

SCHEDULE V

Minimum essential non-teaching Staff required for the college

Serial number	Category of staff	Minimum of staff required (intake capacity wise)				Availab le Staff	Deficienc
		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)	1	1	1	1	1	
2.	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)						
	Wi-Fi campus	1	2	2	2	1	
	Non-Wi-Fi campus	1	2	3	3	1	
	Multi-tasking staff	1	1	2	2	1	
Administrative section							
3.	Personal Assistant or Personal Secretary to Principal (graduation with secretarial training)	1	1	1	1	1	
4.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	1	
5.	Clerical Staff (graduation with computer knowledge)	2	3	4	5	4	
6.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	1	
7.	Multi-tasking staff	2	2	3	3	2	
Central library							
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	
10.	Library Attendant (minimum 10 th standard pass)	1	1	2	2	1	
11.	Multi-tasking staff	1	1	2	2	1	
Yogya - Clinical Skill or Simulation laboratory							
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	Charge given to Dr. Rajshree Khemka
13.	Clerk (graduation with computer knowledge)	1	1	1	1	0	
14.	Multi-tasking staff	1	1	2	2	1	
Human resource development cell							
15.	In-charge (Bachelor of Ayurvedic Medicine and Surgery with Master of	1	1	1	1	0	

	Business Administration in Human Resource Management)						
16.	Clerk (graduation with computer knowledge)	1	1	1	1	0	
17.	Multi-tasking staff	1	1	2	2	0	
Ayurveda Samhita Siddhant							
18.	Clerk (graduate with computer knowledge)	1	1	1	1	01	
19.	Multi-tasking staff	1	1	2	2	01	
Rachana Sharira							
20.	Clerk (Graduate with computer knowledge)	1	1	2	2	1	
21.	Cadaver lifter	1	1	1	1	1	
22.	Attendant cum museum keeper	1	1	2	3	1	
23.	Multi-tasking staff	1	1	2	2	1	
Kriya Sharira							
24.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	1	
25.	Clerk (graduate with computer knowledge)	1	1	2	2		
26.	Lab Attendant (minimum 10 ^m Standard pass)	1	1	2	3		
27.	Multi-tasking staff	1	1	2	2		
Dravyaguna including Herbal Garden							
28.	Lab Technician (12 ^m Standard pass with biology)	1	1	1	2		
29.	Clerk (Graduate with computer knowledge)	1	1	2	2		
30.	Lab Attendant (minimum 10 ^m standard)	1	1	2	3		Not applicable
31.	Museum and Herbarium Keeper	1	1	1	1		
32.	Gardener	1	1	2	2	1	
33.	Multi-tasking staff	1	1	2	2		
Rasashastra and Bhaishajyakalpana including teaching pharmacy							
34.	Instructor (Bachelor of Ayurvedic Medicine and Surgery)	1	1	2	2		
35.	Clerk (graduate with computer knowledge)	1	1	2	2		
36.	Lab Attendant cum Museum Keeper (Minimum 10 th standard pass)	1	1	2	2		
37.	Multi-tasking staff	1	1	2	2		
Quality Control Laboratory							
38.	Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda)	1	1	1	2		Not applicable
39.	Clerk (graduate with computer knowledge)	1	1	2	2		
40.	Pharmacognosist	1	1	1	2		
41.	Lab Attendant (Minimum 10 ^m standard pass)	1	1	2	2		
42.	Multi-tasking staff	1	1	2	2		
Roga Nidana and Vikriti Vijnana							
43.	Lab Technician Diploma in Medical Laboratory Technology (DMLT)	1	1	1	2		
44.	Clerk (Graduate with computer knowledge)	1	1	2	2		
45.	Lab Attendant cum Museum Keeper (Minimum 10 th standard)	1	1	2	2		
46.	Multi-tasking staff	1	1	2	2		
Agada Tantra							

47.	Lab Technician (12 th standard passed with Chemistry)	1	1	1	2		
48.	Clerk (graduate with computer knowledge)	1	1	1	1		
49.	Lab Attendant cum Museum keeper	1	1	2	2		
50.	Multi-tasking staff	1	1	2	2		
Swasthavritta and Yoga							
51.	Lab Technician (12 th standard passed with science)	1	1	1	2		
52.	Clerk (Graduate with computer knowledge)	1	1	2	2		
53.	Lab Attendant cum Museum Keeper (minimum 10 th standard passed)	1	1	2	2		
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		Not applicable
55.	Multi-tasking staff	1	1	2	2		
Kayachikitsa							
56.	Clerk (graduate with computer knowledge)	1	1	1	1		
57.	Multi-tasking staff	1	1	1	1		
Panchakarma							
58.	Clerk (graduate with computer knowledge)	1	1	1	1		
59.	Multi-tasking staff	1	1	1	1		
Shalya Tantra							
60.	Clerk (graduate with computer knowledge)	1	1	1	1		
61.	Multi-tasking staff	1	1	1	1		
Shalakya Tantra							
62.	Clerk (graduate with computer knowledge)	1	1	1	1		
63.	Multi-tasking staff	1	1	1	1		
Prasuti and Streeroga							
64.	Clerk (graduate with computer knowledge)	1	1	1	1		
65.	Multi-tasking staff	1	1	1	1		
Kaumarabhritya							
66.	Clerk (graduate with computer knowledge)	1	1	1	1		
67.	Multi-tasking staff	1	1	1	1		
Internal Quality Assurance Cell							
68.	Coordinator: Graduation with MBA in Quality Management or trained for quality management	1	1	1	1		
69.	Clerk (graduate with computer knowledge)	1	1	1	1		
70.	Multi-tasking staff	1	1	1	1		
Co and extra-Curricular activities							
71.	Physical Education Instructor (minimum Bachelor in Physical Education)	1	1	2	2		
72.	Multi-tasking staff	1	1	2	2		
Student support career guidance and placement cell							
73.	Councilor for counselling (part time)	1	1	1	1		
Central Workshop or Maintenance cell							

74.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	1	1	1	1	1	
75.	Electrician	1	1	1	1	1	
76.	Plumber	1	1	1	1	1	
77.	Carpenter	1	1	1	1	1	
78.	Multi-tasking staff	1	1	2	2	1	Services
Store (College)							
79.	Clerk (graduate with computer knowledge)	1	1	2	2		out sourcing
80.	Multi-tasking staff	1	1	2	2		
<p>Note: Services of electrician, plumber, gardener, attendant or peon, maintenance staff, Multi-tasking staff and the like may be obtained by out sourcing.</p>							