# SCHEDULE V

## Minimumessentialnon-teachingStaffrequiredforthecollege

| Serial number | Categoryof staff | Minimumofstaffrequired (intake capacity wise) | | | | Available Staff | Deficienc |
|---|---|---|---|---|---|---|---|
| | | 60 | 100 | 150 | 200 | | |
| **Informationtechnologycellincludingdigitallibrary** | | | | | | | |
| 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 | InformationTechnologyAssistant(BachelorofScienceinComputerApplicationordiplomainComputer Science) | 1 | 1 | 1 | 1 | 1 | |
| 3 | Multi-taskingstaff | 1 | 1 | 2 | 2 | 1 | |
| Administrativesection | | | | | | | |
| 4. | Personal Assistant or Personal Secretary to Principal(Graduation knowledge of Computer sciences with short hand skill preferably) | 1 | 1 | 1 | 1 | 1 | |
| 5. | OfficeSuperintendent(graduationwithfiveyears ofadministrativeexperience) | 1 | 1 | 1 | 1 | 1 | |
| 6. | ClericalStaff(graduationwithcomputerknowledge) | 4 | 4 | 4 | 4 | 4 | |
| 7. | Accountants(BachelorofCommerce orMaster of Commercewithcomputerknowledge) | 1 | 1 | 2 | 2 | 1 | |
| 8. | Clerk for account section | 2 | 2 | 2 | 2 | 2 | |
| 9. | Multi-taskingstaff | 4 | 4 | 5 | 5 | 4 | |
| Centrallibrary | | | | | | | |
| 10. | Librarian(MasterofLibraryScience (M. Lib) degree or a BachelorofLibraryScience (B.Lib) degree accompanied by 3 years of relevant work experience) | 1 | 1 | 1 | 1 | 1 | |
| 11. | AssistantLibrarian(BachelorofLibraryandInformationScience) | 1 | 2 | 3 | 4 | 1 | |
| 12. | LibraryAttendant/Multitasking staff(minimum10th standardpass) | 2 | 2 | 2 | 2 | 2 | |
| Yogya–ClinicalSkillorSimulationlaboratory | | | | | | | |
| 13. | In-charge – Additional charge can be assigned to any teaching faculty | | | | | | |
| 14. | Multi-taskingstaff | 1 | 1 | 2 | 2 | 1 | |
| Humanresourcedevelopmentcell | | | | | | | |
| 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) | | | | | | |
| 16. | Clerk(graduationwithcomputerknowledge) | 1 | 1 | 1 | 1 | 1 | |
| 17. | Multi-taskingstaff | 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) | | | | | | | |

| Sl. No. | Designation | | | | | | |
|---|---|---|---|---|---|---|---|
| | AyurvedaSamhitaSiddhant | | | | | | |
| 18. | Multi-taskingstaff | 1 | 1 | 2 | 2 | 1 | |
| | RachanaSharira | | | | | | |
| 19. | Cadaverlifter | 1 | 1 | 1 | 1 | 1 | |
| 20. | Attendantcummuseumkeeper | 1 | 1 | 2 | 3 | 1 | |
| | KriyaSharira | | | | | | |
| 21. | LabTechnician(diplomainMedicalLaboratoryTechnology) | 1 | 1 | 2 | 2 | 1 | |
| 22. | LabAttendant(minimum10$^{th}$Standardpass) | 1 | 1 | 2 | 3 | 1 | |
| | DravyagunaincludingHerbalGarden | | | | | | |
| 23. | Pharmacognosist (B. Pharma/B. PharmaAyurveda / BSc. Biology | 1 | 1 | 1 | 2 | 1 | |
| 24. | LabAttendant(minimum10$^{th}$standard) | 1 | 1 | 2 | 3 | 1 | |
| 25. | Gardener | 1 | 1 | 2 | 2 | 1 | |
| | RasashastraandBhaishajyakalpanaincludingteachingpharmacy | | | | | | |
| 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. | LabAttendantcumMuseumKeeper(Minimum10$^{th}$standardpass) | 1 | 1 | 2 | 2 | 1 | |
| | QualityControlLaboratory (if available) | | | | | | |
| 28. | AnalyticalChemist(BachelorofPharmacy or BachelorofPharmacyinAyurveda) | 1 | 1 | 1 | 2 | 1 | |
| 29. | Clerk(graduatewithcomputerknowledge) | 1 | 1 | 2 | 2 | 1 | |
| 30. | LabAttendant(Minimum10$^{th}$standardpass) | 1 | 1 | 2 | 2 | 1 | |
| | RogaNidanaandVikritiVijnana | | | | | | |
| 31. | LabTechnicianDiplomainMedicalLaboratory Technology(DMLT) | 1 | 1 | 1 | 2 | 1 | |
| 32. | LabAttendantcumMuseumKeeper(Minimum 10$^{th}$standard) | 1 | 1 | 2 | 2 | 1 | |
| | AgadaTantra | | | | | | |
| 33. | LabTechnician(12$^{th}$standardpassed with Chemistry) | 1 | 1 | 1 | 2 | 1 | |
| 34. | LabAttendantcumMuseumkeeper | 1 | 1 | 2 | 2 | 1 | |
| | Swasthavrittaand Yoga | | | | | | |
| 35. | LabTechnician(12$^{th}$standardpassed withscience) | 1 | 1 | 1 | 2 | 1 | |
| 36. | LabAttendantcumMuseumKeeper(minimum 10$^{th}$standardpassed) | 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) | | |
| | Kayachikitsa | | | | | | |
| 38. | Multi-taskingstaff | 1 | 1 | 1 | 1 | 1 | |
| | Panchakarma | | | | | | |
| 39. | Multi-taskingstaff | 1 | 1 | 1 | 1 | 1 | |
| | ShalyaTantra | | | | | | |

Signature of Member        Signature of Member        Signature of Chairman

| No. | Position | | | | | | |
|---|---|---|---|---|---|---|---|
| 40. | Multi-taskingstaff | 1 | 1 | 1 | 1 | 1 | |
| | ShalakyaTantra | | | | | | |
| 41. | Multi-taskingstaff | 1 | 1 | 1 | 1 | 1 | |
| | PrasutiandStreeroga | | | | | | |
| 42. | Multi-taskingstaff | 1 | 1 | 1 | 1 | 1 | |
| | Kaumarabhritya | | | | | | |
| 43. | Multi-taskingstaff | 1 | 1 | 1 | 1 | 1 | |
| | InternalQualityAssuranceCell | | | | | | |
| 44. | Coordinator:GraduationwithMBAinQuality Managementortrainedforqualitymanagement 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 | 1 | |
| 45. | Clerk(graduatewithcomputerknowledge) (1 clerk shared for HRD for all Committees) | 1 | 1 | 1 | 1 | 1 | |
| 46. | Multi-taskingstaff | 1 | 1 | 1 | 1 | 1 | |
| | Coandextra-Curricularactivities | | | | | | |
| 47. | PhysicalEducationInstructor – 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-taskingstaff | 1 | 1 | 2 | 2 | 1 | |
| | Studentsupportcareerguidanceandplacementcell | | | | | | |
| 49. | Councilorforcounselling(parttime) | 1 | 1 | 1 | 1 | 1 | |
| | Maintenance cell (Common Facility) | | | | | | |
| 50. | SiteEngineer(BachelorofEngineeringor BachelorofTechnologypreferablyin civil) | 1 | 1 | 1 | 1 | 1 | |
| 51. | Electrician | 1 | 1 | 1 | 1 | 1 | |
| 52. | Plumber | 1 | 1 | 1 | 1 | 1 | |
| 53. | Carpenter | 1 | 1 | 1 | 1 | 1 | |
| 54. | Multi-taskingstaff | 1 | 1 | 2 | 2 | 1 | |
| | Store(College) | | | | | | |
| 55. | Clerk(graduatewithcomputerknowledge) | 1 | 1 | 2 | 2 | 1 | |
| 56. | Multi-taskingstaff | 1 | 1 | 2 | 2 | 1 | |
| **Note:** Servicesofelectrician,plumber,gardener,attendantorpeon,maintenancestaff,Multi-taskingstaffandthelike may be obtained by out sourcing. | | | | | | | |

Signature of Member        Signature of Member        Signature of Chairman