

## 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	0	
2	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)	1	1	1	1	0	
3	Multi-tasking staff	1	1	2	2	1	
<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	0	
5.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	0	
6.	Clerical Staff (graduation with computer knowledge)	4	4	4	4	3	
7.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	0	
8.	Clerk for account section	2	2	2	2	0	
9.	Multi-tasking staff	4	4	5	5	1	
<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	1	
11.	Assistant Librarian(Bachelor of Library and Information Science)	1	2	3	4	0	
12.	Library Attendant/Multitasking staff (minimum 10 <sup>th</sup> standard pass)	2	2	2	2	0	
<b>Yogya – Clinical Skill or Simulation laboratory</b>							
13.	In-charge – Additional charge can be assigned to any teaching faculty					0	
14.	Multi-tasking staff	1	1	2	2	0	
<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)					0	
16.	Clerk (graduation with computer knowledge)	1	1	1	1	0	
17.	Multi-tasking staff	1	1	2	2	0	
Note :- Total three clerks shall be required for all 14 Teaching Departments (for all slabs and one for each Professional)							
Ayurveda Samhita Siddhant							

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40.	Multi-tasking staff	1	1	1	1	0	
Shalakya Tantra							
41.	Multi-tasking staff	1	1	1	1	0	
Prasuti and Streeroga							
42.	Multi-tasking staff	1	1	1	1	0	
Kaumarabhritya							
43.	Multi-tasking staff	1	1	1	1	0	
Internal Quality Assurance Cell							
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	0	
45.	Clerk (graduate with computer knowledge) (1 clerk shared for HRD for all Committees)	1	1	1	1	0	
46.	Multi-tasking staff	1	1	1	1	0	
Co and extra-Curricular activities							
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	0	
48.	Multi-tasking staff	1	1	2	2	0	
Student support career guidance and placement cell							
49.	Councilor for counselling (part time)	1	1	1	1	0	
Maintenance cell (Common Facility)							
50.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	1	1	1	1	0	
51.	Electrician	1	1	1	1	0	
52.	Plumber	1	1	1	1	0	
53.	Carpenter	1	1	1	1	0	
54.	Multi-tasking staff	1	1	2	2	1	
Store (College)							
55.	Clerk (graduate with computer knowledge)	1	1	2	2	0	
56.	Multi-tasking staff	1	1	2	2	1	
<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**  
**Ashtang Ayurved College**  
**2062 Sadashiv Peth, Pune-30.**

Signature of Member

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Signature of Chairman