

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	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	01	
2.	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)	1	1	1	1	01	
3.	Multi-tasking staff	1	1	2	2	01	
Administrative section							
4.	Personal Assistant or Personal Secretary to Principal (graduation with secretarial training)	1	1	1	1	01	
5.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	01	
6.	Clerical Staff (graduation with computer knowledge)	4	4	4	4	04	
7.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	01	
8.	Clerk for account section	2	2	2	2	02	
9.	Multi-tasking staff	4	4	5	5	04	
Central library							
10.	Librarian (Master of Library and Information Science or Bachelor of Library and Information Science with five years of Library experience)	1	1	1	1	01	
11.	Assistant Librarian(Bachelor of Library and Information Science)	1	2	3	4	02	
12.	Library Attendant/ Multi-tasking staff (minimum 10 th standard pass)	2	2	2	2	02	
Yogya - Clinical Skill or Simulation laboratory							
13.	In-charge(Bachelor of Ayurvedic Medicine and Surgery graduate with training or orientation on handling of mannequins and simulators)	1	1	1	1	00	
14.	Multi-tasking staff	1	1	2	2	01	
Human resource development cell							
15.	In-charge (Bachelor of Ayurvedic Medicine and Surgery with Master of	1	1	1	1	00	
Signature of Member		Signature of Member		Signature of Chairman			

	Business Administration in Human Resource Management)						
16.	Clerk (graduation with computer knowledge)	1	1	1	1	01	
17.	Multi-tasking staff	1	1	2	2	01	
Ayurveda Samhita Siddhant							
18.	Multi-tasking staff	1	1	2	2	01	
19.	Multi-tasking staff for PG	1	1	1	1	00	
Rachana Sharira							
20.	Cadaver lifter	1	1	1	1	01	
21.	Attendant cum museum keeper	1	1	2	3	01	
Kriya Sharira							
22.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	01	
23.	Lab Attendant (minimum 10 th Standard pass)	1	1	2	3	01	
Dravyaguna including Herbal Garden							
24.	Pharmacognosist	1	1	1	2	01	
25.	Lab Attendant (minimum 10 th standard)	1	1	2	3	01	
26.	Gardener	1	1	2	2	01	
Rasashastra and Bhaishajyakalpana including teaching pharmacy							
27.	Instructor (Bachelor of Ayurvedic Medicine and Surgery)	1	1	1	2	01	
28.	Lab Attendant cum Museum Keeper (Minimum 10 th standard pass)	1	1	2	2	01	
29.	Clerk (graduate with computer knowledge)	1	1	1	1	01	
30.	Multi-tasking staff for PG	1	1	1	1	01	
Quality Control Laboratory							
31.	Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda)	1	1	1	2	01	
32.	Clerk (graduate with computer knowledge)	1	1	2	2	01	
33.	Lab Attendant (Minimum 10 th standard pass)	1	1	2	2	01	
Roga Nidana and Vikriti Vijnana							
34.	Lab Technician Diploma in Medical Laboratory Technology (DMLT)	1	1	1	2	01	
35.	Lab Attendant cum Museum Keeper (Minimum 10 th standard)	1	1	2	2	01	

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Agada Tantra							
36.	Lab Technician (12 th standard passed with Chemistry)	1	1	1	2	01	
37.	Lab Attendant cum Museum keeper	1	1	2	2	01	
Swasthavritta and Yoga							
38.	Lab Technician (12 th standard passed with science)	1	1	1	2	01	
39.	Lab Attendant cum Museum Keeper (minimum 10 th standard passed)	1	1	2	2	01	
40.	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)	2	2	2	2	00	
Kayachikitsa							
41.	Multi-tasking staff	1	1	1	1	01	
Panchakarma							
42.	Multi-tasking staff	1	1	1	1	01	
Shalya Tantra							
43.	Clerk (graduate with computer knowledge)	1	1	1	1	01	
44.	Multi-tasking staff	1	1	1	1	01	
45.	Multi-tasking staff for PG	1	1	1	1	01	
Shalakya Tantra							
46.	Multi-tasking staff	1	1	1	1	01	
47.	Multi-tasking staff for PG	2	2	2	2	02	
Prasuti and Streeroga							
48.	Clerk (graduate with computer knowledge)	1	1	1	1	01	
49.	Multi-tasking staff	1	1	1	1	01	
50.	Multi-tasking staff for PG	1	1	1	1	01	
Kaumarabhritya							
51.	Multi-tasking staff	1	1	1	1	01	
52.	Multi-tasking staff for PG	1	1	1	1	01	
Internal Quality Assurance Cell							
53.	Coordinator: Graduation with MBA in Quality Management or trained for quality management	1	1	1	1	01	
54.	Clerk (graduate with computer knowledge)	1	1	1	1	01	
55.	Multi-tasking staff	1	1	1	1	01	
Co and extra-Curricular activities							
56.	Physical Education Instructor (minimum Bachelor in Physical Education)	1	1	2	2	01	
57.	Multi-tasking staff	1	1	2	2	01	
Student support career guidance and placement cell							
58.	Councilor for counselling (part time)	1	1	1	1	01	
Central Workshop or Maintenance cell							

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59.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	1	1	1	1	01	
60.	Electrician	1	1	1	1	01	
61.	Plumber	1	1	1	1	01	
62.	Carpenter	1	1	1	1	01	
63.	Multi-tasking staff	1	1	2	2	01	
Store (College)							
64.	Clerk (graduate with computer knowledge)	1	1	2	2	01	
65.	Multi-tasking staff	1	1	2	2	01	
Note: Services of electrician, plumber, gardener, attendant or peon, maintenance staff, Multi-tasking staff and the like may be obtained by out sourcing.						71	



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Principal
Matoshri Asarabai Darade
Ayurved College Babhulgaon
Tal. Yeola, Dist. Nashik

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