	2	Available	
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	Available	
27.	Lab Attendant cum Museum Keeper (Minimum 10 th standard pass)	1	1	2	2	Available	
Quality Control Laboratory (if available)							
28.	Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda)	1	1	1	2	Available	
29.	Clerk (graduate with computer knowledge)	1	1	2	2	Available	
30.	Lab Attendant (Minimum 10 th standard pass)	1	1	2	2	Available	
Roga Nidana and Vikriti Vijnana							
31.	Lab Technician Diploma in Medical Laboratory Technology (DMLT)	1	1	1	2	Available	
32.	Lab Attendant cum Museum Keeper (Minimum 10 th standard)	1	1	2	2	Available	
Agada Tantra							
33.	Lab Technician (12 th standard passed with Chemistry)	1	1	1	2	Available	
34.	Lab Attendant cum Museum keeper	1	1	2	2	Available	
Swasthavritta and Yoga							
35.	Lab Technician (12 th standard passed with science)	1	1	1	2	Available	
36.	Lab Attendant cum Museum Keeper (minimum 10 th standard passed)	1	1	2	2	Available	
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)	Available	
Kayachikitsa							
38.	Multi-tasking staff	1	1	1	1	Not Applicable	
Panchakarma							

39.	Multi-tasking staff	1	1	1	1	Not Applicable		
Shalya Tantra								
40.	Multi-tasking staff	1	1	1	1	Not Applicable		
Shalakyta Tantra								
41.	Multi-tasking staff	1	1	1	1	Not Applicable		
Prasuti and Streeroga								
42.	Multi-tasking staff	1	1	1	1	Not Applicable		
Kaumarabhritya								
43.	Multi-tasking staff	1	1	1	1	Not Applicable		
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	Available		
45.	Clerk (graduate with computer knowledge) (1 clerk shared for HRD for all Committees)	1	1	1	1	Available		
46.	Multi-tasking staff	1	1	1	1	Available		
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	Available		
48.	Multi-tasking staff	1	1	2	2	Available		
Student support career guidance and placement cell								
49.	Councilor for counselling (part time)	1	1	1	1	Available		
Maintenance cell (Common Facility)								
50.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	1	1	1	1	Available		
51.	Electrician	1	1	1	1	Available		
52.	Plumber	1	1	1	1	Available		
53.	Carpenter	1	1	1	1	Available		
54.	Multi-tasking staff	1	1	2	2	Available		
Store (College)								
55.	Clerk (graduate with computer knowledge)	1	1	2	2	Available		
56.	Multi-tasking staff	1	1	2	2	Available		
Note: Services of electrician, plumber, gardener, attendant or peon, maintenance staff, Multi-tasking staff and the like may be obtained by out sourcing.								

