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		
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/Graduation in computer sciences/BCA/BSc/ Diploma in Computer Applications/Science/IT with 2 years experience)	1	1	1	1	1	
2	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)	1	1	1	1	1	
3	Multi-tasking staff	1	1	2	2	2	
Administrative section							
4.	Personal Assistant or Personal Secretary to Principal (Graduation knowledge of Computer sciences with short hand skill preferably)	1	1	1	1	1	
5.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	1	
6.	Clerical Staff (graduation with computer knowledge)	4	4	4	4	4	
7.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	2	
8.	Clerk for account section	2	2	2	2	2	
9.	Multi-tasking staff	4	4	5	5	4	
Central library							
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	2	
12.	Library Attendant/Multitasking staff (minimum 10th standard pass)	2	2	2	2	2	
Yogya – Clinical Skill or Simulation laboratory							
13.	In-charge – Additional charge can be assigned to any teaching faculty						
14.	Multi-tasking staff	1	1	2	2	1	
Human resource development cell							
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)					1	
16.	Clerk (graduation with computer knowledge)	1	1	1	1	1	
17.	Multi-tasking staff	1	1	2	2	1	
Note :- Total three clerks shall be required for all 14 Teaching Departments (for all slabs and one for each Professional)						3	
Ayurveda Samhita Siddhant							

Signature of Member   Signature of Member   Signature of Chairman

Principal