

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

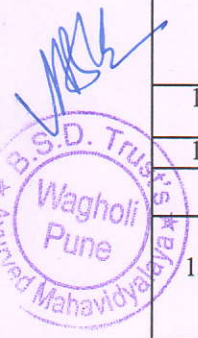
Minimum essential non-teaching Staff required for the college

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.	Information Technology Officer (Bachelor of Technology or Bachelor of Engineering in Computer Science or Master of Computer Application)	1	1	1	1	NA	
2.	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)						
	Wi-Fi campus	1	2	2	2	NA	
	Non-Wi-Fi campus	1	2	3	3	NA	
	Multi-tasking staff	1	1	2	2	NA	
Administrative section							
3.	Personal Assistant or Personal Secretary to Principal (graduation with secretarial training)	1	1	1	1	NA	
4.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	NA	
5.	Clerical Staff (graduation with computer knowledge)	2	3	4	5	NA	
6.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	NA	
7.	Multi-tasking staff	2	2	3	3	NA	
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	NA	
9.	Assistant Librarian (Bachelor of Library and Information Science)	1	2	3	4	NA	
10.	Library Attendant (minimum 10 th standard pass)	1	1	2	2	NA	
11.	Multi-tasking staff	1	1	2	2	NA	
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	NA	
13.	Clerk (graduation with computer knowledge)	1	1	1	1	NA	
14.	Multi-tasking staff	1	1	2	2	NA	
Human resource development cell							
15.	In-charge (Bachelor of Ayurvedic Medicine and Surgery with Master of Business Administration in Human Resource Management)	1	1	1	1	NA	
16.	Clerk (graduation with computer knowledge)	1	1	1	1	NA	
17.	Multi-tasking staff	1	1	2	2	NA	

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Ayurveda Samhita Siddhant						
18.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
19.	Multi-tasking staff	1	1	2	2	NA
Rachana Sharira						
20.	Clerk (Graduate with computer knowledge)	1	1	2	2	NA
21.	Cadaver lifter	1	1	1	1	NA
22.	Attendant cum museum keeper	1	1	2	3	NA
23.	Multi-tasking staff	1	1	2	2	NA
Kriya Sharira						
24.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	NA
25.	Clerk (graduate with computer knowledge)	1	1	2	2	NA
26.	Lab Attendant (minimum 10 th Standard pass)	1	1	2	3	NA
27.	Multi-tasking staff	1	1	2	2	NA
Dravyaguna including Herbal Garden						
28.	Lab Technician (12 th Standard pass with biology)	1	1	1	2	NA
29.	Clerk (Graduate with computer knowledge)	1	1	2	2	NA
30.	Lab Attendant (minimum 10 th standard)	1	1	2	3	NA
31.	Museum and Herbarium Keeper	1	1	1	1	NA
32.	Gardener	1	1	2	2	NA
33.	Multi-tasking staff	1	1	2	2	NA
Rasashastra and Bhaishajya Kalpana including teaching pharmacy						
34.	Instructor (Bachelor of Ayurvedic Medicine and Surgery)	1	1	2	2	NA
35.	Clerk (graduate with computer knowledge)	1	1	2	2	NA
36.	Lab Attendant cum Museum Keeper (Minimum 10 th standard pass)	1	1	2	2	NA
37.	Multi-tasking staff	1	1	2	2	NA
Quality Control Laboratory						
38.	Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda)	1	1	1	2	NA
39.	Clerk (graduate with computer knowledge)	1	1	2	2	NA
40.	Pharmacognosist	1	1	1	2	NA
41.	Lab Attendant (Minimum 10 th standard pass)	1	1	2	2	NA
42.	Multi-tasking staff	1	1	2	2	NA
Roga Nidana and Vikriti Vijnana						
43.	Lab Technician Diploma in Medical Laboratory Technology (DMLT)	1	1	1	2	NA
44.	Clerk (Graduate with computer knowledge)	1	1	2	2	NA
45.	Lab Attendant cum Museum Keeper (Minimum 10 th standard)	1	1	2	2	NA
46.	Multi-tasking staff	1	1	2	2	NA
Agada Tantra						
47.	Lab Technician (12 th standard passed with Chemistry)	1	1	1	2	NA
48.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
49.	Lab Attendant cum Museum keeper	1	1	2	2	NA
50.	Multi-tasking staff	1	1	2	2	NA

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Swasthavritta and Yoga						
51.	Lab Technician (12 th standard passed with science)	1	1	1	2	NA
52.	Clerk (Graduate with computer knowledge)	1	1	2	2	NA
53.	Lab Attendant cum Museum Keeper (minimum 10 th standard passed)	1	1	2	2	NA
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	NA
55.	Multi-tasking staff	1	1	2	2	NA
Kayachikitsa						
56.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
57.	Multi-tasking staff	1	1	1	1	NA
Panchakarma						
58.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
59.	Multi-tasking staff	1	1	1	1	NA
Shalya Tantra						
60.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
61.	Multi-tasking staff	1	1	1	1	NA
Shalaky Tantra						
62.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
63.	Multi-tasking staff	1	1	1	1	NA
Prasuti and Streeroga						
64.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
65.	Multi-tasking staff	1	1	1	1	NA
Kaumarabhritya						
66.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
67.	Multi-tasking staff	1	1	1	1	NA
Internal Quality Assurance Cell						
68.	Coordinator: Graduation with MBA in Quality Management or trained for quality management	1	1	1	1	NA
69.	Clerk (graduate with computer knowledge)	1	1	1	1	NA
70.	Multi-tasking staff	1	1	1	1	NA
Co and extra-Curricular activities						
71.	Physical Education Instructor (minimum Bachelor in Physical Education)	1	1	2	2	NA
72.	Multi-tasking staff	1	1	2	2	NA
Student support career guidance and placement cell						
73.	Councilor for counselling (part time)	1	1	1	1	NA
Central Workshop or Maintenance cell						
74.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	1	1	1	1	NA
75.	Electrician	1	1	1	1	NA
76.	Plumber	1	1	1	1	NA

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77.	Carpenter	1	1	1	1	NA	
78.	Multi-tasking staff	1	1	2	2	NA	
Store (College)							
79.	Clerk (graduate with computer knowledge)	1	1	2	2	NA	
80.	Multi-tasking staff	1	1	2	2	NA	
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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