

## 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	Deficienc
		60	100	150	200		
<b>Information technology cell including digital library</b>							
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	01	Nil
2	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)	1	1	1	1	01	Nil
3	Multi-tasking staff	1	1	2	2	01	Nil
<b>Administrative section</b>							
4.	Personal Assistant or Personal Secretary to Principal (Graduation knowledge of Computer sciences with short hand skill preferably)	1	1	1	1	01	Nil
5.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	01	Nil
6.	Clerical Staff (graduation with computer knowledge)	4	4	4	4	04	Nil
7.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	01	Nil
8.	Clerk for account section	2	2	2	2	02	Nil
9.	Multi-tasking staff	4	4	5	5	04	Nil
<b>Central library</b>							
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	01	Nil
11.	Assistant Librarian(Bachelor of Library and Information Science)	1	2	3	4	02	Nil
12.	Library Attendant/Multitasking staff (minimum 10 <sup>th</sup> standard pass)	2	2	2	2	02	Nil
<b>Yogya - Clinical Skill or Simulation laboratory</b>							
13.	In-charge – Additional charge can be assigned to any teaching faculty					01	Nil
14.	Multi-tasking staff	1	1	2	2	01	Nil
<b>Human resource development cell</b>							
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)					01	Nil
16.	Clerk (graduation with computer knowledge)	1	1	1	1	01	Nil
17.	Multi-tasking staff	1	1	2	2	01	Nil
Note :- Total three clerks shall be required for all 14 Teaching Departments (for all slabs and one for each Professional)						04	Nil

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Ayurveda Samhita Siddhant							
18.	Multi-tasking staff	1	1	2	2	1	Nil
Rachana Sharira							
19.	Cadaver lifter	1	1	1	1	1	Nil
20.	Attendant cum museum keeper	1	1	2	3	1	Nil
Kriya Sharira							
21.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	1	Nil
22.	Lab Attendant (minimum 10 <sup>th</sup> Standard pass)	1	1	2	3	1	Nil
Dravyaguna including Herbal Garden							
23.	Pharmacognosist (B. Pharma/B. Pharma Ayurveda / BSc. Biology)	1	1	1	2	1	Nil
24.	Lab Attendant (minimum 10 <sup>th</sup> standard)	1	1	2	3	1	Nil
25.	Gardener	1	1	2	2	1	Nil
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	1	Nil
27.	Lab Attendant cum Museum Keeper (Minimum 10 <sup>th</sup> standard pass)	1	1	2	2	1	Nil
Quality Control Laboratory (if available)							
28.	Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda)	1	1	1	2	1	Nil
29.	Clerk (graduate with computer knowledge)	1	1	2	2	1	Nil
30.	Lab Attendant (Minimum 10 <sup>th</sup> standard pass)	1	1	2	2	1	Nil
Roga Nidana and Vikriti Vijnana							
31.	Lab Technician Diploma in Medical Laboratory Technology (DMLT)	1	1	1	2	1	Nil
32.	Lab Attendant cum Museum Keeper (Minimum 10 <sup>th</sup> standard)	1	1	2	2	1	Nil
Agada Tantra							
33.	Lab Technician (12 <sup>th</sup> standard passed with Chemistry)	1	1	1	2	1	Nil
34.	Lab Attendant cum Museum keeper	1	1	2	2	1	Nil
Swasthavritta and Yoga							
35.	Lab Technician (12 <sup>th</sup> standard passed with science)	1	1	1	2	1	Nil
36.	Lab Attendant cum Museum Keeper (minimum 10 <sup>th</sup> standard passed)	1	1	2	2	1	Nil
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)	1 (Male)	1 (Female)			

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<b>Kayachikitsa</b>								
38.	Multi-tasking staff	1	1	1	1	1	Nil	
<b>Panchakarma</b>								
39.	Multi-tasking staff	1	1	1	1	1	Nil	
<b>Shalya Tantra</b>								
40.	Multi-tasking staff	1	1	1	1	1	Nil	
<b>Shalakya Tantra</b>								
41.	Multi-tasking staff	1	1	1	1	1	Nil	
<b>Prasuti and Streeroga</b>								
42.	Multi-tasking staff	1	1	1	1	1	Nil	
<b>Kaumarabhritya</b>								
43.	Multi-tasking staff	1	1	1	1	1	Nil	
<b>Internal Quality Assurance Cell</b>								
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	1	Nil	
45.	Clerk (graduate with computer knowledge) (1 clerk shared for HRD for all Committees)	1	1	1	1	1	Nil	
46.	Multi-tasking staff	1	1	1	1	1	Nil	
<b>Co and extra-Curricular activities</b>								
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	1	Nil	
48.	Multi-tasking staff	1	1	2	2	2	Nil	
<b>Student support career guidance and placement cell</b>								
49.	Councilor for counselling (part time)	1	1	1	1	1	Nil	
<b>Maintenance cell (Common Facility)</b>								
50.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	1	1	1	1	1	Nil	
51.	Electrician	1	1	1	1	8	Nil	
52.	Plumber	1	1	1	1	1	Nil	
53.	Carpenter	1	1	1	1	1	Nil	
54.	Multi-tasking staff	1	1	2	2	1	Nil	
<b>Store (College)</b>								
55.	Clerk (graduate with computer knowledge)	1	1	2	2	2	Nil	
56.	Multi-tasking staff	1	1	2	2	1	Nil	
<b>Note:</b> Services of electrician, plumber, gardener, attendant or peon, maintenance staff, Multi-tasking staff and the like may be obtained by out sourcing.								



  
**Principal**  
 Ayurved College  
 Shevgaon, Dist. A'Naga

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