

**SCHEDULE V-C (As per 1<sup>st</sup> May 2024)**

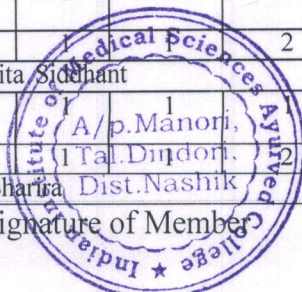
Minimum essential non-teaching Staff required for the college

Serial number	Category of staff	Minimum of staff required (intake capacity wise)				Available Staff	Deficiency	
		60	100	150	200			
<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)	1	1	1	1	Not Applicable		
2.	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)					Not Applicable		
	Wi-Fi campus	1	2	2	2			
	Non-Wi-Fi campus	1	2	3	3			
	Multi-tasking staff	1	1	2	2			
<b>Administrative section</b>								
3.	Personal Assistant or Personal Secretary to Principal (graduation with secretarial training)	1	1	1	1	Not Applicable		
4.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1			
5.	Clerical Staff (graduation with computer knowledge)	2	3	4	5			
6.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2			
7.	Multi-tasking staff	2	2	3	3			
<b>Central library</b>								
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		Not Applicable	
9.	Assistant Librarian (Bachelor of Library and Information Science)	1	2	3	4			
10.	Library Attendant (minimum 10 <sup>th</sup> standard pass)	1	1	2	2			
11.	Multi-tasking staff	1	1	2	2			
<b>Yogya – Clinical Skill or Simulation laboratory</b>								
12.	In-charge (Bachelor of Ayurvedic Medicine and Surgery graduate with training or orientation on handling of mannequins and simulators)	1	1	1	1	Not Applicable		
13.	Clerk (graduation with computer knowledge)	1	1	1	1			
14.	Multi-tasking staff	1	1	2	2			
<b>Human resource development cell</b>								
15.	In-charge (Bachelor of Ayurvedic Medicine and Surgery with Master of Business Administration in Human Resource Management)	1	1	1	1	Not Applicable		
16.	Clerk (graduation with computer knowledge)	1	1	1	1			
17.	Multi-tasking staff			2	2			
<b>Ayurveda Samhita Siddhant</b>								
18.	Clerk (graduate with computer knowledge)		1		1	Not Applicable		
19.	Multi-tasking staff				2			

Signature of Member

Signature of Member

Signature of Chairman

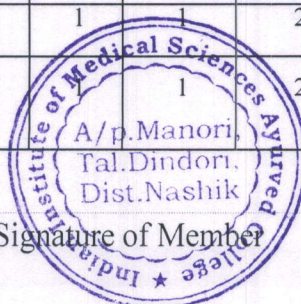


20.	Clerk (Graduate with computer knowledge)	1	1	2	2	Not Applicable	
21.	Cadaver lifter	1	1	1	1		
22.	Attendant cum museum keeper	1	1	2	3		
23.	Multi-tasking staff	1	1	2	2		
Kriya Sharira							
24.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	Not Applicable	
25.	Clerk (graduate with computer knowledge)	1	1	2	2		
26.	Lab Attendant (minimum 10 <sup>th</sup> Standard pass)	1	1	2	3		
27.	Multi-tasking staff	1	1	2	2		
Dravyaguna including Herbal Garden							
28.	Lab Technician (12 <sup>th</sup> Standard pass with biology)	1	1	1	2	Not Applicable	
29.	Clerk (Graduate with computer knowledge)	1	1	2	2		
30.	Lab Attendant (minimum 10 <sup>th</sup> standard)	1	1	2	3		
31.	Museum and Herbarium Keeper	1	1	1	1		
32.	Gardener	1	1	2	2		
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	Not Applicable	
35.	Clerk (graduate with computer knowledge)	1	1	2	2		
36.	Lab Attendant cum Museum Keeper (Minimum 10 <sup>th</sup> 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 <sup>th</sup> 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	Not Applicable	
44.	Clerk (Graduate with computer knowledge)	1	1	2	2		
45.	Lab Attendant cum Museum Keeper (Minimum 10 <sup>th</sup> standard)	1	1	2	2		
46.	Multi-tasking staff	1	1	2	2		
Agada Tantra							
47.	Lab Technician (12 <sup>th</sup> standard passed with Chemistry)	1	1	1	2	Not Applicable	
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 <sup>th</sup> standard passed with science)	1	1	1	2	Not Applicable	
52.	Clerk (Graduate with computer knowledge)	1	1	2	2		
53.	Lab Attendant cum Museum Keeper (minimum 10 <sup>th</sup> standard passed)	1	1	2	2		

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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	Not Applicable		
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		Not Applicable	
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			
75.	Electrician	1	1	1	1			
76.	Plumber	1	1	1	1			
77.	Carpenter	1	1	1	1			
78.	Multi-tasking staff	1	1	2	2			
Store (College)								
79.	Clerk (graduate with computer knowledge)	1	1	2	2			
80.	Multi-tasking staff	1	1	2	2			
<p><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.</p>								

Signature of Member

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**Principal**  
**Indian Institute of Medical Sciences Ayurved College**  
 At, Post Manori, Tal. Dindori, Dist. Nashik  
 Signature of Chairman